

# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

## MINUTES OF THE EIGHTY FIRST MEETING OF THE BOARD OF GOVERNORS HELD ON 7<sup>th</sup> JUNE 2015

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The Eighty First Meeting of the Board of Governors of the Institute was held on 07/06/2015 in the Conference Room of IIT Guwahati Guest House, Guwahati and the following members were present:

- |                              |                        |
|------------------------------|------------------------|
| 1. Dr. R. P. Singh           | Chairman               |
| 2. Prof. Gautam Biswas       | Director / Member      |
| 3. Prof. Asis Dutta          | Member                 |
| 4. Prof. D.B Goel            | Member                 |
| 5. Prof. M.K.Chaudhuri       | Member                 |
| 6. Mr. M. Thakur, IAS        | Member                 |
| 7. Mr. Pydah Venkatanarayana | Member                 |
| 8. Prof. Arun Chattopadhyay  | Member                 |
| 9. Prof. Rafikul Alam        | Member                 |
| 10. Mr. U. C. Das            | Registrar / Secretary. |

Er. Liansanga Mizoram nominee to the Board of IIT Guwahati, remained absent.

The agenda for the day was taken up as below:

### **Item No. 1**

#### **Chairman's welcome address and appraisal:**

The Chairman welcomed all the members of the Board with special mention to Mr. M. Thakur, IAS who had been newly inducted as a member of the Board as nominee of the State of Assam (Ex-officio in the capacity of Secretary & Commissioner, Higher Education, Govt. of Assam).

In terms of the decision of the Board in its 79<sup>th</sup> meeting held on 19/12/2014, Dr. B. N. Raychaudhury, former Registrar of the Institute, was felicitated by the Board.

There was no appraisal.

#### **Resolution No. : R\_80 BOG/01/2015**

**RESOLVED** that the Chairman's welcome address be noted.

## **Item No. 2**

### **Presentation of the Director on the subject of '4 i Lab and Centre for Creativity'**

With permission of the Chair, Director gave a presentation on “**4 i Lab and Centre for Creativity**”. The 4i stands for Innovate, Inspire, Initiate and Include.

Further, the Board was informed that there is an agenda item in this meeting regarding a proposal of setting up of a Centre for Creativity to cater to the diverse needs of the students so as to reduce stress, to develop their latent inherent qualities, to work for the welfare of the IITG community and to work for the benefit of the people of North East through formal and non-formal education and performance.

The Board decided to discuss on setting up of the Centre for Creativity at the time of discussion of the concerned agenda item.

The Board appreciated the presentation and resolved as below:

#### **Resolution No. : R\_81 BOG/02/2015**

**RESOLVED**, that the presentation given by the Director on the concept of 4 i Lab and Centre for Creativity be **APPRECIATED**.

## **Item No. 3**

### **Confirmation of the Minutes of the 80<sup>th</sup> Meeting of the Board of Governors of the Institute held on 03/03/2015:**

The Minutes of the 80<sup>th</sup> Meeting of the Board of Governors of the Institute held on 03/03/2015, was circulated amongst the members of the Board for their comments / observations. No comment/observation was received from any of the members. However, a few rectification/modification as proposed by the administration were circulated amongst the members of the Board. The Board was also informed that the chapters of Internal Audit Manual which were not included at the time of its approval in the last BOG are now included and the complete manual was circulated amongst the members of the Board.

The Board agreed to confirm the Minutes and resolved as below:

#### **Resolution No.: R\_81 BOG/03/2015:**

**RESOLVED** that the Minutes of the 80<sup>th</sup> Meeting of the Board of Governors of the Institute held on 03/03/2015 be **CONFIRMED** as enclosed in **Annexure – 1** P(37-70) along with the complete Internal Audit Manual which is enclosed as **Annexure-2** P(71-188).

#### **Item No. 4**

##### **Follow up actions of the decision of the 80<sup>th</sup> Meeting of the Board of Governors of the Institute held on 03/03/2015:**

The Minutes of the 80<sup>th</sup> Meeting of the Board of Governors of the Institute held on 03/03/2015 was circulated amongst the members of the Board for their comments / observations. Since no comment/observation was received from any of the members, follow up action was taken.

The follow up action taken report on the resolution of the said Board meeting including those pending from the previous meetings were placed before the Board for consideration and the Board was requested to accept. It was reported that actions have been taken as per the decision.

The Board considered the same and resolved as below:

##### **Resolution No.: R\_81BOG/04/2015:**

**RESOLVED** that, the actions taken on the decisions of the 80<sup>th</sup> Meeting of the Board of Governors held on 03/03/2015 including those pending from the previous meetings be **ACCEPTED** as reported.

#### **Item No. 5**

##### **Recommendations of the Senate for award of degrees and medals to the Students in the Convocation on 08/06/2015:**

The Board was informed that as per the recommendation of the 115<sup>th</sup> Senate of the Institute held on 20/05/2015, a total of 1,117 students would be awarded B. Tech., B. Des., M.A., M.Sc., M Tech., M.Des. and Ph.D. degrees in the 17<sup>th</sup> Convocation of the Institute which will be held the next day of Board meeting i.e. 08/06/2015.

Mr. Shubham Luhadia, a student of B Tech (CS) bags the President of India Gold Medal with highest CPI of 9.84. Mr Akshay Jajoo wins the Dr. Shankar Dayal Sharma Gold Medal and 14 others will be awarded the Institute Silver Medals.

The Board was requested to consider and approve recommendations of the 115<sup>th</sup> Senate for award of degrees and medals to the Students in the Convocation.

The Board considered and deliberated on the senate decision and resolved as below:

**Resolution No.: R\_81 BOG/05/2015:**

**RESOLVED** that the recommendations of the 115<sup>th</sup> Senate of the Institute, for award of degrees and medals to the Students in the Convocation be **APPROVED** as per extract of the 115<sup>th</sup> Senate Minutes, a copy of which is enclosed as **Annexure-3P** (189-224).

**Item No. 6**

**Extending Non Practicing Allowance (NPA) benefits to Assistant Professors having professional degree in Medical and Veterinary Sciences working in a non-medical post:**

The Board was informed that Dr Sachin Kumar, Dr. Manish Kumar and Dr. Piruthivi Sukumar, Assistant Professors in the Department of Biosciences & Biotechnology of the Institute vide respective letter dated 29/04/2015, requested the Competent Authority of the Institute for considering the possibility of extending Non Practicing Allowance (NPA) benefits to them although they are employed in a non-medical post.

In support of their case, they have cited that many Research Organizations like ICMR, ICAR and CSIR provide NPA to medical and veterinary qualified research scientist to attract and encourage such practitioners to take up research as career. They also submitted a few documents from IGNOU, a judgment of Honourable High Court of Delhi (W.P. (C) 278/1997 Prof. A.K. Prasad Vs VPCI, University of Delhi. All these documents were placed before the Board as per the agenda item.

The Board was also informed that as per GOI rule, Non Practicing Allowance (NPA) is admissible to Central Health Service Officers and Veterinary Doctors at 25% of their Band Pay plus Grade pay subject to the condition that Band Pay plus Grade Pay plus NPA does not exceed Rs.85,000 p.m.

The Board was therefore requested to consider and decide on the matter.

The Board discussed and deliberated and resolved as below:

**Resolution No.: R\_81 BOG/06/2015:**

**RESOLVED** that a three member committee be constituted by the Director to analyse the matter thoroughly keeping in mind every aspect of matter vis-a-vis legal, financial, CCS rules or otherwise, with one of the members having legal knowledge.

**RESOLVED** further that consent from the MHRD be obtained before implementation, if decided favourably.

## **Item No. 7**

### **Adoption of the Annual Accounts of IIT Guwahati for the financial Year 2014-15:**

The consolidated Annual Accounts of the Institute for the Financial Year 2014-15 comprising the Receipts and Payments Account, Income and Expenditure Account and Balance Sheet are to be submitted to the Director General of Audit, Central, Kolkata for audit. But before sending for audit, the Board has to adopt the same.

The Board was requested to consider and adopt the Annual Accounts 2014-15 for placing before the Director General of Audit, Central, Kolkata for audit.

The Board considered, discussed and resolved as below:

### **Resolution No.: R\_81 BOG/07/2015:**

**RESOLVED** that the Annual Accounts of the Institute for the Financial Year 2014-15 be first adopted by the Finance Committee of the Institute.

**RESOLVED** further that on adoption of the Annual Account by the Finance Committee the same be placed before the Board for adoption by circulation.

## **Item No. 8**

### **Period of deputation in respect of Mr. Dibya Jyoti Goswami, Deputy Registrar of the Institute to join NIT, Meghalaya as Registrar:**

The Board was informed that, Mr. Dibya Jyoti Goswami, Dy. Registrar of this Institute was released from the Institute on deputation to join NIT, Meghalaya as an Officer on Special Duty (OSD) for a period of one year w.e.f.31/01/2012 (A.N.) which was approved by the Board of IIT Guwahati in its 68<sup>th</sup> Meeting held on 24/02/2012.

From time to time, with the approval of the Board of IIT Guwahati his period of Deputation was extended, latest being for another year till 31/01/2015. Meanwhile, Mr. Goswami was selected to the post of Registrar of NIT Meghalaya which is a term post of 5 years. So Mr. Goswami expressed his willingness to join the new post on deputation. Consequently, Mr. Goswami was provisionally released on deputation for a period of 5(five) years w.e.f. the date of joining the post of Registrar in NIT Meghalaya vide letter bearing Ref. No R&P/264/99/Vol.II/242 dated 20/01/2015. Further, in the letter it was assured that the terms and conditions of deputation will be forwarded subsequently to NIT, Meghalaya with a request to accept the same.

The Board was requested to consider the same and approve.

The Board considered, discussed and resolved as below:

**Resolution No.: R\_81 BOG/08/2015:**

**RESOLVED** that Mr. Dibya. J. Goswami may be granted deputation to serve as Registrar at NIT, Meghalaya under same terms and conditions (i.e. normal terms and conditions of deputation) as was granted earlier to him while deputing to NIT, Meghalaya to join as OSD (Administration) w.e.f.31/01/2012 (AN)

**RESOLVED** further that, the initial period of 5 year of deputation be counted from 01/02/2012 till 31/01/2017 combining both the earlier OSD ( Admn.) and Registrar at NIT Meghalaya, with a provision of extension based on the request from NIT Meghalaya.

**Item No. 9**

**Providing supplementary support to faculty members, when participation in an important national/international conference by them is impeded due to lack of fund under PDA:**

The Board was apprised that Professional Development Allowance (PDA) has been introduced for faculty members of the Institute for the first time following the Sixth Pay Commission awards. The Board of Governors of IIT Guwahati in its 59<sup>th</sup> meeting held on 03/12/2009 approved rules for implementing the PDA scheme. The existing PDA rules were approved in the 78<sup>th</sup> BOG meeting held on 27/10/2014, superseding the earlier rules approved in its 69<sup>th</sup> BOG meeting held on 24/05/2012.

Ministry of HRD vide their letter dated 17/04/2015 under Ref No.F.No.19-8/2013-T.S.-I (Sectt.), notifying on the issue pertaining to Revision of Professional Development Allowance (PDA) to the Faculty Members of the IITs, was examined in consultation with the IF Division of the Ministry. It is stated in the letter referred above that , the IF Division is of the view that revision of PDA, like pay and other service conditions will be considered by the 7<sup>th</sup> Central Pay Commission which has already been constituted.

However, in exceptional cases where participation in an important national/ International conference is impeded due to lack of adequate funds under PDA, the Board of Governors of respective Institutes could consider providing supplementary support from their Internal Revenue Generation (IRG), on a case to case basis, to meet such shortfall in accordance with laid down criteria.

The Board was requested to consider the same and decide.

The Board considered, deliberated and resolved as below:

**Resolution No.: R\_81 BOG/09/2015:**

**RESOLVED** that providing supplementary support from the Institute's Internally Generated Fund to faculty members, when participation in an important national/international conference by them is impeded due to lack of fund under PDA be **APPROVED** on case to case basis subject to satisfaction of the Director.

**RESOLVED** further that, supplementary support may be treated as one time grant with the discretion of the Director of the Institute.

**Item No. 10**

**Recommendation of the Committee to designate the Senior Technicians/ Mechanics Gr. I as Junior Technical Superintendent (Promoted), in short JTS(P):**

The Board was informed that a few Senior Technicians/ Mechanics who have recently been upgraded to Sr. Technician /Mechanics Gr.-I had submitted an appeal requesting to consider promotional designation (JTS) to them as per RCPS Scheme. In connection with this, a Committee had been constituted to look into the matter and suggest accordingly.

The Committee submitted its report on the basis of its observation stating that the appeal was the outcome of the approval of the BOG of the Institute taken in its 67<sup>th</sup> meeting held on 30/11/2011 to implement the decision of the Council of IITs in its 43<sup>rd</sup> meeting held on 14/09/2011 regarding change of designation in respect of the eligible non-teaching employees of the IITs.

Accordingly, the report was placed before the Board with a request to consider and approve the recommendation.

The Board considered and viewed that the word "Promoted" in the designation should not be added as it may distinguish one JTS from the other which may not be healthy. However, the same may be used on official records such as, in their personal files, service books etc.

Accordingly the Board resolved as below:

**Resolution No.: R\_81 BOG/10/2015:**

**RESOLVED** that the recommendation of the Committee on the matter of change of designation of Senior Technicians / Mechanics Gr.-I of the Institute be **APPROVED** as detailed in **Annexure-4P**(225-226) by removing the word "Promoted", that is, Junior Technical Superintendent, shortly JTS.

**RESOLVED** further that for official purpose, such Senior Technicians/ Mechanics Gr. I promoted to Junior Technical Superintendent, shortly JTS shall bear the tag as “Promoted” on official records, such as in their personal files, service books etc.

### **Item No. 11**

#### **Adoption and approval to a Record Retention and Disposal Manual of the Institute:**

The Board was informed that with the age of the Institute which was established in the year 1994, the volume of records has become sufficiently high. As such, it has become essential to formulate a policy for record retention and disposal for the Institute.

The Board was also informed that earlier, the GOI, MHRD, Dept. of Secondary & Higher Education Tech I, vide letter no F.No9-1/2004-TS-1 dated 15/01/2004 informed that National Archives of India had undertaken a study of the records of IIT Delhi & IIT Madras for the purpose of compilation of Common Retention Schedule, for the records relating to substantive functions peculiar to the IITs.

The Government had also sent the study report along with Prefatory notes, Common Record Retention Schedule of substantive functions of IITs and instructions relating to record management.

It was requested that IITs may take necessary actions towards implementation of the recommendation of National Archives of India.

In view of the above and taking into consideration the Study Report and the Prefatory notes submitted by National Archives of India, a complete Manual of Record Retention and Disposal for the Institute is prepared.

The Board was requested to consider and approve the same.

The Board considered, deliberated and resolved as below:

#### **Resolution No.: R\_81 BOG/11/2015:**

**RESOLVED** that the proposed Record Retention and Disposal Manual of the Institute as separately placed as **Annexure-5** P(227-272) be **APPROVED**.

### **Item No. 12**

#### **Adoption and approval of a policy for grant of permission for Higher Studies for the non-teaching employees of the Institute:**

The Board was apprised that in the interest of the Institute as well as the employees of the Institute, a policy for grant of permission for pursuing higher studies by the non-teaching employees of the Institute is framed taking into consideration the policy in force at IIT Delhi and IIT Bombay and also the Conduct Rules of the Institute.



Accordingly, a policy was framed administratively and placed before the Board for consideration and approval.

The Board was requested to consider.

The Board viewed that in the interest of the Institute, such permission shall not exceed 20% of the employees. The Director however may have a discretionary power to permit any employee for higher studies beyond 20%.

Accordingly ,the Board decided as below:

**Resolution No.: R\_81 BOG/12/2015:**

**RESOLVED** that the policy framed for grant of permission for Higher Studies to the non-teaching employees of the Institute as placed as **Annexure-6**P(273-278) be **APPROVED** in principal with a condition that at any time not more than 20% of the non-teaching staff in a Dept. /Section/Institute should be allowed for pursuing any higher studies.

**RESOLVED** further that Director of the Institute be given a discretionary power to permit an employee for higher studies beyond the aforesaid percentage.

**Item No. 13**

**Scheme of financial up-gradation for Group-A Engineers of the Institute:**

The Board was apprised that as per request of MHRD, UGC had constituted a Joint Cadre Review Committee (JCRC) to recommend uniform staffing pattern, service conditions etc. of non-teaching staff including Group-A Officers of Central Universities, UGC maintained Deemed to be Universities and the colleges affiliated to Delhi University. In line with the decision in this regard from MHRD following recommendations of the JCRC, the IIT Delhi has adopted career progression scheme in respect of its Registry staff. It was pointed out that IIT Delhi in its 187<sup>th</sup> Meeting of the BOG, while resolving the scheme of financial up-gradation of its Registry Officers vide Resolution No.BG/19/2014 dated 6/6/2014 has “resolved further that Engineering and Security Staff may also be considered for financial up-gradation at par with Registry staff.” As the 80<sup>th</sup> BoG meeting of the Institute held on 03/03/2015 has already approved the career progression scheme in respect of Registry Officer for implementation in the same line as that of IIT Delhi, it was proposed before the Board of Governors of IIT Guwahati that the Group-A Engineers of the Institute may also be considered for financial up-gradation at par with Registry Officers so that all the eligible Engineers are duly benefitted like their counterparts in other IITs and get equally motivated to deliver always their best.

However, the matter of financial up-gradation for Security staff of the Institute was placed as the only Group-A Security staff currently working in the Institute is a retired Govt. Officer appointed on contractual basis.

Considering the above, in the light of limited scope for career / financial up-gradation for Group-A Engineers starting with Assistant Executive Engineer drawing GP of Rs.5400/-, the matter was put before the Board for consideration and approval.

The Board considered and resolved as below:

**Resolution No.: R\_81 BOG/13/2015:**

**RESOLVED** that the proposal of Career Up-gradation of Group –A Engineers of the Institute upto GP of Rs.8700/- in PB-4 (Rs.37400-67000) be **APPROVED** in same line as that of Registry Officers as below with the details as enclosed as **Annexure -7** P(279-280) and **Annexure -8**P(281-284).

Holding the post of	PB (Rs.)	GP (Rs.)	Waiting period for upgradation	Upgraded to the post of	PB (Rs.)	GP (Rs.)
Asst. Executive Engineer	PB-3 (15600-39100)	5400	8 Yrs	Executive Engineer	PB-3 (15600-39100)	6600
Executive Engineer	PB-3 (15600-39100)	6600	5 Yrs	Sr. Executive Engineer	PB-3 (15600-39100)	7600
Sr. Executive Engineer	PB-3 (15600-39100)	7600	5 Yrs	Supdt. Engineer	PB-4 (37400-67000)	8700

**RESOLVED** further, that MHRD may be informed in this regard.

**Item No. 14**

**Proposal/ modality to provide top-up grants to Indian Council for Cultural Relations (ICCR) Scholars who are pursuing full time courses at the Institute from Institute Resources:**

The Board was informed that in a recent General Assembly Meeting of the Indian Council of Cultural Relations (ICCR) held on 08/08/2014 at New Delhi, Dr. Chandan Kr. Mahanta, Dean Students' Affairs and Prof. Civil Engineering Department of the Institute was present as a representative from IIT Guwahati. In the meeting, Prof. Mahanta requested the ICCR to enhance the stipend of ICCR scholars of the Institute

from Rs 7000/- per month to Rs.18000/- per month which was being given to Indian students pursuing Master's Degree by Ministry of HRD.

However ICCR stated that the Council was unable to enhance the stipend but added that it has no objection if IIT Guwahati topped up the same from its own resources.

In view of the above, the Alumni Affairs and External Relations Section of the Institute took an initiative and proposed modalities to pay fixed top-up stipend/ Assistantship to the ICCR sponsored International Scholars (Masters and Ph.D).

The proposals/ modalities as devised by the Alumni Affairs of the Institute is placed before the Board for consideration and approval

The Board considered and resolved as below:

**Resolution No.: R\_81 BOG/14/2015:**

**RESOLVED** that proposal/ modalities to provide top-up grants to Indian Council for Cultural Relations (ICCR) Scholars who are pursuing full time courses at the Institute from Institute Resources be **APPROVED** as detailed in the **Annexure-9P**(285-286) enclosed herewith.

**Item No. 15**

**Procedure of conducting Disciplinary Proceeding against an employee of the Institute:**

The Board was informed that since its inception in 1994, IIT Guwahati has been growing steadily amidst a variety of administrative hurdles. With the growth of the Institute, it has become necessary to have a policy/procedure for conducting inquiry and award of punishment against errant its employee. In this connection, a procedure to be followed while conducting disciplinary proceedings was drafted in consonance with the provisions of the Statutes of the Institute and forwarded to Dr. D. B. Goel, Member, BOG., IIT Guwahati as per the direction of the Competent Authority. Dr D. B. Goel has forwarded his comments along with a revised draft. Both the draft copies were sent to the Legal Retainer of the Institute for vetting. The Legal Retainer has examined both the copies and forwarded his opinion. The suggestion of the Legal Retainer has been incorporated and a final copy of the Rules of Disciplinary Proceedings has been drawn up. The final draft copy of the Rules of Disciplinary Proceedings was placed before the Board.

**Resolution No.: R\_81 BOG/15/2015:**

**RESOLVED** that the procedure of conducting Disciplinary Proceeding against an employee of the Institute be **APPROVED** as placed as **Annexure -10** P(287-302).

**Item No. 16**

**Administrative approval for expenditure of Rs 250.00 Lakhs for internal road repairing work to be awarded to Sri Anil Chandra Das:**

The Board was apprised that the 76<sup>th</sup> BOG meeting accorded approval granted in 75<sup>th</sup> Building and Works Committee Meeting (BW&C) of the Institute held on 09/07/2013, to an estimate of Rs 830.00 Lakhs for repairing of some portions of the internal roads in the Campus.

This work was proposed to be executed through Assam PWD as deposit work. Assam PWD has engaged one Sri Anil Das, Mirza as a contractor for the work.

In the meantime, some more internal roads were needed repairing which were not originally in the scope of the work allotted to APWD, through the same contractor, Sri Anil Chandra Das but directly under the control of the Institute. In order to save 9% agency charge to be paid to Assam PWD, it was proposed to entrust the work directly to contractor Mr Anil Chandra Das. Accordingly, an estimate of Rs 890.40 Lakhs was put up in the 77<sup>th</sup> B&WC meeting held on 24/03/2015 of which around 30% of Rs. 830.00 lakhs i.e Rs.250.00 lakhs has been recommended by the 77<sup>th</sup> B& WC for the said work and also the 77<sup>th</sup> B&WC recommended to accord administrative approval of the said amount in the 81<sup>st</sup> BOG.

The Board is requested to consider and approve.

The Board considered and resolved as below:

**Resolution No.: R\_81 BOG/16/2015:**

**RESOLVED** that the proposal and recommendation of 77<sup>th</sup> B&WC meeting held on 24/03/2015 to accord administrative approval for expenditure of Rs 250.00 Lakhs for internal road repairing work be **APPROVED**.

**RESOLVED** further that the proposal to allot the work to Sri Anil Chandra Das directly be **DECLINED**.

**RESOLVED** further that the said work be given to Assam PWD.

### **Item No. 17**

#### **According administrative approval of the estimate regarding earth filling work for site development of F-Type residential towers:**

The Board was informed that an estimate of Rs. 252.00 lakh was approved in the 77<sup>th</sup> B&WC meeting held on 24/03/2015 for earth filling work for site development of F-Type residential towers.

Accordingly, it was placed before the Board for administrative approval of the same.

The Board considered, deliberated and resolved as below:

#### **Resolution No.: R\_81 BOG/17/2015:**

**RESOLVED** that administrative approval for the estimate amounting Rs. 252.00 lakhs for earth filling work for site development of F-Type residential towers be **ACCORDED**.

**RESOLVED** further that the matter be reported to the Finance Committee of the Institute.

### **Item No. 18**

#### **Consideration of the request from Assam PWD to use Institute's land for widening of road:**

The Board was informed that Assam Public Works Department is constructing a road outside the boundary wall of the Institute in the Kating Pahar area. But, due to a sharp bend in Institute boundary wall (almost 90°), a blind curve has developed in the road obstructing the visibility from either side. For making the curve smooth and in order to avoid accident, Assam PWD has requested the Institute to divest around 3.03 lechas of land in that area.

The matter was placed before the Board to consider and decide.

The Board considered, deliberated and viewed that we should have a good relation with the State government and accordingly resolved as below:

#### **Resolution No.: R\_81 BOG/18/2015:**

**RESOLVED** that request from Assam PWD to use Institute's land for widening of road be **APPROVED** under the condition that the State Government should either construct the broken part of the wall or bear the cost of the construction.

**RESOLVED** further that the matter be informed to the Ministry of HRD, New Delhi.

**Item No. 19**

**According administrative approval of the estimate for improvement of drainage system in the Institute campus:**

The Board was informed that in view of the inadequacy of the present drainage system for handling the surface runoff water during heavy rainfall, a proposal for improvement of the drainage system of the campus was put up in the 77<sup>th</sup> B&WC meeting held on 24/03/2015.

The estimate of which amounts to Rs. 3,24,00,000.00 considering 10% loading for future escalation along with specifications and mode of execution.

The matter was placed before the Board for administrative approval against the proposal.

The Board considered, deliberated and resolved as below:

**Resolution No.: R\_81 BOG/19/2015:**

**RESOLVED** that administrative approval for the estimate for improvement of drainage system in the Institute campus amounting Rs. 3,24,00,000.00 be **ACCORDED**.

**RESOLVED** further that the matter be reported to the Finance Committee of the Institute.

**Item No. 20**

**Addition of a new section of “Loan” under Clause 9 of the Staff Welfare Fund Scheme of the Institute:**

The Board was apprised that Dr. Gagan Kumar, Asst. Prof. Physics of this Institute, requested for a loan of Rs. 3.00 lakhs from the Institute as medical emergency of his brother who was suffering from heart failure and needs a heart implant. As there is no such provision of loan from government fund for medical emergency for brother of an employee of the Institute or the present scheme of Staff Welfare Fund does not have any such loan provision, it was proposed that the same may be introduced in the scheme, as the very objective of the scheme is welfare of the employee which can be extended to their family. Considering the gravity of the situation, the matter

was discussed and a meeting of the concerned Committee, which is responsible for effective administration of the Staff Welfare Fund Scheme, was convened on 17.03.2015 for a discussion and decision.

The Committee deliberated on the matter and recommend addition of a Section under “Clause 9: Payment from the Staff Welfare Fund –vi. Loan”. It was also viewed that in all such cases of medical emergency there should be a provision of loan to the employees from the Staff Welfare Fund. They reasoned that Staff Welfare Fund is meant for such welfare of the employees, their family and close relatives.

The Board was requested to consider and approve the same.

The Board considered , discussed and resolved as below:

**Resolution No.: R\_81 BOG/20/2015:**

**RESOLVED** that the proposal of addition of a new section of “Loan” under Clause 9 of the Staff Welfare Fund Scheme of the Institute be **APPROVED** as below:

*vi) **Loan:** Loan upto an amount not exceeding 5 times the total of present Basic Pay (PB + GP/AGP) plus admissible DA at the time of application subject to a maximum of Rs. 5.00 lakhs, subject to availability of fund, will be paid to an employee for medical treatment of self, their family members and close relatives (as per GOI definition) for serious injury or sickness requiring prolonged or expensive treatment pertaining to cases that may include but is not restricted to kidney Transplant, Bypass surgery, Cancer, Brain Haemorrhage, AIDS, Paralysis or Amputation of any organ.*

Final decision shall be made based on the merit of each case subject to fulfilment/ acceptance of the terms and conditions, which is given as **Annexure-11** P (303-304). The employee will have to submit claim in a prescribed format to the Registrar along with an undertaking accepting the terms and conditions. The Registrar will be required to obtain recommendation of the Committee at least by circulation and obtain approval of the Director before disbursement of the loan.

**Item No. 21**

**Extension of Long Leave without pay in respect of Ms. Shareka Iqbal, Asst. Professor in the Department of Design:**

The Board was informed that Ms. Shareka Iqbal, Assistant Professor in the Department of Design of the Institute has been granted Long Leave without pay for a period of three years for pursuing Ph.D. programme with full financial support at the School of Architecture, Design and Planning, The University of Kansas,

Lawrence w.e.f. 01.08.2012 to 31.07.2015. At her request, Departmental Faculty Advisory Committee (DFAC), Department of Design has recommended for 1 (one) year extension of the Long Leave without pay w.e.f. 01.08.2015 to 31.07.2016 under same terms and conditions of initial sanction letter.

The Board was requested to consider and approve the same.

The Board considered , discussed and resolved as below:

**Resolution No.: R\_81 BOG/21/2015:**

**RESOLVED** that extension of Long Leave without pay in respect of Ms. Shareka Iqbal, Asst. Professor in the Department of Design of the Institute by another year w.e.f. 01.08.2015 to 31.07.2016 under same terms and conditions of initial sanction letter be **APPROVED**.

**Item No. 22**

**Recommendation of the Students' Affairs Council on the matter of Norms for Allocation of Students' Welfare Fund and proposal for Students' Brotherhood Fund (SBF) as forwarded by the Students Affairs' Section:**

The Board was informed that to combat the various circumstances due to which it becomes very difficult for many students financially to make both ends meet or to pursue further higher studies, the Students' Affairs Council of the Institute in its meeting held on 10/03/2015 and 31/03/2015 respectively recommended the norms for allocation of Students' Welfare Fund through which students could apply for financial assistance under the following heads:.

- **Student Travel Assistance Fund (STAF):** This fund is a means-tested and intended to help meritorious students to attend and make presentations in national/ international conferences, workshops, symposia, scientific meetings etc.

Fund: Maximum Rs. 2.0 Lakhs per year may be utilized for the purpose from Welfare Fund and additional Rs. 2.0 Lakhs may be given from Institute (from Institute Development Fund IDF) for the purpose (Thus total budget for STAF for one academic year is 4 Lakhs).

- **Student Contingency Fund (SCF):** The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties during their time of study in IIT Guwahati, such as a serious accident, illness, calamity in family etc.

Fund: Maximum Rs. 1.0 Lakhs per year may be utilized for the purpose.



- **Student Childcare Assistance Fund**: Student parents who find it difficult to finance their child/children for their education may apply for assistance under this scheme.

Fund: Maximum Rs. 1.0 Lakhs per year may be utilized for the purpose.

Further to the above, it is also proposed to approve a fund under the title “**Students’ Brotherhood Fund (SBF)**”. The main objective of the Fund are:

- To promote the feeling of oneness in the student fraternity of IIT Guwahati.
- To provide funds as “Loans of Honour” (interest free but to be refunded) to the deserving student applicants to meet their own educational/medical expenses.

The Board was requested to consider and approve the same.

The Board considered, discussed and resolved as below:

**Resolution No.: R\_81 BOG/22/2015:**

**RESOLVED** that the recommendation of the Students’ Affairs Council on the matter of Norms for Allocation of Students’ Welfare Fund and proposal for Students’ Brotherhood Fund (SBF) as forwarded by the Students Affairs’ Section be **APPROVED** as per **Annexure-12** P(305-316) and **Annexure-13**P(317-320).

**Item No. 23**

**Revision of rate of interest for the year 2014-15 in respect of accumulations at the credit of subscribers of General Provident Fund (GPF) and Contributory Provident Fund (CPF) of the Institute.**

The Board was informed that the rate of interest for the year 2013-14 in respect of GPF & CPF accumulation was 8.7%, at par with the rate declared by the Govt. of India and similarly the rate of interest for the year 2014-15 has also been declared as 8.7% by the Govt. of India vide resolution dated 04-03-2014, under Ref No F.No .5(1)-B(PD)/2014 published in part I, Section I of Gazette of India , GOI, Ministry of Finance, Department of Economic Affairs.

The Board was requested to consider and approve the same.

The Board considered , discussed and resolved as below:

**Resolution No.: R\_81 BOG/23/2015:**

**RESOLVED** that the Govt. approved rate of interest @ 8.7% be **APPROVED** on the accumulation at the credit of the subscribers of the Institute to the General Provident Fund and other similar funds with effect from 01/04/2015 during the financial year 2014-15.

#### **Item No. 24**

#### **Payment of transport allowance to employees in the Grade pay of Rs.10,000/- and above at an enhanced rate.**

The item was placed before the Board and after an initial discussion; it was decided to withdraw the same from the agenda.

#### **Resolution No.: R\_81 BOG/24/2015:**

**RESOLVED** that the agenda item on payment of transport allowance to employees in the Grade pay of Rs.10,000/- and above at an enhanced rate be **WITHDRAWN**.

#### **Item No. 25**

#### **Nomination from Government of the North East States as a Zone to the Board of Governors of the Institute:**

The Board was informed that on the above matter, the BOG in its last meeting held on 03.03.2015 vide Resolution No.: R\_80 BOG/05/2015 resolved as below:

*“RESOLVED that Er. Liansanga be communicated and he be conveyed about the statutory provision for continuance as member of the Board with a request to attend the next meeting without fail”.*

Accordingly, Er. Liansanga was contacted over phone as well as a letter was also sent to him through which he was conveyed about the statutory provision 2(13) which states as below:

*“if a member of the Board fails to attend more than two of at least four meeting in a calendar year, he shall cease to be a member of the Board”.*

Further, he was requested to attend the next meeting of the Board of IIT Guwahati. However, Er. Liansanga, vide letter dated 14/05/2015, communicated with the Institute stating that he was not aware of his nomination by the Govt. of Mizoram as one of the members of the BOG of IIT Guwahati till he received our letter dated 02.07.2013. He also stated in his letter that he was not consulted before his nomination. Further, he stated that he may kindly be excused as he was not in a position to accept his nomination due to other preoccupation.

In view of the above, the Board was requested to decide on the matter.

The Board considered, discussed and resolved as below:

**Resolution No.: R\_81 BOG/25/2015:**

**RESOLVED** that, new nominee to the Board of IIT Guwahati in place of Er. Liansanga from the state of Nagaland be **INVITED**.

**Item No. 26**

**Extension of service as Visiting Assistant Professor, on contract, in respect of Dr. Amitabh Chatterjee, Visiting Assistant Professor in the Department of Electronics and Electrical Engineering:**

The Board was apprised that, Dr. Amitabh Chatterjee was offered the position of Visiting Assistant Professor in the Department of Electronics and Electrical Engineering for a period of one year. Dr. Chatterjee had joined the Institute on 25/03/2013 and his terms of service ended on 24/03/2014. As per approval of Chairman BOG, his tenure was extended for a year w.e.f. 25/03/2014 to 24/03/2015 in the first instant which was earlier ratified by the Board and for another 3 (three) months w.e.f. 25/03/2015 to 24/06/2015 in the second instant with a consolidated salary of **NOT FOR PUBLIC DOMAIN** under the same terms and conditions of initial appointment. Now, he has sought extension for a period by 2 (two) more years in order to support his 4 (four) students, who may likely to complete their thesis work in two years. It was proposed that during his first year of extension i.e., from 25.06.2015 to 24.06.2016, he may be provided a monthly consolidated salary of **NOT FOR PUBLIC DOMAIN** under the same terms of the initial appointment. Further, his monthly consolidated salary during the second year of extension period i.e., from 25/06/2016 to 24/06/2017 may be fixed on the basic pay of **NOT FOR PUBLIC DOMAIN** plus other allowances admissible as per rule

The Board will be requested to ratify the approval of the Chairman for the extension of service of Dr. Amitabh Chatterjee with effect from 25/03/2015 to 24/06/2015 and accord approval for the extension of service for another period of 2 (two) years w.e.f. 25.06.2015 to 24.06.17.

The Board considered , discussed and resolved as below:

**Resolution No.: R\_81 BOG/26/2015:**

**RESOLVED** that, approval of the Chairman for the extension of service of Dr. Amitabh Chatterjee with effect from 25/03/2015 to 24/06/2015 with a consolidated salary of **NOT FOR PUBLIC DOMAIN** under the same terms and conditions of initial appointment be **RATIFIED**.

**RESOLVED** further that extension of service of Dr. Amitabh Chatterjee, Visiting Assistant Professor in the Department of Electronics and Electrical Engineering for a period of 2 (two) more years with effect from 25/06/2015 to 24/06/2017 under the same terms and conditions of initial appointment be **APPROVED**.

**RESOLVED** further that, monthly consolidated salary of Dr. Amitabh Chatterjee during the first year, that is, from 25/06/2015 to 24/06/2016 at **NOT FOR PUBLIC DOMAIN** and that during the second year of extension period i.e., from 25/06/2016 to 24/06/2017 at a basic pay of **NOT FOR PUBLIC DOMAIN** plus other allowances admissible as per rule be **APPROVED** under the same terms and conditions of the initial appointment.

### **Item No. 27**

#### **Creation of a few non-teaching posts in the Institute:**

The Board was informed that there are 5176 students in the Institute. As per guidelines from Ministry, the no. of post for faculty position will be in the ratio of faculty: students = 1:10. In terms of this, the no. of faculty positions may be 518. Again, the non-teaching staff is to be in the ratio of faculty: staff = 1:1.1. In terms of this, the no. of non-teaching position may be 570. The no. of non-teaching post sanctioned till now is 532. Since the Institute is expanding day by day, which includes programmes like Ishan Bikash, Unnat Bharat, coming up of new hostels, buildings, expansion in the activities of all the Departments and Sections, R&D activities, Students' activities etc., it has become essential to increase the non-teaching post by 20 .

The Board was requested to consider and approve the same.

The Board considered, discussed and resolved as below:

#### **Resolution No.: R\_81 BOG/27/2015:**

**RESOLVED** that the proposal, for creation of 20 non-teaching posts in the Institute be **APPROVED** as per the details at **Annexure -14** P (321-324.).

### **Item No. 28**

#### **Ratification of the approvals accorded by the Chairman, BOG:**

Following items approved by the Chairman, BOG were put up before the Board for ratification:

- (A) Approval to the recommendation of Selection Committee for the post of Assistant Physical Education Officer.

- (B) Approval to the recommendation of the Selection Committee for post of Senior Security Officer.
- (C) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Electronic and Electrical Engineering
- (D) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Bioscience and Bioengineering
- (E) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Computer Science & Engineering
- (F) Approval to the Director's Foreign Visit to Sweden and Belarus
- (G) List of expert for Centre for Energy

The Board considered and ratified the approvals as below:

**Resolution No.: R\_81 BOG/28/2015:**

**RESOLVED** that the following approvals accorded by the Chairman, BOG be **RATIFIED** as follows:

(A) Approval to recommendation of Selection Committee for the post of Assistant Physical Education Officer of IIT Guwahati as below:

SI. No.	Name	Recommended for	Scale of Pay
1.	Mr. Romen Chandra Dutta	Assistant Physical Education Officer	As per rules
2.	Mr. Diganta Saikia		

(B) Approval to the recommendations of the Selection Committee for the post of Senior Security Officer of IIT Guwahati as follows:

SI. No.	Name	Recommended for	Scale of Pay
1.	Mr. Biraj Barpatra Gohain	Sr. Security Officer Education Officer	As per rules

(C) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Electronics and Electrical Engineering as below:

<b>I. Recommendation for the posts of Professor</b>				
<b>Sl. No</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr.Rohit Sinha	Professor	As per Rules	-

<b>II. Recommendation for the posts of Associate Professor</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial pay</b>	<b>Remarks</b>
1.	Dr. Indrani Kar	Associate Professor	As per Rules	-

<b>III. Recommendation for the posts of Assistant Professor</b>				
<b>Sl. No</b>	<b>Name</b>	<b>Recom- mended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr.Sanjib Ganguly	Assistant Professor	As per Rules	<b>NOT FOR PUBLIC DOMAIN</b>
2.	Dr. Chandan Kumar			
3.	Dr. Arun T. Mallajosyula			
4.	Dr. Zakir Hussain Rather			
Sl. 2 and 4 above : On satisfactory performance at IIT Guwahati and completion of 3 years of experience (work) from the date of his PhD thesis submission, to be placed in a regular position of <b>NOT FOR PUBLIC DOMAIN</b> .				

**(D)** Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Bioscience & Bioengineering as below:

<b>I. Recommendation for the post of Professor</b>				
<b>Sl No</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr. K. Pakshirajan	Professor	As per rules	-
2.	Dr. Aiyagari Ramesh			
3.	Dr. Utpal Bora			
<b>II. Recommendation for the post of Associate Professor</b>				
<b>Sl No.</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr. Ajaikumar B Kunnumakkara	Associate Professor	As per Rules	-
2.	Dr. Anil Mukund Limaye			
3.	Dr. Bithiah Grace Jaganathan			

4.	Dr. Vibin Ramakrishnan			
5.	Dr. Biman Behari Mandal			

<b>III. Recommendation for the post of Assistant Professor</b>				
<b>Sl No</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial pay</b>	<b>Remarks</b>
1.	Dr. Priyadarshi Satpati	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
2.	Dr. Kusum K. Singh	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
3.	Dr. Jyothi Unnikrishna Menon	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
4.	Dr. Rajkumar Parshottambhai Thummer	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
5.	Dr. Shirisha Nagotu	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
6.	Dr. Pranjal Chandra	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
Sl. 3 and 6 above : On satisfactory performance at IIT Guwahati and completion of 3 years of experience (work) from the date of his PhD thesis submission, to be placed in a regular position of <b>NOT FOR PUBLIC DOMAIN</b>				

**(E)** Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Computer Science & Engineering as below:

<b>I. Recommendation for the posts of Professor:</b>				
<b>Sl No.</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr. Jatindra Kumar Deka	Professor	As per rules	-
2.	Dr. Pradip Kr. Das			

<b>II. Recommendation for the posts of Associate Professor:</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr. Rajasekhar Inkulu	Associate Professor	As per rules	-
2.	Dr. Vedula Vijaya Saradhi			

<b>III. Recommendation for the posts of Assistant Professor:</b>				
<b>Sl. No.</b>	<b>Name</b>	<b>Recommended for</b>	<b>Initial Pay</b>	<b>Remarks</b>
1.	Dr. Aritra Hazra	Assistant Professor	As per rules	NOT FOR PUBLIC DOMAIN
2.	Dr. John Jose			NOT FOR PUBLIC DOMAIN
3.	Dr. Saurabh Bhanuprasad Joshi			NOT FOR PUBLIC DOMAIN
Sl. 1 and 2 above : On satisfactory performance at IIT Guwahati and completion of 3 years of experience (work) from the date of his PhD thesis submission, to be placed in a regular position of <b>NOT FOR PUBLIC DOMAIN</b>				

(F) Approval to the Director's Foreign Visit as a leader of delegation of Hon'ble President of India's State visit to Sweden and Belarus during the period from 31/05/2015 till 04/06/2015. During his absence Prof. P. Mahanta Dean of Faculty Affairs and Professor Deptt. of Mechanical Engineering was acting Director of the Institute.

(G) **NOT FOR PUBLIC DOMAIN**

### Item No. 29

#### **Items approved by the Director:**

Following items approved by the Director are being reported to the Board:

- a. Attendance of Conference / Seminar etc. abroad.
- b. Appointments and Extension of Dean, Associate Dean, Chairman, Warden, CVO etc.
- c. Confirmation of Faculty Members.
- d. Confirmation of Non-faculty Members.
- e. Approval for implementation of GOI's decision in the Institute regarding relaxation to travel by air to visit NER, J&K and A&N.
- f. Enhancement of Dearness Allowance/Relief from 107% to 113% w.e.f. 01/01/2015.



- g. Change of terminology from “Faculty-In-Charge to Head , Centre for Career Development”
- h. Grant of Institute Holiday on 14/04/2015 on account of Birth Day of Dr.B.R.Ambedkar.
- i. Grant of Rs. 3 Lakhs as Loan to Dr. Gagan Kumar from Staff Welfare Fund Scheme.
- j. Stepping up of pay to remove anomalies of pay revision as per 6<sup>th</sup> CPC recommendations in respect of Jr. Assistant joined prior to 01/01/2006.
- k. Financial up gradation of Non - faculty members.

The Board considered the items approved by the Director and resolved as below:

**Resolution No.: R\_81 BOG/29/2015:**

**RESOLVED** that the following items approved by the Director be **NOTED** as below:

- a. Attendance of Conference / Seminar etc. abroad as reported.
- b. Appointments and Extension of Dean, Associate Dean /HOD/Chairman/ Faculty in charge/Ombudsmen Positions etc. As mentioned below:

Sl. No.	Name	Position	Period of Appointment / Extension
1	Prof. S.Natesan, Department of Mathematics	Associate Dean, Faculty Affairs	Appointed for a period of three years with immediate effect under notification dated 07/04/2015.
2.	Prof. Rakhi Chaturvedi, Department of Bioscience and Bioengineering	Associate Dean, Alumni Affairs and External Relations	Appointed for a period of three years with immediate effect under notification dated 01/05/2015.
3.	Prof. Swaroop Nandan Bora, Department of Mathematics	Head, Department of Mathematics	Appointed for a period of three years with effect from 01/04/2015.
4.	Prof. Bishnupada Mandal, Department of Chemical Engineering	Head, Department of Chemical Engineering	Appointed for a period of three years w.e.f.01/04/2015.
5.	Prof. Sunil Kr. Khijwania, Department of Physics	Head, Centre for Educational Technology	Appointed for a period of two years with immediate effect under notification dated 13/05/2015.
6.	Dr. Kaustubha Mohanty, Department of Chemical Engineering	Head, Centre for Career Development (CCD)	Appointed for a period of two years with immediate effect under notification dated 07/04/2015.
7.	Dr. C.Mallikarjuna, Department of Civil Engineering	Chairman, Hostel Affairs Board	Appointed for a period of two years with effect from 01/04/2015.

8.	Prof. A. Srinivasan, Department of Physics	Chief Vigilance Officer (CVO)	Appointed for a period of three years with immediate effect under notification dated 12/05/2015	
9.	Dr. Swarup Bag, Department of Mechanical Engineering	Warden ,Siang Hostel		
10.	Dr. Suresh Kartha, Department of Civil Engineering	Warden, Kameng Hostel		
11.	Dr. D. Pamu, Department of Physics	Warden Dihing Hostel		
12.	Dr. Benny George, Department of Computer Science & Technology	Associate Warden, Brahmaputra Hostel		
13.	Dr. Sayan Chakrabarty, Department of Physics	Associate Warden , Kameng Hostel		
14.	Dr. Harsha Kota, Department of Civil Engineering	Associate Warden, Kameng Hostel		
15.	Dr. Sandip Das , Department of Civil Engineering	Associate Warden, Umium Hostel		
16.	Dr. M.Ravi Sankar , Department of Mechanical Engineering	Associate Warden, Lohit Hostel		
17.	Dr. Gagan Kumar, Department of Physics	Associate Warden Dibang Hostel		
18.	Dr. Deepak Sharma, Department of Mechanical Engineering	Associate Warden, Kapili Hostel		
19.	Dr. N.Selvaraju, Department of Mathematics	Chairman GATE-2016 and JAM 2015-16		
20.	Dr. G. Pugazhenthii, Department of Chemical Engineering	Vice Chairmen GATE-2016 and JAM 2015-16		
21.	Dr. A. Murali Krishna, Department of Civil Engineering	Vice Chairman GATE-2016 and JAM 2015-16		

**c. Confirmation of Faculty Members as mentioned below:**

Sl. No.	Name	Post
1.	Dr. Prabhu Vairakannu	Assistant Professor, Chemical Engineering
2.	Dr. Soumen Kr. Maiti	Assistant Professor, Biosciences and Bioengineering
3.	Dr. Sreeja Pekkat	Associate Professor ,Civil Engineering
4.	Dr. Shakuntala Mahanta	Associate Professor, Humanities & Social Sciences
5.	Dr. Hrishikesh Sharma	Assistant Professor, Civil Engineering
6.	Dr. Adapa Murali Krishna	Associate Professor, Civil Engineering
7.	Dr. Hemant B. Kaushik	Associate Professor, Civil Engineering
8.	Dr. Sajith Gopalan	Professor , Computer Science & Engineering
9.	Dr. Santosh Biswas	Associate Professor, Computer Science & Engineerng
10.	Dr .A. Rajesh	Associate Professor, Electronic & Electrical Engineering
11.	Dr. Purandar Bhaduri	Professor, Computer Science and Engineering
12.	Dr. S. V. Rao	Professor, Computer Science & Engineering
13.	Dr. Bulu Pradhan	Associate Professor, Civil Engineering
14.	Dr. Chunchu Mallikarjuna	Associate professor, Civil Engineering
15.	Dr. Suresh A Kartha	Associate Professor, Civil Engineering
16.	Dr. Saswati Chakraborty	Professor, Civil Engineering
17.	Dr. Baleswar Singh	Professor, Civil Engineering
18.	Dr. Kannan Karthik	Associate Professor, Electronics & Electrical Engineering
19.	Dr. Sukanya Sharma	Associate Professor, Humanities & Social Scineces
20.	Dr. Praveen Kumar	Associate Professor, Electronic & Electrical Engineering
21.	Dr. Bidisha Som	Associate Professor, Humanities & Social Sciences
22.	Dr. Sambit Mallick	Associate professor, Humanities & Social Sciences
23.	Dr. Vishal Trivedi	Associate Professor, Biosciences & Bioengineering
24.	Dr. Bhupen Deka	Assistant Professor, Mathematics
25.	Dr. Prabhu Venkataraman	Associate Professor, Humanities & Social Sciences
26.	Dr. V. Venkata Dasu	Professor , Biosciences & Engineering
27.	Dr. Deepanjan Kesh	Assistant Professor, Computer Science & Engineering

**d. Confirmation of Non-faculty Members as mentioned below:**

Sl. No.	Name	Post
1.	Ms. Chandrika Dutta	Library Information Officer

2.	Ms. Sewali Mahajan	Library Information Officer
3.	Ms. Gitasri Bordoloi	Library Information Officer
4.	Mr. Chandan Kumar Goswami	Library Information Officer
5.	Ms. M. Bina Devi	Library Information Officer
6.	Mr. Bhaskar Choudhury	Senior Assistant Engineer
7.	Mr. Sunirmal Bhattacharjee	Senior Assistant Engineer
8.	Ms. Deepali Bhuyan	Superintendent
9.	Mr. Jiban Barman	Superintendent
10.	Mr. Rituporna Sarma	Superintendent
11.	Mr. Kushal Ch.Das	Superintendent
12.	Mr. Pankaj Purkayastha	Superintendent
13.	Ms. Nishashree Patgiri	Superintendent
14.	Ms. Himadri Rajbongshi	Superintendent
15.	Mr. Lalit Saikia	Superintendent
16.	Mr. Apurba Bhuyan	Superintendent
17.	Mr. Prabir Das	Superintendent
18.	Mr. Manjil Das	Security Officer
19.	Md. Saifuddin Ahmed	Junior Technical Superintendent
20.	Mr. Dimpul Gogoi	Junior Technical Superintendent
21.	Mr. Chandan Banikya	Junior Technical Superintendent
22.	Mr. Monuranjan Dowarah	Junior Technical Superintendent
23.	Mr. Debajit Borah	Junior Technical Superintendent
24.	Ms. Riju Rabha	Junior Technical Superintendent
25.	Mr. Imdadul Islam	Junior Technical Superintendent
26.	Mr. Ridib Bharali	Junior Technical Superintendent
27.	Syed Samimul Mazid	Junior Technical Superintendent
28.	Mr. Gautam Barman	Junior Assistant
29.	Mr. Prasanta Kalita	Junior Assistant
30.	Ms. Soma Das	Junior Assistant
31.	Mr. Riju Mahato	Junior Assistant
32.	Ms. Mridusmita Sharma	Junior Assistant
33.	Mr. Uday Shankar Uzir	Junior Assistant
34.	Ms. Parichita Langthasa	Junior Assistant

- e. **Approval for implementation of GOI's decision** vide O.M. no.31011/3/2014-Estt. (A-IV) dated 26<sup>th</sup> September, 2014 of the Department of Personnel & Training under Ministry of PPG & P, regarding relaxation to

travel by air to visit NER, J&K and A&N for a period of two years from the date of issue of the above mentioned O.M.

- f. **Enhancement of Dearness Allowance/ Relief from 107% to 113% w.e.f. 01/01/2015** to the employees of the Institute.
- g. **Change of terminology from “Faculty-In-Charge, Centre for Career Development” to “Head, Centre for Career Development”** with immediate effect notified vide letter dated 28/04/2015.
- h. **Grant of Institute Holiday on 14/04/2015 on account of Birth Day of Dr. B. R. Ambedkar** as per Office Memorandum (F.No.12/6/2015-JCA-2) of Government of India, Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training).
- i. **Grant of NOT FOR PUBLIC DOMAIN as Loan to Dr. Gagan Kumar Assistant Professor, Department of Physics from Staff Welfare Fund Scheme** for medical treatment of his brother who is suffering from heart failure under the terms and conditions given as **Annexure-15** P(325-326).
- j. **Stepping up of pay to remove anomalies of pay revision as per 6<sup>th</sup> CPC recommendations in respect of Jr. Assistant joined prior to 01/01/2006** based on similar decision of IIT Kanpur on the matter.
- k. **Financial up gradation of Non - faculty members as mentioned below w.e.f 05/04/2015.**

SI No	Name and Designation	Existing pay before gradation	New Pay after up gradation
1.	Mr. Labanu Kishore Konwar, Assistant Registrar	NOT FOR PUBLIC DOMAIN	NOT FOR PUBLIC DOMAIN
2.	Mr. Gunamani Das, Assistant Registrar	NOT FOR PUBLIC DOMAIN	NOT FOR PUBLIC DOMAIN

### Item No. 30

#### Items for Reporting to the Board:

The following items were reported to the Board for noting:

The Board considered and resolved as below:

**Resolution No.: R\_81 BOG/30/2015:**

**RESOLVED** that the following items as reported to the Board be **NOTED**:

**A)** Norms to be followed by the Institute for providing tax exemption certificate under section 80 G to the Donors is as follows:

1. Institute may issue Money Receipt to the Donors in a prescribed format.
2. Expenditures out of Donation must be made towards the cause/purpose for which the donation has been made
3. Institute has to maintain all records in a Register format in respect of each & every donation.
4. Institute has to submit all accounts to the concerned Income Tax authority on the utilized portion of Donation towards the cause/purpose of the donation
5. Institute has to preserve and record all valid proof of expenditures like appropriate Invoices, Bills, and Receipts etc. for each and every transaction

Further, **Dean of AA&ER** is entrusted with the following responsibilities in respect of Donations

- a) To act as an Authorized Signatory for issuing Money receipts to the Donors
- b) To prepare, maintain and update Donation receipt register
- c) To keep all the valid records of expenditures towards the cause/purpose of donation
- d) To prepare annual Receipt & Payment statement and submit it to the F&A Section for incorporating in Annual Accounts of the Institute at the end of the Financial year

**B)** Adoption & Implementation of New System of Accounting and Financial Reporting as per the Revised Format of Accounts in accordance to the decision of the MHRD to adopt a Uniform Accounting Standards in all Educational Institutions under the Ministry Institute has to abide by the following :

- a. Since the Accrual System of Accounting is basically in force, the same be updated /improved as proposed by the Ministry now vide GOI, Ministry of HRD, department of Higher Education letter no.29-4/2012-IFD dated 17/04/2015.
- b. The formats for accounting and financial reporting already in force be updated as per the revised format accounts proposed by the Ministry

vide letter referred above. This may not be difficult as the existing formats in force are almost similar to the new ones proposed.

- c. The Master Chart of Heads of Accounts be updated as per the one now proposed by the Ministry vide the letter referred above.
- d. The issue related to compilation & maintenance of Assets and accounts maintenance of Inventory be taken care of as per the one now proposed by the Ministry vide the letter referred above.
- e. There are 25 schedules in the Annual Accounts in standard format and this be applied in the Annual Accounts of the Institute in future.
- f. The Utilization Certificates be submitted to the Ministry as per guidelines of the revised format of Accounts.
- g. Advice of Chartered Accountant of the Institute be taken to finalize what more to be done for complete transition to the Accrual System of accounting and to implement the proposed new formats for accounting and financial reporting.

- C)** Revised rates of Ph.D. Scholarship and M. Tech/ MS/ M. Des Students in AICTE funded and Centrally Funded Technical Institutions under the Ministry of Human Resource Development as per the latest modified MHRD's office Memorandum No F.NO.17- 2/2014-TS-1, dated 02/03/2015, and University Grant Commission's notice with effective date in respect of Ph.D. students, as per order issued by DST was 01/10/2014 and in respect of M. Tech/MS/ M. Des students as per order issued by the UGC was 01/12/2014 is as below:

<b>Sl. No</b>	<b>Qualifying Degree</b>	<b>Revised Emoluments (Per Month in Rs.)</b>
01.	<b>Junior Research Fellow(JRF):</b> Post Graduate Degree in Basic Science /Humanities and Social Science with NET/GATE Qualification or Graduate Degree in Professional Course with NET/GATE Qualification or Post Graduate Degree in Professional Courses.	25,000/-
02.	<b>Senior Research Fellow(SRF):</b> JRF Qualification with two years of research experience.	28,000/-

03.	<b>For M.E./M.Tech/MS/M.Des</b> B.E. /B.Tech/BS/B.Des and GATE/GPAT qualified	12,400/- (Both 1 <sup>st</sup> & 2 <sup>nd</sup> Year and 5 <sup>th</sup> Year of Dual Degree Programmes)
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The relevant OM's are enclosed as **Annexure-16P** (327-328).

**D)** Prof. Sukumar Nandi, have been relieved from his duties of Deputy Director w.e.f.01/04/2015 on his own request. The duties and responsibilities of the Deputy Director were allocated amongst the incumbent Deans till a new Deputy Director is appointed, the procedure for which is already being started.

**E)** Appointment of Dr. Satish Chandra Agarwal a retired Professor, Department of Physics at IIT Kanpur and Emeritus Scientist (CSIR), IIT Kanpur as Adjunct Professor in the Department of Physics in the Institute for a period of 1 year under the following terms and conditions:

**NOT FOR PUBLIC DOMAIN**

**F)** Prof. Bhargab B. Bhattacharya Professor & Head, Advanced Computing & Microelectronics Unit, Indian Statistical Institute, Kolkata has been appointed as **Adjunct Professor in the Department of Computer Science and Engineering** for a period of three (3) years w.e.f. date of joining the Institute under the following terms and conditions. Conditions are applicable when he will visit the Institute.

**NOT FOR PUBLIC DOMAIN**

Further, since Prof. Bhargab B. Bhattacharya has been offered a token honorarium of **NOT FOR PUBLIC DOMAIN**, his position may be treated as Visiting Professor.

**G)** Dr. Jaideep Chatterjee Principal Scientist at Unilever R&D Bangalore has been appointed as Adjunct Professor in the Department of Chemical Engineering for a period of 3 years under the following terms and conditions:

**NOT FOR PUBLIC DOMAIN**

**H)** Dr. K.G. Vijaykrishnan Professor in the Centre for Linguistics, English and Foreign Languages University Hyderabad has been appointed as Visiting Professor in the Department of Humanities and Social Sciences for a period of six months starting from July, 2015 under the following terms and conditions:



I) Dr. Pradyumna Ghosh presently working as Associate Professor, Department of Mechanical Engineering at IIT BHU has been appointed as Visiting Associate Professor in the Department of Mechanical Engineering for a period of seven months starting from June, 2015 under the following terms and conditions:

J) Prof. T. Sreenivas presently working in the Dept. of Electrical Communication Engineering, IISC Bangalore has been appointed. as Adjunct Professor in the Centre for Linguistic Science and Technology (CLST), IIT Guwahati from 1<sup>st</sup> May, 2015 to 31<sup>st</sup> July, 2015 under the following terms and conditions:

**NOT FOR PUBLIC DOMAIN**

K) In pursuance of the MHRD's Instruction, Professor Debkumar Chakrabarti, Department of Design has been appointed as the Officiating Director of CIT Kokrajhar by the Chairman, Board of Governor, CIT Kokrajhar under the following terms and conditions:

1. During his tenure, Professor Chakrabarti will continue to draw his salary from IIT Guwahati,
2. he will be considered to be on duty by IIT Guwahati and he will be relieved of day to day duties at IIT Guwahati during the period of his appointment which is till further order or till appointment of regular Director, whichever is earlier.

L) In view of release on bail from the Court of Chief Judicial Magistrate Kamrup (Metro) Guwahati, the matter for revoking of Dr. Alope Kumar Ghoshal suspension order was reviewed by Reviewing Committee and it has been decided to maintain status quo of the earlier suspension order vide Suspension Order No. FA/243/2002/Vol.V/10111 dated 17.12.2014 until further orders.

Further the Committee has decided that, Dr. Ghoshal is not allowed to attend office and any other official/ academic and research activities during the period of suspension.

**The following additional items were taken up by the Board with the permission of the Chair:**

### **Item No. 31**

#### **Approval of new Recruitment Rules framed and a few recruitment rules revised in respect of some Non-Teaching posts of the Institute :**

The Board was apprised that Recruitment Rules (RRs) in respect of Assistant Coach and Assistant Workshop Superintendent which were first approved in the 73<sup>rd</sup> (special) BOG held on 07/04/2013 have been revised in terms of age limit and experience. While some recruitment rules are newly devised for the post of Senior Assistant Engineer Gr. I, Junior Assistant (Hindi) and Senior Technical Officer respectively. As such, the revised and newly framed Recruitment Rules (RRs) of the aforesaid positions were placed before the Board.

The Board was requested to consider and approve.

The Board considered as resolved as below:

#### **Resolution No.: R\_81 BOG/31/2015:**

**RESOLVED** that the revised Recruitment Rules (RRs) in respect of Assistant Coach and Assistant Workshop Superintendent and Recruitment Rules (RRs) framed in respect of Senior Assistant Engineer Gr. I, Junior Assistant (Hindi) and Senior Technical Officer respectively be **APPROVED** as placed as **Annexure-17** P(329-334).

### **Item No. 32**

#### **Approval to the recommendation of the Institute Scholarship Committee for introducing certain changes in to the existing provisions for awarding Merit-cum-Means Scholarships to students of the Institute**

The Board was informed that the 115<sup>th</sup> Meeting of the Senate, held on May 20, 2015, examined the proposal submitted by the Institute Scholarship Committee for introducing certain changes in to the existing provisions for awarding Merit-cum-Means Scholarships to students of the Institute.

The Board was requested to consider and approve.

The Board considered , deliberated and resolved as below:

#### **Resolution No.: R\_81 BOG/32/2015:**

**RESOLVED** that the recommendation of the 115<sup>th</sup> Meeting of the Senate held on 20/05/2015 on the proposal of Institute Scholarship Committee for introducing certain changes to the existing provisions for awarding Merit-cum –means Scholarships to the students of the Institute as indicated below be **APPROVED** as below:

- a) Ratio for selecting students for MCM Scholarship as per below :

Approved  
ratio :

50% weightage from Parent's Income
------------------------------------------

50% weightage from CPI/Marks
---------------------------------

- b) Director of the Institute shall have special power to award Special Scholarship to maximum of 5 students every year on genuine means basis. While it is possible to award all 5 scholarships in a year in deserving cases, it may also not be awarded if there are no such cases.
- c) While all scholarships including those for GEN and OBC students will be governed by their respective norms and durations, any student other than GEN and OBC can avail scholarship from the Institute for a maximum of 6 years.

The details of the proposal as proposed by Senate is placed as **Annexure –18** P (335-336).

### **Item No. 33**

#### **Setting up of a Centre for Creativity in the Institute:**

Based on the presentation of the Director in the beginning of the meeting, a proposal for setting up of a Centre for Creativity was put up.

The Board was requested to consider and approve.

The Board considered, deliberated and decided as below.

#### **Resolution No.: R\_81 BOG/33/2015:**

**RESOLVED** that the proposal of setting up a Centre for Creativity in the Institute, whose detailed proposal as given as **Annexure-19** P (337-338) be **APPROVED**.

### **Item No. 34 (NOT FOR PUBLIC DOMAIN)**

**The meeting ended with a vote of thanks to the Chair.**

**(U. C. Das)  
Registrar & Secretary  
Board of Governors, IIT  
Guwahati**

## **ANNEXURES**



**शासी मंडल की 80 वी बैठक का कार्यवृत्त**

**MINUTES OF THE EIGHTIETH MEETING OF THE BOARD OF GOVERNORS**

**तारीख : 03 मार्च 2015**

**DATE & TIME : 03 MARCH 2015**

**भारतीय प्रौद्योगिकी संस्थान गुवाहाटी**

**Indian Institute of Technology Guwahati**



# INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

## MINUTES OF THE EIGHTIETH MEETING OF THE BOARD OF GOVERNORS HELD ON 3<sup>rd</sup> MARCH 2015

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The Eightieth Meeting of the Board of Governors of the Institute was held on 03/03/2015 in the Board Room of Power Grid Registered Office, New Delhi and the following members were present:

- |                              |                       |
|------------------------------|-----------------------|
| 1. Dr. R. P. Singh           | Chairman              |
| 2. Prof. Gautam Biswas       | Director / Member     |
| 3. Prof. Asis Dutta          | Member                |
| 4. Mr. Pydah Venkatanarayana | Member                |
| 5. Prof. M.K.Chaudhuri       | Member                |
| 6. Prof. Rafikul Alam        | Member                |
| 7. Mr. U. C. Das             | Registrar / Secretary |

Prof. D.B.Goel, Prof. Arun Chattopadhyay, Er Liansanga and Mr.H.K.Sharma, could not attend the meeting due to their prior engagements and they were granted leave of absence.

The agenda for the day was taken up as below:

### **Item No. 1**

#### **Chairman's welcome address and appraisal:**

The Chairman welcomed all the members of the Board with special mention to Prof. Rafikul Alam who had been newly inducted as a member of the Board as nominee of the Senate.

There was no appraisal.

With permission of the Chair, Director gave a presentation on "Desired Qualities of a Good Academic Ambience". He wanted to highlight the problems associated with the indiscipline of the students. He suggested a few remedial actions in order to improve the hostel life so that IIT Guwahati can heighten student aspirations for high intellectual and professional achievements and simultaneously champion our students to maintain and uphold high ethical and moral standards. He suggested adopting partially (appropriately) the Residential College Model of the Cambridge University.

**Resolution No. :R\_80 BOG/01/2015**

**RESOLVED** that the Chairman's welcome address be noted.

**RESOLVED** further, that the presentation given by the Director be **APPRECIATED** and the concept of Residential College Model of the Cambridge University be **ADOPTED** partially (appropriately).

**Item No. 2**

**Confirmation of the Minutes of the 79<sup>th</sup> Meeting of the Board of Governors of the Institute held on 19/12/2014:**

The Minutes of the 79<sup>th</sup> Meeting of the Board of Governors of the Institute held on 19/12/2014 was circulated amongst the members of the Board for their comments / observations. No comment/observation was received from any of the members. However it was administratively reported that an opinion of the house appreciating the administration for being regular in payment of the statutory dues as reported in the Audit Report was not written in the Minute.

The Board was requested to consider the same and confirm the Minutes.

The Board agreed to confirm the Minute and resolved as below:

**Resolution No.: R\_80 BOG/02/2015:**

**RESOLVED** that the Minutes of the 79<sup>th</sup> Meeting of the Board of Governors of the Institute held on 19/12/2014 be **CONFIRMED** by including the proposed sentence as enclosed in **Annexure – 1** (not enclosed).

**Item No. 3**

**Follow up actions of the decision of the 79<sup>th</sup> Meeting of the Board of Governors of the Institute held on 19/12/2014:**

The Minutes of the 79<sup>th</sup> Meeting of the Board of Governors of the Institute held on 19/12/2014 was circulated amongst the members of the Board for their comments / observations. Since no comment/observation was received from any of the members, follow up action was taken.

The follow up action taken report on the resolution of the said Board meeting including those pending from the previous meetings were placed before the Board for



consideration and the Board was requested to accept.

The Board considered the same and resolved as below:

**Resolution No.: R\_80 BOG/03/2015:**

**RESOLVED** that the actions taken on the decisions of the 79<sup>th</sup> Meeting of the Board of Governors held on 19/12/2014 including those pending from the previous meetings be **ACCEPTED** as reported.

**Item No. 4**

**Minutes of the 32<sup>nd</sup> Meeting of the Finance Committee of the Institute held on 03/03/2015:**

The Board was informed that the 32<sup>nd</sup> meeting of the Finance Committee of the Institute was held on 03/03/2015 preceding this 80<sup>th</sup> meeting of the Board held on the same day which was chaired by the Chairman of the Board. The Agenda items and the decision of the Finance Committee was conveyed to the members of the Board item wise by the Registrar, who is also the ex-officio Secretary of the Finance Committee.

The Board was requested to consider and approve the decisions of the Finance Committee.

The Board considered the same and resolved to approve the same as below:

**Resolution No.: R\_80 BOG/04/2015:**

**RESOLVED** that the decision of the 32<sup>nd</sup> meeting of the Finance committee held on 03/03/2015 be **APPROVED** as per the Minutes of the meeting. The highlights of the Minutes of the 32<sup>nd</sup> Meeting of the Finance Committee are as follows:

- i) Review of the Expenditure under Plan and Non Plan Heads for the Financial Year 2014-15 (upto 31/01/2015).
- ii) Revision of the Estimates (Modified) for the financial year 2014-15 at an amount of Rs. 20096.00 lakhs under Plan head and an amount of Rs. 15560.00 under Non-Plan head.
- iii) Budget Estimates for the financial year 2015-16 at an amount of Rs. 37208.42 lakh under Plan head and an amount of Rs. 18400.00 lakh under Non Plan Head.
- iv) Decision on the Audit Para regarding contribution received from various organisations towards employees Retirement Benefits for the period of Deputation to be credited to the Capital Fund.
- v) Proposal for Development of Corpus Fund of the Institute.

- vi) Recommendation of the Committee for the Implementation of SCSP and TSP (Schedule Caste Sub Plan and Tribal Sub Plan) Programme in respect of Budget Estimation.
- vii) Revision of rates of Scholarship for PhD and ME/M.Tech/ MS/M.Des Students, funded by Centrally Funded Technical Institutions (CFTI) under Ministry of Human Resource Development.

#### **Item No. 5**

#### **Nomination from Government of the North East States as a Zone to the Board of Governors of the Institute:**

The Board was informed that in terms of Clause 11(c) of the Institute of Technology Act 1961, the Board of an Institute shall consist of “one person to be nominated by the Government of each of the States comprising the zone in which the Institute is situated, from among persons, who, in the opinion of that Government, are technologists or industrialist of repute”.

In term of the above, Er. Liansanga was nominated by the Govt. of Mizoram to the Board of IIT Guwahati for a period of three years with effect from the date of his nomination i.e. 04/07/2013. But Er. Liansanga had not attended any of the meetings of the BOG held so after his nomination. It was mentioned that from that date till now as many as five BOG meetings had been held. The Board was also informed that as per clause 2(13) of the Statute –“if a member of the Board fails to attend more than two of at least four meeting in a calendar year, he shall cease to be a member of the Board”.

The Board was therefore requested to consider the same and decide.

The Board discussed and resolved as below:

#### **Resolution No.: R\_80 BOG/05/2015:**

**RESOLVED** that Er. Liansanga be communicated and he be conveyed about the statutory provision for continuance as member of the Board with a request to attend the next meeting without fail.

#### **Item No. 6**

#### **Recommendation of the Committee for the Implementation of SCSP and TSP (Schedule Caste Sub Plan and Tribal Sub Plan) Programme in respect of Administrative set up and Budget estimation:**

The Board was informed that in term of the mandate of the programme implementation Committee of SCSP and TSP (Schedule Caste Sub Plan and Tribal Sub Plan) of Govt. Of India, a five-member committee with Prof. S. Ravi, Professor, Department of Physics as Chairman was constituted and the Committee submitted its report with its recommendation. Two of the recommendations are on the following subjects:

- a. Administrative set up
- b. Budget Estimate

The Board was requested to consider and approve.

The Board considered, discussed and resolved as below:

**Resolution No.: R\_80 BOG/06/2015:**

**RESOLVED** that a cell under the title: "Equal Opportunity cum Special Reservation Cell (EO-cum-SRC)" be set up with a Sr. Faculty-in-Charge as Chairman and be manned by an Officer and three other staff.

**RESOLVED** further that an amount of **NOT FOR PUBLIC DOMAIN** as approved by the 32<sup>nd</sup> Meeting of the Finance Committee of the Institute held 03/03/2015 be **INCLUDED** in the Budget Estimate for the Financial Year 2015-16 for the Implementation of SCSP and TSP (Schedule Caste Sub Plan and Tribal Sub Plan) Programme.

**Item No. 7**

**Approval of the 'Internal Audit Manual', that is, Accounting Manual of the Institute:**

The Board was informed that in the 79<sup>th</sup> Board's meeting held on 19/12/2014; the Audit report (2013-14) of the Institute was discussed. During discussion the Chairman proposed that an Accounting Manual for the Internal Audit of the Institute should be framed. Accordingly, an 'Internal Audit Manual' is prepared in the Institute taking reference from Accounting Manual from IIT Bombay and that of Ministry of Home Affairs available in their respective websites. Further IITG Statute, FR&SR, the official circulars, office orders, notices etc issued so far from time to time relating to Internal Audit and accounting were also taken into consideration.

The Board was requested to consider the same and approve.

The Board discussed and appreciated the work. The Board advised that another volume on accountability and performance with Academic & Administrative Audit, Internal & External Peer Review etc should be framed. The Board also advised that 'Internal Audit Manual' should be circulated amongst all concerned and BOG members. With these the Board resolved as below:

**Resolution No.: R\_80 BOG/07/2015:**

**RESOLVED** that the '**Internal Audit Manual**' for the Internal Audit of the Institute be **APPROVED** with provision of reviewing the same after every two years.

**RESOLVED** further that more chapters like pay fixations, work maintenance/service contract procedures and checklist, establishment matters, disciplinary proceedings, mobility of service/technical resignations, PDA rules, medical rules etc be added to the 'Internal Audit Manual' from time to time with approval of the Board.

**Item No. 8**

**Scheme for Career Progression / Financial Up gradation of Registry Officers:**

The Board was apprised that based on the request of MHRD, UGC constituted a Joint Cadre Review Committee (JCRC) to recommend uniform staffing pattern, service conditions etc. of non-teaching staff including Group-A Officers of Central Universities, UGC maintained Deemed to be Universities and the Colleges affiliated to Delhi University. In this regard, MHRD has conveyed its decision vide letter no. F. No.19 – 26 / 2008-Desk (U), dated 07.05.2014 on the following aspects.

- (i) As per MHRD letter No.1-32/2006-U.II/U.I (ii), dated 31.12.2008, Deputy Registrar (DR) in the PB-3 (Rs.15600-39100) with GP of Rs. 7600/-, on completion of 5 years is eligible to move to PB-4 (Rs. 37400-67000) with GP of Rs.8700/-. Further, MHRD has also approved the proposal to re-designate such Deputy Registrar (DR) as Joint Registrar (JR), with the stipulation that the post will revert as DR when it falls vacant.
- (ii) The requirement of 8 years' service in respect of Assistant Registrars (AR) who are placed in PB-3 (Rs.15600-39100) with GP of Rs.6600/- was reduced to 5 years' service for promotion to Deputy Registrar.

The Board was informed that based on the above, IIT Delhi in its 187<sup>th</sup> Meeting of the BoG resolved vide Resolution No.BG/19/2014 dated 06/06/2014 that the provision applicable to direct recruit Deputy Registrars in PB-3 (GP of Rs. 7600/-) for financial up gradation to PB-4 (GP of Rs. 8700/-) in five years may be extended to those Assistant Registrars who acquire this scale PB-3 (GP of Rs.7600/-) by way of financial up gradation as provided in the scheme of revision of pay scales as notified by MHRD, Govt. of India vide letter No. 1-32/2006-U.II/U.I (ii), dated 31.12.2008 (a copy enclosed as **Annexure – 4** (not enclosed).

In consideration of the very limited scope for career /financial up gradation for Registry Cadre officers joining as Assistant Registrar, the Board was requested to consider the above for adoption at the Institute.

The Board considered, discussed and resolved as below:

**Resolution No.: R\_80 BOG/08/2015:**

**RESOLVED** that in respect of Assistant Registrars who are placed in PB-3 (Rs.15600-39100) with GP of Rs.6600/-, the required length of service be **REDUCED** to 5 years' for promotion to Deputy Registrar with PB-3 (Rs.15600-39100) and GP of Rs.7600/-

**RESOLVED** further that the provision applicable to directly recruited Deputy Registrars in PB-3 (Rs.15600-39100) with GP of Rs. 7600/- for financial up gradation to PB-4 (Rs. 37400-67000) with GP of Rs.8700/- in five year be **EXTENDED** to those Assistant Registrar(s) who acquired this PB-3 (Rs.15600-39100) with GP of Rs. 7600/- by way of financial up gradation.

**RESOLVED** further that the Deputy Registrar in the PB-4 (Rs. 37400-67000) with GP of Rs.8700/- be **RE-DESIGNATED** as Joint Registrar with the stipulation that the post will revert as Deputy Registrar when the post of Joint Registrar falls vacant.

**Item No. 9**

**Revision of sanctioning authority for Earned Leave (EL)/Half Pay Leave (HPL)/ Commuted Leave/Maternity Leave, Paternity leave in respect of staff of the Institute:**

The Board was informed that earlier the leave sanctioning authority in respect of Earned Leave (EL)/Half Pay Leave (HPL)/ Commuted Leave/Maternity Leave, Paternity Leave for the staff was Registrar (for Group-A staff) and Deputy Registrar (for Group-B,C & D staff). But later on the sanctioning authority was revised to the official, under whose control the staffs are working. As a result the procedure for final sanction of Leave of the staff including issue of Leave Sanction Order (LSO) increased many folds. The entire process is time consuming and involves unnecessary shunting of papers. So to make the process simple and fast, it is proposed that leave of all the staff (non Teaching) be sanctioned by the Registrar of the Institute on recommendation of the Controlling Officer by modifying the section 1.3:(Earned Leave/Half Pay Leave/Commuted Leave/Maternity leave, Paternity leave) of existing Delegation of power.

The Board was requested to consider and approve.

The Board considered and approved as below:

**Resolution No.: R\_80 BOG/09/2015:**

**RESOLVED** that the proposal of modification of delegation of power in respect of sanction of Earned Leave/Half Pay Leave/Commutated Leave/Maternity leave, Paternity leave of all the staff (non- teaching) under section 1.3 be **APPROVED** as below:

Sl No	Category	Recommending Authority	Sanctioning Authority	Remarks
1.	Dy. Director, Deans, Registrar, Head Library, Chairman JEE, GATE, JAM	-	Director	As earlier, no change
2.	Heads of Depts., Centres, Faculty Members	-	Dean Faculty Affairs	
3.	Head of the Section	Dy. Director /concerned Deans/Controlling officer as applicable	Registrar	Modified
4.	Staff in Departments /Centres/Sections/ Hostels etc	Head of the Department/ Centres/Section /Controlling officer as applicable	Registrar	
NB: Recommendation as applicable is Mandatory. For commuted leave, maternity and paternity leave, certificate from CMO is required in all cases.				

**Item No. 10**

**Charging application fee for applying for recruitment in the non-teaching positions at IIT Guwahati:**

The Board was informed that presently there is no application fee for applying for recruitment in any position in IIT Guwahati irrespective of teaching or non-teaching positions. This was done to receive as many applications as possible during the initial days of establishment of the Institute and the Institute was ready to pay the expenditure involved in the recruitment process. But, with passing time, the situation has changed. The number of application received by the Institute for non-faculty positions is large. In fact many of them are even not eligible. Further, the cost of recruitment process is also

increased considerably.

In view of the above, it is proposed to charge application fee for applying for recruitment in the non-teaching positions at the Institute.

The Board was requested to consider and approve.

The Board considered, deliberated and resolved as below:

**Resolution No.: R\_80 BOG/10/2015:**

**RESOLVED** that application fee from applicants be charged for applying for recruitment in the non-teaching position at IIT Guwahati be **APPROVED** as below:

- a) For Group B, C & D positions: Rs. 300/- per application/per post. (50% of the amount for SC/ST/PD candidates)
- b) For Group A position: Rs.500/- per application/per post. (50% of the amount for SC/ST/PD candidates)

**Item No. 11**

**Creation of a Hindi Cell in IIT Guwahati:**

The Board was apprised that to achieve the goals set by Official Language Implementation Committee in the Institute which in brief includes the targets of Annual Programme for transacting the official work of the Union in Hindi, to organise Hindi divas/fortnight, to monitor internal progress of the Institute regarding use of Hindi, submitting quarterly progress report, preparation of inspection report of MHRD, publishing a six monthly e-journal and other misc. works, it is essential to create a Hindi Cell in Institute. Further from time to time inspections were conducted by the Regional Implementation officer (NER), Department of Official Language, Ministry of Home Affairs in the Institute and their report also suggested for creation of a Hindi Cell.

Accordingly, the Board was requested to consider and approve creation of a Hindi Cell with adequate Officer and Staff.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/11/2015:**

**RESOLVED** a Hindi Cell in Institute be **CREATED** with the following Officer and Staff:

- i) Sr. Hindi Officer/Hindi Officer = 1 post
- ii) Hindi Assistant (equivalent to Jr. Assistant with similar up gradation provisions) = 2 posts
- iii) Jr. Attendant = 1post

**RESOLVED** further that two posts of Hindi Assistants be created and new Recruitment Rules (RRs) for all the said posts be prepared.

**Item No. 12**

**Constitution of a new Appraisal Committee for selection of Faculty for the HAG scale:**

The Board was informed that an Appraisal Committee for HAG scale selection was constituted for a period of 3 years, which was approved by the BOG, in its 67<sup>th</sup> Meeting, held on 30/11/2011. The structure of the Committee is as follows:

**NOT FOR PUBLIC DOMAIN**

However the term of the experts of the existing Committee had ended and hence, a new Appraisal Committee for HAG scale selection may be constituted for another period of 3 years.

The Board was requested to consider and decide.

The Board considered the proposed names of the experts and resolved as below:

**Resolution No.: R\_80 BOG/12/2015:**

**RESOLVED** that the new Appraisal Committee for selection of Faculty for the HAG scale be **CONSTITUTED** as below:

**NOT FOR PUBLIC DOMAIN**

**Item No. 13**

**Retention and disposal of old faculty/staff applications of the candidates not selected for job at the Institute:**

The Board was informed that the Institute had been retaining all the applications of candidates right from the inception, who had applied for various faculty/staff positions, time to time even though they were not selected. Since such recruitments are held every year, the volume had become unmanageable and as such, these need to be disposed.

In the absence of the Record Retention Schedule for the Institute, the Board was requested to consider and approve disposal of all such applications of the candidates for faculty/staff positions who are not selected for the job and which are more than 5 years old as on this date.

The Board considered and resolved as below:



**Resolution No.: R\_80 BOG/13/2015:**

**RESOLVED** that all applications of the candidates for faculty/staff positions who are not selected for the job and which are more than 5 years old as on this date be **DISPOSED OFF** by shredding.

**Item No. 14**

**Rectification and ratification under Item No.13 of the 64<sup>th</sup> BOG Minute held on 28/02/2011 in respect of recommendation of the selected Assistant Professors in the Department of Chemistry:**

The Board was informed that in the 64<sup>th</sup> BOG meeting held on 28/02/2011, the recommendation for the Assistant Professors who were selected in the Department of Chemistry was inadvertently been mentioned as “to be placed at Rs. 30,000+8000 after 3 years from date of PhD submission”. However, the recommendation of the Selection Committee for the post of Assistant Professors was “to be allowed to move to Grade pay of Rs. 30,000/- + AGP 8,000/- after one year of satisfactory service at the Institute”.

It was a typographical error which has been noticed recently and hence the Board was requested to consider and ratify the rectification.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/14/2015:**

**RESOLVED** that the rectification of the recommendation as “to be allowed to move to Grade pay of Rs.30,000/- + AGP 8,000/- after one year of satisfactory service at the Institute” in respect of the recommendation for the Assistant Professors who were selected in the Department of Chemistry in the 64<sup>th</sup> BOG meeting held on 28/2/2011 be **RATIFIED**.

**Item No. 15**

**Modification of a few Recruitment Rules in respect of some Non-Teaching Staff:**

The Board was apprised that the Recruitment Rules in respect of Deputy Librarian, Assistant Executive Engineer and Junior (Technician/Mechanic /Lab Assistant) which were first approved in the 73<sup>rd</sup> (special) BOG meeting held on 07/04/2013 require some modifications in terms of educational qualification and experience. The revised recruitment rules of the aforesaid positions were placed before the Board.

The Board was requested to consider and approve.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/15/2015:**

**RESOLVED** that the revised Recruitment Rules (RRs) in respect of Deputy Librarian, Assistant Executive Engineer and Junior (Technician/Mechanic /Lab Assistant) be **APPROVED** as placed as **Annexure – 5** (not enclosed).

**Item No. 16**

**Career Progression of Technical Officers of the Institute:**

The Board was informed that the matter on Career Progression of Technical Officer in IIT Guwahati for generating motivation amongst the Technical Officers in conformity with their qualifications and experience was placed before the Board in its meeting held on 19/12/2014 and the Board after discussion decided to defer the same seeking a report on the various aspects which may arise out of implementation of the proposal.

Accordingly the report was placed before the Board with a request to consider and decide.

The Board considered, deliberated and resolved as below:

**Resolution No.: R\_80 BOG/16/2015:**

**RESOLVED** that the recommendation of the Committee on the Career Progression of Technical Officers in the Institute be **APPROVED** with the provision of signing an undertaking which are enclosed as **Annexure – 6** (not enclosed).

**Item No. 17**

**Ratification of the approvals accorded by the Chairman, BOG:**

Following items approved by the Chairman, BOG were put up before the Board for ratification:

- (A) Approval to the recommendation of External Nominee to the Senate of IIT Guwahati.
- (B) Approval to the recommendation of the Selection Committee for post of Assistant Librarian of IIT Guwahati.
- (C) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Civil Engineering.

- (D) Approval to the recommendation of the Selection Committee for Faculty Position in the Department of Mechanical Engineering.
- (E) Approval to the Director's visit to the University of Macau, China for signing MoU .
- (F) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Chemistry.

The Board considered and ratified the approvals as below:

**Resolution No.: R\_80 BOG/17/2015:**

**RESOLVED** that the following approvals accorded by the Chairman BOG be **RATIFIED** as below:

- (A) Approval of nomination of Prof B. P. Chetia in the field of Science and Prof. H. K. Das in the field of Engineering as external nominees to the Senate of the Institute for a term of two years with effect from 11/03/2015 and 15/03/2015 respectively which may further be extended.
- (B) Approval to the recommendation of the Selection Committee for post of Assistant Librarian of IIT Guwahati as below:

Sl. No.	Name	Recommended for	Scale of Pay
1.	Dr. Sanjib Kumar Deka	Assistant Librarian	As per rule
Waiting List			
1.	Dr. Apurbajyoti Majumder	Assistant Librarian	As per rule

- (C) Approval to the recommendations of the Selection Committee for the Faculty positions in the Department of Civil Engineering as below:

Sl. No.	Name	Recommended for	Initial Pay (Rs.)	Remarks	
1.	Dr. Gautam Barua	Professor	As per rules		
2.	Dr. Sharad Bhaurao Gokhale				
3.	Dr. Rajib Kumar Bhattacharjya *				*He will be permitted to join the post after 22/4/2015
4.	Dr. Pranab Kr. Ghosh*				*He will be also permitted to join the post after 22/4/2015
5.	Dr. Ajay Kalamdhad	Associate Professor	As per Rules		
6.	Dr. Bimlesh Kumar	Professor	As per Rules		

7.	Dr. Laishram Boieng Singh*			*He will be permitted to join the post after 31/1/2015
8.	Dr. Rajan Choudhary			
9.	Dr. Anjan Kumar Siddagangaiah	Assistant Professor	As per Rules	NOT FOR PUBLIC DOMAIN
10.	Mr. Rishikesh Bharti			NOT FOR PUBLIC DOMAIN
11.	Mr. Ankit Garg			NOT FOR PUBLIC DOMAIN
12.	Dr. Ajay Dashora			NOT FOR PUBLIC DOMAIN
13.	Dr. Ravi K			NOT FOR PUBLIC DOMAIN
14.	Dr. Archana M. Nair.			NOT FOR PUBLIC DOMAIN
15.	Dr. Venkata Santosh Kumar Delhi			NOT FOR PUBLIC DOMAIN
Except SI No 14.), all others i.e from 9 to 13 & 15 mentioned above, on satisfactory performance at IIT Guwahati will move to regular position with a pay of <b>NOT FOR PUBLIC DOMAIN</b> after 3 years of work experience considering the period since defence of PhD thesis.				

- (D) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Mechanical Engineering w.e.f 28/01/2015 as below:

Sl. No.	Name	Recommended for	Initial Pay (Rs.)/ Remarks(if, any)
1.	Dr. P. Muthukumar	Professor	As per rules
2.	Dr. Niranjan Sahoo		
3.	Dr. Dibakar Bandopadhyaya	Associate Professor	
4.	Dr. V.N.Kulkarni		
5.	Dr. Ganesh Narayanan		
6.	Dr. Amaresh Dalal		
7.	Dr. Karuna Kalita		
8.	Dr. C.Somayaji		
9.	Dr. S.D.Kore		
10.	Dr. Pankaj Biswas		
11.	Dr. S.Panda		
12.	Dr. Sukhamoy Pal		
13.	Dr. Bhaskar Kumar	Assistant Professor	NOT FOR PUBLIC DOMAIN
14.	Dr. Prasenjit Khanikar		NOT FOR PUBLIC DOMAIN
15.	Dr. Pranab Kr. Mondal		NOT FOR PUBLIC DOMAIN
16.	Dr. Siladitya Pal		NOT FOR PUBLIC DOMAIN
17.	Dr. B. Mehta		NOT FOR PUBLIC DOMAIN

(E) Approval to the Director's visit to the University of Macau, China during the period from 02/02/2015 to 06/02/2015 for signing an Memorandum of Understanding (MoU) between IIT Guwahati and the University of Macau (UM) in order to advance and enrich the academic programmes of the Institute and promote exchange of students.

(F) Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Chemistry w.e.f.21/02/2015 as below:

Sl. No.	Name	Recommended for	Initial Pay (Rs.)	Remarks
<b>a Professor</b>				
1.	Dr. Govindarajan Krishnamoorthy	Professor	As per rules	-
2.	Dr. Biplab Mondal			
3.	Dr Anumita Paul			
4.	Dr. Ashish Kumar Gupta			
<b>b Associate Professor</b>				
1.	Dr. Debasis Manna	Associate Professor	As per rules	-
2.	Dr. Kalyanasis Sahu			
3.	Dr. Chandan Mukherjee			
4.	Dr. Subhash Ch.Pan			
5.	Dr. Achal Kumar A. Sudhakar			
6.	Dr. Manabendra Sarma			
7.	Dr. Chandan Kr.Jena			
8.	Dr. Sumana Dutta			
9.	Dr. Lal Mohan Kundu			
10.	Dr. Bhubaneswar Mandal			
11.	Dr. C.V.Sastri			
12.	Dr. Debapratim Das			
<b>c Assistant Professor</b>				
.1.	Dr. Kalyan Raidongia	Assistant Professor	As per Rules	NOT FOR PUBLIC DOMAIN
2.	Dr. Dipankar Srimani			NOT FOR PUBLIC DOMAIN
3.	Dr. Animesh Das			NOT FOR PUBLIC DOMAIN

4.	Dr. Krishna Pada Bhabak		As per Rule	NOT FOR PUBLIC DOMAIN
5.	Dr. Pavan Kr. Kancharla *			NOT FOR PUBLIC DOMAIN
6.	Dr. A.K.A Seetharam			NOT FOR PUBLIC DOMAIN
7.	Dr. Uttam Manna			NOT FOR PUBLIC DOMAIN

Sl.No. 5 of c \*On satisfactory performance at IIT Guwahati and 3 years of work experience after defence of PhD. Thesis, to be placed in a regular positions of PB-  
**NOT FOR PUBLIC DOMAIN**

### **Item No. 18**

#### **Items approved by the Director:**

The following items approved by the Director are reported to the Board:

- a. Attendance of Conference / Seminar etc. abroad.
- b. Appointments and Extension of Dean, Associate Dean, Warden and Associate Warden Positions.
- c. Confirmation of Faculty Members.
- d. Confirmation of Non-faculty Members.
- e. Approval to the recommendations of the Selection Committee for Internal recruitment to the various non-faculty posts.
- f. Approval to the grant of special leave to a female employee of the Institute.
- g. Medical reimbursement of Prof. Utpal Barua.
- h. Approval to the recommendation of the Selection Committee for Internal recruitment to the various non -faculty posts.
- i. Extension of probation period.
- j. Recommendation of Visiting Artist in Residence .

The Board considered the items approved by the Director and resolved as below:

#### **Resolution No.: R\_80 BOG/18/2015:**

**RESOLVED** that the following items approved by the Director be **NOTED** as below:

a. **Attendance of Conference / Seminar etc. abroad as reported.**

b. **Appointments and Extension of Dean, Associate Dean /HOD/Chairman/ Faculty in charge/Ombudsmen Positions etc as mentioned below:**

Sl. No.	Name	Position	Period of Appointment / Extension
1.	Prof. D. Chakraborty, Department of Mechanical Engineering	Dean, Research & Development	Term extended for one year w.e.f 1/1/2015
2.	Prof. Rajib Kr Bhattacharjya, Department of Civil Engineering	Associate Dean of Infrastructure Planning Management	Term extended for one year w.e.f.1/1/2015.
3.	Prof. Sukumar Nandi, department of CSE	Head, centre for Linguistic Science & Technology	Appointed with immediate effect until further order under notification dated 31/12/2014.
4.	Prof. Subhasisha Dutta, Department of Civil Engineering	Head, Department of Civil Engineering	Appointed for three years w.e.f.20/1/2015.
5.	Prof. Vikash kr Dubey, Department of Biotechnology	Chairman, Students' Welfare Board	Appointed for two years with effect 29/12/2014.
6.	Prof. A. Perumal, Department of Physics	Chairman, Sports Board Gymkhana	Term extended for one year w.e.f.1/1/2015
7.	Dr. Jatindra Kr Deka, Department of CSE	Faculty In charge, TIC-IITG	w.e.f 2/2/2015 until further order.
8.	Prof. S.Ravi, Department of Physics	Ombudsmen, Siang and Married Scholar Hostel	Appointed for three years w.e.f.9/1/2015
9.	Prof. D.C.Dalal, Department of Mathematics	Ombudsmen , Brahmaputra Hostel	
10.	Prof. Purandar Bhaduri, Department of CSE	Ombudsmen, Dihing and Manas Hostel	
11.	Prof. Krishna Barua, Department of HSS	Ombudsmen, Subansari and	

		Dhansiri Hostel	
12.	Prof. T Punniyamurthy, Department of Chemistry	Ombudsmen, Dibang and Kapili Hostel	
13.	Prof. S.K.Khijwania, Department of Physics	Ombudsmen, Barak Hostel	
14.	Prof. P. Ghosh, Department of Chemical Engineering	Ombudsmen, Lohit Hostel	
15.	Prof. V.Manivannan, Department of Chemistry	Ombudsmen, Kameng Hostel	
16.	Prof. K.S.R.Krishna Murthy, Department of ME	Ombudsmen, Umiam Hostel	
17.	Prof. V.V.Dasu, Department of Biosciences & Bioengineering	Head, Department of Biosciences & Bioengineering.	Extended for a period of two years w.e.f.25/2/2015.

**c. Confirmation of Faculty Members as mentioned below:**

Sl. No.	Name	Post
1.	Dr. Rakhi Chaturvedi	Professor, Biosciences and Bioengineering
2.	Dr. Latha Rangan	Professor, Biosciences and Bioengineering
3.	Dr. Vikash Kumar Dubey	Professor, Biosciences and Bioengineering
4.	Dr. Debasish Das	Associate Professor, Biosciences and Bioengineering
5.	Dr. Biplab Bose	Associate Professor, Biosciences and Bioengineering
6.	Dr. Sanjukta Patra	Associate Professor, Biosciences and Bioengineering
7.	Dr. Sunanda Chatterjee	Assistant Professor, Chemistry
8.	Dr. Subhaditya Bhattacharya	Assistant Professor, Physics
9.	Dr. Mamilla Ravi Shankar	Assistant Professor, Mechanical Engineering

**d. Confirmation of Non-faculty Members as mentioned below:**

Sl. No.	Name	Post
1.	Dr. Tamal Kumar Guha	Librarian



2.	Mr. Dhrubajyoti Sharma	Deputy Registrar
3.	Mr .Dilip Boro	
4.	Mr. Kuntil Bhuyan	
5.	Mr. Sanjib Das	Technical Officer Gr.I
6.	Mr Sanjay Mandal	Assistant Registrar
7.	Ms. Lipika Nath	Senior Technical Superintendent
8.	Mr. Khurshid Ali	
9.	Ms. Manoshee Neog	Senior Hindi Officer
10.	Mr. Dipon Lall Boishya	Accounts Officer
11.	Mr. Bhupen Nath	
12.	Mr. Jiten Sarmah	
13.	Ms. Prarthana Swargari	Technical Superintendent
14.	Md. Nurul Islam	
15.	Mr. Chitta Ranjan Medhi	Junior Technical Superintendent
16.	Mr. Chandan Kr.Nath	
17.	Mr. Pulala Raghuveer Yadav	
18.	Mr. Pranab Hazarika	
19.	Mr. Partha Protim Bakal	
20.	Mr. Pranpratim Borgohain	
21.	Mr. Dipankar Barman	
22.	Mr. Madan Kalita	Attendant
23.	Mr. Manoj Boro	
24.	Mr. Bhrigu Kalita	Junior Attendant
25.	Mr. Gobinda Medhi	

e. **Approval to the recommendations of the Selection Committee for Internal recruitment to the various non-faculty posts as mentioned below:**

i) **Senior Technician Gr. I**

SI No	Name	Post	Scale of Pay
1.	Mr. Manashjyoti Nath	Senior Technician	As per rules

2.	Mr. Dhaneswar Khaklary	Gr.I	
3.	Mr. Bijoy Deka		
4.	Mr. Pankaj Sekhar Baruah		
5.	Mr. Payodhar Pathak		
6.	Mr. Lakhinath Gogoi		
7.	Mr .Mrinal Ch.Sarma		
8.	Mr. Nripen Kalita		
9.	Mr. Minesh Ch.Medhi		
10.	Mr .Bijoy Kr Choudhury		
11.	Mr .Hari Ram Upadhyay		
12.	Mr. Dipak Kr. Deka		
13.	Mr. Dilip Chetri		
14.	Mr. Upen Gohain		
15.	Mr. Joykrishna Saikia		
16.	Mr. Manoj Kumar Baishya		
17.	Ms. Jurijyoti Hazarika		
18.	Mr. Balen Ch.Mahanta		
19.	Mr. Porag Saikia		
20.	Mr. Nidul Saikia		

**ii) Sr. Mechanic Gr.I**

Sl. No.	Name	Post	Scale of Pay
1.	Mr. Debojit Kumar Borah	Sr. Mechanic Gr.I	As per Rules
2.	Mr Achyut Ch.Sarma		
3.	Mr. Prasanta Hazarika		
4.	Mr. Ramani Kalita		
5.	Mr. Prafulla Mudoj		
6.	Mr. Gajendra Chandra Nath		
7.	Mr. Sanatan Barman		

**iii) Sr. Laboratory Assistant Gr.I**

Sl. No.	Name	Post	Scale of Pay
1.	Mr. Dipak Lahkar	Sr. Laboratory Assistant Gr.I	As per Rules

- f. **Approval to the grant of special leave to an aggrieved female employee:**  
Approval to the grant of special leave to an aggrieved female employee of the Institute from 05/12/2014 to 2/1/2015=29 days without deduction from leave account under chapter clause 12(2), of the Sexual Harassment of Women at Workplace Act 2013. As per the clause“ the leave granted to a aggrieved woman under this, shall be in addition to the leave she would be otherwise entitled, no

leave should be deducted from the commuted leave she has earned” .

- g. Approval to the Medical reimbursement (Physiotherapy treatment) of Prof. Utpal Barua, Department of Design:** Approval to the Medical reimbursement (Physiotherapy treatment) of an amount of Rs 2.39 lakhs above the maximum ceiling of reimbursement in the Institute to Prof. Utpal Barua, Department of Design.

- h. Approval to the recommendations of the Selection Committee for Internal recruitment to the various non-faculty posts as below:**

**Junior Technical Officer:**

SI No	Name	Post	Scale of Pay
1.	Mr. Lipika Nath	Junior Technical Officer	As per Rules
2.	Mr. Lokesh Chakravorty		
3.	Mr. Nandan Kanan Das		
4.	Mr. Bishnu Tamuli		
5.	Mr. Hitesh Sharma		
6.	Mr. Dhruva Jyoti Bordoloi		
7.	Mr. Mrinal Kanti Chakraborty		
8.	Mr. Khurshid Ali*		
* Probation for two years			

- i. Extension of probation period:**

SI No	Name	Post	Remarks
1.	Ms. Jharna Rani Rabha	Technical Superintendent(TS)	Probation period extends for a period of six months (06) from 28/12/2014 to 27/06/ 2015 under same terms & conditions of initial appointment for the post of TS.

- j. Recommendation of Visiting Artist in Residence as below:**

SI No	Name	Recommended for	Initial Pay (Rs)	Remarks
1.	Dr. Devananda Pathak	Artist in Residence	NOT FOR PUBLIC DOMAIN	Consolidated pay
2.	Dr. Anwesa Mahanta	Same as above	NOT FOR PUBLIC DOMAIN	Same as above
3.	Ms. Bhaswati Sarma	Same as above	NOT FOR PUBLIC DOMAIN	Same as above
4.	Ms. Anita Mahanta	Same as above	NOT FOR PUBLIC DOMAIN	Same as above

### **Item No. 19**

#### **Minutes of the Hundred Eleventh, Hundred Twelfth and Hundred Thirteenth meeting of the Senate of the Institute held on 25/09/214, 01/12/2014 and 24/12/2014 respectively:**

Hundred Eleventh, Hundred Twelfth and Hundred Thirteenth meeting of the Senate of the Institute were held on 25/09/214, 01/12/2014 and 24/12/2014 respectively. The Minutes of the above Senate meetings are placed before the Board for consideration and noting.

The Board considered and resolved as below:

#### **Resolution No.: R\_80 BOG/19/2015:**

**RESOLVED** that the Minutes of the Hundred Eleventh, Hundred Twelfth and Hundred Thirteenth meeting of the Senate of the Institute were held on 25/09/214, 01/12/2014 and 24/12/2014 respectively of the Institute be **NOTED**.

### **Item No. 20**

#### **Minutes of the Seventy Sixth Meeting of the Building and Works Committee of the Institute held on 28/11/2014:**

Seventy Sixth Meeting of the Building and Works Committee of the Institute was held on 28/11/2014. The Minutes of the above Building and Works Committee meeting was placed before the Board for consideration and noting.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/20/2015:**

**RESOLVED** that the Minutes of the Seventy Sixth Meeting of the Building and Works Committee of the Institute was held on 28/11/2014 be **NOTED**.

**Item No. 21**

**Items for Reporting to the Board:**

The following items were reported to the Board for noting:

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/21/2015:**

**RESOLVED** that the following items as reported to the Board be **NOTED**:

- A)** Election of Prof. Rafikul Alam , Department of Mathematics as the next Senate's Nominee to the Board of Governors of IIT Guwahati for a term of two years from 01/01/2015 to 31/12/2016.
  
- B)** Revised classified list of Reporting Officers, Reviewing Officers and Accepting Officers of Annual Performance Appraisal Report (APAR) of Staff prevalent in the institute
  
- C)** Consumer Complaint petition filed at National Commission vide case No CC/525/2014, New Delhi against M/s United India Insurance Co. Ltd., Kolkata for a claim against an Equipment with an order value of Euro 3,00,000/- on CIF (Kolkata) basis which was under marine cargo insurance coverage of M/s United India Insurance Co. Ltd., Kolkata and was badly damaged during its transit from Kolkatta to IIT Guwahati which was procured from M/s Omicron Nanotechnology GmbH, Germany. However the company repudiated the claim on the ground that the said damage is due to Jerk and Jolt which is excluded under the policy term.
  
- D)** Ministry of Human Resource Department , GOI's Secondment Assignment of Prof. Arup Kr. Sarma , Department of Civil Engineering of this Institute to the Asian Institute of Technology , Bangkok, Thailand as Visiting Professor in the School of Engineering and technology from 21/01/2015 to 30/05/2015.
  
- E)** Ministry of Human Resource Department , GOI's Secondment Assignment of Prof. Mohammad Jawed, Department of Civil Engineering of this Institute to the Asian

Institute of Technology Bangkok, Thailand as Visiting Professor in the School of Environment, Resource and Development from 21/01/2015 to 30/05/2015.

**The following additional items were taken up by the Board with the permission of the Chair**

**Item No. 22**

**Memorandum of Understanding (MOU) in respect of the proposal for Establishment of Society for Applied Microwave Electronics Engineering and Research (SAMEER) Centre at IITG campus:**

The Board was informed that the matter regarding proposal of establishment of a SAMEER Centre High Power Microwave Tubes and Components Technology at IIT Campus and MOU thereof was discussed in the 78<sup>th</sup> BOG meeting held on 27/10/2014 and the Board vide Resolution R78/19/2014 decided as below:

*“The Board APPROVED the proposal of establishment of SAMEER centre at IITG campus and also RESOLVED that the Memorandum of Understanding (MOU) placed before the Board be APPROVED in principle and any other changes incorporated in the MOU during the course of time will be ratified in the subsequent BOG meeting.”*

Now, Sr. Director & Group Coordinator of Ministry of Communication and Information Technology, Department of Electronics and Information Technology, (DeitY) communicated vide letter under Ref No DO No.25/5/2014-R&D in CC&BT dated 16/02/2015 informing that the Ministry has approved the implementation of the project “Establishment of an extension centre of SAMEER” at IIT Guwahati, with an outlay of Rs. 24.88 Crores for a period of three years and the draft Memorandum of Understanding (MOU). Now they have requested the Institute for arranging for signing of the MOU.

However, while scrutinizing the MOU in the Institute, it has been observed that, some of the modification in the Operational modalities of the MOU approved in the 78<sup>th</sup> BOG meeting are either not incorporated or differently incorporated.

- a) In the SAMEER approved one it has been specifically written construction of built up space of approx. 2000 sq. m. by IITG for SAMEER “free of cost” but in the BOG approved one it has not been written so.

- b) In the BOG approved one it has been written that “about 150 square meter” as additional open area in front of TIC for construction of radiation shielded facility, but it has not been written in the SAMEER approved one.
- c) In the BOG approved one it has been written that “The space allotted in the TIC will be handed over back to IIT Guwahati after SAMEER builds its research facilities in the land allocated to it” but it has not been written in the SAMEER approved one.
- d) In the BOG approved one it has been written that “The initial period of lease will be for 10 years and the period will be extended later for a suitable period” but it has not been written in the SAMEER approved one.

The Board was requested to consider and decide.

The Board considered, deliberated and viewed that the modifications, not incorporated or differently incorporated, are waiveable in nature except the following:

- a) Construction of built up space of approx. 2000 sq. m. by IITG for SAMEER “free of cost”.
- b) Allotment of “about 150 square meter” as additional open area in front of TIC for construction of radiation shielded facility.
- c) Handing over of the space allotted in the TIC back to IIT Guwahati after SAMEER builds its research facilities in the land allocated to it.
- d) Leasing of the IITG land for an initial period of 10 years with a provision of extension later for a suitable period.

Accordingly the Board resolved as below:

**Resolution No.: R\_80 BOG/22/2015:**

**RESOLVED** that Ministry approved Memorandum of Understanding (MOU) as forwarded by SAMEER be **SIGNED** with the understanding that the following matter be settled through discussion and negotiation by both the organisations viewing that there shall not be any problem in negotiation of the above issues as both are Govt. Of India organisations:

- a) Construction of built up space of approx. 2000 sq. m. by IITG for SAMEER “free of cost”.
- b) Allotment of “about 150 square meter” as additional open area in front of TIC for construction of radiation shielded facility.
- c) Handing over of the space allotted in the TIC back to IIT Guwahati after SAMEER builds its research facilities in the land allocated to it.

- d) Leasing of the IITG land for an initial period of 10 years with a provision of extension later for a suitable period.

**Item No. 23**

**Procedure to conduct Disciplinary proceeding against an employee of the Institute:**

The matter was placed before the Board but the Board viewed that there will be paucity of time and so decided to defer the item.

**Resolution No.: R\_80 BOG/23/2015:**

**RESOLVED** that the item be **DEFERRED** to next meeting of the Board due to paucity of time in this meeting.

**Item No. 24**

**Introduction of a Master's degree programme, that is, Master of Science by Research in Energy [M.S.(R) in Energy] in the Centre for Energy:**

The Board was informed that the 114<sup>th</sup> Meeting of the Senate of the Institute held on 25/02/2015 discussed in detail about introduction of a Master's Programme, that is, Master of Science by Research in Energy [M.S.(R) in Energy] in Centre for Energy and recommended the same for approval of the Board.

The Board was requested to consider and approve.

The Board considered and approved as below:

**Resolution No.: R\_80 BOG/24/2015:**

**RESOLVED** that the proposal of introduction of a Master's degree programme, that is, Master of Science by Research in Energy [M.S.(R) in Energy] in the Centre for Energy be **APPROVED** as per recommendation of the 114<sup>th</sup> Meeting of the Senate Meeting of the Institute held on 25/02/2015, the details of which including the details of Courses and Ordinances, Rules and Regulations governing the programme being enclosed as **Annexure-7**P(not enclosed) and **Annexure-8** P (not enclosed) respectively.

**Item No. 25**

**Introduction of a Dual [MS (Eng.)+PhD] degree in the department of Electronics & Electrical Engineering (EEE) of the Institute:**



The Board was informed that the 114<sup>th</sup> Meeting of the Senate of the Institute held on 25/02/2015 discussed in detail about introduction of a Dual [MS (Eng.)+PhD] degree in the department of Electronics & Electrical Engineering (EEE) of the Institute and recommended the same for approval of the Board.

The Board was requested to consider and approve.

The Board considered and approved as below:

**Resolution No.: R\_80 BOG/25/2015:**

**RESOLVED** that the proposal of introduction of a Dual [MS (Eng.)+ PhD] degree in the department of Electronics & Electrical Engineering (EEE) of the Institute be **APPROVED** as per recommendation of the 114<sup>th</sup> Meeting of the Senate of the Institute held on 25/02/2015, the details of which including the details of Courses and Ordinances, Rules and Regulations governing the programme being enclosed as **Annexure-9**P(not enclosed) and **Annexure-10** P(not enclosed) respectively.

**Item No: 26**

**Revised proposal for admission of candidates from North Eastern region in to M Sc. Programme of the Institute:**

The Board was informed that the 101<sup>st</sup> Meeting of the Senate, held on October 8, 2013, vide resolution No. R.101/12/2013, approved a proposal for admitting annually 8-10 students from North Eastern region to M.Sc. programme, giving preference to persons serving as permanent teachers and fresh science graduates, over and above those admitted through Joint Admission Test for M.Sc.(JAM), through separate admission tests to be conducted by concerned academic departments of the Institute; with the condition that, prior to implementation, the decision of the Senate on the subject be reported to the IIT Council. Subsequently, 76<sup>th</sup> Meeting of the Board of Governors (BOG) of the Institute, held on 25/02/2014, approved the proposal; and a letter No. DIR/IITG/05/MHRD/2014/2292, dated 04/09/2014, was sent to the MHRD, Government of India, for approval. The approval was long awaited, and reported to several Meetings of the Senate in the past. In the first half of February, 2015, the Director of the Institute further pursued the matter with concerned officials of the MHRD, GOI. At this instance, it was advised that the proposal for admitting annually 10 students from the North Eastern region in to M.Sc. programme, over and above those admitted through Joint Admission Test for M.Sc. (JAM), through separate admission tests to be conducted by the concerned Academic departments of the Institute could be considered, provided that the provisions for reservation of seats follow the reservation policies of Govt. of India. The Board was also informed that the 114<sup>th</sup> Meeting of the Senate of the Institute

held on 25/02/2015 discussed in detail the proposal and recommended the same for approval of the Board in which the provisions for reservation of seats were kept similar to those followed at the all-India level. Keeping in view the above, it is proposed to send the revised proposal to the MHRD, GOI.

The Board was requested to consider and decide.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/26/2015:**

**RESOLVED** that the revised proposal, which is enclosed as **Annexure-11** P(not enclosed) for admission of candidates from the North Eastern region in to M.Sc. Programme of the Institute be **APPROVED** for forwarding to the Govt. Of India, Ministry of HRD, New Delhi.

**Item No. 27**

**Amendments in the existing B.Tech/B.Des Ordinances and Regulations, M.Sc/M.A Ordinances, Rules and Regulations, M.Tech/M.Des Ordinances, Rules and Regulations and Ph.D Ordinances, Rules and Regulations of the Institute:**

The Board was informed that the 114<sup>th</sup> Meeting of the Senate of the Institute held on 25/02/2015 discussed in detail a proposal of **amendments in the existing** B.Tech/ B.Des Ordinances and Regulations, M.Sc/M.A Ordinances, Rules and Regulations, M.Tech/M.Des Ordinances, Rules and Regulations and Ph.D Ordinances, Rules and Regulations and recommended the same for approval of the Board.

The Board was requested to consider and approve.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/27/2015:**

**RESOLVED** that the amendments to existing B.Tech/B.Des Ordinances and Regulations, M.Sc/M.A Ordinances, Rules and Regulations, M.Tech/M.Des Ordinances, Rules and Regulations and PhD Ordinances, Rules and Regulations be **APPROVED** as per recommendation of the 114<sup>th</sup> Meeting of the Senate of the Institute held on 25/02/2015, the details of which are being enclosed as **Annexure-12**P(not enclosed) , **Annexure-13**P(not enclosed) , **Annexure-14**P(not enclosed) and **Annexure-15**P(not enclosed) respectively.

**Item No.28**

**Approval to the recommendations of the Selection Committee for the Faculty position in the Department of Mathematics :**

The Board was informed that a meeting of the Selection Committee for the Faculty position in the Department of Mathematics was held on 28/02/2015. The recommendation of the Selection Committee was placed before the Board on the day of the Board's meeting

The Board was requested to consider and approve.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/28/2015:**

**RESOLVED** that the recommendation of the Selection Committee for the Faculty position in the Department of Mathematics held on 28/02/2015 be **APPROVED** as below:

Sl. No.	Name	Recommended for	Initial Pay (Rs.)	Remarks
<b>A</b>	<b>Professor</b>			
1.	Dr. Anupam Saikia	Professor	As per rules	-
2.	Dr. Sukanta Pati			

<b>B</b>	<b>Associate Professor</b>		As per rules	-
1.	Dr. Siddhartha Pratim Chakraborty	Associate Professor		
2.	Dr. Partha Sarathi Mandal			

<b>C</b>	<b>Assistant Professor</b>			
1.	Dr. Arup Chattopadhyay	Assistant Professor	As per Rules	<b>NOT FOR PUBLIC DOMAIN</b>

### **Item No.29**

#### **Recruitment of four faculty members (Assistant Professors) in the few core areas of Energy Research in the Centre for Energy of the Institute:**

The Board was informed that a proposal was received from the Head, Centre for Energy for recruitment of Faculty members in the following three areas giving proper justification, which was placed before the Board:

- a) Solar /Photovoltaic
- b) Energy Conversion and Power Generation
- c) Power Systems

The Board was requested to consider and decide.

The Board considered and resolved as below:

#### **Resolution No.: R\_80 BOG/29/2015:**

**RESOLVED** that the proposal for recruitment of four faculty members (Assistant Professors) in the following core areas of Energy research in the Centre for Energy be **APPROVED** as below:

- a) Solar PV/Solar Thermal - 1 post. (Physics or Electronics)
- b) Energy Conversion  
and Power Generation - 2 posts. (Mechanical Engineering)
- c) Power Systems - 1 post. (Electrical/EEE)

**RESOLVED** further that in case of closure of the Centre, these faculty members be **ABSORBED** in the Department as mentioned above against the post.

### **Item No.30**

#### **Appointment of Dr. Yasufumi Kobayashi as Visiting Assistant Professor in the Department of Biosciences and Bioengineering:**

The Board was informed that a proposal was received from the Head, Department of Bioscience and Bioengineering to invite Dr. Yasufumi Kobayashi as Visiting Assistant Professor in the Department initially for a period of one year which may be extended based on his satisfactory performance. Dr. Yasufumi Kobayashi is a Research Fellow, Plant Cell Technology in the United Graduate School of Agriculture, Gifu University,

Japan and earlier he expressed his interest for a faculty position at this Institute. His research and other academic activities were examined by the department and were found to be suitable for a faculty position as Asst. Professor at the Institute. The Dean, Faculty Affairs also endorsed the same.

The Board was requested to consider and decide.

The Board considered and resolved as below:

**Resolution No.: R\_80 BOG/30/2015:**

**RESOLVED** that the proposal of appointment of Dr. Yasufumi Kobayashi as Visiting Assistant Professor in the Department of Biosciences and Bioengineering for a period of one year which may be extended further based on satisfactory performance, under the following terms and conditions be **APPROVED**:

**NOT FOR PUBLIC DOMAIN**

**The meeting ended with a vote of thanks to the Chair.**

**(U. C. Das)**  
**Registrar & Secretary**  
**Board of Governors, IIT Guwahati**



# INTERNAL AUDIT MANUAL



**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**  
**GUWAHATI-781 039, ASSAM, INDIA**

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## **Preface**

Internal Audit is an effective tool for providing objective assurance and advice that adds value, influences change that enhances governance, assists risk management and control processes and improves accountability for results.

IIT Guwahati intends to reorient its' Internal Audit system. This Internal Audit Manual would serve as a guide for planning, performing and reporting on the Internal Audit Engagements of the Institute. This document brings out the revised structure, charter and jurisdiction of the Internal Audit function and would help in ensuring that the functions of the Institute are achieved in a better and more efficient manner.

## SECTION - I

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### Chapter I

#### INTRODUCTION

##### **1.1 Internal Audit Function**

**1.1.1** The General Financial Rule 64 lays down the duties and responsibilities of the Head of the Institute. It states that the Head of the Institute shall –

- Be responsible and accountable for financial management of his Institute.
- Ensure that the public funds appropriated to the Institute are used for the purpose for which they were meant.
- Be responsible for the effective, efficient, economical and transparent use of resources of the Institute in achieving the stated project objectives of that Institute, while complying with the performance standards.
- Be responsible for preparation of expenditure and other statements relating to the Institute as required by regulations, guidelines or directives issued by the Administrative Ministry, Govt. of India.
- Shall ensure that the Institute maintains full and proper records of financial transactions and adopts systems and procedures that will at times afford internal controls.
- Shall ensure that the Institute follows the Government approved procedure for execution of works, as well as for procurement of services and supplies and implements it in fair, equitable, transparent and cost effective manner.
- Shall take effective and appropriate steps to ensure- (a) collects all moneys due to the Govt. and (b) avoids unauthorized, irregular and wasteful expenditure.

An independent internal audit would help the Head of the Institute in all these functions. Internal Audit and Internal Controls are an integral part of sound financial management systems world over. It should aim at looking both at the financial and non financial aspects of the Institute operations and ensuring full value for the Government money. The Internal Audit function would help in improving economy, effectiveness and

transparency in the Institute's administration in general and financial administration in particular. It would also help in maintaining a sound record keeping systems with adequate checks and balances to ensure a sound information system for decision making by the executives.

**1.1.2** Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It basically aims at helping the organization to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Independence is established by the organizational and reporting structure. Objectivity is achieved by an appropriate mind-set. The internal audit activity evaluates risk exposures relating to the organization's governance, operations and information systems, in relation to:

- Effectiveness and efficiency of operations
- Reliability and integrity of financial and operational information
- Safeguarding of assets
- Compliance with laws, regulations and contracts

Based on the results of the risk assessment, the internal auditors evaluate the adequacy and effectiveness of how risks are identified and managed in the above areas.

The internal auditors are expected to provide recommendations for improvement in those areas where opportunities or deficiencies are identified. While management is responsible for internal controls, the internal audit activity provides assurance to management that internal controls are effective and working as intended.

The objectivity, skills and knowledge of competent internal auditors can significantly add value to an organization's internal control, risk management and governance processes. Similarly an effective internal audit activity can provide assurance to other stakeholders such as regulators, employees and providers of finance.

### **1.1.3 Purpose & Future Amendments**

The overall purpose of this manual is to assist the Internal Auditing Section in providing independent, objective, value-added and professional assurance and advisory services to the executive authorities in the Institute in order to improve the operations of the Institute.

More specifically, this manual is intended to provide Internal Audit Section with practical guidance, tools and information for assessing risk in processes and activities and planning, performing and reporting on audit engagements.

This guide is not intended to be prescriptive or strictly procedural in nature. It is principles-based with an expectation that internal auditors comply with the General Financial Rules of the Government of India and use professional judgment in the conduct of their work.

Any subsequent amendment in the internal audit manual to take care of changing requirements of the internal audit would be done with the approval of Board of Governors in policy level changes.

## **1.2 Audit Management Team**

- Audit Management Team of the Internal Audit Section would be headed by the Dy. Registrar/Asstt. Registrar who would supervise the Internal Audit Function of the Institute.
- This team would carry out pre-audit which would be a dynamic affair and matters mandated for pre-audit would be reported to this Section on regular basis for clearance before final approval of the Institute's competent authorities.
- Audit Management team would have the following composition:
  - Dy. Registrar/Asstt. Registrar, Internal Audit
  - Officers, Internal Audit
  - Staff, Internal Audit

## **1.3 Internal Audit Charter**

The Internal Audit Function would be to carry out pre-audits to check and ensure that the rules, policies and procedures established by the Government of India in general and IIT Guwahati in particular are being complied. Though the Internal Audit would still concentrate on checking the accuracy of accounting and financial records maintained by the Institute, and would also focus on rules and regulations to be followed.

- Resources are acquired economically and used efficiently;
- Actions of the organization are in compliance with policies, procedures, contracts and applicable laws and regulations; and
- Assets are safeguarded.

The pre-audit approach will entail:

- To check compliance with provisions of GFR and other guidelines and identifying risks of non compliance with the provisions and spirit of rules and guidelines.
- To look at actual performance of the unit with respect of expenditure incurred to ensure that full value for Government money.

#### **1.4 The Internal Audit Section is responsible**

- To issue the correction slips for keeping the Internal Audit Manual upto date in accordance with the orders/instructions issued by the Institute, Govt. of India, etc. from time to time.
- To attend to all general quarries/matters relating to Internal Audit Organization.
- To keep register of files and cases in accordance with relevant instructions issued by the Govt.
- To maintain the Register for financial irregularities.
- To settle the objections for which satisfactory replies/compliance have been submitted by the relevant department/section.

#### **1.5 Jurisdiction & Scope**

The Internal Audit Section works under the administrative control of Registrar of the Institute. The accounts records and other subsidiary registers/books of the Finance & Accounts Office, the O/o the DDO's of Institute shall be within the jurisdiction of Internal Audit Section.

The Internal Audit should inter-alia cover the checking of all accounts records including those relating to fund accounts, loans and advances, works/supplies tender evaluation reports, works/supplies bills, pay, pension, provident fund, tax issues, etc.

## **1.6 Frequency/periodicity of Internal Audit**

The auditing done by Internal Audit will be a dynamic and continuous affair and will be done on pre-audit basis. All the mandated financial transactions will be pre-audited on day-to-day basis for clearance before placement to competent authorities for approval.

## **1.7 Nature of general checks to be exercised**

The following general checks will be exercised while conducting the pre-audit:

- Pay fixations are carried out as per GOI rules.
- GPF/CPF Accounts of employees are maintained properly.
- Pension cases are carried out as per GOI rules
- The maintenance of service books and leave accounts are observed.
- Purchase procedures/works allotments are made as per rules and orders governing them, where lowest quotations are not accepted, reasons thereof are recorded.
- For all the store items purchased/received the following certificate should be recorded on the suppliers' bill under the signature of authorized officer.
  - Stores have been received in full quantity.
  - Their quality is good & they are according to approved specifications where prescribed.
  - Store items have actually been received & taken in charge at Page ----- of the appropriate stock register.
- Individual GPF/CPF subscriptions are within the maximum and the minimum limits.
- The Annual Accounts Statements of GPF/CPF to the subscribers are issued by 15<sup>th</sup> May.

**Chapter II**  
**PAY & ALLOWANCES**

**2.1.1 Basic pay**

Pay (i.e. Pay in the Pay Band *and* Grade Pay) should be drawn according to the rules.

The annual increment is drawn from the uniform date of 1<sup>st</sup> of July every year, except when it is held as a statutory punishment.

**2.1.2 Dearness Allowance**

Dearness Allowance is paid at prescribed rate on basic pay + NPA only. Rates of D.A. are revised twice every year i.e., on 1<sup>st</sup> January and 1<sup>st</sup> July.

**2.1.3 House Rent Allowance**

From 1/9/2008 H.R.A. should be paid @ 20% of basic pay *plus* Non-Practicing Allowance, against the 'Y' class cities which include Guwahati City, i.e. Institute's home city.

H.R.A. is admissible during all kinds of leave including study leave, child care leave and also during vacation, at the rate admissible before proceeding on leave, for the first 180 days of combined period of leave /vacation / holidays. If leave is with medical certificate this limit has been increased to 240 days (8 months). Beyond these limits, payment of H.R.A. is subject to production of requisite certificate.

**2.1.4 Special Compensatory (Remote Locality) Allowance**

This allowance is paid at following rates:

Locality	For posts in Grade Pay of Rs. 5400 and above and HAG + and above	For posts in Grade Pay of less than Rs. 5400
Part – A	Rs. 2600	Rs. 2000
Part – B	Rs. 2100	Rs. 1600
Part – C	Rs. 1500	Rs. 1200
Part – D *	Rs. 400	Rs. 320

\*State of Assam falls in Part – D



### 2.1.5 Special (Duty) Allowance

Admissible to employees @ 12 ½ % of (Basic pay *plus* NPA). This allowance is not admissible during the periods of leave/ training beyond 15 days at a time and beyond 30 days in a year, and during suspension/ Joining time.

### 2.1.6 Non-practicing Allowance

N.P.A. is admissible to Central Health Service Officers and Veterinary Doctors at 25% of their band pay *plus* Grade pay subject to condition that pay plus NPA does not exceed Rs.85,000 per month.

### 2.1.7 EOL/ Dies-non :-

If an employee avails EOL/ Dies-non recovery of Pay, Dearness Allowance should be made according to the days of EOL availed. Recovery of H.R.A., T.A. & C.C.A. should be done according to the rules.

During **Dies-non** period no payment on a/c of pay & allowances is to be made. This period is treated as break in service.

### 2.1.8 Transport Allowance

With effect from 1<sup>st</sup> Sept' 2008 employees are entitled to Transport Allowance as below:-

Not admissible to employees during absence from duty for a full calendar month

Employees drawing grade pay	Rate of Transport Allowance per month	
	*13 cities previously classified as 'A-1' / 'A'	Other places
1. Rs. 5400 and above	Rs. 3200 + DA	Rs.1600 + DA
2. Rs. 4200, Rs. 4600 and Rs. 4800	Rs. 1600 + DA	Rs. 800 + DA
3. Below Rs. 4200 but drawing pay in the pay band equal to Rs. 7440 and above	Rs. 1600 + DA	Rs. 800 + DA
4. Below Rs. 4200 and pay in the pay band below Rs.7440	Rs. 600 + DA	Rs. 400 + DA

due to leave/ training/ tour, etc. If absence covers part of any calendar month, it will be admissible for the full month.

## 2.1.9 Children's Education Allowance

### 1. General Conditions

**Scope:** Applicable to all Central Government servants without any pay limit including state government servants on deputation to Central Government, industrial employees of Central Government and civilian employees paid from Defence Estimates; also applicable to Government servants on deputation to State Governments or on foreign service.

Not applicable to Defence Personnel, Railway servants, persons employed on contract, ad hoc, casual and part-time employees, persons paid from contingencies and persons posted in Indian Embassies, Missions abroad and receiving educational assistance under the provisions of Indian Foreign Service Rules.- *Order 1.*

"**Child**" means employee's child (including step/adopted child) wholly dependent on the Government servant.

**Recognized school** - The assistance is admissible only if the children study in recognized school. – *Orders 1 and 5.*

**If both husband and wife employed** – If both are Central Government servants, assistance will be admissible to one of them only. If the husband or wife is employed outside the Central Government, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official. – *Order 1.*

**During leave/ suspension, etc.** – Admissible while on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as dies non. – *Order 3(vii).*

**Maximum limit** – The number of children for whom the CEA/ Hostel Subsidy is drawn at a time should not exceed three in respect of children born up to 31.12.1987 and two in respect of children born thereafter. However, if the second child birth results in twins or multiple births, assistance shall be admissible to all the children. – *Orders 1 and 3.*

#### **From 1-9-2008:-**

1. (a) 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'.

(b) Under the scheme of Children Education Allowance, reimbursement can be availed by Government servants for two eldest surviving children only except when the number of children exceeds two due to second child birth resulting in multiple births.

Reimbursement of Children Education Allowance is admissible for the first child born after failure of sterilization operation beyond two children.

(c) 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 school affiliated to Universities or Board of Education and two years Diploma course in Polytechnic.

(d) No minimum age for any children, including children with disabilities, for claiming reimbursement.

The 'Classes Nursery to Twelfth' will include classes I to XII, class 2 classes prior to class I irrespective of the nomenclature. In respect of school / institutions at

Nursery, Primary and Middle level not affiliated to any Board of Education, the Reimbursement under the Children Education Allowance scheme may be allowed for the children studying in a recognized school / institution. Recognized school/ institution in this regard means a Government school or any educational institution, whether in receipt of Government aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institution is situated.

Children Education Allowance/ Hostel Subsidy for the initial two years of diploma/ certificate course from Polytechnic/ ITI/Engineering College after passing 10<sup>th</sup> standard is reimbursable subject to the condition that the Government servant has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11<sup>th</sup> 12<sup>th</sup> Standards.

(e) Henceforth, the reimbursement of Children Education Allowance shall have no 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.

(f) Reimbursement for the following items can be claimed under the Scheme:- Tuition Fee, admission fee, laboratory fee, Vidyalaya Vikash Nidhi charged by Kendriya Vidyalayas, 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 appliances by the child , library fee, games and sports fee, examination fee and fee for extracurricular activities. This also includes reimbursement from purchase of one set of textbooks and notebooks, two sets of uniforms prescribed by the school irrespective of the colours/ winter/ summer/PT uniform and one set of school shoes (one pair of shoes) which can be claimed for a child in an academic year.

"Fee" means fee paid directly to the school by the parents/ guardians for the items mentioned above. Reimbursement of school bags, pens / pencils, etc. are not allowed. There is no item wise ceiling. Development fees/ Parents' Contribution charged by the school / institution in lieu of Tuition fee can be reimbursed with effect from 21-02-2012 subject to production of certificate to the effect that that the tuition fee has not been charged by the schools/ institutions.

Fee paid to the school for use of any aid or appliances by the child is reimbursable. Fee charged by the school for teaching through Audio - Visual tools is also reimbursable.

(g) The annual ceiling fixed for reimbursement of Children Education Allowance is Rs. 18,000.00 per child.

(h) Under the scheme, reimbursement can be claimed once every quarter. The amount that can be claimed in a quarter could be more than Rs. 4500.00 and in another quarter less than Rs. 4500.00 subject to the annual ceiling of Rs. 18000.00per child being maintained.

A Government servant is allowed to claim up to 50% of the total amount in the first and/ or second quarter and remaining amount in third and / or fourth quarter.

However, full amount subject to ceiling can be claimed in the last quarter. Front loading of the entire admissible amount is not permissible.

(i) Hostel Subsidy will be reimbursed up to the maximum limit of Rs. 4500.00 per month per child subject to a maximum of 2 children. However, both hostel subsidy and Children Education Allowance cannot be availed concurrently.

(j) Day-boarding children are not eligible to draw hostel subsidy.

(k) In case of Government servant who ceases to be in service due to retirement, discharge, dismissal or removal from service, Children Education Allowance/ Hostel Subsidy is payable till the end of academic year by the office in which the Government servant worked last.

(l) In case of death of Government servant while in service, the Children Education Allowance/ Hostel Subsidy is payable till such time the Government servant would have actually received the same subject to fulfilling of other conditions by the office in which he/she was working prior to death, provided the spouse of the Government servant is not employed in the Central/ State government, Autonomous Body, PSU, Semi- Government Organization partly funded by the Government.

(m) The age limit for claiming Children Education Allowance for the children other than disabled children is 20 years or till the time of passing XII class, whichever is earlier.

(n) Children Education Allowance is admissible for children studying through correspondence or distance learning.

(o) Fee paid to organization/ institutions other than schools or private tutors are not reimbursable. Fee charged by the school directly from the student is only reimbursable.

(p) The above limits would be automatically raised by 25% every time the dearness allowance on the revised pay structure goes up by 50%.

The increase in the amount of ceiling of reimbursement per annum is applicable on pro rata basis from the date of increase in DA subject to actual expenditure during the quarter.

2. For physically/ mentally handicapped children studying in any institution i.e. aided or approved by Central/State/UT or whose fees are approved by any of these authorities, Children Education Allowance is reimbursable irrespective of whether the institution is recognized or not. In such cases, the benefits will be admissible up to 22 years without any minimum age. Fee charged directly by the school/ institution for catering the special needs of child with disabilities duly certified by the school authorities is also reimbursable in addition to items mentioned in Para 1 (e) of OM, dated 2.9.2008.

3. For children with disabilities, reimbursement will be at double the normal rates and the annual ceiling will be Rs. 36000.00.
4. Reimbursement should be made on the submission of original receipts for the whole year to ensure that the child has not dropped out of the school in the mid-session and on the basis of self-certification by the Government servant. No formats for claiming Children Education Allowance/ Hostel Subsidy have been prescribed.

In case of misplacement of receipts given by the school/institution, reimbursement can be allowed on production of duplicate receipt, duly authenticated by the school authorities. In respect of receipts issued by private parties other than the school, if the receipt is misplaced, the claim should not be entertained even if a duplicate receipt is produced. Original receipts from school authorities need not be attested/ countersigned/ rubber stamped by the school authorities.

5. In the case of spouse employed/ earning, the Government servant has to furnish an undertaking that reimbursement of CEA has not been claimed in respect of the child by any person other than the claimant.

- *OMs, dated 2-9-2008, 11-9-2008, 11-11-2008, 13-11-2009, 23-11-2009, 22-4-2010, 30-12-2010, 4-5-2011, 17-6-2011, 21-2-2012, 23-5-2012, 31-5-2012, 23-4-2013, 31-7-2013 and 28-4-2014.*

## **2. Hostel Subsidy**

**Admissible:** Hostel Subsidy is reimbursable to the Government servant for keeping his/her children in the Hostel of a residential school away from the station he/she is posted/ or is residing irrespective of any transfer liability – *Orders 6 and 15.*

For the purpose of hostel subsidy, station would be demarcated by the first three digits of PIN code of the area where the Government servant is posted and/or residing. – *OM, dated 30/12/2010.*

Hostel Subsidy means expenses incurred by the Government servant he/she keeps his/her children in a hostel of a residential school/ institution located beyond a distance of 50 kilometres from his/her residence. – *OM, dated 31/05/2012.*

**Rate:** Rs. 4,500 p.m. per child subject to a maximum of 2 children.

Payable upto 10 plus 2 stage, where the pattern of 10 +2+3 exists and upto Higher Secondary/ Senior Secondary stage in other places, whether the children study in Kendriya Vidyalaya or any other recognized school. – *Order 1.*

**Not Admissible-** For a child to whom Children's Educational Assistance is drawn. – *Order 1.*

## **3. Journey Fare for Children studying at outstations**

**Scope:** Applicable to all Central Government Civilian employees, State Government employees on deputation to Central Government, Industrial/ Work-charged employees on regular establishment posted in India. Not applicable to persons employed in Railways, Armed Forces, India Based Staff serving in Missions abroad, and part-time/ contingent employees.

**Admissible:** To legitimate children/ step-children/adopted children, who are studying in a recognized educational institution at a place in India away from the residence of the

Government servant or his family. Not admissible if the children reside at the same place as the family is residing.

**Entitlement** - Once in a calendar year during vacation declared by the institution in which the child is studying for journeys from the place of study to the employee's headquarters and back. The concession is not admissible if the child does not return to the institution after vacation.

**Concession** – Reimbursement of the fare by rail restricted to Second Class fare at student's concessional rate from the Railway Station nearest to the place where the child is studying, to the Railway Station nearest to the employee's headquarters by the shortest route and back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus/ lowest class by ship/ steamer.

**When both husband and wife are Central Government servants** – Only one of them is eligible for the concession.

**During transfer**- The Government servant may either avail of the concession under this scheme or claim for the children the T.A. admissible on transfer for outward journey. If the concession under this scheme is availed of, a certificate to the effect that no T.A. claim will be preferred for the same child in his transfer T.A. bill should be furnished by the Government servant.

**Time-Limit** - The claim should be preferred in the prescribed form within three months of the completion of the return journey along with the required certificate from the educational institution concerned. Otherwise, the claim will be forfeited. – *Section 4, Order 5 (6)*.

#### **2.1.10 Bonus**

Bonus is admissible to all Non-Gazetted employees (including non-Gazetted Group – B employees) without any pay limit.

It is payable if employee has completed minimum 6 months service in financial year except in the year of retirement. Bonus is admissible only if employee was on roll on 31<sup>st</sup> March except in case of retirement.

Period of Dies-non should be excluded while calculating completed months of service.

E.O.L. upto 15 days is to be ignored and beyond that to be rounded off to the month. Total E.O.L. period (no. of months) will not be considered for calculation of bonus.

## Chapter III

### **PENSIONARY BENEFITS**

**3.1** A Government servant becomes eligible to get pensionary benefits when he retires from the service either on Superannuation or Voluntarily. This is the essential condition. In case of resignation/termination, etc. the government servant forfeits his right to pensionary benefits. The only exception is technical resignation i.e., resignation tendered with a view to taking up another appointment in the Central/State Government or PSU & Autonomous bodies subject to some conditions.

#### **3.2 Pensionary Benefits Admissible to Government Servant**

While calculating the Pensionary Benefits the following factors are to be considered:

- Date of Joining (i.e. Date Of Continuous Service)
- Date of Confirmation
- Date of Birth
- Date of Retirement (Superannuation OR Voluntary)
- Qualifying Service (i.e. Total Service rendered excluding EOL on Non Medical Ground/ Dies-Non Period etc.)

##### **3.2.1 Retirement Gratuity**

A government servant who retires after rendering more than or equal to 5 years of Qualifying Service is eligible to receive Retirement Gratuity at the rate of 'One-fourth' of emoluments for each completed six monthly period of qualifying service. As on date, the maximum amount of Retirement Gratuity is restricted to 16 ½ times of the emoluments or Rs.10 lakhs, whichever is less.

$$\text{Retirement Gratuity} = \frac{\text{Emoluments (includes DA)} \times \text{Six Monthly Period}}{4}$$

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##### **3.2.2 Service Gratuity**

A government servant who retires before rendering less than 10 years of Qualifying Service is not eligible to get any Pension. He is entitled to receive one time lump-sum payment called the Service Gratuity in lieu of the Pension.

$$\text{Service Gratuity} = \frac{\text{Emoluments (includes DA)} \times \text{Six Monthly Period}}{2}$$

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### 3.2.3 Death Gratuity

Death Gratuity is admissible in the case of death in service of an employee at the following rates

<i>Length Of Service</i>	<i>Death Gratuity Payable to family</i>
Less than one year	2 times of emoluments
One year or more, but less than 5 years	6 times of emoluments
5 years or more but less than 20 years	12 times of emoluments
20 years or more	Half of emolument for every six-monthly period of qualifying service subject to a maximum of 33 times emoluments or Rs. 10 lakhs, whichever is Less.

### 3.2.4 PENSION

A government servant who retires after rendering more than or equal to 10 years Qualifying Service is eligible to receive Full Pension w.e.f. 01/01/2006.

Pension is calculated at the rate of 50% of the average emoluments of last 10 months or 50% of emolument drawn on the date of retirement, whichever is more beneficial. The amount of pension finally calculated is expressed in whole rupees by rounding the fraction to the next higher rupee. Basic pension is subject to minimum of Rs.3500/- and a maximum of Rs.45000/- per month w.e.f. 01/01/2006.

Besides, an additional quantum of pension shall be payable as and when the pensioner attains the age of 80 years and above as detailed below:

Age of Pensioner	Additional quantum of pension
80 years to less than 85 years	20% of basic pension
85 years to less than 90 years	30% of basic pension
90 years to less than 95 years	40% of basic pension
95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

### 3.2.5 COMMUTATION OF PENSION

A government servant who is in receipt of pension is eligible to get his pension commuted. Commutation means conversion of a portion of pension into lumpsum



amount. A government servant who surrenders a portion of his monthly pension (Maximum 40%) receives a lumpsum payment in lieu of such surrender. Commuted Value is worked out as under:

Lumpsum Payable = Commutation Factor X 12 X amount of Pension offered  
for commutation

*(Commutation Factor is taken from the commutation table as relevant to the age next birthday)*

### 3.2.6 Family Pension :

Family pension is admissible to the family of the Government servant/pensioner from the next day of death of such government servant/pensioner.

- a) **Normal Rate:** At the rate of 30% of pay last drawn subject to minimum of Rs.3500/-.

Besides, an additional quantum of pension shall be payable as and when the pensioner attains the age of 80 years and above as detailed below:

Age of Pensioner	Additional quantum of pension
80 years to less than 85 years	20% of basic pension
85 years to less than 90 years	30% of basic pension
90 years to less than 95 years	40% of basic pension
95 years to less than 100 years	50% of basic pension
100 years or more	100% of basic pension

- b) **Enhanced Rate :**

- **In case of death in service:** At the rate of 50% of pay drawn at the time of death.

*(Payable to the family of a government servant for a period of ten years from the date following the date of death. Not admissible to the dependent parents, they are eligible only for normal rate.)*

- **In case of death after retirement:** 50% of pay drawn at the time of retirement; OR the amount of pension authorized on retirement, whichever is less.

*(Payable for a period of seven years or up to the date on which he would have attained 67 years, had he survived, whichever is less)*

## Chapter IV

### **PROVIDENT FUNDS**

#### **4.1 General Provident Fund (GPF)**

##### **4.1.1 Eligibility & Amount of Subscription**

Eligibility is as per Clause 1 of 18B of the Institute Statute. Accordingly employees shall subscribe to GPF compulsorily. Subscription amount is a sum (in whole rupees) as fixed by the Subscriber subject to a minimum of 6% of emolument (i.e. Band pay *plus* Grade Pay) and not more than his total emoluments. Subscription may be increased or reduced only once at any time during the year.

##### **4.1.2 Suspension of Subscription**

Subscription to the fund shall be stopped during suspension and at the option of the Government servant during leave on half pay, leave without pay and dies non. Proportionate subscription is to be recovered for the period of duty and any leave other than HPL/EOL.

##### **4.1.3 Interest**

Interest is calculated at the end of the Financial Year i.e. on 31<sup>st</sup> March of each year. Interest is admissible at the rates in force in the particular year on the Opening balance and the average of the 12 months progressive balance.

##### **4.1.4 Amount of Advance (Refundable Withdrawal) Permissible**

Advance may be allowed for the purposes of Illness, Education, Marriages, Funerals and other ceremonies, to meet the cost of legal proceedings, to meet the cost of a plot or construction of a house or a ready built flat, etc.

- (A) Normal Advance: 3 month' pay or half the amount at credit, whichever is less and recoverable in not more than 24 equal monthly installments.
- (B) Special Advance: No limit. Reasons to be recorded in writings for such sanctions. Advance recoverable in not more than 24 installments.
- (C) Consolidation of Advances: When an advance is granted before complete repayment of an earlier advance, the outstanding balance will be added to the new advance and installments for recovery re-fixed with reference to the consolidated amount.

(D) A subscriber may at his option make repayment in a smaller number of Instalments than that prescribed or in a lump sum.

#### **4.1.5 Recovery of Advance**

Recovery should commence with issue of pay for the month following the one in which the advance was drawn e.g. for advance drawn in April recovery should commence from pay for May payable on 31<sup>st</sup> May.

#### **4.1.6 Amount of Withdrawal (Non-Refundable) Permissible**

Withdrawal may be allowed for the following purposes:

- i. Education, Illness, etc.: Normally One half of the amount at credit or twelve months' pay whichever is less OR up to three fourths of the amount at credit at the discretion of the sanctioning authority.  
Eligibility is after completion of 20 years of service or within 10 years before the date of superannuation, whichever is earlier.
- ii. Construction or Renovation of House, etc.: Normally One half of the amount at credit or twelve months' pays whichever is less OR up to three fourths of the amount at credit at the discretion of the sanctioning authority.  
Eligibility is after completion of 15 years of service or within 10 years before the date of superannuation, whichever is earlier.

*For details, please refer to 'STATUTE' of the Institute.*

### **4.2 Contributory Provident Fund (CPF)**

#### **4.2.1 Eligibility & Amount of Subscription**

Every non-pensionable Government servant is to compulsorily subscribe to the Fund. Subscription amount is any sum (in whole rupees) as fixed by the subscriber subject to a minimum of 10% of emolument (i.e. Band pay *plus* Grade pay) and not more than his total emoluments.

#### **4.2.2 Contribution by Government**

Government's contribution at the percentage prescribed (10% of Emolument) is to be deposited to the subscriber's account on the 31<sup>st</sup> March of every year. For any period the Subscriber does not subscribe, there will be no contribution from the Government also. Government's contribution will be rounded off to the nearest whole rupee.

### **4.2.3 Interest**

Interest is calculated at the end of the Financial Year i.e. on 31<sup>st</sup> March of each year. Interest is admissible at the rates in force in the particular year on the Opening balance.

### **4.2.4 Advances**

- i) Normal Advance: 3 month' pay or half the amount at credit, whichever is less and recoverable in not more than 24 equal monthly installments.
- ii) Special Advance: Up to the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund. Reasons to be recorded in writings for such sanctions. Advance recoverable in not more than 24 installments.

A subscriber may at his option make repayment in a smaller number of instalments than that prescribed or in a lump sum.

### **4.2.5 Amount of Withdrawal (Non-Refundable) Permissible :**

Withdrawal may be allowed for the following purposes:

- i) Education, Illness, etc.: Normally One half of the amount at credit or six months' pay whichever is less OR up to three fourths of the amount at credit at the discretion of the sanctioning authority.

Eligibility is after completion of 20 years of service or within 10 years before the date of superannuation, whichever is earlier.

- ii) Construction or Renovation of House, etc.: Normally One half of the amounts at credit or six months' pay whichever is less OR upto three fourths of the amount at credit at the discretion of the sanctioning authority.

Eligibility is after completion of 15 years of service or within 10 years before the date of superannuation, whichever is earlier.

*For details, please refer to 'STATUTE' of the Institute.*

### **4.3 New Defined Contribution Pension Scheme** in respect of new entrants to Central Govt. Service joining service on or after 01.01.2004

**4.3.1** Govt. of India have introduced a New pension scheme replacing the existing system of defined benefit pension scheme vide GOI, Min. of Finance, Deptt. of Economic Affairs Notification dated 22.12.2003. The new pension scheme is applicable to all new entrants to Central Govt. Service except armed forces joining Govt. service on or after 01.01.2004. While checking it may be seen that the following items are completely followed:

- i) Allotment of 16 digits Permanent Pension Account Number (PRAN) to each new entrant.
- ii) Deduction of contribution towards New Pension Scheme @ 10% basic pay (i.e. Band Pay *plus* Grade pay) plus DA from the salary of the month following the month in which the Govt. servant resumed duty & drawal of matching Govt. contributions.
- iii) During suspension, the subscriber need not pay any contribution.
- iv) During HPL, the subscription will be based on leave salary.
- v) During EOL including on medical ground, no contribution either from government servants or from Government.
- vi) No withdrawal is admissible.
- vii) Exit from the Scheme will be on attaining 60 years of age. It is mandatory to invest forty percentage of pension wealth in an annuity (from an IRDA regulated Life Insurance Company) to provide pension for lifetime of the employee and his dependent parents/ spouse. In cases where the employees leave the scheme before 60 years of age, 80% of pension wealth mandatory for investment.

## **Chapter V**

### **ADVANCES**

Employee can take different advances like festival advance, vehicle advance, computer advance, staff welfare fund advance, house building advance and L.T.C. advance.

Interest on vehicle advance and computer advance is chargeable at the prescribed rates according to the year in which it is taken.

Interest on H.B.A. is charged at prescribed rates according to the amount of advance and the year in which it is taken.

If unused amount of L.T.C. advance is not returned in time penal interest is charged on the unused amount of L.T.C. advance from the date of withdrawal till the date of recovery.

#### **5.1 Checks relating to interest bearing advances Account:**

##### **5.1.1 Conveyance Advance:**

For grant of advance to employees for purchase of Motor Car/ Motor Cycle/ Scooters, etc-

- For Motor Car/Motor cycle advance officer drawing pay in the pay band Rs. 19,530 or more/ Rs. 8,560 or more respectively.
- Advance ceilings: Motor car first occasion Rs. 1,80,000/- second or subsequent occasions Rs. 1,60,000/-; Motor cycle/scooter first occasion Rs. 50,000/-, second or subsequent occasion Rs. 40,000/-.
- Advance on second/subsequent occasions only after full repayment of previous advance taken for the same purpose.
- Repayment: Motor Car/Motor cycle, Scooter: in not more than 200 EMIs/70 EMIs respectively.
- Authority competent to sanction this advance is to be satisfied about the applicant's repaying capacity.
- Officials without substantive appointment to furnish Surety Bond in Form 1 from a permanent official of equivalent or higher rank status.
- Advance should not be sanctioned to an official placed under suspension.

- Registration certificate of the vehicle in the name of the official should be produced within a month of purchase or within two months from the date of drawal of advance, failing which penal interest from the date of drawal of advance to production of RC will be levied.
- The vehicle should be mortgaged after purchase and such mortgage deed is to be kept in Institute's custody.
- Prescribed interest rates chargeable in respect of the advance drawn during different years are:

Advance drawn during	% Rate of interest chargeable	
	Motor Car/Computer	Motor Cycle/Scooters, etc
2001-02	13.00	9.50
2002-03	12.50	9.00
2003-04 to 2010-11	11.50	8.00
2011-12 to 2013-14	11.50	9.00

Sanction should indicate the interest at 2 ½% more than the prescribed rate with a stipulation that a rebate of 2 ½% will be allowed for prompt repayment and observing of the other conditions.- *GFR & Compendium on Advances, Rule 2, GID.*

### **5.1.2 Personal Computer Advance:**

All regular employees are eligible for personal computer advance. Advance ceiling is Rs. 30,000/-. Repayment is in not more than 150 EMIs.

### **5.1.3 House Building Advance:**

- Eligibility: all permanent employees.
- The official should not have availed of any such loan from other government source, Housing Board, Development Authorities, etc. where such loan has been availed of, HBA can be granted if the Government servant undertakes to repay the outstanding loan forthwith in one lump sum.
- The official or spouse or minor child should not already own a house in the town/city where the house is proposed to be constructed or acquired.
- The title to the land should be clear.
- Cost ceiling limit: The cost of the house excluding land should not exceed 150 times of pay in the Pay Band subject to maximum limit of Rs. 35 lakhs.

- Amount of Advance: 50 times of pay in the Pay Band of the officials or Rs. 7.5 lakhs or cost of the house or repaying capacity whichever is the least.
- Repayment: The entire amount of advance together with interest is repayable in 20 years, 180 monthly installments for principal and 60 installments for interest.
- HBA Interest rates:

Loan amount	Advances sanctioned				
	From 16/12/97-31/3/01	From 1/4/01-31/3/02	From 1/4/02-31/3/03	From 1/4/03-31/3/12	From 1/4/12
Upto Rs. 50000	7.5 %	6.5%	6.0%	5.0%	6.0%
Upto Rs. 150000	9.0%	8.0%	7.5%	6.5%	7.5%
Upto Rs. 200000	11.0%	10.0%	9.5%	8.5%	9.0%
Upto Rs. 500000	11.0%	10.0%	9.5%	8.5%	9.0%
Upto Rs. 750000	12.0%	11.0%	10.5%	9.5%	9.5%

- Rebate of half percent interest for promoting small family norm subject to the conditions as under: **a)** if the employee is male, not over 50 years of age and his wife between 20-45 years of age. If employee is female, not over 45 years of age and her husband must not be over 50 years of age. **b)** Has one to three living children. **c)** Has had the sterilization operation in an approved hospital/clinic



## Chapter VI

### **LIEN CONTRIBUTIONS**

A Permanent Government Servant can keep and allowed to take up the assignment under Government or Non-Government or Foreign employer with the hold on his substantive post with the sanction of Appointing Authority. While in such service the Government servant is allowed to maintain his claim to pension and leave benefits, as if he continued in Government Service, provided he pays Lien Contributions.

Lien Contributions are payable as under:

- A) Leave Salary Contribution:** @ 11% of emoluments (Band Pay *plus* Grade Pay) drawn in Foreign Service.
- B) Pension Contribution:** The rate of Pension contribution is based on the existing basic pay (Pay in the Pay Band *plus* Grade Pay) of the post held at the time of proceeding on Foreign Service.
- C) GPF Subscription:** @ 6% of emolument (Band Pay *plus* Grade Pay) drawn in Foreign Service.
- D) CPF Own Subscription:** @ 10% of emoluments (Band Pay *plus* DP).
- E) CPF Institute Contribution:** @ 10% of emoluments (Band Pay *plus* Grade Pay).
- F) NPS Contribution:** @ 10% of emoluments (Band Pay *plus* Grade Pay *plus* DA) and matching contribution by employer.

The penal interest (at the rate GPF interest rate) of is to be levied in case of non-recovery/ belated receipt of contributions from the foreign employer/individual.

## **Chapter VII**

### **SERVICE BOOK**

#### **7.1 Checklist**

- Whether first page of the Service Book is completed.
- Date of birth noted on first page has been verified with reference to admissible documents and if so, a copy thereof has been kept on the file.
- The employee appointed on probation underwent medical examination for physical fitness and found fit and, if so, whether an entry to that effect is made.
- If he did not undergo such a medical examination or was on examination, not found fit, whether the requirement of fitness was waived by the competent authority and the fact recorded.
- If the employee was confirmed in any post, whether the fact of confirmation has been recorded.
- If the employee was promoted or appointed to another post, whether necessary entry has been made, and rates of pay drawn from time to time shown. If the appointment was on officiating/ substantive basis, to see whether an entry is made to that effect.
- To check whether the pay fixed on promotion/appointment to another post is in accordance with the Statutes/Rules.
- It should be noted that power to grant higher pay than that admissible under the normal rules. (i.e. *F.R's 22,22C, 23* etc.) is given only in case such higher pay is recommended by the Selection Committee and NOT when recommended by an Assessment Committee.
- Increment certificate have been correctly issued, taking into account such points as periods of duty, leave, pay scale, rate of increment etc.
- Date of increment whether correctly noted and whether increment certificates issued.
- For advance increment for acquiring higher qualifications, whether an office order granting it was issued.
- Pay fixed in the revised scales as certified by this Section has been correctly entered on the date of fixation and whether subsequent increments have been drawn on that basis.

- To see, with reference to leave orders, whether periods of leave have been correctly and completely noted.
- Leave earned, availed of and the balance at credit have been correctly calculated and entered.
- The leave granted was due and admissible and the employee resumed duties on the due date after the expiry of sanctioned leave. This may be verified from the joining report. If the date of resumption of duties is different from the due date, whether action to modify the relevant leave order was taken.
- Hints for Checking Leave Accounts

a) **Earned Leave.**

- Earned Leave is credited in advance in two instalments at the rate of 15 days each at the beginning of every half year (1<sup>st</sup> January and 1<sup>st</sup> July).
- Deduction is made on account of E.O.L. availed of and for the period of 'dies-non' at the rate of 1/10<sup>th</sup> of such periods falling during the previous half year.

b) **Half Pay Leave.**

- Half Pay Leave is credited in advance at the rate of 10 days on the 1<sup>st</sup> of January and 1<sup>st</sup> of July every year.
- In respect of grant of commuted leave, medical certificate in respect of self is a 'MUST'

c) **Maternity Leave.**

- Maternity leave is admissible for 180 days w.e.f 1/9/2008 to only those female employees with less than two surviving children.
- This leave is not debited to leave account.
- It is granted on full pay.
- Any other leave (including commuted leave up to 60 days and leave not due) may be granted without medical certificate up to two years in continuation of maternity leave.

D) **Child Care Leave.**

Women employees having minor children may be granted Child Care Leave for a maximum period of 730 days during the entire service for taking care of up to two children, whether for rearing or to look after any of their needs like examination, sickness, etc.

- It is granted on full pay drawn immediately before proceeding of such leave.
- It shall not be debited against the leave account.
- It may be availed in more than one spell. In a calendar year such leave may be granted up to three spells.
- Where an employee is reduced to a lower substantive post, to see whether the reason for reduction in rank has been recorded. (*S.R.201, GOI*)
- In lieu of vacation which was not allowed to be available of, E.L. was correctly credited.
- In the case of vacation staff (i.e. Professor, Assoc. Prof, Asst. Prof.) whether periods of vacation have been noted correctly.
- In the case of suspension, to see that the entry to that effect is made (*S.R.200, GOI*).
- Where an employee was paid an additional / special pay, to see whether this fact together with the period and the reason for grant of such pay is noted
- If an employee was allowed to retain lien, while being permitted to take up outside employment, the entry as to this fact and the period of absence may be seen.
- The signature of the employee taken of having inspected the Service Book has been obtained. (*S.R.202, GOI*).
- See whether the staff member, before joining this Institute, was working in any Govt. Dept. and, if so, whether he retired and discharged there from with pensionary benefits. If so, whether his pay was fixed as per rules applicable to re-employed pensioners.
- If the person mentioned in preceding para was allowed to join this Institute during the period of his Leave Preparatory to Retirement or pre-release or pre-discharge leave, or for that matter, before the actual

date of retirement/discharge, see.

- i.) his pay has been fixed afresh from the date following the date of his retirement/discharge and increments regulated accordingly.
- ii) the period of such leave has been ignored for working out leave (E.L. and HPL) credited to his account
- iii) Whether he has been allowed to become member of any P.F. scheme before or after the date of retirement/ discharge. He can become member of such a scheme only after retirement.

## **Chapter – VIII**

### **PAY FIXATIONS**

#### **8.1 Checking of statement of pay fixation in the new scale effective from 01.01.2006:**

##### **8.1.1 Steps**

- Check the basic pay as on 1-01-2006 as shown in the Service Book with that shown in the Pay Fixation Statement.
- Check the up to date entries of E.O.L, Dies-non, H.P.L., imposition of penalties such as withholding of increment(s) etc. and record the same employee-wise in the separate Register (Department wise). This will help for checking of correctness of arrears. In case if the entries are incomplete return the Service Book to Administration for updating the entries.
- Check the option given by the employee for accepting the revised scale either from 1.01.2006 or from the date of next increment in the pre-revised scale.
  - To switch over in the revised scale option to be exercised in writing in the prescribed form only.
  - If the intimation regarding option is not received within the time specified, employee shall be deemed to have elected to be governed by the revised scale of pay with effect from 01-01-2006.
  - The Government servant may elect to continue to draw pay in the pre-revised scale until the date on which he earns next or subsequent increment in the pre-revised scale or until he vacates his post or ceases to draw pay in that scale.
  - The Government servants who were due to get their annual increment between February to June during 2006 may be granted one increment on 01.01.2006 in the pre-revised pay scale as a onetime measure and thereafter will get the next increment in the revised pay structure on 01.07.2006 as per Rule 10 of CCS (RP) Rules'2008. The pay of eligible employees may be re-fixed accordingly.
  - Persons who have died/retired/resigned/removed on or after 1-01-2006 be deemed to have opted for the revised scale from 1-01-2006 or such later date as is most beneficial to employee/their dependents.

- Check the basic pay as on 1-01-2006 or on the date of next increment in the pre-revised scale as shown in the Service Book with that shown in the pay fixation statement.
- See whether the post held by the staff member as on 1-01-2006 and the date of appointment thereto are correctly entered in the pay fixation statement.
- See whether the post was held by the staff member on substantive basis as on 1-01-2006. Also see whether he is holding any post on 'officiating' or 'temporary' basis on that date. If so, find out whether there are pay fixation statements in case of both the posts.
- See whether the existing and revised scales are correctly entered in the pay fixation statement. Check this with reference to the list of scales.

## **8.2 Pay Fixation of initial pay in the revised pay structure**

### **8.2.1** In the case of all employees:

- Pay in the pay band /pay scale will be determined by multiplying the existing basic pay as on 1.1.2006 by a factor of 1.86 and rounding off the resultant figure to the next multiple of 10.
- If the minimum of the revised pay band/pay scale is more than the amount arrived at as per (i) above, the pay shall be fixed at the minimum of the revised pay band/pay scale.
- The pay in the pay band will be determined in the above manner. In addition to the pay in the pay band, grade pay corresponding to the existing scale will be payable.

**8.2.2** In case of medical officers who are in receipt of non-practising allowance, the pay in the revised pay structure shall also be fixed as per (A) above, except that, in such cases, the pre-revised dearness allowance appropriate to the non-practising allowance admissible at average index 536 (1982=100) shall be added while fixing the pay in the revised pay band, and in such cases, non-practising allowance at the new rate shall be drawn with effect from 1.1.2006 or the date of option for revised pay structure, in addition to the pay so fixed in the revised pay structure.

### **8.2.3** Fixation of pay in the revised pay structure of employees appointed as fresh recruits on after 1.1.2006

Section – II of Part A of the First Schedule of the CCS (Revised Pay) Rules'2008 indicates the entry level pay in the pay band at which the pay of direct recruits to a particular post carrying a specific grade pay will be fixed on after 1.1.2006.

Entry Pay in the revised pay structure for direct recruits appointed on or after 1.1.2006:

#### **PB-1 (Rs. 5200-20200)**

Grade Pay	Pay in the Pay Band	Total
1,800	5,200	7,000
1,900	5,830	7,730
2,000	6,460	8,460
2,400	7,510	9,910
2,800	8,560	11,360

PB-2 (Rs. 9300-34800)

Grade Pay	Pay in the Pay Band	Total
4,200	9,300	13,500
4,600	12,540	17,140
4800	13,350	18,150

PB-3 (Rs. 15600-39100)

Grade Pay	Pay in the Pay Band	Total
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

PB-4 (Rs. 37400-67000)

Grade Pay	Pay in the Pay Band	Total
8,700	37,400	46,100
8,900	40,200	49,100
10,000	43,000	53,000

HAG Scale (Rs. 67,000-79,000)

- **Rate of increment in the revised pay structure:** The rate of increment in the revised pay structure will be 3% of the sum of pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10.
- **Date of next increment in the revised pay structure:** There will be a uniform date of annual increment, viz. 1<sup>st</sup> July of every year. Employees completing 6 months and above in the revised pay structure as on 1<sup>st</sup> July will be eligible to be granted the increment. The first increment after pay fixation on 1.1.2006 in the revised pay structure will be granted on 1.7.2006 for those employees for whom the date of next increment was between 1<sup>st</sup> July,2006 and 1<sup>st</sup> January'2007.

Provided that in the case of persons who had been drawing maximum of the existing scale for more than a year as on 1.1.2006, the next increment in the revised pay structure shall be allowed on 1.1.2006. Thereafter, the provision of Rule 10 of CCS (RP)'2008 would apply.

Provided that in cases where an employee reaches the maximum of his pay band, shall be placed in the next higher pay band after one year of reaching such maximum. At the time of placement in the higher pay band, benefit of one increment will be provided. Thereafter, he will continue to move in the higher pay band till his pay in the pay band reaches the maximum of PB -4, after which no further increments will be granted.

**8.2.4 Fixation of pay of the Employee promoted to a higher post on or after 1-01-2006:**

- In cases of Govt. Servant appointed/promoted to another post exactly on 1-01-2006, the pay in the lower post should first be fixed (notional) in the revised scale with reference to his pay in the lower scale as on 1-01-2006 and then fixed the pay in the promoted post as per F.R. 22-I (a) (1). Then, one increment equal to 3% of the sum of the pay in the pay band and the existing grade pay will be computed and rounded off to the next multiple of 10. This



will be added to the existing pay in the pay band. The grade pay corresponding to the promotion post will thereafter be granted in addition to this pay in the pay band. In cases, where promotion involves change in the pay band also, the same methodology will be followed. However, if the pay in the pay band after adding the increment is less than the minimum of the pay higher pay band to which promotion is taking place, pay in the pay band will be stepped up to such minimum.

- In cases of promotions from PB-4 to HAG scale after 1.1.2006, fixation of pay in terms of Rule 13 of CCS (RP) Rules'2008 will be done in the manner indicate below:
  - After adding one increment in the manner prescribed in Rule 9 of CCS (RP) Rules'2008, the pay in the pay band and existing grade pay will be added. To the figure so arrived at, a sum of Rs. 2000 will be added so that the benefit allowed on promotion to HAG scale in terms of Ministry of Finance, Deptt of Expenditure's Notification GSR 622 ( E) dtd. 29.08.2008 is not withdrawn. The resultant figure will become the basic pay in HAG, subject to a minimum of Rs. 67000. The Basic Pay in HAG scale shall not exceed Rs. 79000, the maximum of the scale. For Government servants in receipt of NPA, pay + NPA will not exceed Rs. 85000.

### **8.3 Fixation of Initial Pay of Re-employed Pensioners:**

The initial pay of the pensioners (Civil or Military) re-employed in Civil posts before 1<sup>st</sup> July'1986, should be regulated in accordance with the instructions contained in G.I., M.F., O.M. No. 8 (34)-Estt. LII/57, dated the 25<sup>th</sup> November, 1958, as amended from time to time [*Chapter 3, Swamy's Compilation on Re-employment of Pensioners*]. The initial pay of the pensioners (Civil or Military) re-employed in Civil post on or after 1<sup>st</sup> July, 1986, should be regulated in accordance with the provisions contained in Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986 [*Chapter 2, Swamy's Compilation on Re-employment of Pensioners*]

Pay fixation on re-employment means the pay fixed before making any adjustment on account of non-ignorable amount of pension.

[*G.I., M.F. (D.R), O.M. No. F. 19012/22/86/Ad. II-A, dated 14/07/1988*]

**Quantum of pension to be ignored for initial fixation of pay in the re-employed post** – In the case of persons *retiring before attaining the age of 55 years* and who are re-employed, pension (including pension equivalent of Gratuity and other forms of Retirement Benefits) shall be ignored for initial pay fixation to the following extent –

- (i) In the case of ex-servicemen who held posts below Commissioned Officer rank in the Defence Forces and in the case of civilians who held posts below Group 'A' posts at the time of their retirement, the entire pension and pension equivalent of Retirement Benefits shall be ignored.
- (ii) In the case of service officers belonging to the Defence Forces and civilian

pensioners who held Group 'A' posts at the time of their retirement, the first Rs. 500 [Rs. 4,000 from 01/01/2006] of the pension shall be ignored.

**Note 1.** It should be noted that the benefit of ignoring the whole pension or first Rs. 500 [now Rs. 4,000] of pension, as the case may be, is admissible only in the case of pensioners who retired before attaining the age of 55 years. In other cases, whole amount of pension will be taken into account for the purpose of initial fixation of pay in the re-employed post.

**Note 2.** The pension equivalent of gratuity should also be ignored while fixing initial pay on re-employment. – *O.M. No. 3/3/87-Estt (Pay. II) dated 3/6/1988.*

### **Fixation of pay of pensioners re-employed on or after 1<sup>st</sup> July'1986 –**

1. Re-employed pensioners shall be allowed to draw pay only in the prescribed scales of pay for the posts in which they are re-employed. No protection of the scales of pay of the posts held by them prior to retirement shall be given.
2. **(i)** In all cases where the pension is fully ignored, the initial pay on re-employment shall be fixed at the minimum of the scale of pay of the re-employed post.  
**(ii)** In cases, where the pension and pensionary benefits are not ignored for pay fixation, the initial pay on re-employment shall be fixed at the same stage as the last pay drawn before retirement. If there is no such stage available in the re-employed post, the pay shall be fixed at the stage next above that pay. If the maximum of the pay scale in which a pensioner is re-employed is less than the last pay drawn by him before retirement, his initial pay shall be fixed at the maximum of the scale of pay of the re-employed post. Similarly, if the minimum of the scale of pay in which a pensioner is re-employed is more than the pay drawn by him before retirement, his initial pay shall be fixed at the minimum of the scale of pay of the re-employed post. In all cases, the non-ignorable part of the pension and pension equivalent of Retirement Benefits shall be reduced from the pay so fixed. However, with effect from 1<sup>st</sup> June, 1988, the amount of pension equivalent of gratuity should not be deducted from the pay so fixed.  
**(iii)** The re-employed pensioner will in addition to the pay as fixed under Para. (ii) above shall be permitted to draw separately any pension sanctioned to him and to retain any other form of Retirement Benefits.  
**(iv)** Once the initial pay of a re-employed pensioner has been fixed in the manner indicated above, he may be allowed to draw normal increments in the time-scale of the post to which he is appointed as if the pay had been fixed at the minimum or higher stage, as the case may be, (i.e., before an adjustment on account of pension is made), provided that the pay and gross pension/pension equivalent of other Retirement Benefits taken together do not at any time exceed Rs. 8000 (Rs. 80,000 w.e.f. 01/01/2006) per month.

*[Orders 4 and 5, CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986, read with G.I., M.F., O.M. No. 3/13/200/-Estt.(Pay-II), dated 11/11/2008]*

**Drawal of Allowances-** The drawal of various allowances, viz., DA, HRA, etc and other benefits based on pay shall be regulated with reference to the pay that is fixed on re-employment. Pay for the purpose of grant of these allowances and benefits will be the pay fixed before deducting the non-ignorable part of pension.

## 8.4 Stepping Up of Pay:

- In cases, where a senior Government Servant in the existing scale of pay was drawing immediately before the 1<sup>st</sup> day of January'2006 more pay than another Government servant junior to him in the same cadre, gets fixed in the revised pay band at a stage lower than that of such junior, his pay shall be stepped upto the same stage in the revised pay band as that of the junior.
- Further, in cases where a senior Government servant promoted to a higher post before 1-01-2006, draws less pay in the revised scale than his junior who is promoted to the higher post on or after 1-01-2006, the pay of the senior Government Servant should be stepped up to that of the pay as fixed for his junior in that higher post. The stepping up should be done with effect from the date of promotion of the junior subject to :
  - Both the junior and senior Government Servant should belong to the same cadre and same post in which they have been promoted should be identical in the same cadre.
  - The pre-revised and revised scales of pay in the lower and higher posts should be identical.
  - The senior Government Servant on the date of promotion was drawing equal or more pay in the lower scale than the junior.
  - Anomaly should be directly as a result of application of F.R. 22 for fixation of pay of the junior. (such type of cases to be referred to Admin Section for obtaining approval of the Director)

### STANDARD PAY SCALES: VI TH CENTRAL PAY COMMISSION

Pay scale	PRESENT SCALE	Name of Pay Band/Scale	REVISED PAY SCALES	
			Corresponding Pay Bands/scales	Corresponding Grade Pay/Academic Grade Pay
S-1	2550-55-2660-60-3200	-1S	4440-7440	1300
S-3	2650-65-3300-70-4000	-1S	4440-7440	1650
S-4	2750-70-3800-75-4400	PB-1	5200-20200	1800
S-5	3050-75-3950-80-4590	PB-1	5200-20200	1900
S-6	3200-85-4900	PB-1	5200-20200	2000
S-7	4000-100-6000	PB-1	5200-20200	2400
S-8	4500-125-7000	PB-1	5200-20200	2800
S-9	5000-150-8000	PB-2	9300-34800	4200

S-10	5500-175-9000	PB-2	9300-34800	4200
S-11	6500-200-10500	PB-2	9300-34800	4200
S-13	7450-225-11500	PB-2	9300-34800	4600
S-14	7500-250-12000	PB-2	9300-34800	4800
S-15	8000-275-13500	PB-2	9300-34800	5400
New Scale	8000-275-13500 (Group A Entry)	PB-3	15600-39100	5400
			15600-39100	6000 AGP #
S-19	10000-325-15200	PB-3	15600-39100	6600
			15600-39100	7000 AGP #
S-23,24&25	12000-420-18300	PB-3	15600-39100	7600
			15600-39100	8000 AGP #
S-23,24&25	12000-420-18300	PB-4	37400-67000	8700
			37400-67000	9000 AGP #
			37400-67000	9500 AGP #
S-27 &29	16400-450-20900-500-22400	PB-4	37400-67000	10000
S-29	18400-500-22400	PB-4	37400-67000	10500 AGP #
S-30	22400-525-24500	HAG	67000-79000	NIL
S-33	26000 FIXED	Apex Scale	80000 FIXED	NIL

# These are mapped scales for employees drawing academic grade pays as per rules.

**Chapter IX**  
**LEAVE TRAVEL CONCESSION RULE**

**9.1 Salient Features of Govt. of India Rules relating to Leave Travel Concession**

**9.1.1 Eligibility**

(a) Any staff member with one year of continuous service on the date of journey performed by him/his family is eligible. Staff members whose spouses are working in Indian Railways / National Airlines are not eligible for LTC.

(b) Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

(c) If an official is under suspension, the concession is admissible only to his family members.

(d) When both the husband and wife are Central Government servants -

- they can declare separate Home Towns independently;
- they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;
- either of the parents can claim the concession for the children in a particular block;
- The husband/wife, who avails LTC as a member of the family of the spouse, cannot claim independently for SELF. After a child reaches the age of 18 years, the parents should update the records every year in Administration / Faculty Affairs Section regarding the entitlement of their children.

**9.1.2 'Family' for this purpose shall mean**

(a) The Government servants wife or husband, as the case may be, and two surviving unmarried children or step children wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;

(b) Married daughter(s) who have been divorced abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and are wholly dependent on the Government servant;

(c) Parents and/or step-parents (stepfather and stepmother) wholly dependent on the Government servant, whether residing with the Government servant or not;

(d) Unmarried minor brother(s) as well as unmarried, divorced, abandoned, separated from their husbands or widowed sister(s) residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

**Note:** Because of the underline portion of the above paragraph, the outward journey in respect of dependent family members other than the spouse, dependent children and parents and/or step-parents has to be from Guwahati to the Hometown or place of visit and inward journey has to be from Hometown or the place of visit to Guwahati.  
Explanation:

(a) The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (i) those employees who already have more than two children prior to the coming in to force of this restriction, i.e. 20-10-1998; (ii) children born within one year of the coming in to force of this restriction; (iii) where the number of children exceeds two as a result of second child birth resulting in multiple births.

(b) Not more than one wife is included in the term 'Family' for the purpose of these rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of 'Family'.

(c) It is not necessary for the parents / step-parents / spouse / children to reside with the Government servant so as to be eligible for the Leave Travel Concession, the concession in their cases shall, however, be restricted to the actual distance traveled or the distance between the headquarters/place of posting of the Government servant and the home town/place of visit, whichever is less.

(d) Children of sisters, who are divorced, abandoned, separated from their husbands or widowed sisters are not included in the term 'Family'.

(e) A member of the family whose income from all sources, including pension, temporary increase in pension but excluding dearness relief on pension or stipend, etc., does not exceed Rs.3,500/- p.m. is deemed to be wholly dependent on the Government servant.

### 9.1.3 Salient Points

(a) Concession can be availed of for self and family separately on different occasions.

(b) Family can travel in one or more groups; but each group should complete its return within six months from the date of its outward journey.

(c) Circular tour tickets can be availed of in conjunction with the concession.

(d) Can be availed of during any leave including study leave, casual leave and special casual leave.

(e) Cannot be availed of during closed holidays only, without taking any leave.

(f) In the case of Fresh Recruits: "Fresh recruits may be allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the employees only for the first two blocks of four years applicable after joining the Institute for the first time. The blocks of 4 years shall apply with reference to the initial date of joining for the first time. The existing blocks will remain the same but the entitlements of the new recruit will be different in the first eight years of service."

### 9.1.4 Entitlements

**(a) Journey by Air:** Persons drawing Grade Pay of Rs. 5,400/- (pre-revised scale of Rs. 8,000-13,500) and above: Air Economy (Y) Class\*

*\* Cheapest Economy fare ticket will be allowed as per Ministry of Finance, Dept. of Expenditure (E-Coord. Branch) OM F.No.7(1)/E.Coord./2008 dtd. 10.11.2008.*

**(b) Journey by Rail:**

Grade Pay	Entitlements
Rs. 7,600/- and above	AC First Class
Rs.4,200 and above but less than Rs. 7,600/-	AC 2-tier
Below Rs.4,200/-	*First Class/AC 3-tier /AC Chair Car

\*

All staff members who are entitled to travel on LTC at their discretion by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

**Notes:**

- Entitlement by Rajdhani /Shatabdi Trains would be applicable in cases where journey actually undertaken by these trains and not for determining entitlement on notional basis.
- If the journey is actually performed by Rajdhani /Shatabdi Trains up to an en route railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani / Shatabdi Trains, fare for both the types of trains by the entitled class will be admissible for the respective portion of journey.
- If the journey is performed partly by Rajdhani / Shatabdi Trains and partly by other train/modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.
- The journey can be performed by Rajdhani / Shatabdi Trains up to the nearest en route station which should not be beyond the destination, i.e., Home Town or declared place of visit.

**(c) Journey by Sea or by River Steamer:**

Sl. No.	Grade Pay	A & N Islands and Lakshadweep Islands (shipping Corpn. of India)	Others
1	Rs. 5,400/- and above	Deluxe Class	Highest Class
2	Rs. 4,200/- to Rs. 4,800/-	First / "A" Cabin Class	If there be two classes only on the steamer, the lower class
3	Rs. 2,400/- to Rs. 2,800/-	Second/"B" Cabin Class	If there be two classes only on the steamer, the lower class
4	Below Rs. 2,400/-	Bunk Class	The lowest class

#### (d) Journey by Road

Sl. No.	Grade Pay	Entitlements
1	Rs. 4,200/- and above	Any public bus, including AC Bus.
2	Rs. 2,400/- and above but less than Rs. 4,200/-	Any public bus, except AC Bus.
3	Below Rs. 4,100/-	Ordinary Public Bus.

#### (e) By longer route in same/different modes of conveyance:

When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each/actual mode of journey/distance covered with reference to the distance by the shortest route.

#### 9.1.5 Restrictions in respect of road journey

(a) Admissible for journeys performed in vehicles operated by Tourist Development Corporation in the Public Sector, State Transport Corporation and Transport services run by other Government or local bodies, i.e. the receipt for the journey should be from the Government Body concerned for eligibility of LTC.

(b) Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority / State Government concerned.

(c) No reimbursement permissible for journeys undertaken (a) in a private car (owned, hired or borrowed), chartered railway coach, or chartered bus, van or other vehicle owned/chartered by private operators; (b) in vehicles even if owned by Govt. Bodies but chartered/run by private operators.

#### 9.1.6. Reimbursement

Fares for journeys between duty station and Home town, both ways, will be reimbursed in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways, restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable.

#### 9.1.7 Advance

(a) Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

(b) The official should furnish Railway ticket numbers, PNR No. etc., to the Competent Authority within ten days of drawl of the advance.

(c) Advance can be drawn separately for self & family.

#### 9.1.8 Claim

(a) When advance is taken,



- The claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lump sum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawl to the date of recovery will be charged.
- When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawl to the date of recovery.
- When a part of the advance becomes excess drawl due to genuine reasons beyond the control of the Govt. servant, the Administrative Authority may, if satisfied, exempt charging of interest.

(b) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

### **9.1.9 LTC to Home Town**

- (a) Admissible to all employees irrespective of the distance involved.
- (b) Home Town once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.
- (c) Block Years:  
Blocks of one year are - 2010, 2011, 2012, 2013, 2014 etc. (Calendar Years)  
Blocks of two years are - 2010-2011, 2012-2013, 2014-15 etc. (Calendar years)

### **9.1.10 LTC to any place in India**

- (a) Scope: This concession is admissible in lieu of one of the two journeys to Home Town in a block of four years. This is available for travel to any place in India - mainland or overseas - including employee's Home Town.
- (b) Spouse/dependent children residing away from the Government servant's headquarters; claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.
- (c) Different places: Members of the family can visit either the same place as that visited by the Government servant or different places.
- (d) Different batches: Members of the family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.
- (d) Different batches: Members of the family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.
- (e) Different calendar years: Members of family can travel either in the same calendar year or in different years in respect of the same block
- (f) Intended place of visit to be declared: The intended place of visit should be declared by the official to the Controlling Authority in advance.
- (g) Change in the declared place of visit: Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Heads of the Departments/ Administrative Ministry.

(h) Carry forward: The group of employees not eligible for Special Incentive Scheme can carry forward the concession not availed in a block of four years to the first year of the next four-year block. Out of these employees who are entitled for Home Town LTC, the concession can be carried forward to the first year of the next two year block only.

(i) Block Years: Blocks of four years are 2006-2009, 2010-2013, 2014-17, etc. (Calendar Years)

#### **9.1.11 Misuse of LTC**

(a) Disciplinary action will be taken and during its pendency -

- the disputed claim will be withheld; and
- further LTC facility will not be allowed.

(b) When disciplinary proceedings are over -

- If found not guilty - the withheld claim will be admitted; and any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- If found guilty - the withheld claim will be disallowed; next two sets - one to Home town and one to any place in India - will be forfeited; and in case of grave misuse, the Competent Authority may disallow even more than two sets; in addition to any penalty under disciplinary rules.

#### **9.1.12 Encashment of EL during LTC**

Will be admissible subject to the following conditions:

(a) Limited to 10 days of Earned Leave on one occasion and 60 days in the entire career.

(b) Will not be taken into account while computing the maximum admissible for encashment at the time of quitting service.

(c) The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

- If found not guilty - the withheld claim will be admitted; and any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.
- If found guilty - the withheld claim will be disallowed; next two sets - one to Home town and one to any place in India - will be forfeited; and in case of grave misuse, the Competent Authority may disallow even more than two sets; in addition to any penalty under disciplinary rules.

### **9.2 Special Incentive Schemes for Faculty and Senior Management Personnel of equivalent grade of IIT Guwahati**

#### **10.2.1 The Special Incentives are:**

(a) Concession for the person once a year from the place of work (Guwahati) to his/her Home Town or place where the family is residing, and in addition concession for the family (restricted to the spouse and two dependent children

only) to travel once a year from the place of residence to Guwahati or to the Home Town. Other eligible family members will avail concession as per Govt. of India rules.

(b) Leave Travel Concession anywhere in India once every four years in lieu of one hometown LTCs.

### **10.2.2 Block Years**

Blocks of one year for Home Town LTC - 2010, 2011, 2012, 2013, 2014 etc. (Calendar Years)

Blocks of four years for any place in India LTC - 2006-2009, 2010-2013, 2014-17 etc. (Calendar Years)

## **Chapter X**

### **Travelling Allowance**

#### **10.1 Grades of Government servants**

For the purpose of Travelling Allowance, employees are divided into five grades as indicated below:

Grade Pay:

- (i) Rs. 10000 and above and those in pay scale of HAG+ and above
- (ii) Rs. 7600, 8700 and 8900
- (iii) Rs. 5400 and 6600
- (iv) Rs. 4200, 4600 and 4800
- (v) Below Rs. 4200

The classification is decided by the employee's grade pay on the post actually held by him, whether permanent, temporary, or officiating – *SR 17*.

#### **Daily Allowance Rates (w.e.f. 1-9-2008):**

Grade Pay	Reimbursement for		
	Hotel Accommodation per day (Rs.)	Charges for travel within the city (Rs.)	Food Bill per day not exceeding (Rs.)
Rs. 10000 and above and those in pay scales of HAG+ and above	5000	AC taxi charges upto 50 kms	500
Rs. 7600 to 8900	3000	Non-AC Taxi charges upto 50 kms	300
Rs. 5400 to 6600	1500	Taxi charges upto Rs. 150 per day	200
Rs. 4200 to 4800	500	Upto Rs. 100 per day	150
Below Rs. 4200	300	Upto Rs. 50 per day	100

Note: Only the actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement.

#### **Basis for D.A. calculation:**

1. Absence from headquarters on calendar day basis, i.e., from midnight to midnight.

Absence not exceeding 6 hours	...	Nil
Absence exceeding 6 hours but not exceeding 12 hours	...	70%
Absence exceeding 12 hours	...	100%

*SR 71, GIO (1)*

2. The T.A./D.A. rates (mileage for road journey by taxi/own car/auto-rickshaw/own scooter / bicycle, etc.), all components of daily allowance on tour including rate of DA for journey on foot and rates of transportation of personal effects shall automatically increase by 25 %, whenever Dearness Allowance payable on the revised pay structure goes up by 50 % - *OM, dated 23-9-2008*.

3. For local journey, D.A. is only at half the rate – *SR 71, GIO (2)*.
4. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible – *SR 51, GIO (4) (a)*.
5. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc. – *SR 51, GIO (4) (b)*.
6. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour. – *SR 72, GIO (1)*.
7. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour/ temporary transfer/ training. No D.A. beyond 180 days. – *SR 73, GIO (1)*.
8. Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated separately but total D.A. for a day should be limited to one. – *SR 71, GIO (1)*.

### **Eligibility of D.A. in various circumstances**

Free boarding and/or lodging charges availed	
Free boarding and lodging	25%
Free boarding alone	50%
Free lodging alone	75%
Stay in office building free of cost	75%

Note 1.- Claim for D.A. as per OM, dated 23-9-2008 to be supported by vouchers.  
 Note 2.- Luxury Tax charged by hotels allowable subject to overall ceiling. – *SR 51, GIOs.*

### **10.2 T.A. on Tour**

**Entitlement.** T.A. on tour is from duty point/ residence at headquarters to duty point at the distant station and vice versa. It comprises-

- (i) Fare for journeys by rail/ road/ air/ sea;
- (ii) Road mileage for road journey otherwise than by bus;
- (iii) D.A. for the entire period of absence from headquarters including journey period.

Employees living in cities with UA eligible for reimbursement of to and fro Taxi/Scooter charges from the residence in the UA to the Railway Station/ Bus Station/ airport. – *SR 46, GIO (2-A)*.

**Entitlements for travel by Air/Rail/Road (w.e.f. 1-9-2008):**

Grade Pay	Air	Rail	Road
(i) Rs. 10000 and above and those in HAG + and above	Business/ Club Class	AC I Class	AC taxi/ Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus including AC Bus.
(ii) Rs. 7600, Rs. 8700 and Rs. 8900	Economy Class	AC I Class	Same as (i) above, except AC Taxi
(iii) Rs. 5400 and Rs. 6600	-do-	AC 2 – Tier Class	-do-
(iv) Rs. 4200, Rs. 4600 and Rs. 4800	.....	-do-	-do-
(v) Rs. 2400 and above but less than Rs. 4200	.....	First Class/AC-3 tier/AC Chair Car	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Any Public Bus except AC Bus.
(vi) Below Rs. 2400	.....	-do-	Autorickshaw/ Own Scooter/ Motorcycle/ Moped/ Ordinary Public Bus.

**Note:**

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC 2-tier and above by train and by Deluxe/ ordinary bus for others is allowed.

2. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

3. All mileage points earned by Government employees on tickets purchased for official travel will be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government should accrue to the Government.

4. All Government servants are allowed to travel below their entitled class of travel.

5. Officers drawing Grade Pay of Rs. 7600 and above may travel by Executive Class in Shatabdi Trains and AC First Class in Rajdhani Trains – *SR 34, GIO (2)*.

Those entitled to travel by First Class/ AC 3- tier/ AC Chair Car may travel on tour/ transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.

When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/ classes by the shortest route in the ratio of distance covered by such modes by the longer route actually used.

It is not necessary that the Car/ Scooter should have been registered in the name of the Government servant. – *SR 46, GIO (1), Note 4.*

**Rate of Road Mileage-** Actual fare will be paid for travel by public bus. Mileage allowance at Rs. 1.20 per km will be admissible for journey by bicycle and Rs. 5 per km. for journey by foot. *SR 46, GIO (1) (b) and SR 51, GIO (1).*

For journeys by autorickshaw/taxi/car, entitlement will be at the rates notified by the concerned Director of Transport.

If no rates have been notified/ prescribed, prevailing rates in the Metropolitan city of the State may be adopted. If no such rates have been fixed, then the rates of the neighbouring State be adopted. When no rates become available even after this, following rates may be fixed:-

For journeys performed in own car/ taxi Rs. 16 per km

For journeys performed by autorickshaw/ own scooter Rs. 8 per km

- *SR 46, GIO (1), (a).*

### 10.3 Journeys by Air

(a) Employees working in Tripura may travel by Air between Agartala and Kolkata on tour/ transfer only . – *SR 48-B, GIO (4)*

(b) In other cases, Secretaries of the Administrative Ministries can authorize air travel, if the expenditure is kept within funds allotted.

**Special cases.-** (a) One member (non-entitled) of the personal staff of Minister may be permitted to travel with him on tour. – whether official or private.

(b) One non-entitled officer may accompany VIPs/Foreign delegations as a protocol requirement – to be cleared by Financial adviser; and if more than one- Finance Ministry's approval required.

(c) Sportsmen, Managers, Coaches, Masseurs and Doctors selected for sporting events of international importance held outside India, may travel by economy class.

#### **Entitled Class-**

(a) *Within India-*

Officers of and above the rank of additional Secretary Executive Class

Others Economy (tourist) class/ standard class

(b) *Outside India-*

Officers of the level of Cabinet Secretary/ secretary to the Government of India or equivalent status First Class

Officers drawing grade pay of Rs. 10000 and above and those in the

Pay scale of HAG+ Business / Club Class

Others Economy Class

**Air travel by Air India only.-** In all cases of air travel, both domestic and international, where the Government Of India bears the cost of air passage, the officials have to travel only by Air India. If travel stations are not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination beyond which they may utilize the services of another airline which should preferably be an alliance partner of Air India. Any deviation from these orders has to be referred to the Ministry of Civil Aviation for relaxation. – *SR 48-B, GIO(14)*

## 10.4 Journeys by Sea/ River Steamer

Officers drawing Grade Pay	A&N Islands and Lakshadweep Islands (Shipping Corpn. Of India)	Others
Rs. 5400 and above and those in HAG + and above Rs. 4200, 4600 and 4800 Rs. 2400 and Rs. 2800	Deluxe Class  First/"A" Cabin Class Second/ "B" Cabin Class	Highest Class  If there be two classes only on the steamer, the lower class. If there be two classes only on the steamer, the lower class. If there be three classes, the middle or second class. If there be four classes, the third class. The lowest class
Below Rs. 2400	Bunk Class	

- SR 40, GIOs (1) & (2).

## 10.5 T.A. for local journeys

Local journeys mean journeys on duty on any day beyond 8 kms from the duty point at headquarters and within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of town or city in which the duty point is located. Journeys performed within the limits of an Urban Agglomeration within which the employee's headquarters is located will also be treated as 'local journeys'- SR 71, GIO (2).

1. T.A. for local journeys: Mileage allowance for the journeys performed on all the days spent on temporary duty and in addition 50% of the admissible D.A. Option is available either to claim reimbursement of conveyance hire charges under Delegation of Financial Powers Rules or to claim normal T.A. as above – SR 71, GIO (2) (b) (2).
2. T. A. for local journey is admissible if the temporary place of duty is beyond 8 km from the normal place of duty, irrespective of whether the journey is performed from residence or from the normal place of duty.
3. Local journeys should normally be performed in the same way as journey to duty point, i.e. by bus, local trains or own conveyance. Where travel by special means like taxi, scooter, etc., is considered necessary, prior permission of superior authority is necessary. If more than one official is deputed for duty at the same point, they should, as far as possible, travel together by sharing the hire charges of taxi or scooter or other conveyance, if necessary, by assembling at the normal duty point.

For journeys to temporary duty point within a distance of eight kilometers from the residence, if performed by public conveyances, such as bus, local trains, trams and ferries, fares paid will be reimbursed. In case of travel by 'Whiteline buses' plying in Delhi/New Delhi, reimbursement will be made on production of tickets. If such journeys are performed by taxi/ autorickshaw/ own car/ scooter, no mileage allowance is admissible.



4. The bus/rail fare/ mileage allowance for local journeys should be based on the actual distance travelled or the distance between the normal duty point and temporary duty point, whichever is less.
5. If provided with conveyance free of charges, D. A. only will be admissible.
6. **180 days limit.**- An official required to performed duty at a temporary duty point, will be paid D.A. for the first 180 days only. Beyond 180 days, no D.A. will be admissible.- *SR 73, GIO (1).*

#### **10.6 T.A. when deputed for training**

1. An employee deputed to undergo a course of training in India (refresher/ in-service/ promotional) is entitled to draw T.A. and D.A. as on tour as follows:
 

<i>When boarding and lodging not provided-</i>	
First 180 days ... ..	Full D.A.
Beyond 180 days ... ..	Nil
<i>Training Institute where boarding and lodging facilities exist (including mess run on co-operative basis at the training centre)</i>	
First 30 days ... ..	Full D.A.
Next 150 days .... ..	Half D. A.
Beyond 180 days .... ..	Nil
2. If the training exceeds 180 days, option to draw either T.A. as on transfer or tour T.A. *plus* D.A. for the first 180 days is available.
3. If theoretical training and practical training are given in two different stations, D. A. in the second station will commence afresh irrespective of whether D.A. was drawn for 180 days or less in the first station. If both theoretical and practical trainings are at the same station, D.A. will be admissible for the first 180 days only – *SR 164, GIO (3).*
4. An employee on training at a particular station going on tour to another station will be entitled to draw D.A. at full rate for stay in the touring station, but this period will also be taken into account for computing 180 days of halt at the training station.
5. No T.A./D.A. is admissible for training at the headquarters irrespective of the distance between normal duty point and the training centre.
6. Officials deputed for training to the institutions which are located within the Urban Agglomeration of Government servant's headquarters are not entitled to any T.A./ D.A. irrespective of the distance.
7. An employee drawing D.A. during training will be entitled to draw HRA only at the rates admissible at his headquarters from where he has been deputed to the training. Even beyond 180 days when no D.A. is admissible, the HRA will be admissible only at the rates admissible at his headquarters.- *SR 164 & GIOs & HRA Orders.*

## 10.7 Replacement and Relocation Allowance (i.e., T.A. on Transfer)

Revised norms for reimbursement of cost of transportation of goods to the employees joining the Institute. – *BoG R-56/19/2009*.

The Board RESOLVED that to support for replacement and relocation in case of faculty joining the Institute, the cost incurred may be reimbursed as per the following revised norms.

- A. A person given a faculty appointment in the Institute on regular basis or on contract for a limited period of time will be eligible for reimbursement on submission of bills of travel expenses for joining and expenses for transfer of personal goods.
- B. The reimbursement will be as follows:
  - i) Actual fares for self and family for journey as per eligibility of post.
  - ii) Reimbursement of actual cost of transfer of goods by road from the place of residence/ place of work/ port of landing in India on door delivery basis including the cost of packing, loading and unloading charges. The quantum of goods to be transported will be restricted to one full truck load of up to 6000 kg. All other costs like cost of packing materials, accompanying person etc. are to be borne by the person concerned.
  - iii) Cost of transportation of conveyance (scooter/car) as per Central Govt. T.A. on transfer rules.
  - iv) The transfer of goods must be completed within twelve months from the date of joining the Institute.
  - v) The persons joining from abroad will be reimbursed travel expenses for joining and expenses for transfer of personal goods at actual, subject to a maximum of Rs. 1 lakh.

However,

- vi) The person concerned will execute a bond at the time of joining as follows:
  - 1. If the person claims travel expenses from his/her place of residence/ work in India, he/she will have to return to the Institute the amount so paid, in case he/she leaves the Institute within ONE YEAR from the date of joining.
  - 2. If the person claims travel expenses from his/her place of residence/ work abroad, he/she will have to return to the Institute the amount so paid, in case he/she leaves the Institute within TWO YEARS from the date of joining.
  - 3. He/she will have to return to the Institute the amount paid towards transportation of goods and/ or transportation of conveyance cost in case he/she leaves the Institute within TWO YEARS from the date of joining.

4. In all the cases above, the amount to be returned will include an interest component calculated at the rate fixed for motor car advances as per GOI rules with simple interest.

### **10.8 T.A. on retirement**

1. Entitlements: When the retired employee settles down in a station other than the last station of duty- Same as on transfer. Travel by air is also admissible. The retired employee and family may travel from the last headquarters to the declared Home Town, or to any other selected place of residence where he wishes to settle – *SR 147, GIO (1)*.

*When the person settles down in the last station of duty but with change of residence or at a place not exceeding 20 kms-*

- a) Actual fares for self and family for journey as per eligibility of post.
  - b) Actual cost of transportation not exceeding the amount admissible for transfer.
  - c) Cost of transportation of conveyance (scooter/car) as per Central Govt. T.A. on transfer rules.
2. **T.A. not admissible on resignation, dismissal, etc.-** The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.- *SR 147, GIO (1)*
  3. Time limit: The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement- *SR 147, GIO (1), 2(iii)*.
  4. Admissibility of T.A. to persons re-employed in Government service- Pensioners re-employed to posts, where holding of a post under the Central Government is a prerequisite for such re-employment or where the Recruitment Rules of post to which the pensioner is re-employed provides this as one of the qualifications, would be entitled to TA subject to certain conditions. GoI, OM, dated 10/02/2012.

### **10.9 T.A. to the family of a deceased employee-** Same as for retirement.

## Chapter XI **Promotion Policies**

The Institute has in place promotion policies for its employees. For non-faculty positions, other than medical doctors, there is Departmental Promotion Committee (DPC) Scheme and for Medical Doctors, the Dynamic Assured Career Progression (DACP) Scheme is there. Further, the time bound Modified Assured Career Progression (MACP) Scheme is also there.

### **1. Departmental Promotion Committee (DPC):**

- i) **Size and composition:** As mentioned in the Institute's Recruitment Rules, unless otherwise decided by the Appointing Authorities.
- ii) **Frequency of DPC meeting:** DPC should meet at regular intervals to draw panels to be utilized for promotions over a year. Action will be initiated well in advance without waiting till a vacancy arises. The meeting should not be held up for reason that Recruitment Rules are under revision. Rules in force on the date of DPC meeting will be followed. Convening of DPC meeting can be dispensed with only after a certificate is issued by the Appointing Authority that there is no vacancies to be filled that year.

#### iii) **General Instruction/guidelines:**

- a) Promotion is earned by dint of hard work, good conduct and result oriented performance as reflected in APARs. Only performance above average entitles an officer to recognition and suitable reward by way of promotion. While 'Average' is not an adverse remark, it can not be regarded as complimentary.
- b) The DPC should assess the suitability of the employees for promotion on the basis of their Service Records and Annual Confidential Reports for the five preceding years only.
- c) Seniority list for Promotion: When an up-to-date seniority list of persons in the relevant grade is prepared, a copy thereof should be circulated to the persons concerned.
- d) No interview will be held by the Committee unless provided for in the Recruitment Rules for the post.
- e) Proceedings of the DPC are valid only if all the members are duly invited for the meeting and a majority of them including the Chairman are present.
- f) The DPC proceedings which are conducted in accordance with Government instructions and rules will not come under judicial review.

#### iv) **Benchmark, Grading and Preparation of Select List:**

Category of Officers	Benchmark	Grading to be given by DPC	Preparation of Select List
<b>Selection:</b> 1. PB-2 and PB-3 upto	'Good'	Fit/Unfit	Those who are graded as 'fit' shall be included in the select panel in order

Grade Pay Rs. 6600			of their <i>inter se</i> seniority in the feeder grade subject to availability of vacancies.
2. For Grade Pay Rs. 7600 and above	'Very Good'	Fit/Unfit	

DPC may make its own assessment based on their entries in the APARS.

**Procedure to be observed by Departmental Promotion Committees (DPCs):** Departmental Promotion Committees enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of the candidates who are to be considered by them. The DPCs should make their own assessment on the basis of the entries in the APAR and other relevant material facts placed before it and accordingly grade the officers as fit or unfit.

The DPC is required to grade the officers as 'fit' or 'unfit' with reference to the prescribed benchmark, after determining the merit of those being assessed for promotion. Only those who are graded fit shall be included and arranged in the select panel in order of their *inter se* seniority in the feeder grade.

Those officers who are graded 'unfit' in terms of prescribed benchmark by the DPC shall not be included in the select panel.

DPC recommendations stand accepted unless the Appointing Authority disagrees within three months. Where not accepted, he will submit the relevant papers to the next higher authority with recommendations.

Validity of the Select Panel normally will be for one year. On expiry of one year and six months, the panel should cease to be in force or till preparation of a fresh panel, whichever is earlier.

2. **Dynamic Assured Career Progression (DACP )Scheme:** The promotions under DACP scheme for Institute medical doctors is as under:

A. General Duty Medical/Dental Doctors appointed directly in the Grade Pay of Rs. 5400 in Pay Band 3.

Promotions under DACP Scheme		No. of years of regular service required for promotion
From	To	
Medical Officers (Grade Pay Rs. 5400 in PB-3)	Senior Medical Officers (Grade Pay Rs. 6600 in PB-3)	4 years in Grade Pay of Rs. 5400 in PB-3 including service rendered in the pre-revised scale of pay Rs. 8000-13500.
SMO (Grade Pay Rs. 6600 in PB-3)	Chief Medical Officer (Grade Pay Rs. 7600 in PB-3)	5 years in Grade Pay of Rs. 6600 in PB-3 including service rendered in the pre-revised scale of pay Rs. 10000-15200

CMO (Grade Pay Rs. 7600 in PB-3)	CMO (NFSG) (Grade Pay Rs. 8700 in PB-4)	4 years in Grade Pay of Rs. 7600 in PB-3 including service rendered in the pre-revised scale of pay Rs. 12000-16500
CMO (NFSG) (Grade Pay Rs. 8700 in PB-4)	Senior Administrative Grade (Grade Pay Rs. 10000 in PB-4)	7 years in Grade Pay of Rs. 8700 in PB-3 including service rendered in the pre-revised scale of pay Rs. 14300-18300 or 20 years of regular service.

B. Specialists Doctors appointed directly in Grade Pay of Rs. 6600 in Pay Band-3

Promotions under DACP Scheme		No. of years of regular service required for promotion
From	To	
SMO (Grade Pay Rs. 6600 in PB-3)	Chief Medical Officer (Grade Pay Rs. 7600 in PB-3)	2 years in Grade Pay of Rs. 6600 in PB-3 including service rendered in the pre-revised scale of pay Rs. 1000-15200.
CMO (Grade Pay Rs. 7600 in PB-3)	Chief Medical Officer (Grade Pay Rs. 7600 in PB-3)	4 years in Grade Pay of Rs. 7600 in PB-3 including service rendered in the pre-revised scale of pay Rs. 12000-16500
CMO (NFSG) (Grade Pay Rs. 8700 in PB-4)	Senior Administrative Grade (Grade Pay Rs. 10000 in PB-4)	7 years in Grade Pay of Rs. 8700 in PB-4 including service rendered in the pre-revised scale of pay Rs. 14300-18300

C. In terms of the O.M. no. F. No. A.45012/2/200/-CHS.V dtd. 29/10/2008, of Ministry of Health & Family Welfare, CHS Division, Govt. of India, this scheme will take effect from the date of it's issue, i.e. 29/10/2008.

D. At the time of initial implementation of the Scheme (i.e., as on 29/10/2008 the date of issue of the OM), depending on the length of Service rendered by a Medical Doctor, he/she can be directly placed in the grade corresponding to his length of services prescribed by the OM dated 29/10/2008 subject to the condition that such placement will be done only upto NFSG Scale, i.e grade pay of Rs. 8700/- in PB-4.

E. To illustrate, at the time of initial implementation of DACP scheme for doctors working in isolated post/ cadres the following methodology may be adopted:

a) A medical doctor with less than 13 but more than 9 years of service whether in the grade pay of Rs. 5400 in PB-3; or in the grade pay of Rs. 6600 in PB-3, can be directly placed in the revised pay structure of grade pay of Rs. 7600 in PB-3.

b) A medical doctor with more than 13 years of service whether in the grade pay of Rs. 5400 in PB-3; or in the grade pay of Rs. 6600 in PB-3; or in the grade

pay of Rs. 7600 in PB-3, can be directly placed in the NFSG pay structure of grade pay of Rs. 8700 in PB-4.

- c) A medical doctor with more than 20 years of service and already regularly promoted as CMO-NFSG (grade pay of Rs. 8700 in PB-4) on the date of initial implementation of the Scheme can be granted SAG structure of grade pay of Rs. 10000 in PB-4 without rendering full 7 years of service in the NFSG grade.
- F. Similarly, in case of specialist doctors working in isolated posts/ cadres in the Central Government who are appointed directly in the grade pay of Rs. 6600 in PB-3, DACP may be implemented as under:
- a) A Specialist with more than 6 years of service whether in the grade pay of Rs. 6600 in PB-3; or in the grade pay of Rs. 7600 in PB-3 can be directly placed in the revised pay structure of grade pay of Rs. 8700 in the PB-4.
  - b) A Specialist with more than 13 years of service and already regularly promoted as Specialist Grade –I (grade pay of Rs. 8700 in PB-4) on the date of initial implementation of the Scheme can be granted SAG structure of grade pay of Rs. 10000 in PB-4 without rendering full 7 years of service in the NFSG grade, i.e. grade pay of Rs. 8700.
- G. Having been granted financial upgradations under DACP in the above manner at the time of initial implementation of the Scheme, thereafter, the Doctors would have to earn their next upgradation under DACP Scheme as per eligibility of service prescribed in the O.M. no. F. No. A.45012/2/200/-CHS.V dtd. 29/10/2008, of Ministry of Health & Family Welfare, CHS Division, Govt. of India.

### **3. Modified Assured Career Progression Scheme (MACPS)**

The Modified Assured Career Progression Scheme for Central Government Civilian Employees has been accepted by Government based on the recommendations of the Sixth Pay Commission with some modifications. This scheme is operational from 1<sup>st</sup> September'2008.

#### **The Scheme:**

1. Envisages grant of three financial upgradations to Groups 'A', 'B' and 'C' employees on completion of 10,20 and 30 years of continuous regular service.
2. This Scheme is not applicable to the Organized Group 'A' Service.
3. Casual employees (including those with temporary status), ad-hoc and contract employees are not eligible for benefits under the Scheme but applicable to work-charged employees if their service conditions are comparable with regular establishment.

4. The scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

**Conditions for grant of benefits:**

- (i) The Scheme envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised Pay Bands and Grade Pay.
- (ii) The financial upgradation under the MACPS would be admissible upto the new HAG Scale of Rs. 67000-79000 (S-30).
- (iii) The financial upgradation under the Scheme will be admissible whenever person has spent 10 years continuously in the same Grade Pay. The second upgradation, after completion of 10 years regular service from the date of first financial upgradation. The third upgradation, after completion of 10 years regular service from the date of the second upgradation. If the first upgradation gets postponed on account of the employees not found fit or due to departmental proceedings, etc., this would have consequential effect on second and third upgradations which would also get deferred accordingly.
- (iv) Three financial upgradations under the Scheme in the entire career of an employee will be counted against regular promotions availed from the grade in which an employee was appointed as a direct recruit.
- (v) If an employee in PB-1 in the Grade Pay of Rs. 1900 gets his first regular promotion in PB-1 in the Grade Pay of Rs. 2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion, then he would be eligible for second financial upgradation under the MACPS in PB-1 in the Grade Pay of Rs. 2800 after completion of 18 years (8+10 years).
- (vi) In case, he does not get any promotion thereafter, then he would get third financial upgradation in PB-2 in the Grade Pay of Rs. 4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (vii) The period of regular service for grant of benefits under the Scheme will be counted from the grade in which an employee was appointed as a direct recruit.
- (viii) Financial upgradation under the Scheme will be given next higher Grade Pay in the hierarchy of the recommended revised Pay Bands and Grade Pay



without creating new posts for the purpose.

- (ix) The financial upgradation under the Scheme will be purely personal to the employee concerned and will have no relevance to his seniority position.
- (x) On upgradation under the Scheme, pay of an employee will be fixed under Rule 13 of CCS (RP) Rules'2008. The financial benefit allowed under the Scheme will be final and no pay fixation benefit will accrue at the time of regular promotion, i.e. posting against a functional post in higher grade. However, at the time of actual promotion, if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of the Grade Pay would be made available.
- (xi) If an employee, has been offered regular promotion but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed, as such an employee has not been stagnated due to lack of opportunities.
- (xii) If an employee after availing the financial upgradation under the MACPS subsequently refuses to accept the regular promotion, the financial upgradation already granted will not be withdrawn. However, the subsequent financial upgradation will be postponed.
- (xiii) In case of transfer including unilateral transfer on request, regular service rendered in previous organization/office shall be counted along with the regular service in the new organization/ office for the purposes of getting financial upgradations under the MACPS. However, financial upgradations under the MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised pay bands as given in CCS (RP) Rules'2008.
- (xiv) Regular service includes all periods spent on deputation/foreign service/study leave and all kinds of sanctioned leave.
- (xv) Past service rendered in a State Government/statutory body/ Autonomous body/Public Sector organization should not be counted towards regular service.
- (xvi) Benefits of MACPS extended to regular Staff Car Drivers of the Central Government Ministries/ Departments/ Offices, as a fall-back option, if they are unable to get promotion within the percentage based present system. Staff Car Driver Scheme and MACPS shall run concurrently.

- (xvii) Dies-non period will not be counted as regular service for the purpose of grant of financial up gradations under MACPS.

Whenever promotions are given on non-selection basis (i.e. on seniority-cum-fitness basis), the prescribed benchmarked as mentioned in Para 17 of Annexure -1 of MACPS, dated 19-05-2009 shall not apply for the purposes of grant of financial up gradation under MACP Scheme.

**Chapter - XII**  
**Quitting Service- Other than Superannuation**

**A. Voluntary Retirement:**

1. An employee has the right to retire and get pensionary benefits by giving three months notice to the Appointing Authority-
  - (i) *After attaining the age of 50 years:* Group 'A' and 'B' Officers who had entered service before attaining the age of 35 years.
  - (ii) *After attaining the age of 55 years:* Groups 'A' and 'B' Officers other than (i) above; All Group 'C' employees.
  - (iii) *On completion of 30 years qualifying service:* All employees.

Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval, unless the official is under suspension or if a charge-sheet has been issued and the disciplinary proceedings are pending; or if judicial proceedings on charges which may amount to grave misconduct are pending.- *FR 56; Rule 48 and Notification, dated 17/04/2014.*

2. **Employees have the option to retire voluntarily** on completion of 20 years qualifying service by giving three months notice, which requires acceptance by the Appointing Authority.
3. Notice can be withdrawn with the permission of the Appointing Authority before the intended date of retirement. – *Rules 48 & 48-A, FR 56.*
4. The Appointing Authority, at its discretion can accept a notice of less than three months; but communication of pension can be applied for only after the expiry of normal notice period of three months.- *Rules 48 & 48-A, FR 56.*
5. Where Government servant opts to retire voluntarily, a maximum weightage of 5 years is admissible in qualifying service, subject to the condition that the total qualifying service rendered by Government servant does not in any case exceed thirty three years and it does not take him beyond the date of superannuation.

*For details, please refer to 'STATUTE' of the Institute/FR&SR (GOI)*

**B. Premature Retirement**

1. Premature retirement is distinct from (i) compulsory retirement ordered as penalty, and (ii) voluntary retirement.
2. **Conditions.**- The Appointing Authority has the absolute right to retire an employee from service if it considers necessary to do so in public interest by giving him notice of not less than three months in writing or pay and allowances in lieu thereof, in the following circumstances:-
  - (a) *After attaining the age of 50 years:* Group 'A' and 'B' Officers who had entered service before attaining the age of 35 years.
  - (b) *After attaining the age of 55 years:* Groups 'A' and 'B' Officers other than (i) above; All Group 'C' employees.
  - (c) *On completion of 30 years qualifying service:* All employees

3. **Restrictions.**- The power should NOT be exercised-
  - (a) To retire an employee on grounds of misconduct or as a short-cut to avoid formal disciplinary proceedings; or
  - (b) For reduction of surplus staff or for effecting general economy without following the instructions relating to retrenchment.
4. **Appeal**- An employee served with a notice/order of premature retirement may represent within three weeks from the date of service of such a notice/order of premature retirement for consideration by appropriate committee.
5. **Premature retirement benefits** – Normal pensionary benefits – *Rule 48 (1) (b), Appendix -5 & FR 56(j).*

### **C. Retirement on Medical Grounds**

A Central Government employee who suffers on account of any bodily or mental infirmity which permanently incapacitates him for the service may retire from service with pensionary benefits. He will be granted Invalid Pension, Retirement gratuity, encashment of leave and family pension to the members of his family in the event of his death.

#### ***Conditions:***

1. The employee should submit an application to the Head of his Office for the grant of invalid pension.
2. The Head of the Office shall direct the applicant to appear before the appropriate Medical Authority for medical examination and recommendation.
3. If the Medical Authority recommends that the applicant is not fit to continue in service, he will be granted invalid pension.
4. If the Medical Authority recommends that the applicant is fit for further service of less laborious character than that which he had been doing and if he is not willing to be so employed, or if there is no means of employing him in a lower post, he will be granted invalid pension.
5. The amount of invalid pension is subject to the condition that it should not be less than normal rate of pension admissible to him.
6. A certificate of incapacity for service obtained by the employee without the prior knowledge of the Head of his Office is not valid.

For commutation of invalid pension, medical examination is necessary – *Rule 38.*

### **D. Permanent transfer to and from Central Autonomous/ statutory Bodies- Counting of past service for pension.**

1. **Scope:** This subject deals with the benefit of counting past service for retirement benefits in the case of employees (permanent or temporary) of the following categories initially going on deputation and then getting permanently absorbed –
  - (1) From a Central Government Department to a Central Autonomous Body.
  - (2) From a Central Autonomous Body to a Central Government Department.
  - (3) From one Central Autonomous Body to another.

2. **“Central Autonomous Body”** means a Body which is financed wholly or substantially from cess or Central Government Grants. “Substantially” means that more than 50 percent of the expenditure of the Autonomous Body is met through cess or Central Government Grants. It includes a Central Statutory Body or a Central University.

However, Public Undertakings, Nationalized Banks, RBI, SBI and its subsidiary banks, LIC, General Insurance Corporation of India and its four subsidiaries are not treated as “Central Bodies” for this purpose.

3. **From a Central Government Department to a Central Autonomous Body where pension scheme is in operation.** – The Government servant will have an option (a) to receive retirement benefits or (b) continue to have the benefit of combined service under the Government and in the Autonomous Body. The option should be exercised within six months. In the case of temporary Government servant, pensionary benefits will accrue only when he is confirmed in the Autonomous Body. If he retires as a temporary employee from the Autonomous Body, terminal benefits as are available under the Government will only be admissible to him. Employees, who are appointed on or before 31/12/2003 and submit technical resignation on or after 1/1/2004, will be governed by CCS (Pension) Rules, 1972.

**From a Central Autonomous Body to a Central Government Department-** the above procedure will apply.

The Government/Autonomous Body will discharge its pension liability by paying in lumpsum the pension/ service gratuity/ terminal gratuity and retirement gratuity for the service up to the date of absorption. Lumpsum amount of pension will be determined with reference to Commutation table laid down in CCS (Commutation of Pension) Rules.

A Central Government employee with Contributory Provident Fund benefits on permanent absorption in an Autonomous Body will have the option either to receive the CPF benefits which have accrued to him from the Government and start his service afresh in that Body or count service rendered in Government as qualifying service for pension in the Body by forgoing Government’s share of CPF Contributions with interest, which will be paid by the Government to the Body concerned. The option should be exercised within one year from the date of absorption, failing which he will be deemed to have opted to receive CPF benefits. **Employees who are absorbed on or after 1/1/2004 can not join the old pension scheme under CCS (Pension) Rules, 1972 as entry to the said scheme is closed with effect from 31/12/2003.**

4. **From a Central Government Department to a Central Autonomous Body where pension scheme is not in operation.-** A permanent Central Government employee borne on pensionable establishment on absorption in the Central Autonomous Body will be eligible for retirement benefits as under.

(a) **Deemed Retirement/ resignation-** Such an employee is deemed to have retire/resigned from service from the date of such absorption. For

service in the Government, they would be eligible for Service Gratuity/ Pension and Retirement Gratuity admissible under relevant rules.

- (b) **Retirement Benefits-** Monthly pension and retirement gratuity on the basis of qualifying service up to the date of permanent absorption will be admissible.
- (c) **Commutation of pension-** Is entitled to commutation without medical examination if application is made within one year from the date of permanent absorption
- (d) **Encashment of 'Earned Leave' and 'Half Pay Leave'-** The Government servant is entitled to encashment of earned leave and half pay leave to his credit on the date of such absorption subject to the total of earned leave/ half pay leave at credit not exceeding 300 days in addition to the number of days for which encashment was availed along with LTC – *Rule 39-D, GID No. (5-C), CCS (Leave) Rules.*
- (e) **Transfer of PF Balances-** In respect of an employee opting for service with Autonomous Bodies, the amount of subscription (including Government contribution in case he is a subscriber to CPF) together with interest thereon standing to his credit in the PF account will be disposed of in the following manner-
  - Refunded to him** ..... If the enterprise does not operate a PF or the PF of the enterprise does not accept such balances.
  - Transferred to the new PF Account** ..... If the enterprise agrees for the transfer of the balance.
- (f) **Family Pension-** On permanent absorption (except of those with less than ten years' qualifying service), benefit of family pension under CCS (Pension) Rules is admissible, if no family pension scheme exists in the organization or if the employee is not eligible under their Scheme or on his request if he is specifically exempted by the Central Provident Fund Commissioner from the coverage of family pension scheme of the organization. The family pension will be based on the Band Pay plus Grade Pay drawn at the time of absorption.

A temporary employee will be paid the terminal gratuity admissible on the date of permanent absorption in the Autonomous Body. In the case of temporary Central Government employee with CPF benefits, the amount of his subscriptions and the Government's contributions together with interest thereon will be transferred to his new Provident Fund account with consent of that Body.

- 5. **Absorption of employees of one Central Autonomous Body to another Central Autonomous Body-** The provisions enumerated in the preceding paragraphs will apply *mutatis mutandis* in respect of employees going from one Central Autonomous Body to another.
- 6. **Applicability-** These provisions will apply only in cases where the transfer of the employee from one organization to another is with the consent of the organization under which he was serving earlier including cases where the

individual had secured employment directly on his own volition, provided he had applied through proper channel/ with proper permission of the Administrative Authority concerned. – *Appendix -7, Swamy's Pension Compilation.*

## Chapter – XIII

### **Re-employed Pensioners**

Re-employed person means a person who is in service under Government of India after having retired from service under Government or a local fund administered by Government, but does not include a person who is re-employed after he has resigned or after he has been removed or dismissed from Government service or whose services had been terminated under the Central Civil Service (Temporary Services) Rules, 1965.

#### **1. On re-employment in civil posts under Central Government-**

- (i) Employees who had retired on superannuation/ retirement pension are NOT eligible for confirmation and pensionary benefits for re-employed service. They are taken as temporary employees.
- (ii) Employees who retired on compensation pension (gratuity) or invalid pension (gratuity) are eligible for confirmation.
- (iii) The Appointing Authority, while issuing confirmation orders should require the employee in writing to exercise either of the options mentioned below within three months of the date of issue of the orders.
- (iv) Employees who retired from military service before attaining the age of superannuation are eligible for confirmation. The Appointing Authority while issuing orders of appointment should direct the employee in writing to exercise the option within one year of the date of re-employment.

#### **2. Option-**

- (i) To retain all the gratuities received for the former service and, if pensioners, continue drawing the pension and NOT to count the former service for future pensionary benefits; OR
- (ii) To refund all the gratuities received for the former service and in addition, if pensioners, to cease drawing the pension and refund the commutation amount, if any, and to count the former service for future pensionary benefits, vide Para. 3 below.

#### **3. If the re-employed pensioners exercise option as at 2 (ii) above –**

- (1) They should stop drawing any pension forthwith. The element of pension ignored while fixing the initial pay in the re-employed post and drawn from the date of re-employment to the date of cessation of drawal of pension, the value received for commutation of pension, if any, and the retirement gratuity received for the previous service should be refunded to the Government within one month of the receipt of communication from the Government, with interest at the rate as applicable to GPF deposits from the date of receipt of pensionary benefits to their refund. Penal interest @ 2% p.a. shall be charged on delayed payments in addition to normal rate of interest mentioned above if the amount with interest is not refunded within one month. The pension drawn prior to the date of re-employment is not required to be refunded. – *GID below Rule -19.*



- (2) The right to count former service for future pension will not revive until the whole amount due [referred to in (1) above] has been refunded to Government.
- (3) If the individual dies before completion of the refund, the balance due will be adjusted against the death gratuity payable to his family.
- (4) **When option not exercised**- If no option is exercised, the employee will be deemed to have opted to continue to draw pension or retain the gratuity, without counting the former service for future pension. *Rule -19.*

**Admissibility of 'Dearness Relief' on pension during the period of re-employment**- The payment of 'Dearness Relief' on pension to the re-employed pensioners during re-employment will be regulated as under:

- (a) Re-employed pensioners whose pension is ignored in full while fixing their pay in the re-employed post and fixed at the minimum of the scale of pay prescribed for the re-employed post are eligible to draw Dearness Relief on pension during re-employment also.
- (b) Re-employed pensioners whose pension is not ignored in full while fixing their pay in the re-employed post and whose pay in the re-employed post is not required to be fixed at the minimum of the scale of pay prescribed for the re-employed post are not eligible to draw Dearness Relief on their pension during re-employment.

*[G.I., Dept of Pen. & Pensioners Welfare, O.M. No. 45/73/97-P & PW (G), dated the 2<sup>nd</sup> July'1999]*

## Chapter XIV

### **Revised Rules for Medical Attendance, Treatment and Reimbursement**

#### **14.1 Staff and their Families**

##### **14.1.1 Eligibility**

- Staff members of the Institute and members of their families are entitled to Medical Attendance and Treatment including reimbursement, as laid down in Schedule 'AA' appended to the IIT Act & Statutes and approvals accorded by the Board of Governors from time to time.
- The Authorized Medical Attendant (AMA) in respect of all employees of the Institute means the Medical officer in-charge of the Medical Section of the Institute.
- For purpose of reimbursement of medical expenses, members of the staff shall be grouped as under: (a) Group A, (b) Group B and (c) Group C as per Institute's categorization.
- Persons staying within the campus as guests of those allotted residential quarters, or guests staying in the Guest House who are not entitled for Institute Medical facilities may avail IITG Hospital outpatient (OPD) facilities only in case of emergencies with payment as per rates fixed by the Institute from time to time.
- Medical Board (MB) means the Institute Medical Board.

##### **14.1.2 Definitions**

**Family:** Family for these purposes means, the staff member's spouse, children including step children and adopted children and parents, wholly dependent on the staff member. For the purposes of determining dependency, the following will be the criteria:

**Son:** Till he starts earning or till he attains the age of 25 years, whichever is earlier. For son(s) suffering from permanent disability of any kind (physical or mental), there will be no age limit.

**Daughter:** Till she starts earning or gets married whichever is earlier irrespective of the age limit.

**Parents:** Who are residing with the staff member and whose income from all sources including pension does not exceed the limit as defined by the Institute from time to time. A female employee may choose to include either her parents or parents-in-laws as dependents. This option can be changed only once during service.

##### **14.1.3 Medical Attendance & Treatment**

- Medical Attendance includes attendance at the IITG Hospital.
- Medical treatment means the use of all medical and surgical facilities available at the hospital in which the individual is treated and it includes:
  - (a) employment of such pathological, bacteriological, radiological or other methods as are considered necessary.
  - (b) the supply of such medicines, vaccines, sera, medical consumables (such as gloves, syringes, etc), as are considered necessary.
  - (c) such accommodation as is ordinarily provided in the hospital and to which the employee is entitled, including normal boarding charges for that entitlement.
  - (d) such nursing as is ordinarily provided to in-patients by the hospital.
  - (e) specialist consultation on the advice of the hospital.

(f) The refund of the cost of preparations which are not medicines but are primarily foods, tonics, toilet preparations, is not admissible. Special cases, if any, will be decided by the AMA.

(g) The Institute may place restrictions on the conduct of certain tests and the use of certain medicines at particular hospitals by separate notifications issued from time to time

#### **14.1.4 Husband and Wife Both Employed**

- When both husband and wife are employed in the Institute, either of them can choose to prefer the claim on behalf of self and family, by declaring the fact through a joint declaration.
- When the spouse of a staff member is employed in a State/Central Govt./other Autonomous/ Corporate bodies, he can choose to claim reimbursement either from the Institute or from the spouse's employer by declaring the same through a joint declaration.
- When the spouse is employed in a private organization where the facility is not available, a letter to this effect should be produced from the employer of the spouse in order to claim reimbursement from the Institute.

#### **14.1.5 Referral to Govt./Municipal/Recognized Hospitals in Guwahati City**

- In cases where, in the opinion of the Authorised Medical Attendant, the facilities at the IITG hospital are inadequate, treatment may be referred to an outside hospital for special consultation / investigations / surgery and indoor treatment.
- Prior written referral of the AMA is necessary for admission and indoor treatment in the private recognized panel hospitals in Guwahati.
- All Govt. / Municipal Hospitals are recognized for OPD and Indoor treatment.
- The Institute has a list of recognized private hospitals for specific indoor treatments. Reimbursement for treatment in a private hospital other than those to which the patient is referred will be subjected to a ceiling fixed by the Institute. Institute has a list of recognized laboratories in which tests can be carried out.
- Institute has fixed the maximum rate for the room rent for different groups of staff members. When the patients are referred to the Hospitals for indoor treatment, accommodation should be sought in the entitled rate only, except in specific cases where the accommodation in the entitled rate is not available and the admission could not be postponed till the accommodation in the entitled rate is available without causing danger to the life of the patient. In such cases, accommodation in the next higher rate will be considered on the basis of the certificate issued to this effect by the concerned Hospital. Similarly, in cases where the condition of the patient is so serious that accommodation in a special room/ICCU becomes inevitable, the charges will be reimbursed. In case the patient chooses to opt for a higher rate of accommodation, reimbursement will be as per entitlement.
- Transferring the patient to other hospitals/laboratories for further/another treatment/tests by the IIT Guwahati Recognized Hospital to which he/she is referred to by the Institute and submission of the bill for reimbursement from the Institute will not be permitted unless prior permission is taken from the AMA.

- Charges for Pre-natal, Confinement and Post-natal treatment of a lady employee or the wife of employee in a Govt. hospital will be reimbursed. Reimbursements for routine Pre-natal and Post-natal check-ups are not permissible in private hospitals including Institute recognized hospitals. Cost of delivery including hospitalization will be reimbursed.
- No reimbursement of charges for special nursing will be admissible unless it is certified by the Hospital that their services were essential. In such cases, reimbursement of the monthly bill will be made only for the amount which is in excess of 25 percent of the total monthly pay of the staff member.

#### **14.1.6 Referral to Outside Guwahati**

- Treatments outside Guwahati are required to be recommended by the Medical Board and referrals can be made to Hospitals in a city that is recognized by an IIT in that city.
- Special Category and Ceiling: For prolonged and complicated nature of treatment such as kidney transplant, bypass surgery, open heart surgery, complicated injuries / diseases like Leprosy, Cancer and TB etc., if the treatment is taken in an Institute recognized hospital, actual expenditure to be reimbursed will be subject to a ceiling for the entire treatment during the entire service of the staff member.

#### **14.1.7 Reimbursement of the Cost of Artificial Appliances**

Reimbursement of the cost of artificial appliances including hearing aid, artificial joints, pace maker etc. will be made if they are recommended by the MB after advice from respective specialists of Govt. or recognized Hospitals referred to by the AMA.

#### **14.1.8 Emergency Treatment**

- In case of a life-threatening emergency, the patient may consult a private medical practitioner for immediate treatment in the absence of Govt./Municipal/Recognized hospital within a reasonable distance. The emergency treatment may be availed only for a very short spell of time and the AMA or Doctor on duty should be informed within 24 hours. The advice of the AMA will then have to be followed if re-imbursement is going to be claimed. This is applicable to employees living within the Guwahati city.
- In cases of emergency outside Guwahati city, employees should attend Govt./Municipal Hospitals if available in that place. In their absence in a reasonable distance, a patient can consult a private doctor /private hospital for emergency treatment only. AMA or Doctor on duty should be informed within 24 hours. The advice of the AMA will then have to be followed if reimbursement is going to be claimed. Claims for emergency treatment will be admitted after scrutiny of the supporting documents. The claims for emergency treatment outside Guwahati city should be submitted as per the Institute rules, i.e.
  - Obtain treatment in Govt./Govt. recognized/Municipal hospital
  - In case of treatment in private hospital, non-availability of service in Govt. Hospital has to be submitted along with the emergency claim.

- Lab.tests/X-ray/CT scan/MRI/ other sophisticated tests done other than those required on emergency for the stated disease will not be reimbursed.
- Dependents staying for more than 60 days outside the campus will not be eligible for emergency treatment except for children studying outside Guwahati.

#### **14.1.9 Dental Treatment**

- Dental treatment from a private dentist or hospital is not admissible. Major dental operations or treatment for gum diseases/oral surgeries done in Govt. hospitals or hospitals referred to by the AMA will be reimbursed.
- If the diagnosis of the physiological or other disability from which the patient is suffering indicates the teeth are the real source of disturbance he is entitled to free dental treatment provided it is of a 'major' kind such as treatment of jaw bone disease, wholesale removal of teeth etc. It does not include scaling of teeth, treatment of pyorrhoea and gingivitis or the supply of an artificial denture and treatment from a private dentist or outside the hospital.
- Cosmetic surgery, braces, cost of dentures as well as treatment for orthodontia and any prostheses are not allowed.

#### **14.1.10 Eye Treatment**

- Cost of cataract operation will be reimbursed subject to a ceiling as decided by the Institute.
- Routine investigation relating to chronic eye disease, operations for degenerative disease relating to hypertension, diabetics, retinopathy, sclera and lid disease affecting vision will be reimbursed in full for treatment in Govt. hospitals or will be reimbursed to a ceiling as decided by the Institute in case of treatment in a private hospital.
- Spectacles, contact lenses and cosmetic eye treatment will not be reimbursed.

#### **14.1.11 Medical T.A.**

Employee and their families are entitled to TA for journeys undertaken to avail of Medical Attendance including admission in a recognized hospital as well as consultation with a private specialist provided the journey is undertaken under the written advice of the AMA and the journey is undertaken outside the state of Assam. TA for an escort will also be admissible in cases where, it is certified by the attending doctor that the patient is not in a position to undertake the journey alone. The TA will be regulated as per the TA Rules laid down by the Institute from time to time. Medical TA claims should be preferred in the TA claim and certified and countersigned by the AMA.

#### **14.1.12 Medical Advance & Reimbursement**

- Medical advance up to 70% of the estimated expenses, limited to a maximum amount as defined by the Institute) in case of referrals to outside Hospitals will be permissible.
- The cost of medicines of Indian Systems of Medicines and Homeopathy, if prescribed, are also reimbursable.
- Any claim of medical reimbursement for expenses incurred on consultation/purchase of medicines for medical treatment other than indoor

treatment, the claim is to be supported by cash memos having names of the doctor to whom referred, name of the patient and the prescription of the doctor. Claims are to be made in the prescribed forms giving all the particulars called for therein and also attaching all the certificates required to be produced under the rules.

- All reimbursements are required to be claimed within three months of the expenditure. Any reimbursement claim submitted after the stipulated period of three months will require prior permission from the Competent Authority for submitting the same.

#### **14.1.13 Medical Board**

Institute Medical Board (MB) consists of three members out of which, two are external members and one internal member. The external members are selected with the approval of Institute authority. The internal member is the AMA. The functions of the medical board include medical advices for treatment outside Guwahati and expert opinion on any health related matter as required by the Institute time to time.

**14.1.14** The Director is authorized to allow exceptions from these rules on specific written advice of the AMA or the Medical Board. Justifications for any exemption must be given in writing.

### **14.2 Students**

#### **14.2.1 Eligibility**

All bonafide students (full time only) of the Institute are entitled to free Medical Attendance and Treatment as available in the Institute Hospital/Dispensary.

#### **14.2.2 Reimbursement of Cost**

- Cost of medicines purchased from the market as well as pathological / radiological charges incurred in Institute recognized hospitals on the advice of the AMA is reimbursable. Consultation fees paid to a Private Specialist on specific reference by the AMA will be reimbursed.
- Expenditure on indoor treatment, under the advice of the AMA in an Institute recognized hospital in an entitled class of accommodation equivalent to Group C employees will be reimbursed by the Institute.
- Treatment of chronic diseases or prolonged illness requiring special medical treatment for a long period will be the responsibility of the parents / guardians of the students.
- The ceiling on reimbursement for treatment of the students will be up to a limit as defined by the Institute from time to time.
- Any treatment taken outside the headquarters during vacation will be the responsibility of the parents. The Institute will not reimburse such expenditure.
- A routine medicine prescribed for prolonged illness by the IIT Hospital or any hospital to which the student has been referred to, will have to be from the brands available in the IITG Hospital pharmacy and they will be supplied only by the IITG hospital. Such medication is limited to three months.
- Students will not be allowed for registration (in case of continuing students) or they will not be allowed to receive their degrees (in case of outgoing students) if they fail to clear the medical dues pending against their name.

- At the time of admission, Parents/Guardians of the student are required to give an undertaking stating that they will be responsible for clearance of any medical advance or medical expenditure beyond the ceiling (Clause 2.4 as above) for treatment of their ward under emergency medical condition and as advised by the AMA. Sub-Clause 2.7 as mentioned above shall come to force in case of non-clearance of such medical advance/expenditure.

#### **14.2.3 QIP and Married Students**

- Students under Quality Improvement Programme (QIP) are treated at par with the other students of this Institute. They are entitled to Medical Attendance and Treatment including reimbursement as other students, as stated in the foregoing paragraphs.
- The spouse and children of QIP students will be extended free medical attendance and treatment from the Institute Hospital only. This is also applicable for married students.

#### **14.2.4 Project Staff**

Project staff and their dependants are extended free Medical Attendance and Treatment from the Institute Hospital only.

**14.2.5** The Director is authorized to allow exceptions from these rules on specific written advice of the AMA or the Medical Board. Justifications for any exemption must be given in writing.

### **14.3 Additional Rules**

#### **14.3.1. Ambulance**

- To bring patients from campus quarter/hostel to IIT Guwahati Dispensary / Hospital in an emergency state -- heart attack, bleeding, paralysis, breathlessness, fracture, pregnancy, vomiting & shock and such other cases, at the discretion of the attending Medical Officer.
- To transfer referred patients to panel hospitals / laboratories and to bring them back to campus after discharge from the hospital / completion of the laboratory tests if the condition of the patient needs the use of an ambulance as determined by the Doctor on duty.

#### **14.3.2 OPD Referral in City for Employees and Dependents**

- Patients may be referred to panel hospitals / Govt. hospitals / Paid Chamber of present and retired consultants of Govt. hospitals. Such referrals will be done only if it is the opinion of the attending IIT doctor that treatment needs specialized expertise. The referral will note in writing the reason for such a referral. The consultation fees charged will be reimbursed subject to any limits set by the Institute. For every such consultation, a written referral has to be obtained from a Institute Medical Officer.
- Any investigation or procedure suggested by an outside consultant and any medicine prescribed needs prior written permission from the Institute Medical Officer who made the referral.

- Investigation outside the IIT Guwahati Hospital advised by visiting consultants to the IIT Hospital needs prior written permission of AMA.

### 14.3.3 Regular Physiotherapy

Patient may attend the Physiotherapy unit of the Guwahati Medical College Hospital for undergoing regular Physiotherapy.

### 14.4 Rules Related to Medical Attendance, Treatment and Reimbursement: Limits and Constraints

Following additional information related to medical attendance, treatment and reimbursement are subject to change time to time with the approval of the Institute authority. For purpose of reimbursement of medical expenses, members of the staff shall be grouped as under: (a) Group A: Those holding posts carrying a Grade Pay /Academic Grade Pay of Rs.5400/- and above (b) Group B: Those holding posts carrying a Grade pay of more than Rs.4200/- but less than Rs.5400/- (c) Group C: Those holding posts carrying a Grade Pay of less than Rs.4200/-

#### A. List of Panel/Recognized Hospitals in Guwahati

Sl. No	Names	Restrictions	Recommended
1	Down Town Hospital	Delivery, Sterilization, Appendectomy, Gall Bladder operation, Ovarian Cyst,	
2	East End Hospital	Delivery, Sterilization, Appendectomy, Gall Bladder operation, Hysterectomy,	
3	Midland Hospital	Ovarian Cyst, Hysterectomy, Herniotomy	
4	Borthakur clinic		
5	GNRC	Delivery, Sterilization, Ovarian Cyst, Appendectomy, Gall Bladder operation, Hysterectomy, Herniotomy	Neurology, Cardiology
6	Wintrobe Hospital	Delivery, Sterilization, Appendectomy, Gall Bladder operation	
7	Central Nursing Home	Delivery, Sterilization, Ovarian Cyst, Appendectomy, Gall Bladder operation, Hysterectomy, Herniotomy	Lithotripsy, Renal Surgery, Urology
8	Dispur Polyclinic &	Delivery, Sterilization, Ovarian Cyst, Appendectomy, Gall Bladder operation,	
9	Nightingale		ENT
10	Sankar		Eye disease
11	Nemcare		Burns cases
12	International Hospital Pvt. Ltd.	Delivery, Sterilization, Appendectomy, Gall Bladder operation, Hysterectomy,	
13	Sanjeevani Hospital		Only for emergency cases (1-3 days only)
14	Swagat Hospitals	Appendectomy, Gall Bladder operation, Hysterectomy,	



Institute students, employees and their dependants are encouraged to use Govt. Hospitals. It may be noted that all Specialist Doctors / Departments including Blood Banks are available in Govt. Hospitals such as GMCH, MMC, and BBCI.

#### B. List of Recognized Laboratories

Sl. No.	Names	Location
1	Skylab Diagnostic Centre	G.S. Road
2	Apollo Clinic & Laboratories	Ulubari, Guwahati
3	Primus	Bhangagarh, Guwahati
4	Ekopath Lab & Diagnostic Centre	Christianbasti, GS Road,
5	Ganga Lab & Research Centre	Guwahati
6	Apex diagnostic Centre	Bhangagarh, Guwahati
7	Health Care	Bhangagarh, Guwahati
8	*Alcare Diagnostic & Research Centre	Bhangagarh, Guwahati
9	Paramount Diagnostic Centre	Guwahati Club
10	Excel Diagnostic Centre	Chandmari, Guwahati
11	SRL Ranbaxy (Pulse)	Bhangagarh, Guwahati
	Ranbaxy : Laboratory (Mumbai) by any other collection center for some special	
12	Miburi Diagnostic Centre	Maligaon, Guwahati
13	Nucleomed	ABC Guwahati
14	N.L.Medicare	ABC Guwahati
15	Saharia Pathlab & Bloodbank	Guwahati
16	Saraighat clinical lab. & Research Centre	Ulubari, Guwahati
17	City Diagnostic Centre	Panbazar, Guwahati-1

#### C. Entitlement of accommodation in recognized Hospitals for indoor treatment

Group of Employees	Maximum Entitlement of accommodation in Hospital per day
A	Rs.1200/-
B	Rs. 900/-
C	Rs. 600/-

#### D. Rates of common surgeries

Nature of Common Surgeries	Reimbursable rates (in Rs.)
Caesarean Section	24,000

Normal/Forceps Delivery	12,000
Sterilization	10,000
Appendectomy	20,000
Gall Bladder Operation	25,000
Hysterectomy	24,000
Herniotomy/Herniography	18,000
Ovarian Cystectomy	22000
Cost of Intra Ocular lens implantation (cataract operation) for each eye	10,000

- E) OPD treatment rates for Guests of employees – Charges Rs. 150/-.  
F) For dependent parents – Income limit is Rs. 3500/- per month.  
G) Special Category and Ceiling – Institute ceiling is Rs. 2.5 lakh.  
H) Students' Ceiling – Institute ceiling is Rs. 15000/-.  
I) OPD Referral – Reimbursement is limited to consultation charge of maximum of Rs. 300/- in the first visit followed by Rs. 200/- for check-up visit. (Minimum gap between two consultations is 2 (two) weeks).

**14.5 Note: Since w.e.f. 1<sup>st</sup> August'2014, a Medical Insurance Policy is there in place for taking care of the indoor treatments (i.e. In Patients Departments) of the Institute employees, their dependents and students, therefore, the aforesaid Institute Medical Rules would cease to operate by this extent and only the rules provisions other than indoor treatments, would continue to be in force for the said purpose.**

## **Chapter XV** **Professional Development Allowance**

Rules regarding the Professional Development Allowance (PDA) as approved in the 78th meeting of the BOG held on 27.10.2014

*( This supersedes earlier rules approved in the 69th meeting of the BOG and it is applicable with effect from 27.10.2014)*

### **1. General Norms**

i. Entitlement of PDA will be as per MHRD norms issued from time to time. Presently it is 1 Lakh per financial year.

ii. Unspent amount at the end of a year will be carried over to the next year up to a block of three years.

iii. If there is a shortfall in available funds to attend a conference in a year 1 or year in the three year block, then the faculty member may arrange for the extra funds from any other source (including from his or her own resources) and claim refund for the amount when more funds become available in the scheme. This means the refund claim will in the beginning of the next financial year.

iv. For faculty members joining the Institute in the middle of a financial year, the amount of PDA credited for that financial year will be calculated on a pro-rata basis based on the number of months left in the year, including the month of joining.

The year of joining will be the first year in the block of three years for that faculty member. A faculty member can opt to forgo PDA for the year he/ she joins. Similarly, for faculty members retiring from the regular service or leaving the service in the middle of a financial year, the amount of PDA credited for that financial year will be calculated on a pro-rata basis based on the number of months remaining in regular service in the year, including the month of retiring in case of retirement and excluding the month of release in case of leaving.

v. While seeking financial support from PDA, each faculty member should provide a brief justification on the technical soundness of the conferences/ symposiums/ e-conferences/ journals/ open access journals, etc which he/ she intends to attend or acquire publication – as the case may be. Each department will have a proper mechanism to decide on technical soundness of the conferences/ e-conferences/ journals/ open access journals, etc. Through this mechanism, the Head of the concerned department will take an appropriate decision on every application.

vi. The word Conference used hereinafter is used to also mean Symposium, Workshop, Seminar, Training Programme/School and other similar research meeting. It also includes research meetings approved in the proposal of advancement of Department of Design by the BOG in its 75th meeting held on 26.09.2013.

### **2. General Procedure:**

i. Requests for travel support or reimbursement from PDA are to be made by filling appropriate forms (which are available in the intranet webpage of Faculty Affairs Section) and submitting it along with necessary documents to the Faculty Affairs Section.

ii. All these requests (duly filled forms) should bear appropriate recommendations of the Head of the concerned department.

iii. Requests covered by the rules (Sl. No. 3 to 13) will be approved by the Competent Authority. In this case, the Competent Authority is: Dean, Faculty Affairs.

### **3. Attending Conferences Abroad:**

i. The fund from the PDA is primarily for attending international conferences by faculty members and presenting their research papers. In such conferences, an invited talk or chairing of a session is also equally eligible for consideration. It is expected that each faculty member attends at least one conference abroad in the block of three years.

ii. For all other kind of participation in conferences, the Head of the concerned department should give specific recommendation on its usefulness to the professional development of the faculty member or to the department/Institute.

iii. Rules for attending conferences abroad, as approved from time to time, will be followed.

### **4. Attending Conferences in India:**

i. To present a paper or deliver an invited talk or chair a session in a conference in India, the financial support can be obtained from the PDA.

ii. For all other kind of participation in conferences, the Head of the concerned department should give specific recommendation on its usefulness to the professional development of the faculty member or to the department/Institute.

iii. Rules for attending conferences in India, as approved from time to time, will be followed.

### **5. Registration fees of e-conferences:**

i. Registration fees of e-conferences are allowed.

ii. Reimbursement for registration fee of regular conference without participation/attending may be considered under special circumstances.

### **6. Payment for Publication charges:**

i. Payment for publication charges and payment for pages and colour photographs in Journals and conferences are permitted.

### **7. Membership of Professional Bodies:**

i. Full membership fee of international/ national professional societies are allowed.

ii. There will be no limit on the number of such societies.

iii. Life memberships can also be availed.

### **8. Books and Journals:**

i. Books (including e-books and e-resources) for academic use can be purchased.

ii. Journal subscriptions for professional use are allowed.

iii. Purchase of reprints of research articles is allowed.

### **9. Items related to Professional Activities:**

i. Purchase of equipment/ instruments or accessories of equipment, teaching aids and software products required for professional purposes will be allowed.

ii. The expenses incurred for maintenance or repairing of equipment/instrument used for professional purpose may be covered.

iii. The cost incurred in fabrication work, sample analysis, etc related to research work/experiment will be allowed.

iv. Purchase of chemicals, glassware, samples and data/database required for professional purposes will be allowed.

iv. The regular purchase procedure of the institute based on GFR of GOI is to be followed for purchasing these items. Further these items must be entered on an appropriate stock register at the department level.

vi. Instead of reimbursement claim, if necessary, an advance amount may be granted by the competent authority for purchasing these items. The settlement is to be made within one month from the date of purchase or the ending date of financial year whichever is earlier.

**10. Regulated Purchase of Items related to Professional Activities:**

i. The list of items allowed to purchase under this provision is given below. This list will be revised time-to-time with the approval of the Director.

List of Regulated Purchase Items for the use of Professional Activities

1. E-Book Reader
2. Printer
3. Scanner
4. Laptop/ Notebook/ Tablet Computer
5. I-Pad/ Tablet

ii. Each item (Refer: Table-A) is allowed once in the block of 3 years.

v. The total amount of purchase of these items will be limited to the one fourth of the total amount of PDA (rounded up to nearest multiple of thousands) in the block of 3 years.

iv. The regular purchase procedure of the institute based on GFR of GOI is to be followed for purchasing these items. Further these items must be entered on an appropriate stock register at the department level.

v. Instead of reimbursement claim, if necessary, an advance amount may be granted by the competent authority. The settlement is to be made within one month from the date of purchase or the ending date of financial year whichever is earlier.

**Note:** For the present block of 3 years which is ending on 31.03.2015, the amount available for this provision will be minimum of Rs.75,000/- and the unspent amount of the PDA.

**11 Contingency:**

i. Contingency includes stationery, consumables, printer cartridges, external/ portable memory devices, internet modem/dongle/router, and Internet access bills, for professional purposes.

ii. The amount spent on contingency will be limited to the one third of the total amount of PDA in a block of 3 years (rounded up to nearest multiple of thousands), in the following manner.

iii. Let the total contingency amount be  $x$  in a block of 3 years. Let rounded down amount of  $(x/3)$  to nearest multiple of thousands be  $y$ .

a) Allocated amount in the first year is  $y$

b) Unspent from (a) above + Allocated amount  $y$  in the second year;

c) Unspent from (a) and (b) + Allocated amount  $(x - 2y)$  in the third year.

iii. Purchase of any item that is required to keep or store books, stationeries, consumables and equipment will be allowed.

iv. Telephone bills will not be a part of contingency.

**Note-1:** If the total amount of PDA is 3 lakhs in a block of 3 years, then the total contingency amount  $x$  will be 1 lakh in the block of 3 years.

(a) First year, allocated amount  $y$  is 33,000.

(b) Second year, allocated amount  $y$  is 33,000 + Unspent from (a)

(c) Third year, allocated amount  $(x - 2y)$  is 34,000 + Unspent from (a) and (b).

**Note-2:** For the remaining period of present block of 3 years which is ending on

31.03.2015, the amount available for contingent expenses under PDA will be Rs.1 Lakh minus the total amount reimbursed so far in this block under contingent expenses.

## **12. Travel Costs for Pursuing Research Work, etc.:**

i. Faculty members who have been assured of financial support towards local hospitality/ sustenance allowance from a foreign host (or under inter-government faculty exchange schemes) may be permitted to use the PDA for covering the travel costs (including visa fees and travel related to it) between the host institution and IIT Guwahati for pursuing research work. It will also be allowed for Indian hosts, but closer scrutiny will take place before allowing such cases.

ii. To present a research project proposal or to carry out a research work/ experimental work in other institutions within India, if a faculty member is unable to mobilize fund from other sources for travel support then, only the travel cost and accommodation expenses as limited by the Institute rules may be granted from the PDA.

All such travels are to be made as per prevailing travel rules of the Institute.

## **13 Supporting travel of Co-Author/Co-Worker from IIT Guwahati:**

i. The travel of one of the co-authors of the paper who is either an employee or a student of IIT Guwahati to attend and present the paper in a conference may be funded from the PDA of a faculty member, in case if the faculty member is not seeking financial support (TA, DA and Accommodation expenses) for self from the PDA.

ii. The travel cost and accommodation expenses as limited by the Institute rules for a trip made by a student or an employee of IIT Guwahati to carry out a research work / experimental work in other institutions within India may be supported from the PDA of the faculty member (who is guiding that work).

iii. The entitlement of accommodation and travel mode & class, etc will be as per the entitlement of the traveler and not of the concerned faculty member.

iv. If necessary, an advance amount may be granted by the competent authority. In that case, the advance will be drawn and settled by the concerned faculty member himself/ herself.

All other cases or special cases of seeking fund from the PDA which are not covered by above mentioned rules will be put up to the Director for a decision.

## SECTION - II

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### Chapter I

#### **PURCHASE PROCEDURE**

*(As Per GFR, GOI)*

##### **1.1 Purchase of Goods without Quotations**

Purchase of goods up to value of Rs. 15000/- may be made without calling quotations subject to -

- Sanction of Competent Authorities (Dean / HOD / Principal Investigator / Registrar).
- **Certificate\*** of **indentor** in given format. Preference may be given to Cheque Payment.

##### **1.2 Limited Tender Enquiry**

For purchases of goods up to Rs. 25.0 Lakhs.

###### **1.2.1 Direct Market Purchase**

For items amounting Rs. 15000/- to Rs. 1.0 Lakh, direct purchase through market survey is allowed subject to-

- Sanction of Competent Authorities (Dy. Director / Dean/ HOD / PI / Registrar).
- A committee of three persons with one member from other department / section approved by the Competent Authorities must be formed for such purchase.
- A committee will survey the market and **certificate #** to that effect in given format may be recorded.

**1.2.2 For purchases of goods from Rs. 15000/- to Rs. 1.0 Lakh, three quotation system / limited tender enquiry procedure can also be followed** subject to -

- Sanction of Competent Authorities (Dy. Director / Dean / HOD / PI / Registrar).
- Web-based publicity should be given for limited tenders by putting up tender document on store website.

**1.2.3 Limited tender Enquiry:** for items amounting from Rs. 1.0 lakh to Rs. 25.0 Lakh, following procedure may be followed -

- Tender document should be sent by speed post / registered post / courier / E-mail to firms.
- Enquiry may be sent to **more than three** registered vendors / firms.
- Purchase Committee report should be attached for all purchases above Rs. 2.0 Lakhs.
- Purchases above Rs. 5.0 lakhs should be routed through Internal Audit Section.
- Web-based publicity should be given for limited tenders by putting up tender document on store website.

**1.3 Advertised Tender Enquiry:** for all purchases above Rs. 25.0 Lakhs, following procedure may be followed-

- Advertisement should be given in one National Daily with wide circulation.
- Web-based publicity should be given by putting up tender document on store website.
- Purchase Committee report should be attached.
- Purchase file should be routed through Internal Audit Section.

**Note:** *In case if item above Rs. 25.0 lakhs is justified for urgency and if the advertisement is not in the public interest, then exemption from the Director can be obtained for advertisement, quoting all such specific reasons.*

**1.4 Single Tender Enquiry:** Procurement from single source may be resorted in following cases-

- If only a particular firm is the manufacturer of the required goods.
- For standardization of machinery or spare parts to be compatible to the existing sets of equipments.
- In all such cases, Proprietary Article Certificate in given format will be necessary.

**1.5 Purchases through Institute Rate Contract:** following procedure may be followed:

- No quotations will be required if purchases are made through Institute Rate Contract for items available in rate contract list only.



- All purchases above Rs. 2.0 Lakhs from Rate Contract should have Purchase Committee Report.
- Purchases above Rs. 5.0 Lakh should be routed through Internal Audit Section.

**1.6 Letter of Enquiry:** While sending letter of enquiry to vendors following procedure must be followed-

- There should not be any ambiguous clause in the list of requirement which is sent with letter of enquiry. All clauses of requirements should be clear and specific.
- If there is any specific criteria / procedure to be adopted for the selection of vendors, such as past experience, selling of equipments to other IITs, etc. all such specific things may be disclosed to the vendors in the letter of indent itself.
- If L1 meets all technical specification, then all negotiations must be done with L1 only. No other vendor should be called for negotiations.
- If indenter wishes to accept the 'equivalent' equipment / instrument, such things should be mentioned in the letter of enquiry specifically.

**1.7 Tender Opening:** While tender opening following procedure must be followed:

- All tenders / quotations must be accepted, strictly in sealed envelopes only.
- All envelopes of tender/ quotations may be attached to respective files.
- Tender documents / quotations should not be accepted through e-mail / fax.

**1.8 Miscellaneous:**

- Advances to local parties will be made upto 30% of total amount subject to submission of Bank Guarantee by the vendor & in case of maintenance contract, the amount should not exceed the amount payable for six months under the contract.
- Revenue Stamp Receipt must be taken when purchase is above Rs. 5000/-
- Payment through LC will be on 90:10 basis, but in exceptional cases, 100% in advance if necessary, subject to prior permission of the Director.

**Annexure I**

**Format of Certificates**

Certificate\*: " I, ....., am personally satisfied that these goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable prices."

Certificate#: "Certified that we ....., members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question."

**Proprietary Article Certificate:**

1) The indented goods are manufactured by M/s. ....

2) No other make or model is acceptable for the following reasons:-

i).....

ii) .....

(Signature with date and designation of the Procuring Officer / Indenter)

## **Annexure II**

### **Check List for Procurement of Goods:**

- Check the organization's total budget in Office Expenses and specifically that utilized for procurement.
- Classify the organization's procurement into four different categories :  
*(Above 25 lakhs, between 1-25 lakhs, between 15 thousand and one lakh and less than 15 thousand).*
- Check about the assessment of requirement for all these kinds of purchases being properly done.
- Check whether purchases above 25 lakhs have been done with open competitive bidding in a news paper.
- Check whether all the procedures prescribed in GFR for such kinds of purchases have been followed such as having technical and financial bids for specialized purchases, purchase process monitored by a duly constituted purchase committee, terms and conditions of contract or delivery clearly and elaborately specified etc.
- Check whether any advance payment was made to the supplier and whether it is complying to the provisions of GFR and in case of any exceptions whether the same has been duly approved by the competent authorities of the Institute.
- Check the time frame in procurement and comment upon any inordinate delay at any stage.
- After the award of contract, the time taken by the supplier in actual handing over of delivery of goods to the organization.
- Check whether, terms and conditions regarding delivery and subsequent payment has been clearly specified in the contract.
- Test check whether the goods procured conform to the specification provided in the work order.
- Check for purchases under limited tender inquiry that whether the process of selection of vendors transparent.
- Check whether, the Institute has registered the vendors based on their credentials for different categories of purchases.
- Check the methodology used by the Institute in identifying vendors/contractors for circulating NIQ/NIT for different types of purchases/works.

- Check whether organization is resorting to splitting to avoid open competitive bidding.
- Check whether the same contractors/vendors are being repeated again and again.
- Check whether the contractors/ vendors selected has got proper TIN, PAN, Service Tax registration number, etc. and is registered with the Local Trade Tax Agency.
- Check whether the delivery of goods has been timely made in Limited Tender Contracts.
- Check whether bank guarantee or some security deposits have been taken both in the case of open tenders and limited tenders.
- Check the rates of the procurement made with the DGS&D rates and identify the deviations.
- Check whether the provisions of e-tendering where applicable has been adhered to. In cases of works/purchases whether the inquiry was placed on the website of the organization or not?
- Whether adequate time was given for submission of bids and where time provided was less whether it was justified on file through adequate reasoning.
- If the goods are available on rate contract, the reasons for not using it should be determined.
- In case of limited tenders as well whether a purchase committee has been duly constituted to monitor the purchase process.
- In case of specialized works/purchases whether a team comprising of experts in the area has been nominated to supervise the works allotment process/procurement process to ensure that specifications etc. are as per the requirement.
- Check the purchases between 15,000 and 1,00,000 and find out whether all the procedures have been followed.
- Check whether a market survey has been done by the purchase committee members to ascertain reasonableness of rates.

- Check that how many purchases in this category are between 90,000 and 1,00,000 and how many of these are related purchases splitted to bring under this limit.
- Check whether adequate care has been taken to ensure that rates are reasonable and there is full value for the government money.
- Check whether the works/purchase committee is duly constituted or not.
- Check whether all the goods purchased under above mentioned categories of purchases have been taken and entered into the stock register as well.
- Check whether the guidelines for specialized purchases such as laptop and staff car have been followed and proper approvals have been obtained.
- In cases of single source purchases whether adequate justifications have been provided or not.
- Check whether there is an adequate plan for putting the goods procured to proper use and steps have been taken in this regard.

### **Annexure III**

#### **Building and Works Contract/Maintenance Contract Tender Assessment Checklist**

Project Title:

NIT No. : .....

#### **Notes**

- For each check either "tick" the box to signify compliance or insert "NA" in the box to signify that the check is not applicable.
- The checklist should accompany the Tender Assessment Panel's recommendation to the authority competent to approve the recommendation.

#### **Initial Stage**

- 1 Departmental Estimate prepared & got approved.
- 2 Open tender invited/Limited tender invited/Displayed on Departmental Notice Board. Actions on Tender Receipt  
Note: The original copy of any tender should not be written on or defaced.
- 3 All documents to be supplied by tenderer have been submitted.
- 4 All Tender Forms and Tender Schedule pages were appropriately signed by Tenderer.
- 5 Procedures for any late tenders have been followed.
- 6 Tenderers have acknowledged receipt of all addenda.
- 7 Tenderers are an acceptable legal entity.
- 8 The corporate status of a joint venture and each business entity sponsoring the joint venture has been checked.

#### **Initial Tender Assessment**

- 9 Mandatory Tender Schedules have been submitted and checked on receipt for compliance.
- 10 Omitted Tender Schedules and other information has been requested and checked for compliance on receipt.
- 11 All necessary information required by the tender documents has been submitted and is acceptable.
- 12 Reasons for passing over any tender have been documented on file. These were:
  - failure to attend mandatory site meeting;
  - tender was substantially non conforming;
  - in addition to lodging an alternative tender, a mandatory conforming tender was not lodged;
  - tender price too low;
  - tenderer has insufficient financial capacity;
  - tenderer has insufficient technical capacity;
  - nature and complexity of work is beyond experience of tenderer; or
  - tenderer is currently overcommitted.
- 13 If the lowest conforming tender is priced 10 per cent or more above or below the tender estimate, the estimate has been checked and reconciled with the tender's price and with that of other tenderers.
- 14 Significantly high or low priced schedule or rates items and/or lump sum prices, when compared with the tender estimate or other tenderers' offers, have been examined and are considered acceptable.
- 15 The effect on relativity of tenders if actual quantities of high priced schedule of rates items were to exceed the quantity indicated for tender purposes have been examined.

16 The reasons for accepting or rejecting alternative tenders have been recorded on file.

17 Tenderer's qualifications, documentation departures, commercial conditions or comments requiring clarification have been noted for resolution if tenderer is being considered further.

18 Tenders were assessed in accordance with the Conditions of Tendering, to identify the lowest priced conforming tender.

19 If following a review the preferred tenderer's price is 10 per cent or more under the estimate:

- the preferred tenderer has confirmed in writing that the nature and the value of the contract is fully understood, that the price properly reflects all of the contractual obligations and that it remains satisfied that the tender price is correct; and

- it is considered that the work can be completed without the preferred tenderer becoming financially distressed.

20 No other tenderer was disadvantaged by removal or acceptance of qualifications or minor change in scope of the works to accommodate the preferred tenderer's offer.

Note: The changing of tendered rates is not permitted.

21 A financial check on the preferred tenderer indicating satisfactory financial capacity has been obtained.

No advice is to be given as to the standing of any tenderer relative to other tenderers or estimated cost of the work.

### **Latter Stage Assessment Checks**

22 Tender estimate more than Rs. 10 Lacs and as such Internal Audit Clearance has been obtained including meeting any observations it raised.

23 Approval of competent authority on final report obtained.

In summary, the Tender Evaluation Committee acknowledges that the procurement and tender assessment processes fully comply in all respects with Institute's policy and the all relevant Instructions. Any deviations from the laid down policy and Instructions have been fully documented and provided to the authority competent to approve the contract.

For Tender Evaluation Committee

Signature of Convener.....

(Print name).....

Position.....

Date.....

**Annexure-IV**  
**CHECKE LIST FOR WORKS-CONTRACT BILL**

**1. DOCUMENTATION & BILLING PROCEDURE [ please tick ✓ in appropriate box]**

1.1	Proper Invoice, bill and challan are received in triplicate and completed in every aspect	[ ] Yes	[ ] No
1.2	Invoice, Bill and Challan are machine numbered and name, style and address reflected properly for verification	[ ] Yes	[ ] No
1.3	Statutory information are visibly printed on the Invoice/ Bill like PAN, TAN, TIN-GRN, ST Number (as applicable) etc.	[ ] Yes	[ ] No
1.4	Vendor Profile has been verified and uploaded on the respective section's webpage	[ ] Yes	[ ] No
1.5	Invoice and Bills are raised as per valid Contract agreement and received along with requisite documentary evidence in support of the claim <i>(If yes, please provide the following)</i>	[ ] Yes	[ ] No
	• Description & Nature of the Work		
	• Budget Head / Fund Code		
	• Name of the Contractor		
	• Contract Agreement File No.		
	• Date of Signing of Contract Agreement		
	• Work Order No. & Date		
	• Date of Starting of the Work		
	• Date of Completion of Work (encl. completion certificate)		
	• Validity Period (including extension if any)	From	To
	• Initial Security Deposit submitted by valid DD / BG <i>(If yes, please provide the following)</i>	[ ] Yes	[ ] No
	<b>Amount (Rs.)</b>	<b>DD / BG No.</b>	<b>Issuing Bank</b>
	• Security deposit submitted by Valid BG (not applicable, if SD to be deducted from Work Bill) <i>(If yes, please provide the following)</i>	[ ] Yes	[ ] No
	<b>Amount (Rs.)</b>	<b>BG No.</b>	<b>Issuing Bank</b>
		<b>Valid From</b>	<b>Valid To</b>

**2. WORKS QUALITY & DELIVERY [ please tick ✓ in appropriate box]**

2.1	Work has been done as per the W.O. / Contract Agreement / Office Order in terms of Quantity, Quality & delivery and to the utmost satisfaction of the User	[ ] Yes	[ ] No
2.2	Signature & date of Contractor and Certifying Engineer/ Competent Authority is available with the bill	[ ] Yes	[ ] No
2.3	Penalty charges imposed / necessary deduction in Bill are done as per Contract agreement (if any)	[ ] Yes	[ ] No



2.4 Basis of imposing Penalty charged & calculation sheet attached herewith	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
2.5 Signature & date of competent official for Penalty imposing is available in the Invoice & Bill raised	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No

### 3. STATUTORY INFORMATION [ please tick in appropriate box]

3.1 Certificate from the Contractor regarding maintenance of records and registers as required under Contract Labour (Regulation and Abolition Act) 1970 and other labour laws as applicable to the contractor	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.2 Invoice/ Bills raised as per Minimum Labour wage rate as per up-to-date Government notification	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.3 The Contractor has paid Minimum wages as notified by the RLC (Central), Guwahati to its employees	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.4 The Contractor has obtained license under Contract Labour (Regulation and Abolition Act) 1970	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.5 No Child Labour has been engaged/employed by the Contractor	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.6 The Contractor has provided Provident Fund Number and ESIC Insurance number of its employees (when applicable)	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No
3.7 Contractor remitted up-to-date PF / ESI dues of its employees to the appropriate authority (evidence shown)	[ <input type="checkbox"/> ] Yes	[ <input type="checkbox"/> ] No

### 4. INVOICE, RATE AND TAXES

Measurement Book (MB) Number	
Name of the MB Signing Official	
Date of Measurement	
Type of the Bill (RA Bill / Escalation bill/Final bill)	
Number of Running Account Bill	
Contract Value of the Work	Rs. <input type="text"/>
Up-to-date Value of Work done & measurement	Rs. <input type="text"/>
Value of the Previous Payment for this Work	Rs. <input type="text"/>
Value of Work done for payment	Rs. <input type="text"/>
Rebate (if any)	Rs. <input type="text"/>
Deductions (if any) – Specify	Rs. <input type="text"/>
Penalty Charge imposed	Rs. <input type="text"/>
Recommended Value of the Work Done for payment	Rs. <input type="text"/>

**Certified that Works Bill submitted /claimed by the Contractor processed, checked and verified found O.K. in every aspect and Billing is done in accordance with the Work Order / Contract Agreement. Bill amount of Rs. \_\_\_\_\_ may be released to the Contractor.  
(Rupees \_\_\_\_\_)**

**Processed, Checked & Verified, found O.K.**

**Counter Verification  
official**

**Signature of JE/AE/AEE/Concerned**

**Signature of SE / EE / Concerned official**

**Approved for payment to the Contractor**

**Dean (Institute Works)**

## CHECK LIST FOR PROCESSING WORKS BILL AT F&A SECTION

### A. Billing Information & Basis

• Description & Nature of the Work	
• Budget Head / Fund Code	
• Work Order No. & Date	
• Works Bill No. & Date	
• Name of the Contractor / Payee	
• Measurement Book (MB) Number	

### B. Billing Authenticity & Compliance

1. The Works Bill is raised / forwarded by the Engineering Section is in consistence with the Valid Contract Agreement / Work order	[   ] Yes	[   ] No		
2. The Competent Authority has approved the payment	[   ] Yes	[   ] No		
3. Fund Code / Budget Head is correctly mentioned and valid (in case the same is not mentioned correctly it should be changed and concerned section should be informed)	[   ] Yes	[   ] No		
4. Budget / Fund is available under the Account Head	[   ] Yes	[   ] No		
5. Re-appropriation is required (if yes, please mention the Account head)	[   ] Yes	[   ] No		
6. The Engineering Section has provided the checklist and necessary certification	[   ] Yes	[   ] No		
7. All the Bills / invoices stamped as paid and duplicate copy to be sent to concerned section	[   ] Yes	[   ] No		
8. All Statutory deductions have been made from the Bill (Income Tax, VAT, Cess, FR, Other dues etc.)	[   ] Yes	[   ] No		
9. Whether any amount withheld (if yes, please give details )	[   ] Yes	[   ] No		
10. Initial Security Deposit submitted by valid DD / BG (If yes, please provide the following)	[   ] Yes	[   ] No		
<b>Amount (Rs.)</b>	<b>DD / BG No.</b>	<b>Issuing Bank</b>	<b>Valid From</b>	<b>Valid To</b>
11. Security deposit submitted by Valid BG (not applicable, if SD to be deducted from Work Bill) (If yes, please provide the following)	[   ] Yes	[   ] No		
<b>Amount (Rs.)</b>	<b>BG No.</b>	<b>Issuing Bank</b>	<b>Valid From</b>	<b>Valid To</b>
12. Amount approved for payment in this Bill	Rs.			
13. Balance Budget Available under the Account head	Rs.			

**C. Working Note on the above mentioned Work Bill processed**

Contract Value of the Work	Rs.	
Up-to-date Value of Work done	Rs.	
Value of the Previous Payment	Rs.	
Value of Work done for payment	Rs.	

<b>A. Book Value of the Work Bill (recommended)</b>			Rs.	
<b>B. Less :</b>	i) Rebate	Rs.		
	ii) Penalty	Rs.		
	iii) Withheld	Rs.		
	iv) Deductions	Rs.		
	v) Others	Rs.		Rs.
<b>C. Gross Bill Value of the work Bill (A – B)</b>			Rs.	

**Processed, Checked & Verified, found O.K.**

Signature of Concerned official

Date : \_\_\_\_\_

## **Annexure V.**

### **Functions of the Audit Section** (As approved in 60<sup>th</sup> BOG held on 16.03.2010)

1. All recommendations for purchases of non-consumables above Rs. 5 lakhs and of consumables above Rs. 1 lakh. (If a department is processing the tenders/quotes then the recommendations of the evaluation committee will be sent to the audit section by the department. After audit passes the papers, these are to be sent back to the concerned department. The department will then forward the papers to the purchase section for further necessary action).
2. All bills for purchase orders of total bill value above Rs. 5 lakhs for non consumables and above Rs. 1 lakh for consumables.
3. All works tenders for works of value above Rs. 10 lakhs.
4. All works allotment orders for works of value above Rs. 10 lakhs.
5. All bills for works of value above Rs. 5 lakhs.
6. All bills from the library of value above Rs. 5 lakhs.
7. Pay fixation and revision cases.
8. Final payments on retirement such as gratuity leave encashment etc., pension fixations etc.
9. Withdrawal and advances from GPF/CPF.
10. Any other matter that may be referred to the section by Registrar/ Deputy Director/Director.

For case 2, 5 & 6 after audit is completed the papers are to be forwarded to the Finance & Accounts Section for payment. For all other cases, the papers will be sent by the audit back to the department / section which had sent the papers ( as detailed in 1).

If the audit section has objections/ queries, the papers will be sent back to the section/ unit concerned.

The Director may give approvals overriding audit objections in special cases.

## **Annexure VI**

### **Frequently Asked Questions” (FAQs) on Medical Insurance Scheme (MIS)**

#### **General Questions about the MIS**

1. What are the medical facilities provided by the Institute?

A. Institute’s medical facility has three major components. i) Out Patient Treatment and Referrals (OPD), ii) In Patient Treatment and Referrals (IPD).

2. What are the prevailing medical rules of the Institute?

A: The medical rules are available on the Intranet site [http://shiloi.iitg.ernet.in/~establishment/Medical\\_Rules/Revised\\_Medical\\_Rules.pdf](http://shiloi.iitg.ernet.in/~establishment/Medical_Rules/Revised_Medical_Rules.pdf)

3. What is Medical Insurance Scheme (MIS) of the Institute?

A: In order to outsource the medical reimbursements towards the expenses of IPD, the Institute has chosen a “Group Medical Insurance Policy” offered by an Insurer. The Institute takes this policy every year through a tendering process. This is the MIS of the Institute.

4. Who are covered under MIS?

A: Every member of the Institute who is currently eligible for medical facilities, in particular IPD referrals under the prevailing norms of the Institute.

5. What is the coverage value/sum insured under MIS?

A: A sum insured is a maximum limit of liability of the Insurer. The basic coverage for an employee (faculty and staff) is Rs. 1 lakh on family floater basis. The coverage for a student is Rs. 50,000/-. This is NOT a limit per disease/treatment/hospitalization. If an insured is hospitalized, the treatment expenses shall be reimbursed subject the limit of sum insured. Balance sum insured, if any, will be available for reimbursements towards next/following treatments in that particular “year”.

6. Who will pay the premium?

A: The Institute will pay the premium for basic coverage of employees. The premium of students will be collected from them along with their registration fee.

7. Is there any top-up coverage facility under MIS?

A. Yes, this facility is available to employees only. An employee can opt for top-up coverage in the blocks of Rs. 1 lakh upto the top-up of Rs. 5 lakhs. The top-up premium shall be paid by the employee.

8. What is family floater?

A. The total sum insured (basic + top-up, if any) is available for utilization of any one or all members of the family of an employee.

9. Is MIS useful for OPD?

A. No. The MIS will only reimburse the expenses towards hospitalization for a minimum period of 24 consecutive hours. However, due to advancement in medical technology, certain procedures (called day care treatments) which require less than 24 hours of hospitalization shall be covered. Please refer to the list of permissible day care treatments.

10. Is there any exclusion of a particular disease?

A. No. All diseases are covered under MIS. The only exclusions are the permanent exclusions, e.g., war invasion, cosmetic, vaccination, deliberate exposure to danger, injury due to hazardous sports, sexually transmitted diseases, etc. Please refer to permanent exclusions for exhaustive list.

11. Is there any exclusion of any treatment?

A. Except the treatments listed in permanent exclusions (e.g., treatment outside India, experimental treatment, anti-obesity treatment, stem cell implantation, etc.), all treatments will be covered under MIS.

12. Is there any waiting period?

A. There is no waiting period for any disease/treatment covered under the MIS. The policy will be effective from the day one. Further, all pre-existing diseases are covered.

13. Is there any upper limit for the reimbursement?

A: The upper limit is the sum insured (basic + top-up, if any). Otherwise, as such, the disease covered under MIS has no upper limit for reimbursement. There are certain treatments that are not usually covered in any medical insurance policy are covered under the MIS. For such treatments, certain upper limits are imposed. For example, i) Cataract operation cost (including the cost intra ocular lens) is limited to Rs. 24,000/- per eye. ii) Maternity expenses are reimbursable up to Rs. 35,000/- per case. Maximum limits in these two cases (Cataract and Maternity) shall be extended by additional Rs. 10,000/- for every Rs. 1 lakh top-up. iii) Dental treatment for cavity and root canal is limited to Rs. 1000/- per case. iv) Peritoneal Ambulatory dialysis up to Rs 3,500/- per day.

14. What treatment systems are covered under MIS?

A: Besides Allopathic treatment, other systems of treatment such as Homeopathy, Ayurvedic, Siddha and Unani are also covered.

15. On top of treatment cost, what are the other expenses reimbursable under MIS?

A: The treatment cost including doctor's fee and required drugs and investigation expenses are reimbursable without any upper limit. In addition, the expenses towards room rent, nursing charges, ICU and ICCU charges, Ambulance charges shall be reimbursable with some upper limit.

16. Who will process the reimbursement claims?

A: The Insurer shall engage an agency called Third Party Administrator (TPA) through which the reimbursement claims will be processed.

17. How does the Insurer/TPA recognize a member of MIS?

A: The Insurer/TPA shall issue an ID-Card to each member (including all family members who are covered under the policy) of the MIS. This ID-Card shall be used for any hospitalization and reimbursements.

18. Should anyone be informed and get permission about any hospitalization?

A: Yes, TPA shall be informed regarding any hospitalization for which reimbursements are expected. In case of planned hospitalization, TPA shall give a pre-authorization. In case of emergency, TPA shall be informed within 24 hours of hospitalization.

19. Is there any restriction on the hospitals to get the treatment?

A: No. Any Institution in India established for indoor care and treatment of sickness and injuries and which has been registered either as hospital or nursing home with the local authorities and is under the supervision of a registered and qualified medical practitioner will be considered.

20. What are network hospitals and their advantages?

A: The Insurer/TPA has tie-up with some hospitals across the country called the network hospitals. The members of MIS can have cashless treatment in the network hospitals. The Insurer/TPA shall directly pay the entitled medical expenses to the network hospitals. In case of the treatment in non-network hospitals, the members have to pay first and then claim for reimbursement.

21. What is the claim procedure?

A: The hospitalization of members which is duly informed/pre-authorized to/by TPA (as per FAQ 18) is eligible for reimbursement. For which, the member shall submit a duly filled claim form (in the prescribed format) to TPA along with the following documents. i) A copy of doctor's advice. ii) A copy of discharge certificate from the hospital. iii) Bills/receipts/cash memos in original from the hospital supported by a copy of doctor's prescription. iv) Copies of diagnostic test reports supported by the advice of the attending medical practitioner/ surgeon justifying such diagnostics.

22. How to contact the TPA?

A: TPA can be contacted on the phone numbers given in ID-Card. The TPA shall provide a helpdesk at the Institute on regular basis. At present, the helpdesk is opened twice a week on Tuesday and Friday.

23. I approached a network (or even a non-network) hospital for a medical emergency. The hospital kept me in observation for a while and after some diagnosis, they observed that the hospitalization is not required. Will these expenses be paid/reimbursed by MIS?

A: No. MIS only covers the expenses towards hospitalization or certain day care procedures. Please refer to Q-9. TPA may be referred for clarifications regarding hospitalization and reimbursements.

24. What is the procedure to get treatment outside Guwahati?

A: It is the same across the country. The Insurer/TPA shall have their offices in all big cities to deal with the cases.



25. Who is the current Insurer?

A: The Oriental Insurance Co. Ltd., Mani Bhawan, 1st Floor, Railway Gate No.1, Maligaon, Guwahati-781011

26. What is the current policy period?

A: For employees: from 01.08.2014 (10.00am) to 01.08.2015 (09.59am)

B: For students: from 01.08.2014 (10.00am) to 01.08.2015 (09.59am)

27. What are the contact details of TPA's help desk at IITG?

A: Raksha TPA, Regional Office : C/o- RNIS College, By lane No.1, Near Rajeev Bhawan, Guwahati, Tel No. 0361-2466056, Fax No. 0361-2466057, Mobile Phone No. 9435224220 (Raktim Phukan), e-mail id : raktim.phukan@rakshatpa.com, www : rakshatpa.com

28. What is the national wide toll free number/contact number of Insurer/TPA?

A: 1800-180-1444

29. What are the network hospitals?

A: In Guwahati city, M/s GNRC, M/s International hospital, M/s Downtown and M/s Nemcare are in the network hospitals.

For national wide list of network hospitals, please refer www : rakshatpa.com

### **Questions Specific to the Institute's Medical Facilities**

1. Is there any effect of MIS in the medical facilities of the Institute?

A: There may be an effect on expenditure of the Institute towards medical facilities. However, there is no effect in the work of Institute Hospital. All the existing facilities in the Institute hospital shall continue.

2. Shall Institute continue the medical reimbursements?

A: Note that the Institute makes medical reimbursements for OPD and IPD referrals. Since OPD is not covered by the MIS, the Institute shall reimburse the expenses towards OPD referrals by Institute doctor only. IPD expenses are reimbursed by the MIS.

3. Does Institute stop medical reimbursements towards IPD?

A: No, for employees. Within the purview of prevailing medical rules of the Institute, the expenses over and above the sum insured (basic + top-up opted in MIS) of an individual family will be recommended by the Institute for reimbursement from corporate buffer (case to case basis till it exhausts).

4. What about medical reimbursement towards IPD for students?

A: As such medical reimbursements towards IPD expenses for students shall not be considered by the Institute. However, the requests in this regard may be considered by the Institute on case to case basis.

5. Can I (as an employee) take a choice between Institute's reimbursement and MIS for expenses towards IPD?

A: No. Unless the sum insured (basic + top-up) in MIS gets completely exhausted for a family, the Institute shall not consider the medical reimbursements for the family.

6. I am left with a little SI, say Rs. 10,000/- only, with MIS. However, the estimated expenditure for an upcoming hospitalization is more than Rs. 10,000/-. Shall Institute consider the expenditure towards this hospitalization?

A: Not at the first place. Follow the usual procedure of MIS to get reimbursement from MIS. Upon producing the nil balance statement from MIS, the Institute shall consider the balance expenses for reimbursement on case to case basis. MIS norms (with respect to limits and eligibility) will be applicable for reimbursement of balance expenses.

7. I have some balance sum insured in the MIS. Can I utilize Institute's IPD facility or IPD referrals?

A: In case of emergency or any hospitalization within the facilities available the Institute's hospital, every member can avail the IPD facility. When you have some balance sum insured, since the Institute shall not consider for reimbursements, IPD referrals given by the Institute's AMA will not be useful.

8. Do I require the permission/written referral of Institute's Authorized Medical Attendant (AMA) for utilization of MIS?

A: No. You can directly contact the TPA and follow the MIS procedure for its utilization. However, when you approach the Institute's hospital for a problem which requires hospitalization, the Institute's AMA shall advise you to utilize the MIS.

9. Are there any guidelines from the Institute/AMA in utilizing the MIS?

A: The clauses given in the policy document are only the guidelines for the utilization of MIS. No further guidelines are given by the Institute.

10. The sum insured got exhausted. How do I get further medical reimbursements?

A: Just follow the Institute medical rules for further medical reimbursements.

11. Why should I opt for top-up sum insured?

A: If you opt for top-up sum insured, you will get extra benefits for certain treatments like Cataract, Maternity. The policy works on the principle of family floater, i.e., the sum insured is at the disposal of every member of the family. Hence, basic coverage of Rs. 1 lakh may not be sufficient, particularly, if you would like get treatment in some private hospitals which are not in the Institute's list of panel hospitals in Guwahati or elsewhere in the country.

12. Should I directly pay to the Insurer for top-up sum insured?

A: No. All the payments to Insurer are through Institute. If you want top-up coverage, you will fill a requisite form and pay to the Institute.

13. I will take top-up sum insured. Can I add someone who is not in my dependents list with the Institute?

A: No. Every member in MIS must be a bonafide student, an employee/pensioner, or eligible dependents of employee/pensioner declared to the Institute.

14. I am getting the treatment under MIS. Can I get free medicines at the Institute's pharmacy?

A: Unless the Institute's AMA prescribes a medicine, you will not get free medicine at the Institute's pharmacy. Since this may not be the case with you, you can buy medicines at the Institute's pharmacy and get reimbursement through MIS.

15. If I am hospitalized in the Institute's hospital, can I get medical reimbursements under MIS?

A: No.

16. Is there any other benefit with MIS?

A: The Institute has opted for a corporate buffer (sum insured) of Rs. 30 lakhs under the MIS. Utilization of the corporate buffer is at the discretion of the Institute (the Director). If someone's sum insured gets exhausted and the continuation of treatment requires more/huge money or someone requires treatment for some critical illness, on case to case basis, the Institute shall recommend to the Insurer for utilization of the corporate buffer.

17. I am taking treatment under MIS anywhere in India, who will issue medical certificate for medical leave?

A: To grant a medical leave, the Institute only considers the medical certificate issued by the Institute's AMA. Hence, if an employee/student who would like to avail the medical leave should give prior intimation by writing to the Institute's AMA along with an appropriate proof for necessary certification.

18. I am planning for a treatment outside Guwahati. Can I and/or an escort get medical T.A.?

A: MIS shall not pay/reimburse any travel expenses. Following the Institute norms, one may approach the Institute for medical T.A. The Institute shall consider the same on case to case basis as per prevailing Institute norms.

**Annexure - VII**  
**DELEGATION OF POWERS OF THE BOARD AND OF THE DIRECTOR**  
**TO DIFFERENT FUNCTIONARIES OF THE INSTITUTE**

**A. MAIN      1. LEAVE      1.1 Casual Leave**

Category	Sanctioning Authority
Dy. Director, Deans, Registrar, Head Library , Chairman JEE, GATE, JAM	Director (DIR)
Heads of Depts., Centres	Dean Faculty Affairs (DOFA)
Faculty and Staff in Departments and Centres	Head of Department / Centre
Staff in Hostels	Wardens
Staff in Gymkhana	Chairman Sports Board
Staff in Administration Section	Registrar (REG)*
Staff in Finance & Accounts Section	Registrar*
Staff in R&D Section	Dean R&D(DORD)*
Staff in Academic Section	Dean Academic(DOAA)*
Staff in Student Affairs Section	Dean Students(DOS)*
Staff in Stores and Purchase Section	Dy. Director (DD)*
Staff in Establishment Section	Dy. Director (DD)*
Head Medical, Sr. Security Officer	Dy. Director (DD)*
Staff in Library	Head Library
Staff in Training and Placement	In-charge Training and Placement
Staff in PRO Section	Registrar*
Staff in JEE Cell	Chairman JEE
Staff in GATE Cell	Chairman GATE
Staff in JAM Cell	Chairman JAM
Staff in Engineering Cell	Dean Institute Works
Staff in Director's Office	Director
Staff in Dy. Director's Office	Dy. Director (DD)
Staff in Medical Section	Head Medical
Staff in Security Section	Sr. Security Officer/Dy. Director (DD)
Staff in Faculty Affairs Section	Dean Faculty Affairs*
Staff in Alumni Affairs & External Relations Office	Dean AA&ER*
Director	Director
All other cases	Registrar
*on recommendation of Head of the concerned Section	

**1.2 Special Casual Leave**

Category	Sanctioning Authority
Faculty Members to Conferences, seminars, selection committees, invited talks	Dean Faculty Affairs (upto 30 days per year)
Faculty Members to project related work	Dean R&D (upto 30 days per year)
All other cases	Director

**1.3 Earned Leave/ Vacation Leave / Half Pay Leave / Commuted Leave / Maternity, Paternity Leave**

SI No.	Category	Sanctioning Authority
1	Deputy Director, Deans, Registrar, Head of Library, Chairman JEE, GATE, JAM	Director
2	Heads of Depts., Centres, Faculty Members	Dean, Faculty Affairs

<b>For Non-Teaching Staff:</b>			
<b>SI No</b>	<b>Category</b>	<b>Recommending Authority</b>	<b>Sanctioning Authority</b>
1	Head of the Section	Concerned Deans/ Associate Deans/Controlling Officer as applicable	Registrar
2	Non Teaching Staff in Deptts./ Centres/Sections/Hostels/ Gymkhana/Cells/Guest House/offices etc	Head of the Department / Centres/Sections/ Controlling officer as applicable	Registrar
<b>Vide: Circular dated 16.04.2015 with Ref.: AD/32/98/Vol.18</b>			
<b>NB:</b> Recommendation as applicable is Mandatory. For Commuted leave, maternity and paternity leave, certificate from CMO is essential.			

#### **1.4 All other Leave (including Special leave on academic grounds, sabbatical leave, extra-ordinary leave)**

Director, on recommendations of the recommending and sanctioning authorities for leaves under 1.3.

#### **1.5 Station Leave Permission (in the country)**

With Leave: by the sanctioning authority for the concerned leave

Without Leave: by the sanctioning authority for casual leave

Director: self, with intimation to the Chairman Board.

#### **1.6 Director's Leave**

Upto 5 days: Self, as per availability, with intimation to the Chairman Board.

Beyond 5 days: Chairman Board's approval

## **2. FINANCIAL MATTERS**

### **2.1. Delegation of Sanctioning Powers under various budget Heads of the Non- Plan Budget**

As per **Annexure - 1**

### **2.2 Delegation of Sanctioning Powers under various budget heads of the Plan Budget (other than Works)**

<b>Item</b>	<b>Delegation</b>
Purchase indents and sanctions upto Rs. 50,000/- within the allocated budget of the Dept./Section	Head of the Department / Section
Purchase indents and sanctions upto Rs. 50,000/- within the allocated budget of Hostel Equipment	Chairman Hostel Affairs Board
Purchase indents and sanctions upto Rs.5,00,000/- within the allocated budget of Students' Gymkhana and Hostel Equipment	Dean Students Affairs
Purchase indents and sanctions including those with Advance Payments upto Rs.5,00,000/- within the allocated budget	Dy. Director
Purchase Sanctions for Library Books upto Rs. 50,000/- within the allocated budget	Head of Library

Purchase Sanctions for Library Books upto Rs. 3,00,000/- within the allocated budget	Chairman Library Committee
Purchase indents and orders for all furniture and office equipment upto Rs. 50,000/- within the allocated budget	Dy. Director
All other cases not covered by the above.	Director

### 2.3. Delegation of Sanctioning Powers for Works under the Plan Budget

As per **Annexure – 2**

### 2.4. Payment of Bills

All Bills will be finally endorsed by the DDO.

#### a. Bills for personal Claims (TA, LTC, etc.)

Heads of Depts., Centres, Deans, Registrar, Head Library	Director
Faculty Members	Dean Faculty Affairs
All other Staff	Registrar

#### b. Advances

All advances will be sanctioned by the authority delegated with power to sanction from the concerned head of account, as per Annexure 1. However, all sanctions by the Department and Centre Heads for equipment and consumables and contingencies will have to be routed through the S&P section for noting. Payment orders of advances will be passed by the Head of the Accounts Section.

#### c.

Advances from CPF/GPF/NPS as per eligibility	Registrar
Advances and Loans as per eligibility up to Rs. 1,00,000	Registrar
All other cases	Director

#### d.Reimbursement and settlement of Advances

Will be approved by the authority sanctioning the advance. Payments orders will be passed by the Head of the Accounts Section.

#### e. Permanent Imprests

All re-impurement claims will be approved by the sanctioning authority of the head of account under which the imprest is being operated (see Annexure 1). In case the sanctioning authority is the imprest holder, the next higher authority as described in Annexure 1 (or the Director if not defined) will be the approving authority. Payment will be passed by Head of the Accounts Section. New imprests will be sanctioned by the Director.

#### a. Works Bills

i) All bills for expenditure sanctioned by the Building and Works Committee or by the Director	Dean IW
ii) All bills for expenditure sanctioned by the Dean IW	Registrar
iii) All Earnest Money Deposit refunds, all payments to Govt. bodies	Registrar
iv) All refund of security deposits	Registrar
v) All advance payments, and all other cases	Director

All bills will be sent by the Dean Institute Works to the Accounts Section. The Accounts section will send the bill for pre-auditing to the Audit Section if the bills are for works of value above rupees five (5) lakhs.

**f. All other bills**

Will be recommended for payment by the Head of Section handling the payment. All bills will be passed for payment by the Head of the Accounts Section.

**h. Works Related**

The following Officers will have expenditure sanctioning power through the operation of Imprest Accounts from the above accounts as per need:

No.	Officer	Imprest Amount (Rs.)
	<i>Superintending Engineers, Executive Engineers</i>	5000.00
	<i>Assistant Executive Engineer</i>	5000.00
	<i>Assistant Registrar (Works)</i>	2000.00

**Formation of Tender Evaluation Committees**

All works tenders of value up to Rs. 25 lakhs	Dean IW
All other works tenders	Director
All tenders under non-plan heads up to Rs. 1,00,000	Dean IW
All other tenders under non-plan head	Director
All works tenders under Account Heads 165, 221, 222 up to 1 Lakh	Assoc. Dean IW

In all cases requiring the Director's approval, the Dean IW will recommend a committee and all works under Accounts Heads 165, 221, 222, the Assoc. Dean IW will recommend a Committee. Every works tender of value greater than Rs. 10 lakhs and every tender under non-plan of value greater than Rs. 1 lakh must have at least one faculty as a member.

**3. ADMINISTRATIVE MATTERS**

3.1	Appointment of Faculty Members on a temporary basis up to a period of two years	Director, with approval from Chairman Board
3.2	Crossing of EB for all Staff Members and confirmation of all staff	Director
3.3	Approval of upgradation orders for Staff (other than faculty) as per approved Assessment Rules	Director
3.4	Acceptance of resignations and all types of retirements	Director
3.5	Permission for Foreign Travel for Faculty	Dean of Faculty Affairs
	Permission for Foreign Travel for others	Director
3.6	Permission for Foreign Travel (Director)	Chairman Board

3.7	Issue of Appointment Letters	
	i) All Faculty Members and Group "A" Staff	Director
	iii) All Group "B", "C" & "D" Staff	Registrar
3.8	Sanction of Employment of Daily-wage Workmen	
3.9	Forwarding of Applications for outsidess employment as per rules	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.10	Issue of No Objection Certificates for Passport, etc.	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All others	Registrar
3.11	Issue of Service Certificates	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other Staff	Registrar
3.12	Issue of Grade cards and Transcripts to students	
3.13	Issue of Provisional Degree Completion Certificates	
3.14	Issue of studentship certificates and other certificates to students	
3.15	Signing of Contract for Contractual Appointments, Bonds, applications for travel grants to outside agencies.	
	i) All Faculty Members	Dean of Faculty Affairs
	ii) All other staff	Registrar
3.16	Signing of applications for Conference Grants from External Agencies	
3.17	Signing of applications for grants for student programmes (Alcheringa, Techniche, etc.)	
3.18	Signing of other Contracts	
	i) Mortgage against House - building Advance	Registrar
	ii) Motor Vehicle and other Advances	Head of Section Admin
	iii) Allotment of Institute premises for commercial use	Dy. Director
	iv) Leasing of buildings / flats etc.	Registrar
	v) Contracts for Services: Security, Medical, Transport, Garbage Disposal, Guest House	Dy. Director



	vi) Contracts for Services: Horticulture, Maintenance (civil, electrical, plumbing), water supply, sewerage treatment	Dean Institute Works
3.19	MOUs with external institutions	MOUs to be signed by the Dean AA&ER /Dean R&D/ Director as per requirements
3.20	Waiver of Late Registration Fine and Readmission fee	Dean Academic
3.21	Waiver of Library Fine	Head of Library
3.22	Issue of Purchase Orders where multiple quotations are required	Head of Section Stores & Purchase

## **B. SPONSORED PROJECT MANAGEMENT**

### **I. FINANCIAL MATTERS**

#### **1. Sanctioning Powers Delegated to the Dean R&D (DORD) for Payments out of Project Funds**

- i) Overtime and Honorarium Payments
- ii) Disbursement of Consultancy and Testing Fees
- iii) Travel within India including special cases
- iv) Travel Advances for all types of travel
- v) Encashment of Leave salary for project employees
- vi) Refund of Caution Money to project employees
- vii) Refund of unused funds to sponsoring agencies
- viii) Fellowship advance against sanctioned projects
- ix) Permanent Imprest upto Rs. 5000/- (including recoupment and adjustment)
- x) Advances upto Rs. 30,000/- (including adjustment)
- xi) Purchase Indents
- xii) Expenditure Sanction of consumable and supplies upto Rs. 1,50,000/-
- xiii) Expenditure Sanction of non-consumable items upto Rs. 5,00,000/-.

- (a) The Head of Section of Research and Development (R&D) Section is authorized to issue purchase orders for all consumable and non-consumable items pertaining to funds administered by the R&D Section.”

#### **2. Payment of Bills**

Will be recommended for payment by the Head of Section, R&D. All bills will be passed for payment by the Head of the Accounts Section.

### **II. ADMINISTRATIVE MATTERS**

#### **1. Appointment of Project Employees**

Approval : Director

Issue of Appointment Letter : DORD

#### **2. Sanction of Leave to Project Employees**

a) Casual Leave : Project Co-ordinator

b) All other Leave : DORD

#### **3. Administrative Powers and Authorities delegated to the Dean of R&D for Project Employees**

- a) Forwarding of applications as per rules
- b) Disciplinary actions leading to minor penalties
- c) Issue of Service Certificates
- d) Issue of No Objection Certificates
- e) Acceptance of Resignations
- f) Signing of Contractual appointments out of Project funds

### III. OTHER MATTERS

1. Issue of Statements of Accounts and utilization Certificates for projects : DORD
2. Issue of Contingent Bill for Project funds : DORD
3. Signing of MOUs, patent applications, etc. : DORD

**NON PLAN ACCOUNTS FINANCIAL DELEGATIONS**

<b>NEW CODE</b>	<b>ACCOUNTS HEAD</b>	<b>DELEGATION OF FINANCIAL POWERS</b>
<b>1</b>	<b>ESTABLISHMENT EXPENDITURE</b>	
<b>2</b>	<b>Allowances and Bonus</b>	REG
<b>3</b>	<b>Contribution to Provident Fund (CPF)</b>	REG
<b>4</b>	<b>Contribution to Other Fund (CPS)</b>	REG
<b>5</b>	<b>Employees' Retirement and Terminal Benefits:</b>	
<b>6</b>	<i>Leave Encashment</i>	DIR
<b>7</b>	<i>Leave Salary Pension Contribution (LSPC)</i>	DIR
<b>8</b>	<i>Pension</i>	DIR
<b>9</b>	<i>Gratuity</i>	DIR
<b>12</b>	<b>Leave Travel Concession (LTC)</b>	DOFA (Faculty) / REG (others)
<b>19</b>	<b>Salary and Wages &amp; Honorarium</b>	
<b>20</b>	<i>Director (Salary)</i>	REG
<b>21</b>	<i>Faculty (Salary)</i>	REG
<b>22</b>	<i>Non-Teaching Staff (Salary)</i>	REG
<b>23</b>	<i>Officer &amp; Staff (Salary)</i>	REG
<b>24</b>	<i>Remuneration to Part time / Visiting Faculty</i>	DIR
<b>25</b>	<i>Honorarium</i>	DIR
<b>26</b>	<i>Wages to Daily Wage Staff</i>	REG
<b>27</b>	<i>Book Grant</i>	HODs
<b>28</b>	<i>Telephone (re-imburement)</i>	DOFA
<b>29</b>	<i>Children Education Allowance (re-imburement)</i>	DIR
<b>30</b>	<b>Professional Development Accounts</b>	DOFA
<b>56</b>	<b>Official Travel Expenses (Travelling Expenses)</b>	DIR
<b>60</b>	<b>Departmental Travel and Miscellaneous</b>	
<b>61</b>	<i>Biotechnology</i>	HOD
<b>62</b>	<i>Chemical Engineering</i>	HOD
<b>63</b>	<i>Chemistry</i>	HOD
<b>64</b>	<i>Civil Engineering</i>	HOD
<b>65</b>	<i>Computer Science and Engineering</i>	HOD
<b>66</b>	<i>Design</i>	HOD
<b>67</b>	<i>Electronics and Communication Engineering</i>	HOD
<b>68</b>	<i>Humanities and Social Science</i>	HOD
<b>69</b>	<i>Mathematics</i>	HOD
<b>70</b>	<i>Mechanical Engineering</i>	HOD
<b>71</b>	<i>Physics</i>	HOD
<b>72</b>	<i>Computer Centre</i>	HOD
<b>73</b>	<i>Central Instrumentation Facility</i>	HOD

74	Centre for Education Technology	HOD
75	Centre for Energy	HOD
76	Centre for Environment	HOD
77	Centre for Mass Media Communication	HOD
78	Centre for Nanotechnology	HOD
79	Work Shop	HOD
<b>91</b>	<b>OTHERS ADMINISTRATIVE EXPENSES ETC.</b>	
<b>92</b>	<b>Academic Activities:</b>	
93	Honorarium to Examiner	DOAA (50000) /DIR
94	Travelling Expenses (Examination Related)	DOAA
95	Placement and Staff Training Expenses	Fac I/C (5000) /DIR
96	Convocation Expenses	DOAA (100000) /DIR
97	Contingency (Academic)	DOAA (20000) /DIR
98	Others Expenses (Academic)	DOAA (20000) /DIR
<b>101</b>	<b>Advertisement and Publicity</b>	
102	Advertisement (Academic)	DIR
103	Advertisement (S&P & etc.)	DD
104	Advertisement (Recruitments)	DOFA
105	Advertisement (Others - Dept.)	DD
<b>108</b>	<b>Auditors Remuneration</b>	REG
<b>111</b>	<b>Deptl. Operating Cost (Consumables - Dept. / Centre)</b>	
112	Biotechnology (consumable)	HOD(30000)/DD(100000)/DIR
113	Chemical Engineering (consumable)	HOD(30000)/DD(100000)/DIR
114	Chemistry (consumable)	HOD(30000)/DD(100000)/DIR
115	Civil Engineering (consumable)	HOD(30000)/DD(100000)/DIR
116	Computer Science and Engineering (consumable)	HOD(30000)/DD(100000)/DIR
117	Design (consumable)	HOD(30000)/DD(100000)/DIR
118	Electronics and Communication Engineering. (consumable)	HOD(30000)/DD(100000)/DIR
119	Humanities and Social Science (consumable)	HOD(30000)/DD(100000)/DIR
120	Mathematics (consumable)	HOD(30000)/DD(100000)/DIR
121	Mechanical Engineering (consumable)	HOD(30000)/DD(100000)/DIR
122	Physics (consumable)	HOD(30000)/DD(100000)/DIR
123	Computer Centre (consumable)	HOD(30000)/DD(100000)/DIR
124	Central Instrumentation Facility (consumable)	HOD(30000)/DD(100000)/DIR
125	Centre for Education Technology (consumable)	HOD(30000)/DD(100000)/DIR
126	Centre for Energy (consumable)	HOD(30000)/DD(100000)/DIR
127	Centre for Environment (consumable)	HOD(30000)/DD(100000)/DIR
128	Centre for Mass Media Communication (consumable)	HOD(30000)/DD(100000)/DIR
129	Centre for Nanotechnology (consumable)	HOD(30000)/DD(100000)/DIR
130	Work Shop (consumable)	HOD(30000)/DD(100000)/DIR
131	Miscellaneous (consumable)	DD(100000)/DIR

<b>136</b>	<b>Department Maintenance</b>	
137	<i>Biotechnology (contingency)</i>	HOD(30000)DOA(300000)/DIR
138	<i>Chemical Engineering (contingency)</i>	HOD(30000)DD(300000)/DIR
139	<i>Chemistry (contingency)</i>	HOD(30000)DD(300000)/DIR
140	<i>Civil Engineering (contingency)</i>	HOD(30000)DD(300000)/DIR
141	<i>Computer Science and Engineering (contingency)</i>	HOD(30000)DD(300000)/DIR
142	<i>Design (contingency)</i>	HOD(30000)DD(300000)/DIR
143	<i>Electronics and Electrical Engineering (contingency)</i>	HOD(30000)DD(300000)/DIR
144	<i>Humanities and Social Science (contingency)</i>	HOD(30000)DD(300000)/DIR
145	<i>Mathematics (contingency)</i>	HOD(30000)DD(300000)/DIR
146	<i>Mechanical Engineering (contingency)</i>	HOD(30000)DD(300000)/DIR
147	<i>Physics (contingency)</i>	HOD(30000)DD(300000)/DIR
148	<i>Computer Centre (contingency)</i>	HOD(30000)DD(300000)/DIR
149	<i>Central Instrumentation Facility (contingency)</i>	HOD(30000)DD(300000)/DIR
150	<i>Centre for Education Technology (contingency)</i>	HOD(30000)DD(300000)/DIR
151	<i>Centre for Energy (contingency)</i>	HOD(30000)DD(300000)/DIR
152	<i>Centre for Environment (contingency)</i>	HOD(30000)DD(300000)/DIR
153	<i>Centre for Mass Media Communication (contingency)</i>	HOD(30000)DD(300000)/DIR
154	<i>Centre for Nanotechnology (contingency)</i>	HOD(30000)DD(300000)/DIR
155	<i>Work Shop (contingency)</i>	HOD(30000)DD(300000)/DIR
<b>161</b>	<b>Entertainment Expenses</b>	REG
<b>163</b>	<b>Electricity and Power</b>	REG
<b>165</b>	<b>Horticulture Services Expenses</b>	Assoc. DIW(100000)/DIR
<b>167</b>	<b>Insurance</b>	REG
<b>169</b>	<b>Legal Expenses</b>	REG
<b>171</b>	<b>Loans &amp; Advances</b>	REG (100000) /DIR
<b>174</b>	<b>Medical Expenditure</b>	
175	<i>Medical Re-imburement</i>	DD (100000)/DIR
176	<i>Hospital Expenses</i>	DD (100000)/DIR
<b>179</b>	<b>Postage, Telephone and Communication Charges</b>	
180	<i>Network Expenses</i>	DIR
181	<i>Postage &amp; Telegraph</i>	REG
182	<i>Telephone Expenses</i>	HOCCCC (30000) / DIR
<b>185</b>	<b>Printing and Stationery</b>	
186	<i>Printing and Stationery (Academic)</i>	DOAA
187	<i>Printing (Others)</i>	DD
<b>189</b>	<b>Recurring Office Contingency</b>	
190	<i>Academic Section (office contingency)</i>	HOS(2500)/DOAA
191	<i>Administration Section (office contingency)</i>	HOS(2500)/REG
192	<i>Audit Section (office contingency)</i>	HOS(2500)/REG
193	<i>Central Library (office contingency)</i>	HOS(2500)/DIR
194	<i>Director's Office (office contingency)</i>	DIR
195	<i>Dean Admin's Office (office contingency)</i>	HOS (2500)/ DD

196	Engineering Cell (office contingency)	HOS(2500)/DIW
197	Establishment Section (office contingency)	HOS(2500)/ DD
198	Finance & Accounts Section (office contingency)	HOS(2500)/REG
199	Dean Faculty Affairs (office contingency)	HOS(2500)/DOFA
200	Medical (office contingency)	HOS(2500)/ DD
201	Placement Cell (office contingency)	Fac I/C
202	Public Relation Office (office contingency)	HOS(2500)/REG
203	Registrar's Office (office contingency)	REG
204	Research and Development Section	HOS(2500)/DORD
205	Stores & Purchase Section (office contingency)	HOS(2500)/ DD
206	Student Affairs Section (office contingency)	HOS(1000)/DOSA
207	Miscellaneous Office Expenses (office contingency)	REG (30000)/DD(30000)/DIR
208	Dean AA&ER's office (office contingency)	HOS(2500)/DAAER
209	<b>Recruitment Expenses</b>	
210	Honorarium to Experts (Recruitment)	REG/DOFA
211	Travelling - Candidates (Recruitment)	REG/DOFA
212	Travelling - Experts (Recruitment)	REG/DOFA
214	<b>Rent, Rates and Taxes</b>	REG
218	<b>Repairs and Maintenance</b>	
219	Annual Maintenance Contracts for Establishment	DD(100000)/DIR
220	Annual Maintenance Contracts for Works Equipment	DIW(100000) / DIR
221	Electrical Maintenance	Assoc. DIW(100000)/DIR
222	Works & Building Maintenance	Assoc. DIW(100000)/DIR
223	Repairs and Maintenance (Water Supply)	DIW (100000) / DIR
227	<b>Research Journals</b>	
228	Biotechnology (Journals)	Chm Libcom (50000) / DIR
229	Chemical Engineering (Journals)	Chm Libcom (50000) / DIR
230	Chemistry (Journals)	Chm Libcom (50000) / DIR
231	Civil Engineering (Journals)	Chm Libcom (50000) / DIR
232	Computer Science and Engineering (Journals)	Chm Libcom (50000) / DIR
233	Design (Journals)	Chm Libcom (50000) / DIR
234	Electronics and Electrical Engineering (Journals)	Chm Libcom (50000) / DIR
235	Humanities and Social Science (Journals)	Chm Libcom (50000) / DIR
236	Mathematics (Journals)	Chm Libcom (50000) / DIR
237	Mechanical Engineering (Journals)	Chm Libcom (50000) / DIR
238	Physics (Journals)	Chm Libcom (50000) / DIR
239	General (Journals)	Chm Libcom (50000) / DIR
243	<b>Security Services Expenses</b>	DD
244	<b>Cleaning Services Expenses</b>	DD
245	<b>Seminar / Workshop Organisation</b>	DD
247	<b>Sewerage</b>	DIW
250	<b>Students Affairs (Gymkhana):</b>	
251	Sports Board (Gymkhana)	ChmnSports (30000)/DOS (100000)/DIR

252	Cultural Board (Gymkhana)	ChmnCult (30000)/DOS(100000)/ DIR
253	Technical Board (Gymkhana)	ChmnTech (30000)/DOS (100000) /DIR
254	Counselling Cell (Gymkhana)	DOS (100000)/DIR
255	Other Recurring Expenses (Gymkhana)	DOS (100000)/DIR
258	<b>Student Scholarship</b>	DOS
262	<b>Transport Hiring Charges</b>	DD
265	<b>Travelling and Conveyance Expenses</b>	DD (10000)/DIR
267	<b>Vehicles Running and Maintenance</b>	DD
<b>271</b>	<b>EXPENDITURE ON GRANTS, SUBSIDIES ETC.</b>	
272	Grants given to Institutions / Organizations	DIR
273	Subsidies given to Institutions / Organization	DIR
<b>276</b>	<b>INTEREST</b>	
277	Interest in Fixed Loan	DIR
278	Other Loan Interest (including Bank Charges)	DIR
279	Other Interest	DIR
<b>281</b>	<b>DEPRECIATION</b>	
282		DIR



**DELEGATION OF POWERS IN RESPECT OF WORKS EXPENDITURE TO  
THE BUILDING AND WORKS COMMITTEE, AND OFFICIALS OF THE INSTITUTE**

Sl. No.	Nature of Power	Designation of the Officer/Authority	Extent of Power	Condition
1.	Accord of administrative approval to original/ capital works (including addition & alteration)	Director	Rs. 25,00,000/-	Any tender award or actual expenditure beyond 15% of the sanctioned administrative approval will require a revised administrative approval
		BWC	Rs. 1,00,00,000/-	
2.	Technical sanction to estimates	Director	Rs. 25,00,000/-	
		BWC	Full Powers	
3.	Award of Contract	Dean IW	Rs. 10,00,000/-	
		Director	Rs. 25,00,000/-	
		BWC	Full Powers	
4.	Accord of Sanction to changes in design and or drawings	Engineer in Charge	with no change in quantities or cost	
		Dean IW	upto 10% change in quantities of the concerned items	
		Director	Upto 10% total extra expenditure beyond tendered amount	
		BWC	Full powers subject to Revised Admin Approval if required	
5.	Accord of sanction to extra quantities within sanctioned amount	Dean IW	upto 10% change in quantities of the concerned items	
		Director	Upto 10% total extra expenditure beyond tendered amount	
		BWC	Full powers subject to Revised Admin Approval if required	
6.	Accord of Sanction of use of items as replacements or additions which have not been quoted in the tender	DIW / Director	Full powers within 10% total extra expenditure beyond tendered amount	DIW: based on lowest rates of items in other ongoing works Director: based on market analysis of rates of new items
		BWC	Full powers subject to Revised Admin Approval if required	
7.	Acceptance of lowest tender	Director	Rs. 1,00,00,000/-	Director: upto 10% beyond sanctioned estimate
		BWC	Full powers subject to Revised Admin Approval if required	
8.	Acceptance of single tender	Director	Rs. 5,00,000/-	Provided: (1) Only one tender has been received in response to notice inviting tenders. (2) Amount of tender to be accepted is within the total amount upto which the officer can sanction the estimate plus the permissible excess over it. (3) Efforts are made to get the rates reduced by negotiations if the rates are found to be on the high side.
		BWC	Full powers subject to Revised Admin Approval if required	
9.		Director	Rs. 25,00,000/-	

Sl. No.	Nature of Power	Designation of the Officer/Authority	Extent of Power	Condition
	Acceptance of a tender other than the lowest	BWC	Full powers subject to Revised Admin Approval if required	This procedure can be resorted to only in case of objection to the capability of the lowest tenderer, his financial status, his performance in the former one or other cogent reasons to be recorded in writing in detail. Efforts should be made to have quoted rates reduced as close as possible to the rates quoted by the lowest tenderer.
10.	Award of work: (i) Without calling competitive tenders and (ii) Ab-initio after infructuous call of tenders or with a firm which has not quoted	Director BWC	5,00,000/- Full powers subject to Revised Admin Approval if required	Provided: The party to whom the work is to be awarded is asked to quote his rates and he complies with other requirements of the tendering. 1. The rates are found reasonable when compared with latest rates at which similar work had been awarded in the recent past. 2. The execution of which cannot wait till formalities connected with tendering are completed. 3. There is likely to be no reasons from other contractors. 4. The work to be done is urgent.
11.	Award of contract against split-up, sub-heads of work	Director BWC	Rs. 10,00,000/- Full powers subject to Revised Admin Approval if required	
12.	Grant of extension of time for completion of works	Dean IW Director	upto 15% extra time Full Powers	
13.	Approval to refund of earnest money deposit and security deposit	Registrar	Full Powers	
14.	Opening of tenders	Dean IW	Full Powers	
15.	To pass contractor's bill for payment	Registrar	Running bills & Final bills	
16.	Purchase of Fixtures / Fittings / Consumables / Spares	Dean IW Director	upto Rs. 50,000 Full Powers within the approved budget provisions	
17.	Expenditure on carriage of materials in emergent cases	Director	Full Powers	
18.	Execution of contract agreements	Dean IW Director	Contracts up to Rs. 25,00,000 Full Powers	

**Bibliography:**

1. IITG statute (As per amendment of Section 38 in Institutes of Technology (Amendment) Act'1994.
2. IITG Rules available in Intranet website.
3. IIT Guwahati BOG Resolutions as and where applicable.
4. Fundamental Rules & Supplementary Rules, Govt. of India.
5. General Financial Rules'2005, Govt. of India.
6. Central Civil Services (Revised Pay) Rules'2008.
7. Central Civil Services (Pension) Rules'1972 (Swamy's Pension Compilation).
8. Rules on Children's Educational Assistance, Govt. of India.
9. Internal Audit Functions (approved in 60<sup>th</sup> BoG).
10. Audit Manual of Ministry of Home Affairs, Govt. of India.
11. IIT Bombay Draft Audit Manual.



**Consolidated statement on students who are to receive B.Tech., B.Des., M.A., M.Sc., M.Tech., M.Des. and Ph.D. degrees, in 17<sup>th</sup> Convocation of the Institute, to be held on June 8, 2015**

**B.Tech./B.Des.**

Biotechnology: 38  
Chemical Engineering: 52  
Chemical Science & Technology: 31  
Civil Engineering: 63  
Computer Science and Engineering: 80  
Design: 35  
Electronics and Communication Engineering: 79  
Electronics and Electrical Engineering: 47  
Engineering Physics: 28  
Mathematics and Computing: 48  
Mechanical Engineering: 77  
**Total: 578**

**M.Sc.**

Chemistry: 42  
Mathematics and Computing: 46  
Physics: 36  
**Total: 124**

**M.A.**

Development Studies: 24  
**Total: 24**

**M.Tech./M.Des.**

Biotechnology: 25  
Chemical Engineering: 27  
Civil Engineering: 58  
Computer Science and Engineering: 38  
Electronics and Electrical Engineering: 35  
Mechanical Engineering: 58  
Design: 26  
**Total: 267**

**Ph.D.**

Biosciences and Bioengineering: 16  
Chemical Engineering: 19  
Chemistry: 16  
Civil Engineering : 8  
Computer Science and Engineering: 8  
Design: 2  
Electronics and Electrical Engineering: 10  
Energy: 2  
Environment : 2  
Humanities and Social Sciences: 3  
Mathematics: 9  
Mechanical Engineering: 12  
Nanotechnology : 2  
Physics: 15  
**Total: 124**

**GRAND TOTAL: 1,117**

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**LIST OF INSTITUTE MEDAL WINNERS FOR 17<sup>TH</sup> CONVOCATION OF IIT GUWAHATI**

**PRESIDENT OF INDIA GOLD MEDAL**

<b>SL. NO.</b>	<b>NAME</b>	<b>ROLL NO.</b>	<b>CPI</b>	<b>PROGRAMME/DISCIPLINE</b>
1	SHUBHAM LUHADIA	11010176	9.84	B.TECH (CS)

**INSTITUTE SILVER MEDALS**

<b>Sl.No.</b>	<b>Programme/Discipline</b>	<b>Roll No.</b>	<b>Name of student</b>	<b>CPI</b>
1.	B.Tech. (Electronics and Communication Eng.)	11010280	KSHITIZ GUPTA	9.37
2.	B.Tech. (Mechanical Eng.)	11010373	NARRAVULA HARSHAVARDHAN REDDY	9.76
3.	B.Tech. (Civil Eng.)	11010474	BHAVESH SHRIMALI	9.22
4.	B.Tech. (Biotechnology)	11010607	ANSHUL MITTAL	8.73
5.	B.Tech. (Chemical Eng.)	11010714	DANDAMUDI CHOLA BHARGAVA	9.23
6.	B.Tech. (Electronics and Electrical Eng.)	11010846	RAJAT KULSHRESHTHA	8.93
7.	B.Tech. (Engineering Physics.)	11012105	ANAND KUMAR	9.04
8.	B.Tech. (Chemical Science and Technology.)	11012230	SHASHWAT GUPTA	8.73
9.	B.Tech. (Mathematics and Computing)	11012346	ROMEL BARAL	9.37
10.	B.Des. (Design)	11020535	SOUMYA TIWARI	9.28
11.	M.Sc. (Physics)	132121013	DIBYASHREE SENGUPTA	9.58
12.	M.Sc. (Chemistry)	132122045	UTSARGA ADHIKARY	10.00
13.	M.Sc. (Mathematics and Computing)	132123009	BILTU DAN	9.85
14.	M.A. (Development Studies)	132241028	SANTARPANA CHOUDHURY	9.69

**DR. SHANKAR DAYAL SHARMA GOLD MEDAL**

<b>SL. NO.</b>	<b>NAME</b>	<b>ROLL NO.</b>	<b>PROGRAMME/DISCIPLINE</b>
1	AKSHAY JAJOO	11010104	B.TECH (CS)

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List of eligible degree recipients in 17<sup>th</sup> Convocation of the Institute, including winners of President of India Gold Medal,  
Dr. Shankar Dayal Sharma Gold Medal, and Institute Silver Medals.

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Computer Science and Engineering**

	<b>Roll No</b>	<b>Name</b>
1.	11010101	ABHISHEK SARKAR
2.	11010102	ADITYA KUMAR JHA
3.	11010103	AJAY KUMAR KILAKA
4.	11010104	AKSHAY JAJOO
5.	11010106	ARIHANT SETHIA
6.	11010107	ARPIT AGRAWAL
7.	11010108	ARUN BHATI
8.	11010109	B NITIN CHANDRA
9.	11010110	B SRIHARSHA
10.	11010111	BANKURU PRASANNA KUMAR
11.	11010112	BHANU TEJA GULLAPALLI
12.	11010113	BHAVYA MADAN
13.	11010114	BINGI NARASIMHA KARTHIK
14.	11010115	CHAITANYA AGARWAL
15.	11010117	CHETAN ANAND
16.	11010118	GAVVA AVANEESH REDDY
17.	11010119	GONUGUNTLA CHANDRIKA
18.	11010120	HARSHA SRIMATH TIRUMALA
19.	11010121	HARSHIL LODHI
20.	11010122	HITESH ARORA
21.	11010123	JILLELLA SURENDRANATH REDDY
22.	11010125	K YOSHITHA
23.	11010126	KANDREGULA S V A RAVI TEJA
24.	11010127	KARRA DINAKAR REDDY
25.	11010129	KURITI PRASANTH VERMA
26.	11010132	MADHU PRUDHVI RAJ
27.	11010133	MADHURI VITTHAL TIKHE
28.	11010134	MAINAK SETHI
29.	11010136	MASIH TAMSOY
30.	11010137	MATE ABHISHEK GAJANAN
31.	11010138	MD SIDDIQ
32.	11010139	MOHAMMED RIYAZ
33.	11010142	MOPURU SANKETH
34.	11010143	MS NEHA DAMADYA
35.	11010144	N M HARSHA
36.	11010145	NAGELLI KARTHEEK
37.	11010146	NAVEEN SAHU
38.	11010147	NISHANT YADAV
39.	11010149	PADIGELA HARSHITH REDDY

40.	11010152	PIYUSH DHORE
41.	11010153	PUSHPRAJ YADAV
42.	11010154	RACHIT KUMAR
43.	11010155	RACHURI ANIRUDH
44.	11010156	RAHUL RAGHAVENDRA HUILGOL
45.	11010157	RAKSHITA JAIN
46.	11010158	ROHAN KUMAR KWATRA
47.	11010159	ROHIT KAMRA
48.	11010160	SACHIN AGLAVE
49.	11010161	SAGAR PATEL
50.	11010162	SHASHANK RAI
51.	11010164	SHIVAM KUMAR
52.	11010165	SIMRAT SINGH CHHABRA
53.	11010166	SPARSH KUMAR SINHA
54.	11010167	TUPILI KISHORE
55.	11010168	VEERA ANUDEEP
56.	11010169	VENKATA ABHINAV BOMMIREDDI
57.	11010170	VISHAL ANAND
58.	11010171	VISHAVDEEP MATTU
59.	11010172	VIVEK BHARGAV
60.	11010173	VIVEK PODDAR
61.	11010174	SHYAMAL KEJRIWAL
62.	11010175	ANCHA VENKATA SIDDHARTH
63.	11010176	SHUBHAM LUHADIA
64.	11010177	BASARGE SHREYAS NARENDRA
65.	11010178	CHARANJIT SINGH GHAI
66.	11010179	SHOBHIT CHAURASIA
67.	11010180	SOUMAK DATTA
68.	09010134	PRAVIN KUMAR CHATURVEDI
69.	10010106	ADITYA SHARMA
70.	10010116	CHITTURI TARUN
71.	10010123	HEMANT KUMAR MEENA
72.	10010138	NISHANT SANKHALA
73.	10010146	PRATEEK RASTOGI
74.	10010147	PRATEEK SAHU
75.	10010155	RONGALI SRAVAN KUMAR
76.	10010156	SAMARTH TRIPATHI
77.	10010161	SHEFALI R KALYANI
78.	10010165	SRINIVAS YANAMADALA
79.	10010171	VIVEK RAJWAR
80.	05010137	SHASHI KANT KUNAL

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Electronics and Communication Engineering**

Sl. No	Roll No	Name
1.	11010201	AASHISH AMBER
2.	11010202	ABHISHEK BANDEJIA
3.	11010203	AKSHAY GULATI
4.	11010204	AMISH MITTAL
5.	11010205	AMIT KUMAR
6.	11010206	AMODH KANT SAXENA
7.	11010209	ANAND JAISWAL
8.	11010212	ANUSHA KONDLE
9.	11010213	ARPIT JAIN



<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
10.	11010216	BATHINI VENKATA SAI BHARGAV
11.	11010217	BHARAT KAVALA
12.	11010218	BOJJA VENKATA SATYA SAI NAVEEN
13.	11010219	CHANDRA PRABHAKER
14.	11010220	CHEENU KHURANA
15.	11010221	CHILAKALA VENU GOPAL REDDY
16.	11010224	DIBBADA S V ASHOK
17.	11010227	GAURAV KUMAR SONWANI
18.	11010228	GONA PRATEEK
19.	11010229	HARSHA RANJAN KUMAR
20.	11010230	HARSHIT GUPTA
21.	11010232	HIMANSHU BANSAL
22.	11010233	JATIN YADAV
23.	11010235	K VIJAY SAI
24.	11010237	KANDUKURI MANASA
25.	11010238	KARAJADA RAMAKRISHNA BABU
26.	11010239	KASARLA ABHILASH
27.	11010240	KSHITIZ JOSHI
28.	11010241	KUMAR ABHISHEK
29.	11010244	LOKESH SUTHAR
30.	11010245	MANGESH JOSHI
31.	11010247	MAVILLA PARDHASARADHI
32.	11010248	MAYANK KUMAR
33.	11010249	MAYANK SARDANA
34.	11010250	MRINAL HALOI
35.	11010251	NARESH GUPTA
36.	11010252	PACHA PARDHAKESWAR
37.	11010253	PARKI ALEKHYA MUTHYAM
38.	11010254	PRAKASH HEMANI
39.	11010255	PRAKASH VADADA
40.	11010256	PRATYUSH KHATAIT
41.	11010257	PUSHPINDER GOYAL
42.	11010258	RAHUL SONI
43.	11010260	S DIGVIJAY
44.	11010261	SAURABH GUPTA
45.	11010262	SHRI RAM BAIRWA
46.	11010263	SOUMYA PATRO
47.	11010264	SOURABH BAGDI
48.	11010265	SUMEET SINGH
49.	11010266	SUNKARI VENKATA ABHISHEK
50.	11010267	TARUN KUMAR RAMCHANDANI
51.	11010268	VADDI CHANDRA SEKHAR
52.	11010269	VANEET SINGH YADAV
53.	11010270	VISHAL VAIBHAV
54.	11010271	VYSYARAJU KRISHNA PRAJEETH
55.	11010272	YERRAPATI RAJESH
56.	11010273	GAGANDEEP SINGH
57.	11010275	M DHRUVA KARTIK
58.	11010278	ASHUTOSH PANDEY
59.	11010274	RAJARSHI CHATTOPADHYAY
60.	11010282	SHASHANK GOYAL
61.	11010279	VYSYARAJU KARUN RAJU
62.	11010276	GAUTAM SINGH
63.	11010283	KAKILETI SIVA TEJA
64.	11010280	KSHITIZ GUPTA
65.	11010277	G BARATH SHANKAR
66.	11010281	P HARSHAVARDHAN

Sl. No	Roll No	Name
67.	09010210	DASARI SATEESH
68.	09010244	REDDI KALYANA CHAKRAVARTHI
69.	10010209	ANUJ PRATAP SINGH
70.	10010214	BHUKYA NAVEEN
71.	10010218	DHRUBA CHARAN MUDULI
72.	10010224	KAMAL MADISHETTY
73.	10010227	KUMAR SAURABH
74.	10010244	PRAVEEN KUMAR PANKAJ
75.	10010246	PURUSHARTH CHANDRAYAN
76.	10010250	RAJESH RANJAN
77.	10010252	RITESH KUMAR
78.	10010264	VINOD KUMAR BAIRWA
79.	10010266	Y PRATHYUSHA

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Mechanical Engineering**

Sl. No	Roll No	Name
1.	11010301	ABHIMANYU MAWATWAL
2.	11010302	ABHISHEK MEENA
3.	11010303	ABHISHEK TRIVEDI
4.	11010304	ADITYA VIKRAM SINGH
5.	11010306	ANDRU NIKHIL
6.	11010307	ANKIT DAYAL
7.	11010308	ANKIT JAIN
8.	11010309	ANKIT KUMAR GOENKA
9.	11010310	APOORV TOPPO
10.	11010311	AVINDER SINGH
11.	11010312	BODHE ANIKET SANJAY
12.	11010314	CHALLA PAVANKUMAR
13.	11010315	CHAUDHARI ASHISH MOTIRAM
14.	11010316	DANDU MURALI MOHANA KRISHNA
15.	11010317	DEBASISH NAYAK
16.	11010318	DUBBA SURENDRA REDDY
17.	11010319	GADDE SARATH CHANDRA
18.	11010321	GANDHI DHIRAJ PRAKASHCHAND
19.	11010322	GUNJAN JYOTI BHUYAN
20.	11010323	HARSH RANJAN
21.	11010324	HIMANSHU GUPTA
22.	11010325	HIMANSHU MISHRA
23.	11010326	JAGJEET SINGH
24.	11010327	JITENDRA KUMAR VERMA
25.	11010329	KARAN RAJWANSHI
26.	11010330	KIJAMERANG PONGENER
27.	11010331	KOLAPARTHI SATISH CHANDRA
28.	11010333	M MANOJ RAHUL
29.	11010334	MAMILLA SRINATH
30.	11010335	MAYANK GUPTA
31.	11010336	MAYANK RAJESH SANGHANI
32.	11010337	MUKESH VERMA
33.	11010339	MUNINDRA PEGU
34.	11010341	NATARAJ GULLIPALLI
35.	11010342	DEEPAK PARAMKUSAM
36.	11010343	PARTH PARITOSH
37.	11010344	PIYUSH RAJ
38.	11010345	PRASANTA MANDAL
39.	11010346	PRIYABRATA BEHERA
40.	11010347	PRIYANK SHARMA

Sl. No	Roll No	Name
41.	11010348	PURU RASTOGI
42.	11010349	PUSULURI VENKATA SRI CHALAM
43.	11010350	RAJAT KUMAR SAHA
44.	11010351	RAJAT TIWARI
45.	11010352	RAMNATH VIJAYKUMAR PILLAI
46.	11010354	RITESH KUMAR
47.	11010355	RUPESH KUMAR VERMA
48.	11010356	SANTOSH KUMAR
49.	11010358	SATYARTH SHANKAR
50.	11010359	SAURABH SINGH
51.	11010361	SHASHI KUMAR MEENA
52.	11010362	SHOHIN MUKHERJEE
53.	11010363	SIVAPURAM RAGHAVENDRA
54.	11010364	SOUMYA SEN
55.	11010365	SRIRAM KUMAR
56.	11010366	SUMIT BHARTI
57.	11010367	SUNIL KUMAR MATWA
58.	11010369	UMONG AGARWALLA
59.	11010370	VARUN DEV
60.	11010371	VIKAS SINGH
61.	11010372	ZAMBARE AJAY RAVINDRA
62.	11010373	NARRAVULA HARSHAVARDHAN REDDY
63.	11010374	ARUN KRISHNAN
64.	11010375	KAUSHAL KAMAL JAIN
65.	11010376	ABHIMANYU BARUAH
66.	11010377	SIDDHARTH KHANDELWAL
67.	11010378	ASHUTOSH DUBEY
68.	11010379	ABHILASH AJMERA
69.	11010380	KAMLESH PUNASIYA
70.	11010382	KALPESH MOURYA
71.	11010383	PRABHA SHANKAR
72.	07010336	PRUDHVI RAM KONERU
73.	09010319	HEMANT BHORA
74.	10010317	BOYAPATI PREM KUMAR
75.	10010327	JITENDRA KUMAR
76.	10010342	MURTUZA SHERGADWALA
77.	10010358	ROHAN RAJENDRA LONDHE

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Civil Engineering**

Sl. No	Roll No	Name
1.	11010403	ADARSH DWIVEDI
2.	11010404	ADITAYA BANSAL ALIAS MICKY KUMAR
3.	11010405	AMAN ARUN
4.	11010406	ANKUR BANSAL
5.	11010407	ANUPREET CHOUDHARY
6.	11010408	ARJUNSINGH DANGI
7.	11010409	ASHISH KUMAR VERMA
8.	11010411	ATUL KUMAR
9.	11010413	AYUSH AGRAWAL
10.	11010414	BANOTH KIRAN KUMAR
11.	11010415	BEESETTY VARUN KUMAR
12.	11010416	BHAIRAVARASU RAMA CHANDRA
13.	11010417	BIVEK JOISHI
14.	11010418	DASMEET SINGH GANDHI
15.	11010419	DEEPAK KUMAR
16.	11010421	DISHANT CHECHI
17.	11010422	HARISH JAKHAR

Sl. No	Roll No	Name
18.	11010423	HIMATEJ AUKU
19.	11010424	JAIDEEP
20.	11010425	JAYANT KUMAR PANDEY
21.	11010426	JITENDRA SINGH MEENA
22.	11010429	KANDHADAI SRIRAMAN
23.	11010431	KARANAM BHAGIRATH ATHRESH
24.	11010432	KASIREDDY PRAMOD
25.	11010433	KORADA PADMA PRAKASHBABU
26.	11010435	M PRASANNA
27.	11010436	MAHAMMAD UBAID
28.	11010437	MANISH PURBIA
29.	11010438	MEDA VINAY TEJA
30.	11010439	MOHNISH KUMAR SINHA
31.	11010440	MUTHABATHULA RAHUL
32.	11010441	NAMIT JAIN
33.	11010442	NARAYAN LAL MEENA
34.	11010443	NIKIT JAIN
35.	11010444	PANKAJ KUMAR MEENA
36.	11010448	PREETY PRIYA
37.	11010450	PURUSHOTTAM SHARMA
38.	11010452	RAJESH BAJYA
39.	11010453	RAMANCHA MUKESH KUMAR
40.	11010455	REKULAPALLY SNEHITH REDDY
41.	11010456	ROHIT BANSAL
42.	11010457	SAHITHI REDDY BOMMA
43.	11010461	SUMIT DEWDA
44.	11010462	SUNIL KUMAR
45.	11010463	SUNKAVALI GOWTAM DORA
46.	11010464	TANMAY AGARWAL
47.	11010465	UTKARSH PAGARE
48.	11010468	VISHAL ROHITWAL
49.	11010469	VISHESH KHATRI
50.	11010470	YAMALA SRIKANTH
51.	11010472	YASIR KHALIL
52.	11010473	YERRAMSHETTY UDAY KIRAN
53.	11010474	BHAVESH SHRIMALI
54.	09010406	ANIKET JAIN
55.	09010427	KOLAPAKA SHIVA SHANKARAVARAPRASAD
56.	10010403	AKSHAY H MEENA
57.	10010408	ANKIT RAGHAV
58.	10010409	ANOOP SHARMA
59.	10010422	GIRRAJ PRASAD MEENA
60.	10010429	KOTA ANUROOP
61.	10010431	KUMAR MOHIT JHANJRIA
62.	10010434	MANISH KUMAR
63.	10010438	NAVWANT THAKUR

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Biotechnology**

Sl. No	Roll No	Name
1.	11010602	ADITYABARNA PAL
2.	11010603	AKESHWAR JHA
3.	11010604	AMIT SHARMA
4.	11010605	AMIT SINHMAR
5.	11010606	AMRISH YADAV
6.	11010607	ANSHUL MITTAL
7.	11010608	ARPITA DAS
8.	11010610	AVASARALA RAGHAVENDRA SHILPA

Sl. No	Roll No	Name
9.	11010612	BANOTH PRANEETHA
10.	11010615	CHIRANMOY BORUAH
11.	11010617	DIMPLE CHOUHAN
12.	11010618	DUGGIRALA BRAHMANANDAREDDY
13.	11010620	KATIPALLI TARUN REDDY
14.	11010621	KUNAL AGARWAL
15.	11010622	KUNAL KUMAR SOLANKI
16.	11010624	MANIK GARG
17.	11010625	MAYUR MODI
18.	11010626	NAVEEN KUMAR
19.	11010632	RUVVA RAHUL
20.	11010633	SAGAR SINGH
21.	11010634	SANNY CHAUHAN
22.	11010635	SAURABH SRIVASTAVA
23.	11010636	SHAKSHI GINODIA
24.	11010637	SHASHANK AGRAWAL
25.	11010638	SHEFALI GUPTA
26.	11010639	SHIVAM CHANDAK
27.	11010640	SOUMITRA SAXENA
28.	11010641	SOURABH MANDAL
29.	11010642	SURABHI RANI
30.	11010643	SWAPNIL CHAUHAN
31.	11010644	UTKARSH GUPTA
32.	11010645	VAISHALI BAKLIWAL
33.	11010646	VINEET BHAKHAR
34.	11010648	YOGESH BAID
35.	08010618	MANJIT ARENG
36.	10010608	DAYALA PENTAIAH
37.	10010637	ROXY
38.	10010646	TEJAVATH SHIVA PRASAD NAIK

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Chemical Engineering**

Sl. No	Roll No	Name
1.	11010701	AANCHAL GUPTA
2.	11010702	AASHISH KUMAR KRISHNATRE
3.	11010703	ABHISHEK JAIN
4.	11010705	ANANTHAGIRI GEETH L D N VENKAT
5.	11010706	ANKIT SINGH
6.	11010707	ANKUR JAIN
7.	11010708	ASHISH MANI
8.	11010709	ASHOK BARJATI
9.	11010712	CHILAKAPATI SRI RANGA SAKET
10.	11010713	CHINMAY PIRMIL SINGH
11.	11010714	DANDAMUDI CHOLA BHARGAVA
12.	11010715	DEEPAK KUMAR
13.	11010716	GAJANAND YADAV
14.	11010717	GUNTHAKANTI SHIVA REDDY
15.	11010719	JITENDRA MEENA
16.	11010720	JITENDRA MEENA
17.	11010721	KRISHNA KANTA CHOUDHURY
18.	11010722	KUMAR SANU MAHATO
19.	11010724	LAKSHMANJI VERMA
20.	11010726	MAHESH KUMAR GUPTA
21.	11010727	MANISH PRAJAPAT
22.	11010728	MIR AMIR ALI
23.	11010730	MUKESH KUMAR GAUTAM
24.	11010731	MUSKU UJWALA

Sl. No	Roll No	Name
25.	11010732	NAVJOT KAUR
26.	11010733	NAZEEBUL ANSARI M A
27.	11010734	OMPRAKASH KUMAWAT
28.	11010735	PARAMATA SRAVYA
29.	11010737	PRATIK KUMAR
30.	11010738	PRATIK SWAIN
31.	11010739	PRINCE KUMAR KESHARWANI
32.	11010740	RACHA RAHUL RATAN KUMAR
33.	11010741	RAHUL DOHARE
34.	11010742	RAJAN KUMAR
35.	11010743	RITU RAJKUMAR SURIN
36.	11010745	SANKALP BORTHAKUR
37.	11010749	SHASHANK KUMAR GUPTA
38.	11010751	SHYAM NARAYAN PRASAD
39.	11010754	UDEPURKAR ANIKET PRADIP
40.	11010755	UDIT SINGH
41.	11010756	VIJAY LAXMI MEENA
42.	11010758	VINEET KUMAR
43.	11010759	VINEET KUMAR DOSHI
44.	11010760	VINOD GODARA
45.	11010761	VIPIN AGRAWAL
46.	11010764	YEWLE DURVANK PURUSHOTTAM
47.	08010737	SANGISHETTY TARUN
48.	10010704	AJAY KUMAR TYOUHARIA
49.	10010715	BANOTH SHANKAR
50.	10010718	CHALAVADI SRAVANA SOUMYA
51.	10010721	DEVID DAS
52.	10010764	YELLAPRAGADA VENKATA SIVA HARISH

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Electronics and Electrical Engineering**

Sl. No	Roll No	Name
1.	11010801	AAYUSH GARG
2.	11010803	AKANKSHA DOKANIA
3.	11010806	ANURAG AGARWAL
4.	11010808	BHANU PRAKASH YADAV
5.	11010809	DESE JEEVAN RATHOD
6.	11010810	DHIRAJ KUMAR NAVAL
7.	11010811	DODDI VENKATA JEEVAN KUMAR
8.	11010812	DOIPAYAN ROY
9.	11010816	KONGARA S N RAJKUMAR
10.	11010818	KUMAR ROHIT SINGH
11.	11010819	MALEY HARSHITHA
12.	11010820	MANISH ARORA
13.	11010821	MORISHETTI LALITESH
14.	11010823	NEKKALAPU SAMEER
15.	11010824	PARAG MAHESHWARI
16.	11010825	PARIJAT ROY
17.	11010826	PAWAN KATIYAR
18.	11010827	PAWAN KUMAR
19.	11010828	PRATEEK KUMAR KHEWARKER
20.	11010829	RAJAT KULSHRESHTHA
21.	11010831	S A PRASHANTH
22.	11010832	SAHIL LOOMBA
23.	11010835	TALLURI RAVITEJA
24.	11010836	VADISALA GAUTAM KUMAR
25.	11010837	VIKASH KUMAR
26.	11010838	VIKASH KUMAR

Sl. No	Roll No	Name
27.	11010840	YOGI ASHOK SUNIL
28.	11010841	RAVI SHANKAR
29.	11010842	SAYAK SAHA
30.	11010843	PRANAV SODHANI
31.	11010844	SHAMIEK MANGIPUDI
32.	11010845	SOHAM MUKHERJEE
33.	11010846	RAJAT KULSHRESHTHA
34.	11010847	GAURAV AGGARWAL
35.	11010848	AKSHAT BORDIA
36.	09010802	AJAY KUMAR YADAV
37.	10010805	ARVIND SOLANKY
38.	10010807	BANDEEP RABHA
39.	10010811	GANGADARI VARAPRASAD
40.	10010812	GANIVADA NAVEEN
41.	10010816	HARIDEV DADHICH
42.	10010828	PATCHIPALA PRAVEEN KUMAR
43.	10010834	SAMRAT ROY
44.	10010839	SHYAM KUMAR MEENA
45.	10010840	SUNIL KUMAR
46.	10010842	TURIMELLA SUSHMA
47.	10010843	VIVEK GUNAWAT

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Engineering Physics**

Sl. No	Roll No	Name
1.	11012101	ABHILASH REDDY KALAM
2.	11012103	AMBER MADVARIYA
3.	11012105	ANAND KUMAR
4.	11012106	ANANYA PATRA
5.	11012107	APARAJITA SINHA
6.	11012109	ARYASOMAYAJULA BALA RAMANA BHARADWAJ
7.	11012111	B R KEERTHI
8.	11012112	CHAUDHARI NILESH LAXMAN
9.	11012114	GANGSHETTIWAR ASHISH VITTHAL
10.	11012116	GIRIDHAR VIDYADHAR KULKARNI
11.	11012117	ISHAAN RAJIV
12.	11012118	JATIN AHUJA
13.	11012119	KRTIN KUMAR
14.	11012120	MANOJ VITTHALRAO PAWAR
15.	11012122	MUKESH GOLCHHA
16.	11012123	MURALIDHARAN G
17.	11012124	NALAWADE DHANANJAY BHIKU
18.	11012127	PARTH SABHARWAL
19.	11012130	R HARIKESH
20.	11012132	RISHABH PRASAD
21.	11012133	RUPAVATH KRANTHI KUMAR
22.	11012134	SHREYAS JALNAPURKAR
23.	11012135	SUBHASH CHANDRA MEENA
24.	11012136	SUMITH K S
25.	11012137	VADDI RAMJEE
26.	11012139	VIKASH KUMAWAT
27.	11012140	VIVEK GHANGAS
28.	10012136	VINEET PATIDAR

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Chemical Science and Technology**

Sl. No	Roll No	Name
1.	11012201	A SURAJ DEV YADAV
2.	11012202	ABHINAV ANAND
3.	11012203	ABHISHEK JAIN
4.	11012204	ADAPA SHABARI NATH
5.	11012205	AMAN TOMAR
6.	11012206	ARVINDH SEKAR
7.	11012207	ASHOK MEENA
8.	11012208	AVINAY KUMAR SINGH
9.	11012209	AZEEM KHAN
10.	11012211	B VINAY
11.	11012212	BELAL TAUHEED
12.	11012213	BHAVESH KASANA
13.	11012217	HRADESH KUMAR GUPTA
14.	11012219	KM SUMAN LATA
15.	11012220	M JAYAVARDHAN SAGAR
16.	11012221	MOHIT GOPLANI
17.	11012222	NELLURI LOKESHWAR RAO
18.	11012223	NIKHIL SHARMA
19.	11012224	PRIYANK GAUR
20.	11012225	RAVINDRA PRATAP SINGH
21.	11012228	SAKSHI KHARE
22.	11012229	SAURABH SONI
23.	11012230	SHASHWAT GUPTA
24.	11012232	SIDDHARTH SUBRAMANI
25.	11012233	SINGH KANISHKA OMPRAKASH
26.	11012235	SUNIL KUMAR
27.	11012237	TEJASVINI SINHA
28.	11012239	VINAY KUMAR
29.	11012240	VINAY KUMAR NAYAK
30.	09012202	AMIT KUMAR BERI
31.	10012219	MANISH MEENA

**List of students who have fulfilled requirements for award of  
B.Tech. degree in Mathematics and Computing**

Sl. No	Roll No	Name
1.	11012301	AMANDEEP SINGH
2.	11012303	AMIT KUMAR
3.	11012304	AMIT MITTAL
4.	11012306	ANISH KUMAR JAISWAL
5.	11012307	BEHALPADE TUSHAR ASHOKRAO
6.	11012308	BHUKYA GANESH
7.	11012309	DEVARSHI WAGHELA
8.	11012310	GAJJI MALLIKARJUN
9.	11012311	GAJULA JYOTHENDRANADH SAI
10.	11012312	GUDIPATI GOWTHAMI
11.	11012313	HANUMAN ACHOLIA
12.	11012314	HIMANSHU MANGLUNIA
13.	11012315	HIMANSHU UPRETI
14.	11012318	KUMAR HARSHA
15.	11012320	MANAN BHUTANI
16.	11012321	MITTAL ADITYA SANJAY
17.	11012322	NAVEEN CHAUDHARY
18.	11012323	NIKHIL AGARWAL
19.	11012324	PANCHASARA PAVAN KUMAR
20.	11012325	PIYUSH BENGANI
21.	11012326	PRANSHU ANAND



<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
22.	11012327	PRASHANT SANKHLA
23.	11012328	PRERAK GUPTA
24.	11012330	RAJAT KAMRA
25.	11012331	RAVI SHANKAR LAKRA
26.	11012333	ROHIT R RANGAN
27.	11012335	SANKET GARG
28.	11012338	SOURAV BIKASH
29.	11012340	TANYA GOYAL
30.	11012341	VISHAL KESHAV
31.	11012342	WANKHEDE ISHANT VIRENDRA
32.	11012343	RAHUL RADHAKRISHNAN
33.	11012344	VISHAL JAIN
34.	11012345	VINITA CHAUDHARY
35.	11012346	ROMEL BARAL
36.	11012347	TUMATI KIRAN KUMAR
37.	11012348	RAJAT SINHA
38.	11012349	SRAVYA AMUDAPURAM
39.	10012301	AISHWARYA PRAKASH GUPTA
40.	10012302	AJAY PRATAP SINGH
41.	10012303	AJIT SINGH BHATI
42.	10012309	ANISH CHAND
43.	10012317	DIVYA PRAKASH
44.	10012318	GANGADHER MATTA
45.	10012321	LAVESH GUPTA
46.	10012330	SANKET D SOMKUWAR
47.	10012334	VENISHETTY BHARGAVA MOURYA
48.	10012337	VIVEK KUMAR

**List of students who have fulfilled requirements for award of  
B.Des. degree in Design**

<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
1.	11020501	AAYUSH JAIN
2.	11020502	AKASH HARLALKA
3.	11020503	AMIT JAGLAN
4.	11020504	ANKIT KUMAR
5.	11020505	ARUN SINGH
6.	11020506	AVINANDAN BASU
7.	11020507	BAGEPALLY KRISHNA GAUTHAM
8.	11020508	BHAWNA AGARWAL
9.	11020509	CHIVUKULA SAI SHRUTHI
10.	11020510	DESHPANDE SHAMBHAVI DATTATRAY
11.	11020511	DIVA SMRITI
12.	11020512	DORAI RAJ NATHA
13.	11020514	JATIN BAJAJ
14.	11020516	LINU GEORGE M
15.	11020517	NEERAJ TALUKDAR
16.	11020518	NEHA
17.	11020519	NISHANT KANDOI
18.	11020520	PANKAJ KUMAR MEENA
19.	11020521	POORVI VIJAY
20.	11020523	PRADEEP P
21.	11020524	PRAKASH CHANDRA SHUKLA
22.	11020525	PRINCE BHARALI
23.	11020528	RICHA TRIPATHI
24.	11020529	RUPAM DAS
25.	11020530	SAFINAH ALI
26.	11020531	SAI KIRAN MAGULURI

<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
27.	11020535	SOUMYA TIWARI
28.	11020536	TUHINA DARGAN
29.	11020537	UTKARSH DWIVEDI
30.	11020538	UTKARSH MISHRA
31.	11020539	VIKAS GOEL
32.	11020540	VISHESH KUMAR
33.	10020505	ALLA PREETHI
34.	10020531	PALEPU SAIBABA NAVEEN
35.	10020533	RANJU K RAVINDRAN

**List of students who have fulfilled requirements for award of  
M.Sc. degree in Physics**

<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
1.	132121001	ABHINANDAN BHATTACHARJEE
2.	132121002	ADESH KUMAR
3.	132121004	AMIT KUMAR
4.	132121005	AMIT KUMAR PATEL
5.	132121006	ANIRBAN SIKDAR
6.	132121007	ARJUN BISWAS
7.	132121008	ARNAB BANERJEE
8.	132121009	BARUN HALDER
9.	132121010	BHOLU RAM SWAMI
10.	132121011	DEBARATI HAJRA
11.	132121012	DEEPAK
12.	132121013	DIBYASHREE SENGUPTA
13.	132121014	INDRANI NAYAK
14.	132121015	JUMAL DAS
15.	132121017	MADHURJYA LALUNG
16.	132121018	MIR ALIMUDDIN
17.	132121019	MRINMOY ROY
18.	132121021	NILANJAN KUNDU
19.	132121022	PARTHA KARAN
20.	132121023	POULASTYA RAY
21.	132121024	PRADIP KUMAR ACHARYA
22.	132121025	PRALAY PAUL
23.	132121026	PRITAM BANERJEE
24.	132121027	PRITHA BARI
25.	132121028	RAJ SHANKAR HAZRA
26.	132121029	RAJKAMAL KAKOTI
27.	132121031	RUMA DAS
28.	132121032	SAMBIT MOHAPATRA
29.	132121033	SANJEEV KUMAR PANDEY
30.	132121034	SANJUKTA KUNDU
31.	132121036	SHEFALI UTTAM
32.	132121037	SHEULY GHOSH

Sl. No	Roll No	Name
33.	132121038	SONGSHAPTAK DE
34.	132121040	SUBHAJIT PAL
35.	132121042	SUDIP JANA
36.	122121040	SIJOY CHANDRA BORO

**List of students who have fulfilled requirements for award of  
M.Sc. degree in Chemistry**

Sl. No	Roll No	Name
1.	132122001	ABHIJIT NANDAN
2.	132122002	AKHI SIRAJUDDIN
3.	132122003	AMIT KUMAR
4.	132122004	ANIRUDDHA DAS
5.	132122005	ARITRA SARKAR
6.	132122006	ASIM SAMANTA
7.	132122007	ASIT KUMAR DAS
8.	132122008	DEBASIS GHOSH
9.	132122009	DEEPTI VERMA
10.	132122010	DIBAKAR BISWAS
11.	132122012	KM USHA YADAV
12.	132122013	KOUSHIK MONDAL
13.	132122014	KUMARES SARKAR
14.	132122015	MADHURIMA BORAL
15.	132122016	MANISH JANA
16.	132122017	MANISHA TRIPATHY
17.	132122018	MD ATIUR RAHMAN
18.	132122019	MEENAKSHI PEGU
19.	132122020	MILAN MAJI
20.	132122022	PAYEL GHOSH
21.	132122023	PIYALI DAS
22.	132122024	POOJA SHARMA
23.	132122025	PRASENJIT SAU
24.	132122026	PURUSHOTTAM
25.	132122027	RITURAJ TAHU
26.	132122028	ROHAN DEY
27.	132122029	ROHIT HASDA
28.	132122030	RUPAM DUTTA
29.	132122031	SANKET PATHAK
30.	132122032	SHREYA TRIPATHI
31.	132122033	SOURMYA BHOWAL
32.	132122034	SOURAV SAMANTA
33.	132122035	SOUVIK MONDAL
34.	132122037	SUBRATA MONDAL
35.	132122038	SUDIPTA DEB
36.	132122039	SUMAN PAL
37.	132122040	SUNIT PAL
38.	132122041	SUPRIYA BORAL
39.	132122042	SWAGATAM BARMAN
40.	132122043	SWAPNA DEBNATH
41.	132122044	TOMOJIT CHOWDHURY
42.	132122045	UTSARGA ADHIKARY

**List of students who have fulfilled requirements for award of  
M.Sc. degree in Mathematics and Computing**

Sl. No	Roll No	Name
1.	132123001	ABHIJIT GHOSH

<b>Sl. No</b>	<b>Roll No</b>	<b>Name</b>
2.	132123002	ABHIJIT SARKAR
3.	132123003	AJIT KUMAR
4.	132123004	AYAN CHANDA
5.	132123005	AYAN SENGUPTA
6.	132123006	BABAN HALDER
7.	132123007	BIKASH CHANDRA BARMAN
8.	132123008	BIKASH DEBNATH
9.	132123009	BILTU DAN
10.	132123010	DEEPAK
11.	132123011	DIKSHYA RATHA
12.	132123012	DIPAK BARMAN
13.	132123014	GAUTAM SINGH
14.	132123016	MANOJ KUMAR BARMAN
15.	132123017	MOHIT TRIPATHI
16.	132123018	NAVEEN CHANDRA BHAGAT
17.	132123019	PALASH SARKAR
18.	132123020	PRABHAT KUMAR
19.	132123022	PRANOY MODAK
20.	132123023	PRIYA WADHWA
21.	132123024	RAHUL KUMAR
22.	132123025	RAKESH JANA
23.	132123027	SHANTIRAM MAHATA
24.	132123028	SHITU SINGH
25.	132123029	SHREYASI GHORAI
26.	132123030	SHRIJANI CHAKRABORTY
27.	132123032	SHUBHAM GUPTA
28.	132123033	SOMNATH GHOSH
29.	132123034	SONALI CHHABRA
30.	132123035	SONU KARMAKAR
31.	132123036	SUBHA PAL
32.	132123037	SUBHA SARKAR
33.	132123038	SUBHAJIT GIRI
34.	132123039	SUDARSHAN SANTRA
35.	132123040	SUJEET KUMAR SINGH
36.	132123041	SUMIT DAS
37.	132123042	SUSMAY NANDI
38.	132123043	SWARUP KUILA
39.	132123044	SYED FAISAL HASAN
40.	132123046	VISHU
41.	122123003	AMRITA PATGIRI
42.	122123025	NIKHIL KUMAR SINGH
43.	122123032	SACHIN SINGH

Sl. No	Roll No	Name
44.	122123036	SHAIENDRA KUMAR SHUKLA
45.	122123038	SIYARAM
46.	122123039	SOMVEER SINGH

**List of students who have fulfilled requirements for award of  
M.A. degree in Development Studies**

Sl. No	Roll No	Name
1.	132241001	AKASH DAS
2.	132241002	AMIT PARASHAR
3.	132241003	ANAND PRAKASH
4.	132241004	ANVITA
5.	132241006	ARPITA BHUYAN
6.	132241007	ASHISH BAROI
7.	132241008	BIDYUT BIKASH KATAKI
8.	132241009	DHIRAJ PEGU
9.	132241010	GAYATRI ROY
10.	132241013	HOIMAWATI TALUKDAR
11.	132241014	HRISHIKESH THAKUR
12.	132241015	ISHANI IPSHITA SARMA
13.	132241016	JITH J R
14.	132241017	KRISHNA SMITA PATHAK
15.	132241019	MRINAL KANTI BORAH
16.	132241020	NAMRATA BORKOTOKY
17.	132241021	NAYANAKHEE SARMA
18.	132241023	PRADEEP B
19.	132241026	ROSE BASUMATARY
20.	132241027	RUCHINILO KEMP
21.	132241028	SANTARPANA CHOUDHURY
22.	132241034	TULIKA
23.	122241002	ASHISH KUMAR
24.	122241003	ASHOK KUMAR DASH

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Computer Science and Engineering**

Sl. No.	Roll No	Name	Project Title
1.	11410126	JYOTIPRASAD BAISHYA	Rogue IPv6 Router Advertisement Attack Detection in NDP Using MLD
2.	11410127	NAYANMANI SHARMA	Event Detection in Soccer Video using Gesture Recognition
3.	11410142	PARIKSHIT SAIKIA	MPIR-Mobility Pattern based Incentive Routing for DTN- An Application of VCG Mechanism
4.	124101002	KAKARALA RAJENDRA	Proactive fault tolerance using failure prediction in Hadoop
5.	124101007	SURISHETTY SRINIVAS	A Study of Packet Pacing and AQM Schemes in Short Buffer Networks
6.	124101008	SUBHRENDU CHATTOPADHYAY	Joint Transmit Power and Rate Scheduling in Wireless Mesh Network for Performance Optimization ensuring Fairness

7.	124101010	VIVEK TIWARI	Robust Watermarking of H.264/SVC-Encoded Video resisting Temporal Adaptation
8.	124101012	REDDAPPA NAIDU G	Discrete and Geometric Unit Sector Cover
9.	124101013	KOTRIKE VENKATESH	Evaluation of AQM strategies on the performance of applications
10.	124101016	ANKITA MAHAJAN	Virtualization in 4-4 1-4 Data Center Network
11.	124101017	PANKAJ SACHAN	A Robust Intra Mode Based Watermarking Scheme for H.265/HEVC Video Stream
12.	124101018	JITHIN K GEORGE	Cooperative caching of Video on Demand (VoD) and User Generated Content (UGC) video applications in Hybrid CDN-ISP-P2P architecture
13.	124101032	VINOD KUMAR	Probabilistic Minimum Dominating Set in Unit Disk Graphs
14.	124101033	JADHAV AMBADAS DEVRAO	Object Motion Planning in Graphs
15.	124101034	AMBATI LAKSHMANA RAO	Worst Case Coverage Path in Heterogeneous Sensor Networks
16.	124101036	KUNDAN KUMAR	Distributed Trigger Counting for Ring Topology with Single Link Failure
17.	124101038	AKASH ANIL	Modeling Evolution of a Social Network using Temporal Graph Kernels
18.	124101045	PRASHANT ARYA	Solving Data Placement Problem Using Linear Programming
19.	124101047	SWARNENDU RAY	A Pseudo-Deadline Based O(1) Proportional Share Scheduler for Embedded Systems
20.	124101061	ANKUSH PATEL	Clustered based Hybrid Task Partitioning in Multiprocessor Systems
21.	124101062	ARIF ALI AP	Computing Generating set of Lattice ideals
22.	124101063	KAMBLE ABHIJEET ARUN	Implementation of QR algorithms in STXXL Library
23.	134101003	RAMAKANT SINGH	Feature vector selection using kernel matrix learned from semidefinite programming
24.	134101005	MANOJ ASHOKRAO BODE	Managing Emergency Service vehicles amidst Urban Traffic using a Multi-Agent based Internet of Things
25.	134101007	SIDHARTHA AUROBINDA DASH	Performance Analysis of Fibonacci Heaps
26.	134101010	TUHIN BHATTACHARYA	Speech Characterization based on Sound Cues for Clusterization
27.	134101012	SANKET KISHOR DAYMA	Static Energy reduction by selective bank shutdown
28.	134101013	ANUPAM AGRAWAL	Assessing Reliability of Protein Interactions using Learning to Rank
29.	134101014	LAT SAHAB	Encoding User Supervision into Spectral Community Detection Algorithm
30.	134101015	MAYANK GUPTA	Low Complexity Speech Representation Based on Temporal and Spectral Properties of Sounds
31.	134101017	DIPTESH MAJUMDAR	Reconfigurable Communication Middleware for FlexRay-based Distributed Embedded Systems
32.	134101021	SUMMIT VERMA	Cache oblivious algorithms on VAT model
33.	134101033	PULKIT VERMA	Resource Usage Analysis for Speech Recognition Techniques
34.	134101036	SWARUP RANJAN BEHERA	Spectral Clustering using Convex and Constrained Settings
35.	134101038	SUDHANSHU KUMAR	The incentive ratio of Linear utility market for 2 players
36.	134101055	BERHE GEBREZGIABHER WEKELLE	Online testing of reversible circuits using M-out-of-N-checker

37.	134101057	EYERUSALEM DAGNEW GEBRU	Online Test for Reversible Circuit
38.	134101071	DEVENDRA MALVIYA	Implementation of bus Interconnect for chip Multiprocessors

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Electronics and Electrical Engineering  
with specialization in Signal Processing**

Sl. No.	Roll No	Name	Project Title
1.	124102011	TAMMINA SIVA NAGA SRINIVASU	Performance Evaluation of Video Interest Point Detectors
2.	124102013	PASUPUREDDY VIJAYA KUMAR	INFORMED AND NON-INFORMED ANALYSIS OF LINEAR & ROTATIONAL INTERPOLATIONS
3.	124102015	VISHWAJEET	Facial Expression Recognition using DWT, DCT and SVM
4.	124102018	HIMANSHU SRIVASTAVA	Backward-Forward Resosoning in Multiple Object Tracking
5.	124102019	MARUPALLI NARAYANA GANGADHAR	FACE EXTRACTION IN COMPLEX & STATIC BACKGROUNDS
6.	124102020	SWAYAM SAMPANNA PADHI	Methods for single-Image super-resolution
7.	124102021	NALLA KARTHIK	Hierarchical Classification of Broadcast News Video
8.	124102022	ARSI SHIVA	Text Detection and Extraction in Broadcast Videos
9.	124102023	M PHANIDHAR KUMAR	VIRTUAL CROWD SIMULATION IN SPACES WITH OBSTACLES
10.	124102027	SOMNATH GHORAI	Novel Algorithms for Automatic Polyp Detection in Endoscopic Images
11.	124102028	CHETAN MEHRA	Disparity Map Estimation for Stereo Images
12.	124102030	GASADA. V. B. PRAKASH	Outlier Rejection with IRLS-RANSAC
13.	124102034	SREE NILENDRA GADRE	Analysis of Excitation Source Information for Speaker Change Detection

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Electronics and Electrical Engineering  
with specialization in VLSI**

Sl. No.	Roll No	Name	Project Title
1.	124102001	VIJAYA KUMAR K	ASIC Implementation of Multi-Standard LDPC Decoder
2.	124102002	THOTHADRI KRISHNA B	Gm-C Filter for LTE
3.	124102003	PATAN IMRAN KHAN	Design and implementation of FPGA based controllers for contactless power transfer
4.	124102004	S RAKESH KUMAR	Design and Implementation of FBLMS based Adaptive Decision Feedback Equalizer using Distributed Arithmetic
5.	124102005	K.V. MAHESH	FPGA BASED MATRIX ALGORITHMS FOR CIRCUIT SIMULATION
6.	124102007	GAJENDRA KUMAR	Design and Implementation of FPGA based direct torque control of three phase induction motor
7.	124102008	NIKHIL DAS	Design and Implementation of Baseband Processor for IR-UWB WBAN for IEEE 802.15.6
8.	124102009	KALI CHARAN DAS	High Performance Telemetry Circuit Design for Cardiac Pacemaker
9.	124102010	PRITI SONOWAL	A Device Specific Device Simulator for Novel Devices

10.	134102013	ANSHU CHAUHAN	Area, Power and Performance Optimized Approximate Circuit Design Techniques for Computationally Intensive Algorithms
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**List of students who have fulfilled requirements for award of  
M.Tech. degree in Electronics and Electrical Engineering  
with specialization in Communication Engineering**

Sl. No.	Roll No	Name	Project Title
1.	11410238	RAHUL CHHATWANI	On the existence of sum-networks with linear coding capacity $k/n$ only over a specific set of finite fields
2.	124102031	SALUNKHE AKSHAYKUMAR ARVIND	Investigation on Different Aspects of Direction of Arrival Estimation
3.	124102038	VOMMI DHOORJATI	ON ADAPTIVE DISTRIBUTED STORAGE SYSTEMS
4.	124102041	MANISH SHAW	MIMO communication using SAW devices
5.	124102042	NAGENDRA KUMAR	Performance analysis of MIMO based cooperative communication in $k$ - $\eta$ and $\eta$ - $\eta$ fading channels
6.	124102047	SHIBSANKAR SARKAR	Beamforming & Tracking of Mobile users Using Smart Antennas
7.	124102048	SUBHRAJYOTI SUNANI	Performance analysis of MIMO wireless communications with antenna selection
8.	124102049	PATEL PIYUSHKUMAR DINESHBHAI	DESIGN OF DUAL BAND MICROSTRIP POWER DIVIDER WITH APPLICATION IN ANTENNAS
9.	124102050	SRINU NAIK MUDAVATHU	De Bruijn Sequences
10.	134102068	Y BHAGATH KUMAR REDDY	Detection with erasure in cooperative relay system

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Electronics and Electrical Engineering  
with specialization in Applied Control**

Sl. No.	Roll No	Name	Project Title
1.	124102052	HARIOM CHAUHAN	Speed Control of Brushless DC Motor Using Fuzzy Logic
2.	124102070	BANOTH SHIVA	Design and Analysis of FEM based MEMS Piezoresistive Accelerometer for Involuntary Hand Motion

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Mechanical Engineering  
with specialization in Machine Design**

Sl. No.	Roll No	Name	Project Title
1.	124103002	AKOLKAR MANGESH RAOSAHEB	Experimental verification of optimal strain gage locations for the accurate determination of $K_I$ in internal cracked plates
2.	124103003	SEELAM VISHNUVARDHAN NAIDU	A new method for computation of stress intensity factors of sharp V-notched two dimensional configurations
3.	124103004	TALATAM VISWANADH	Experimental Estimation of Speed-Dependent Dynamic Parameters of Active Magnetic Bearings
4.	124103005	GAIKWAD HANMANT KRISHNA	Multi-objective Optimization of Spherical & Tapered Roller Bearing Designs using Genetic Algorithms
5.	124103006	JANASWAMY TAGORE SAI MANIKANTA SARMA	Design of a viscoelastic composite for enhanced unconstrained layer damping of structural vibration
6.	124103007	PATIL NILESH SUNIL	FINITE ELEMENT ANALYSIS OF CARBON NANOTUBE BASED COMPOSITES
7.	124103009	RAKESH NATH	Modeling of Largely Deflected Beams under Antagonistic SMA Wire Actuation for Energy Harvesting Application
8.	124103010	SIKHAKOLLI L V N AVINASH	Dynamic Analysis of Multilayered Sandwich Beam with MRE Core
9.	124103012	HARSHWARDHAN RATNAPARKHI	Development of High Performance Computing Tool For Structure Topology Optimizaton



10.	124103014	PATIL KAPEEL DINANATH	Non-linear Finite Element Analysis of Beam under Follower Forces
11.	124103016	PURUSHOTTAM GANGSAR	Fault Diagnostics of Rolling Bearing Based on Vibrations by Support Vector Machine Algorithm
12.	124103017	PANKAJ RAWAT	Nonlinear frequency response analysis of a smart functionally graded cylindrical shell under a heated shell-surface
13.	124103019	BHUSARE NEETIN NAVANATH	Stability Analysis of Time Varying Dynamical Systems
14.	124103022	GAJENDRA MUNDEL	Fabrication and Mechano-Tribological Characterization of LLDPE/Sea Shell Bio-Composite
15.	124103024	VISWESWARA RAO LENKA	Design of Compact Active Magnetic Bearing
16.	124103025	SURAJ M G	Performance Analysis of Gas Foil Bearing
17.	124103026	SUNIL KUMAR SINGH	Experimental Investigation on the Effect of Different Coatings on Laser Forming of Mild Steel Sheets
18.	124103030	LAXMAN RAM	Customized Evolutionary Algorithm for Topology Optimization of Mechanical Components
19.	124103052	RAHUL YADAV	DESIGN AND DEVELOPMENT OF THREE DIMENSIONAL FORCE MEASUREMENT SET-UP FOR FRICTION STIR WELDING
20.	134103045	ANURAG MISHRA	Performance Evaluation of Polymer Composite Gears for Precision Motion and Bidirectional Load Application

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Mechanical Engineering  
with specialization in Fluids and Thermal Engineering**

Sl. No.	Roll No	Name	Project Title
1.	124103033	SUBHASH CHANDRA LAIK	Simulation and Experimental Validation of Nanofuel In Direct Injection Diesel Engine
2.	124103035	SUNIL G N	Computation of flow field coupled with electric field on unstructured grid
3.	124103049	SRIKANTH SURENDRANATH	Study of convergence acceleration method in USHAS solver
4.	124103051	VIJAY SHANKER VERMA	Experimental Investigation of A Dual Fuel Diesel Engine Run On Scrubbed Biogas
5.	124103056	KULDEEP KUMAR SINGH	Design and Analysis of Spiral Plate Heat Exchanger
6.	124103066	SATYANARAYANA KUMBHA	Numerical Simulation of Transients in Supercritical Water Cooled Reactor
7.	124103093	SHATRUGHAN PRASAD JAISWAL	A NUMERICAL STUDY OF NATURAL CONVECTION IN A WATER-FILLED CAVITY WITH DENSITY INVERSION
8.	124103101	PUSHPENDRA	Performance Evaluation of Nanofluid in a counter flow Heat Exchanger
9.	134103040	ANKIT KUMAR SHUKLA	PERFORMANCE INVESTIGATIONS OF LATENT HEAT STORAGE SYSTEMS
10.	134103043	AMIT SHUKLA	Computational Studies on High Speed Reacting Flows
11.	134103048	ROHIT CHANDRA PAURIYAL	Computational Analysis of Fluid Structure Interaction in Hypersonic Flow
12.	134103049	GIRIRAJ SHARMA	Numerical Optimization of Elliptical Savonius Rotor using Guideway Augmenters
13.	134103051	VINEET KUMAR MISHRA	Investigation of fluid flow & Heat Transfer in Straight & Diverging Microchannels
14.	134103052	MOHD IMRAN	ANALYSIS OF COMPRESSION – DRIVEN METAL HYDRIDE BASED COOLING SYSTEM
15.	134103057	SANDIP KUMAR GUPTA	Experimental Investigation on Liquid Mass Distribution By Using Pressure Swirl Automization

16.	134103058	SARBINDU KUMAR	Numerical & Experimental studies of vertical axis helical water turbine
17.	134103075	ARIJEET BARDHAN	Experimental Investigation of Impinging Jet Automization
18.	134103100	SWASTIK ACHARYA	NUMERICAL MODELING OF CONTINUOUS CASTING OF STEEL
19.	134103102	ABHISHEK KUMAR	NUMERICAL SIMULATION OF ELECTROHYDRODYNAMIC FLOW FIELD IN ELECTROSTATIC PRECIPITATOR AND PARTICLE TRACKING
20.	134103104	SANTOSH KUMAR SINGH	NUMERICAL SIMULATION OF GROUNDWATER FLOW
21.	134103106	GIRJESH KUMAR	COMPUTATIONAL STUDY OF DYE CELL

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Mechanical Engineering  
with specialization in Computer Assisted Manufacturing**

Sl. No.	Roll No	Name	Project Title
1.	124103070	ROKKHAM PAVANKUMARREDDY	Experimental Comparative Study of Conventional, Textured and Textured with coating tools in machining
2.	124103073	ANCHE LOHIT	Prediction of weld induced distortion of large structure
3.	124103076	MRUTYUNJAY MAHARANA	Design and development of trans-femoral amputee walking simulator
4.	124103077	BIBHUTI RANJAN BHATTACHARJYA	Development of Deformation Mechanism Maps by Static hot compression Testing
5.	124103082	JADDIVADA SIDDHARTHA	Design and Modelling of suspension system for walking apparatus
6.	124103090	RICHA SINGH	Residual stress and fatigue life prediction of laser welded stainless steel structure
7.	124103102	RAVI KUMAR VALECHA	Finite Element Modeling of Electromagnetic Shearing of Sheets & Tubes
8.	124103107	UTTAM KUMAR TARAI	Processing and Mechanical Property Evaluation of Ultra fine grained aluminum alloy by Friction Stir process
9.	134103001	NIZAR ALKAYEM	MODELING AND OPTIMIZATION OF FRICTION STIR WELDING PROCESS USING SOFT COMPUTING TECHNIQUES

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Mechanical Engineering  
with specialization in Computational Mechanics**

Sl. No.	Roll No	Name	Project Title
1.	124103091	VINAY KUMAR MISHRA	A meshfree solver based on meshless local petrov galerkin method for solid mechanics
2.	124103092	RAUT PRATHAMESH PRAKASH	Solution to Inverse elasticity problem in the framework of Finite Element Method
3.	124103109	SAURABH DHOPESHWAR	A numerical study of self induced oscillatory natural convection in a top cooled cavity with a surface mounted heater
4.	124103112	NITIN CHAUHAN	IMPLEMENTATION OF SPARSE LINEAR ITERATIVE SOLVERS: GMRES AND AMG
5.	124103114	RAJENDRA PRASAD SONI	Study of transient natural convection in a cavity with surface- mounted heaters
6.	134103084	SATEESH KUMAR	Numerical Simulations of Natural Convection Inside Complex Enclosure Filled With Nanofluids
7.	134103121	PRABHASH GOYAL	Real gas effect in shock wave boundary layer interaction
8.	134103123	SANDEEP KUMAR	A TIME INTEGRATION SCHEME FOR DYNAMIC PROBLEM

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Structural Engineering**

Sl. No.	Roll No	Name	Project Title
1.	124104004	BRAHANDAM LAXMI NARASHIMHA KIREETI	Critical Issues in Nonlinear Static Analysis of RC Flat Plate Building with Staircase and Elevator Core
2.	124104006	SANTANU SAMANTA	Capacity Estimation of Nuclear Containment structural component (RC Slab) subjected to Impact Loading
3.	124104008	JIM NOBLE THOMAS	NON-OBSTRUCTING BRACING CONFIGURATIONS FOR OPEN STOREY STRENGTHENING
4.	124104009	VETSA SRI RAM GOWTHAM	EFFECT OF STIFFENERS IN LEAN DUPLEX STAINLESS STEEL(LDss) HOLLOW CIRCULAR STUB COLUMNS UNDER PURE AXIAL COMPRESSION
5.	124104011	MOHD ABDUL RAHEEM WASAY	STRUCTURAL BEHAVIOUR OF LEAN PUPLEX STAINLESS STEEL I-SECTION STUB COLUMNS SUBJECTED TO AXIAL COMPRESSION
6.	124104014	MUKESH KUMAR ROY	INFLUENCE OF OPENINGS IN MASONRY INFILLS ON LATERAL LOAD BEHAVIOUR OF OPEN GROUND STOREY BUILDINGS
7.	124104015	SUBHASIS PRADHAN	Flexibility based analysis of reinforced concrete frame structures
8.	124104016	GUMPENA RAJENDRA	EVALUATION OF SEISMIC ENERGY DEMAND IN RC. FRAME WITH & WITHOUT MASONRY WALLS
9.	124104017	MOHAMED SAJEER M	OPTIMAL DESIGN OF TUNED MASS DAMPER FOR SEISMIC RESPONSE CONTROL OF LINEAR TIME INVARIANT SYSTEM
10.	124104019	KULDEEP KHARE	STATIC AND DYNAMIC RESPONSE ANALYSIS OF TALL STRUCTURES
11.	124104021	ARUNACHALAM J.	Comparison of Linear and Nonlinear Static Methods of Analyses for Seismic Behaviour of Asymmetric RC Frame Buildings
12.	124104051	BURA AKSHAY RAMESH	Effect of replacement level of fly ash on strength and chloride induced corrosion of steel reinforcement in concrete
13.	124104073	KAVITA DEKA	Capacity Estimate of RC Members Subject to Blast Loading
14.	134104100	WELDEBERHAN GEBREKIROSDHANA	Utilization of Bamboo as a reinforcement in cement concrete for low cost and hazard resistant housing

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Water Resources Engineering and Management**

Sl. No.	Roll No	Name	Project Title
1.	124104057	PRADIP KUMAR BARMAN	Efficiency of Non-Classical Optimization Algorithms in the estimation of Flow and Virus Transport Parameters
2.	124104060	RUPASREE PANDA	Glacial Lake outburst flood and its impact on hydropower projects in Tawan Basin
3.	124104061	DINESH P	Transient groundwater modeling of Bihar using GMS 3D grid approach
4.	124104062	CHANDRA UPADHYAYA	Assessment of Environmental Flow Considering Eco-Index
5.	124104068	IROM ROYAL	Study on soil carbon sequestration and carbon flux evaluation
6.	134104067	RANGANATHAN K	An Integrated Study on carbon dioxide emissions from Indian energy and municipal solid waste sectors

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Geotechnical Engineering**

Sl. No.	Roll No	Name	Project Title
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1.	124104024	DAMMALA PRADEEP KUMAR	Study on Behaviour of Cantilever Retaining Wall Backfilled with Lightweight Materials
2.	124104028	CHARU BHARDWAJ	A STUDY ON ANALYSIS AND PERFORMANCE OF FLOOD EMBANKMENTS
3.	124104031	BIPIN KUMAR GUPTA	A STUDY ON LOAD-DEFORMATION BEHAVIOUR OF MONOPILE FOUNDATIONS FOR OFFSHORE WIND TURBINES
4.	124104032	SAYANTAN CHAKRABORTY	A STUDY OF SOME DESIGN ASPECTS FOR PILED RAFT FOUNDATION
5.	124104033	CHANDRA BHANU GUPT	Determination of volumetric Shrinkage Curve of Soils
6.	124104034	BIKASH KUMAR SAH	Model studies on foundations with shredded tyre mixtures over clay subgrade
7.	124104035	YUDHVIR YADAV	Analysis of Rainfall induced Landslide problems
8.	124104040	JANARDHAN TAHASILDAR	Analysis of Shrinkage behaviour of compacted sand-bentonite mixtures
9.	124104041	HIMADRI BARUAH	Consolidation Characteristics of Fiber Reinforced Sand-Bentonite Mixtures
10.	134104023	RISHIKESH KUMAR PANDEY	EXPERIMENT EVALUATION OF CAPILLARY RISE IN SANDS
11.	134104058	AMRIT KUMAR	Laboratory fall cone testing of unsaturated soils
12.	134104101	BEREKET MAMO GEBREMESKEL	Effect of Strain Rate, Relative Density and Specimen Size on Shear Strength Parameters of Cohesionless Soil: Direct Shear Test

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Environmental Engineering**

Sl. No.	Roll No	Name	Project Title
1.	124104081	PRITI MISHRA	REMOVAL OF HEXAVALENT AND TRIVALENT CHROMIUM FROM SYNTHETIC WASTEWATER USING IRON(II) SULPHIDE
2.	124104082	SHASHIBHUSHAN BILIANGADI	Metal Uptakes by Granular Activated Alumina Exposed Repeatedly to Mono- and Binary Metal Ion Systems Comprising of Cr(III) and Pb(II) Ions through Batch Kinetics and Continuous Column Studies
3.	124104083	THAKER PRASHANT ASHWINKUMAR	NUMERICAL SIMULATION OF CARBON MONOXIDE DISPERSION IN AN URBAN STREET CANYON WITH HETEROGENEOUS TRAFFIC
4.	124104084	MOHIT PRAKASH MOHANTY	Studies on Effects of Phenol and Nitrate on Sulfate Reduction by Mixed Microbial Culture
5.	124104085	AKSHAY KUMAR	Removal of Cu(II) and Pb(II) using Iron(II) Sulfide in Mono and Binary Systems
6.	124104086	VIKAS KUMAR	Anaerobic Digestion of Food Waste using Different Inoculums
7.	124104088	KAMMA RAMU	Composting of Vegetable waste using Different Composting Techniques
8.	124104089	KANEKAR HIRANMAYEE DILIP	Microbial Study of Rotary Drum Composting of Water Hyacinth
9.	124104090	MANOJ KUMAR YADAV	Batch Kinetics and Continuous Column-Studies for Cu(II) and Pb(II) Uptake by Granular Activated Alumina Exposed Repeatedly to Mono-and Binary-Metal Ion Systems
10.	124104091	MOHNISH SATRAWALA	EVALUATION OF IRON AND ARSENIC REMOVAL MECHANISM USING COMMUNITY FILTER SAND
11.	124104092	ABHIJITH K V	INVESTIGATION OF POLLUTANT DISPERSION CHARACTERISTICS IN STREET CANYON IN PRESENCE OF TREES AND ON-STREET PARKED CARS
12.	124104093	ARUL NATH K	ADSORPTION BEHAVIOUR OF LEAD, CADMIUM AND MERCURY ON CHITOSAN IN MONO, BINARY AND TERNARY SYSTEM

13.	124104094	BHAUTMAGE UTKARSH PRAKASH	NUMERICAL SIMULATION AND FIELD VALIDATION OF CARBON MONOXIDE DISPERSION IN ROAD TUNNELS
14.	124104095	SHASHI KUMAR PANKAJ	Bioavailability of Heavy Metals during Composting of Phumdi Biomass
15.	124104097	SANDEEP MARKAM	DISTRIBUTION OF GROUND WATER ARSENIC IN AN ALLUVIAL AQUIFERS OF THE BRAHMAPUTRA FLOODPLAIN, ASSAM, INDIA

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Transportation Systems Engineering**

Sl. No.	Roll No	NAME	Project Title
1.	124104036	BHARAT RAJAN	DESIGN OF OPEN GRADED FRICTION COURSES
2.	124104042	ARIJIT KUMAR BANERJI	STRENGTH CHARACTERISTICS OF EVOTHERM 3G WARM MIX
3.	124104046	MANISH RAJ	EVALUATION OF PROPERTIES OF BITUMEN MODIFIED WITH DIFFERENT ADDITIVES
4.	124104050	M SURENDRANATH	Effect of Maximum Aggregate Size With Its replacement By Lower Size And Fillers on Bituminous Mix Properties
5.	124104056	IBAIAHUN NONGBET SOHLANG	ROLE OF MIX COMPACTION AND BINDER CONTENT IN MOISTURE SUSCEPTIBILITY OF HOT MIX ASPHALT

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Civil Engineering  
with specialization in Infrastructure Engineering and Management**

I. No.	Roll No	Name	Project Title
1.	124104074	NANDURU HARISH KRISHNA	Analysis of impact of pre-construction practices on success of construction project
2.	124104075	MALLISETTI VARA PRASAD	Pre-construction Risk Management in Infrastructure Development Projects
3.	124104077	MOJAHEDUL ISLAM NAYYER	Procurement option analysis for public private partnership wastewater projects
4.	124104078	ARJUN P	Decision support system for procurement option selection for municipal solid waste projects
5.	124104080	MUNA KALUNDIA	Effect of added chloride dosage on properties of concrete
6.	124104101	JYOTISH KUMAR DAS	Effect of corrosion inhibitor on chloride induced corrosion of steel in concrete

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Biotechnology**

Sl. No.	Roll No	Name	Project Title
1.	124106001	CHANDRA SHEKHAR KUMAR	Analysis Of synonymous codon usage of important proteins encoded by Newcastle disease virus and infectious bursal disease virus
2.	124106022	RICHA ARYA	Investigations into the role of amphiphilicity and aromatic interactions in A $\beta$ 16-22 self – assembly
3.	124106031	NIHARIKA CHANDRA	Effect of light – dark Cycle and light intensity on Growth and lipid productivity of Chlorella sp FC2 IITG
4.	124106032	JAGGA BIKSHAPATHI	Deciphering the Mechanism of 3' end maturation of the 16S Ribosomal RNA
5.	134106001	KULKARNI ALARK SHRIPAD	Instrumentation System Design and Fabrication of Cost – effective Portable Fluorometer Using LEDs
6.	134106002	SUBBI RAMI REDDY TADI	Statistical optimization and kinetic modeling of D (-) lactic acid production in palmyra jaggery and whey protein hydrolysate based fermentation medium
7.	134106004	GARIMA SINGH	Silk based injectable hydrogel as potential cell delivery matrix

8.	134106005	RAJANI KANT RAI	Studies on Bactericidal and Antibiofilm Potential of Metal – complexity Ligands
9.	134106006	EKTA KUMARI	Integrated computational and biochemical studies on glutamine synthetase of <i>Leishmania donovani</i>
10.	134106007	PROMI DAS	Mass Isotopomer Profiling and Quantification Of Glycerol Metabolism In <i>E.coli</i>
11.	134106009	BHANUPRIYA CHOUHAN	Construction Of Fluorescence Correlation Spectroscopy Module for Inverted Fluorescence Microscope And Investigating Hen Lysozyme Aggregation using FCS
12.	134106011	RISHABH SINGH	“Characterization of predicted novel extracellular proteins of pathogenic <i>Leptospira interrogans</i> ”
13.	134106012	SHRAYAN KUMAR DAS	IN VITRO PRODUCTION OF AUTOTRAPLOIDS OF <i>AZADIRACHTA INDICA</i> A. JUSS
14.	134106014	SOMYA SRIVASTAVA	Exploring Receptor Binding Domain of Diphtheria Toxin for Therapeutic Use
15.	134106015	IFFAT JAHAN	“A funanoflavone karanjin : structural elucidation and its antibacterial activity with biocomposite copper nanoparticles”
16.	134106017	AMBUJ SRIVASTAVA	Analysis and development of protein – protein docking algorithm
17.	134106018	KORE SUKHADEV APPANNA	Towards understanding the role of GPR30 in Stromal – Epithelial interaction
18.	134106020	MAYENGBAM SHYAMANANDA SINGH	“Sensitizing Triple Negative Breast Cancer Cells to Chemotherapeutic Agents”
19.	134106021	MOHD FARHAN SIDDIQUI	A low cost design and fabrication method for developing a leak proof microfluidic paper – based analytical device ( $\mu$ PAD) with customized test zone.
20.	134106023	RATNAKARAM SIVA KUMAR RAJU	A novel combination therapy for highly resistant oral squamous cell carcinoma
21.	134106029	ASHISH ANAND	Isolation, Identification and Characterization of novel metabolites from an endophytic fungus <i>Aspergillus tamari</i>
22.	134106030	NAVEEN BEDI	Development of An Improved In – situ Solvent Recovery Process for Acetone – Butanol – Ethanol ( ABE ) Fermentation
23.	134106031	AJAY KUMAR SAHI	Advanced Glycation End products (AGEs) and macrophage Store Operated Calcium ( SOC ) channels
24.	134106033	NEITHOO	Synthesis of Silver Nanoparticles with <i>Artemisia indica Willd</i> and <i>Tetragium voinierianum</i> collected from Nagaland
25.	134106036	S VANITHA	Functional characterization of silica nanoparticle - stabilized recombinant GMCSF protein for cancer therapy

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Chemical Engineering  
with specialization in Petroleum Science and Technology**

Sl. No.	Roll No	Name	Project Title
1.	124107002	SONIT BALYAN	Numerical and Experimental Studies on Underground Coal Gasification
2.	124107004	KARAN MALIK	Numerical Investigation of Bubble Column and Experimental Validation
3.	124107006	NAGIREDDI SRINU	Pd(II) adsorption characteristics of glutaraldehyde crosslinked chitosan copolymer and Lewatit Monoplus TP214 resins
4.	124107007	KUNAL PANT	Synthesis and Performance Evaluation of FAU Zeolite-Ceramic Composite Membrane by Separation of Cr (VI) from Aqueous Solution
5.	124107013	PRASENJIT BARMAN	PROCESS INTENSIFICATION OF ESTERS SYNTHESIS BY HYDRO-DYNAMIC CAVITATIONS TECHNIQUE
6.	124107021	DEOASHISH PANJIARA	Optimization of rubber oil methyl ester synthesis using response surface methodology
7.	124107023	VENKATA RAO JANAMALA	MIXING CHARACTERISTICS IN HELICAL COIL

8.	124107026	SOURABH SHAW	Characterization of Mesua Ferrea (Nahor) Oil for Biodiesel Production
9.	124107027	ARINDAM	Mass transfer efficiency of microbubble flow based on mixing phenomena
10.	124107029	SANDUP TSHERING BHUTIA	Preservation and Storage Study of Clarified Synthetic Juice: Experimental and Theoretical Consideration
11.	124107058	RAVI BHANDARI	Preparation and Characterization of Fly Ash based Mesoporous Catalyst for Transesterification of Soybean Oil

**List of students who have fulfilled requirements for award of  
M.Tech. degree in Chemical Engineering  
with specialization in Materials Science and Technology**

Sl. No.	Roll No	Name	Project Title
1.	11410728	SATENDRA KUMAR	Artificial Intelligence based multi-objective optimization for combinatorial problems
2.	124107030	ABHINAV SHARMA	Localized Electric Field Induced Transition of Two-Phase Flow Patterns inside Microchannels
3.	124107031	MANAS RANJAN BEHERA	Foaming in Emulsion: Effect of Surfactant, Salt and Oil
4.	124107036	PRAKRAM SEHGAL	Carbon Dioxide hydrogenation over alumina and ceria supported nickel and zinc catalysts
5.	124107037	PASUMARTHI VISWANATH	Hydrogen production through self-motile microbots
6.	124107040	VISHAL KUMAR SANDHWAR	TREATMENT OF HUMIC ACIDS USING SPINNING BASKET MEMBRANE MODULE
7.	124107041	PRADIP DAS	Controlled Drug Delivery using Iron based Metal Organic Framework
8.	124107042	RAJASEKHAR KADAMBUR	Optimal Scheduling of Production Operations
9.	124107046	MUDIT BAURAI	Gas Adsorption characteristics of Amino-MIL-53(Al) Metal Organic Framework
10.	124107047	MURCHANA CHANGMAI	Synthesis and characterization of surface modified NiFe <sub>2</sub> O <sub>4</sub> nanoparticles and its application in adsorbent modification
11.	124107048	CHIRANJIB DAS	Studies on convective heat transfer of two phase flow in vertical helical coil
12.	124107051	PRADEEP KUMAR RAMTEKE	Crystallization Kinetics of Diblock Copolymer Thin Film
13.	124107052	VARADE SHAILESH RAVI	Ion-Specific Effect in Stability of Foams and Emulsions in Presence of Anionic Surfactant and 1:1 Electrolytes: Role of Adsorption and Interfacial Charge
14.	124107061	MERY KUMARI MEDIKONDA	Biodegradation of Poly (Lactic acid) and its composites
15.	124107062	SOHAN BIR SINGH	Desulphurization by reactive adsorption over zinc oxide based adsorbents
16.	124107065	SHRAVAN KUMAR	Molecular Simulation Study of Gas Adsorption on Carbon Molecular Sieve

**List of students who have fulfilled requirements for award of  
M.Des. degree in Design**

Sl. No.	Roll No	Name	Project Title
1.	134205001	SHRUTI PRABHAKAR SALE	Exploring lifestyle products using Bamboo and Cane
2.	134205002	YASHODHAN VIKAS MANDKE	Board Game Design for Interest & Motivation in Chemistry
3.	134205003	PRABHAT KUMAR TIWARI	Supercar Concept for Mahindra & Mahindra Ltd.

4.	134205004	ABIR NAGIA	Packaging for Fruits
5.	134205005	SRI HARSHA VSSS ANDUKURI	Communication Challenges of the deaf: Learnings from experiments in the field
6.	134205006	ARUSHI SINGH	Karuna: Smart Home Solutions for Indian Elderly
7.	134205007	ARUNIMA V J	The Carnatic music experience
8.	134205008	KUNAL DREGO	Exterior Styling of a C segment Hatchback for Renault
9.	134205009	PARVATHY V R	Ancient Wisdom of India for the youth
10.	134205010	JAHNVI MUDGAL	Exformation
11.	134205011	BINOY CYRIAC	Easing of kitchen activities for elderly through design
12.	134205012	NIKHIL PAVITHRAN	Hope for Autism: Interactive and Informative web based platform for the Autistic Community
13.	134205013	SUMIT ARORA	Designing for accessibility : Solutions to enhance Smartphone usage among geriatric, motor and hearing impaired users
14.	134205014	ANISUR RAHMAN	Branding on Muga Silk
15.	134205015	JOJO M GEORGE	Thira: A Visual Guide of Malayalam Movies
16.	134205016	ADITYA CHAUDHARY	Virtual Reality Game Experience Design
17.	134205017	DEEPIKA KASHYAP	back to roots -storage for fruits and vegetable
18.	134205018	RANJITH R	Behaviour Change Campaign : Influencing perception of single-use-commodities and promoting reusable behaviours
19.	134205019	RAJIB BHAKAT	Removing Mobility Barriers for Paraplegic
20.	134205020	PRADYUT NATH	Strategy and Signage Design for Gauhati Medical College and Hospital (with specific references for rural visitors)
21.	134205022	BRAJESH DHIMAN	Solar Ambrosear
22.	134205023	KULMANALI TANAJI KHILARE	Improving Quality of life for elderly through designing smart spaces
23.	134205024	SHILPA S BABU	Bio Inspired Furniture for urban spaces
24.	134205025	SAURAV KHUTTIYADEORI	Tourist Guide Book: Assam
25.	134205026	WANRISA BOK KHARKONGOR	Collaborative Design for Tourism
26.	134205027	GASHAYE MAHEMU AMARE	Design through Exploration of Tensegrity

**List of students who have fulfilled requirements for award of Ph.D. degree in Computer Science and Engineering**

Sl. No.	Roll No	Name	Thesis Title
1.	03610105	MR. PALLAV KUMAR DUTTA	An Online Semi Automated Part of Speech Tagging Technique Applied To Assamese
2.	04610101	MR. ABHIJIT SARMA	Context Aware Handover for WiFi and Its Extension to WiMAX
3.	04610106	MR. MAMATA SAMAL	Quality Analysis of Correlation Clustering
4.	07610108	MR. SUDDHASIL DE	Improvements in Coordination Functionality of Tuple Space model for Mobile Middleware
5.	07610109	MS. MAUSHUMI BAROOAH	An Architectural Framework for Seamless Hand-off between UMTS and WLAN Network



6.	09610110	MR. SHRINIVASA NAIKA C.L.	Asymmetric Region Local Binary Patterns for Face Image Analysis
7.	10610101	MR. HARI PRABHAT GUPTA	Stochastic Coverage and Connectivity in Heterogeneous Wireless Sensor Networks
8.	10610106	MS. TANIMA DUTTA	Robust Compressed Domain Video Watermarking for H.264 / AVC

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Electronics and Electrical Engineering**

Sl. No.	Roll No	Name	Thesis Title
1.	06610211	MS. G. ARUNA	Performance Analysis of EGC and MRC Receivers over Fading Channels with Phase Estimation Error and Co-channel Interference
2.	07610203	MS. SUMITRA SHUKLA	SPECTRAL ANALYSIS OF STRESSED SPEECH FOR SPEECH RECOGNITION
3.	08610206	MR. ASHISH KUMAR NAMDEO	Surface Acoustic Wave Devices with Non-Contact Interdigital Transducers
4.	08610208	MR. NAGESH CH	DESIGN AND FABRICATION OF AN OSMOTIC PRESSURE SENSOR FOR GLUCOSE SENSING APPLICATION
5.	09610206	MR. GAURAV SAXENA	Design, Modeling and Fabrication of Microhotplate for Gas Sensing Applications
6.	09610208	MR. RAHUL SHRESTHA	VLSI Design and Implementation of High-Throughput Turbo Decoder for Wireless Communication Systems
7.	09610209	MS. EZHIL REENA JOY T.P.	Modeling and Analysis of Electric Vehicle Charging Interface
8.	09610219	MR. HARIS B.C.	JOINT SPARSE CODING OVER LEARNED DICTIONARIES AND THE USE OF LOW-COMPLEXITY PROJECTIONS FOR SPEAKER VERIFICATION
9.	10610220	MR. MURLI MANOHAR	Design, Fabrication and Testing of Printed Monopole Antennas for Super Wideband Applications
10.	11610222	MR. BAJARANGBALI	IDENTIFICATION OF PROCESS DYNAMICS USING RELAY WITH HYSTERESIS

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Mechanical Engineering**

Sl. No.	Roll No	Name	Thesis Title
1.	07610309	MR. LINTU ROY	GROOVE LOCATIONS FOR OPTIMUM PERFORMANCE OF TWO-AXIAL GROOVE AND MULTI-LOBE HYDRODYNAMIC BEARINGS
2.	09610304	MR. SHRAVANKUMAR C	CRACK IDENTIFICATION IN ROTORS WITH FULL-SPECTRUM
3.	09610310	MR. S. ANBARASU	Studies on Metal Hydride Based Hydrogen Storage Device
4.	09610311	MR. BIBIN JOHN	Numerical Investigations of Shock Wave Boundary Layer Interaction in Hypersonic Flows
5.	09610314	MR. RAVI KUMAR PEETALA	CONJUGATE HEAT TRANSFER ANALYSIS IN HYPERSONIC APPLICATIONS
6.	10610303	MR. DHRUBA JYOTI BORDOLOI	OPTIMUM MULTI-FAULT CLASSIFICATION OF GEARS WITH INTEGRATION OF EVOLUTIONARY AND SVM ALGORITHMS
7.	10610305	MR. PITAMBAR RAMBHAU RANDIVE	MESOSCOPIC MODELING OF CAPILLARITY-WETTABILITY INTERACTION
8.	10610307	MR. SUKANTA ROY	AERODYNAMIC PERFORMANCE EVALUATION OF A NOVEL SAVONIUS-STYLE WIND TURBINE THROUGH

			UNSTEADY SIMULATIONS AND WIND TUNNEL EXPERIMENTS
9.	10610311	MR. SATHEESHKUMAR V.	FORMING OF ADHESIVE BONDED STEEL SHEETS
10.	10610314	MR. RUPESH SINGH	Computational Study on Thermal Responses of Laser Irradiated Blood Perfused and Vascularized Tissues
11.	10610317	MR. H. LALHMINGSANGA	POST COMBUSTION CO <sub>2</sub> CAPTURE THROUGH ADSORPTION PROCESS IN FIXED AND FLUIDIZED BEDS
12.	126103027	MR. KOUSHIK DAS	NON-INVASIVE DETECTION OF A TUMOR IN A HUMAN BREAST

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Civil Engineering**

Sl. No.	Roll No	Name	Thesis Title
1.	08610406	MR. ARUP BHATTACHARJEE	NUMERICAL STUDIES ON DYNAMIC BEHAVIOR OF REINFORCED SOIL RETAINING WALLS
2.	08610409	MR. ANIMESH DAS	SEISMIC RESPONSE CONTROL OF LOW-RISE BUILDINGS USING FIBRE-REINFORCED ELASTOMERIC ISOLATOR
3.	09610405	MR. M. LONGSHITHUNG PATTON	Numerical Modelling of Lean Duplex Stainless Steel Hollow and Concrete-filled Columns of Square, L-, T- and +-shape Sections under Pure Axial Compression
4.	09610410	MR. PARTHA PRATIM SARKAR	ANALYSIS AND MODELING OF TRAVEL BEHAVIOR FOR A SMALL SIZED INDIAN CITY
5.	10610410	MS. THIYAM TAMPHASANA DEVI	DESIGN OF UNBAFFLED STIRRED TANK WITH CONCAVE BLADE IMPELLER
6.	10610417	MR. HRIDAY MANI KALITA	OPTIMAL PROTECTION MEASURES FOR CONTROLLING RIVER BANK EROSION
7.	11610414	MR. RATAN SARMAH	Two- and Three-Dimensional Analysis of Flow into Ditch Drains from a Poned Field
8.	11610417	MS. TRIPTIMONI BORAH	Development of Efficient Pollution Source Identification Model Using ANN-GMS-GA Based Simulation-Optimization Approach

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Design**

Sl. No.	Roll No	Name	Thesis Title
1.	09610503	MR. PRAKASH KUMAR	Ergonomic Design Intervention for Pineapple Peeling Task in Small Fruit Processing Units
2.	09610510	MS. SANGEETA PANDIT	Assistive design intervention to reduce Occupational Ergonomic stress among Women Handloom Weavers of Assam

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Biosciences and Bioengineering**

Sl. No.	Roll No	Name	Thesis Title
1.	08610604	MS. SAGARIKA MISHRA	Novel Vacuolar Na <sup>+</sup> /H <sup>+</sup> Antiporters Of Cowpea And Mungbean Confer Salt Tolerance In Transgenic Plants
2.	08610607	MR. ASHOK KUMAR	Recombinant Truncated Diphtheria Toxin for Possible Therapeutic Applications
3.	08610610	MR. POJUL LOYING	Regulation of Human Cripto-1 Expression
4.	08610613	MR. TUSHAR	Tapping Zingiberaceae – Wilderness to Mining Plastome
5.	08610616	MR. SERAJ AHMAD	Studies on Production, Characterization and Application Potential of Cholesterol Oxidase from <i>Rhodococcus</i> sp. NCIM 2891

6.	09610601	MR. MITUN CHAKRABORTY	Molecular and Functional Characterization of a Novel Alcohol Oxidase From <i>Aspergillus terreus</i> MTCC6324
7.	09610611	MR. SOMASEKHAR REDDY C D	STUDIES ON THE ALCOHOL OXIDASE FROM <i>PICHIA PASTORIS</i> FOR DEVELOPING NANOCOMPOSITE BASED ALCOHOL BIOSENSORS
8.	09610613	MS. GAURI DEB	MOLECULAR INSIGHTS INTO THE MODULATION OF GELATINASES BY THE GREEN TEA POLYPHENOL (-) - EPIGALLOCATECHIN-3-GALLATE (EGCG) IN HUMAN BREAST CANCER CELLS
9.	09610615	MR. ARABINDA GHOSH	Molecular cloning, expression, purification and characterization of $\beta$ -mannanase of family 26 glycoside hydrolase and associated family 35 carbohydrate binding module from <i>Clostridium thermocellum</i> and its application in manno-oligosaccharides production
10.	09610616	MR. AYAN SADHUKHAN	Isolation and functional characterization of a stress-inducible transcription factor <i>VuDREB2A</i> from cowpea
11.	09610617	MR. HIMANGSHU SONOWAL	STUDIES ON CYTOSKELETON, DIFFERENTIATION AND PHENOTYPIC PROPERTIES OF HUMAN MESENCHYMAL STEM CELLS
12.	09610620	MR. ANIL KUMAR	DEVELOPMENT OF A CURCUMIN RESOURCE DATABASE AND IN-SILICO INTERACTION STUDIES WITH SELECTED TARGETS
13.	09610621	MR. ANIL KUMAR VERMA	Structural, biochemical and functional analyses of modular recombinant glucuronoxylan-xylanohydrolase ( <i>CtXynGH30</i> ) of family 30 Glycoside Hydrolase and its truncated derivative <i>CtXyn30A</i> and associate family 6 carbohydrate binding module <i>CtCBM6</i> from <i>Clostridium thermocellum</i>
14.	09610622	MS. KIMJOLLY LHOUVUM	Cloning, Over-expression and Biochemical Characterization of Putative Protease PFI1625c from <i>Plasmodium falciparum</i> 3D7
15.	10610604	MR. MUTHUSIVARAMAPANDIAN M	Biochemical and system biology approach to characterize novel fresh water microalgal isolate directed towards biodiesel production
16.	10610614	MS. DAMINI KOTHARI	Synthesis, purification, characterization and prebiotic applications of dextran and oligosaccharides from <i>Leuconostoc mesenteroides</i> NRRL B-1426 dextranase

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Chemical Engineering**

Sl. No.	Roll No	Name	Thesis Title
1.	08610705	MR. ARIJIT MONDAL	CO <sub>2</sub> -Selective Thin-Film Polymer Composite Membranes: Improvement of Thermal Stability and Role of Amine Carriers
2.	08610706	MR. VINOTHKUMAR N	Hydrogen production from water-methanol over visible light active modified titanium and indium oxides based photocatalysts
3.	08610710	MR. AVIJIT GHOSH	Synthesis and Evaluation of Graphene for Polymer Electrolyte Membrane Fuel Cell Components
4.	09610707	MR. VENKATA SWAMY NALAJALA	MOMENTUM AND HEAT/MASS TRANSFER PHENOMENA OF CONTAMINATED BUBBLES IN POWER-LAW LIQUIDS
5.	09610715	MR. D. VASANTH	Preparation, Characterization and Applications of Kaolin Based Low Cost Ceramic Membranes
6.	09610717	MS. DASARI ANJALI	Hydrodynamics of viscous oil-water flow through horizontal and upward inclined pipelines

7.	09610719	MR. PRASHANT MISHRA	The Role of Framework Flexibility and Coordinatively Unsaturated Metal Sites on Gas Adsorption of Selected Metal Organic Frameworks
8.	09610720	MR. ARDHENDU SEKHAR GIRI	ADVANCED OXIDATION PROCESSES FOR TREATMENT OF MODEL PHARMACEUTICAL WASTEWATER
9.	09610722	MR. ANAND BABU DESAMALA	Hydrodynamics of viscous oil-water flow through undulated pipelines
10.	09610723	MR. YENNAM RAJESH	Adsorption Characteristics of Activated Carbon for the Recovery of Ni (II) and Pd (II) from Synthetic Electroless Plating Solutions
11.	09610726	MR. E. SRI HARSHA	Microfiltration Studies Using Low Cost Ceramic Membranes
12.	09610727	MR. LEELA MANOHAR AESHALA	Studies on Solid Polymer Electrolyte for Direct Electrochemical Reduction of CO <sub>2</sub> to Fuel
13.	10610706	MS. L. SRAVANTHI	AMINE FUNCTIONALIZED MCM-41 FOR CO <sub>2</sub> CAPTURE
14.	10610707	MR. MRIGANKA SEKHAR MANNA	Simultaneous Extraction and Recovery of Catechins using Liquid Membrane
15.	10610709	MR. MURALI PUJARI	Combinatorial plating characteristics of electroless processes for dense Pd-PSS composite membrane fabrication
16.	10610711	MR. CHINA MALAKONDAIAH KANIGANTI	Preparation and Characterization of Low Cost Ceramic and Silver-Ceramic Composite Membranes for Bacteria Filtration Applications
17.	10610714	MR. SANTHI RAJU PILLI	Extraction of Endocrine—Disrupting Compounds from Aqueous Solutions using Ionic Liquids: Theoretical Predictions and Experimentations using Supported Liquid Membrane
18.	10610717	MS. AMRITA AGARWAL	Optimality of Electroless Plating Processes for Dense Metal Ceramic Composite Membrane Fabrication
19.	11610704	MR. KRUSHNA PRASAD SHADANGI	Thermal, Catalytic and Co-conversion of Non-edible Oil Seeds to Pyrolytic Oil

**List of students who have fulfilled requirements for award of Ph.D. degree in Physics**

Sl. No.	Roll No	Name	Thesis Title
1.	09612102	MS. TRIBEDI BORA	Magnetic Properties of La-Cr-O and Nd-Cr-O Based Orthochromites
2.	09612103	MR. ABHIJIT DAS	Development of Optical Sectioning Microscope using Binary Diffraction Hologram
3.	09612105	MS. DEEPANWITA DUTTA	Branching fraction measurement for the decay $B_s^0 \rightarrow \phi\gamma$ and search for the decay $B_s^0 \rightarrow \gamma\gamma$ at high energy $e^+e^-$ collisions at $\Upsilon(5S)$ energy
4.	09612107	MR. ENAMULLAH	A Theoretical Study of Rabi Oscillations In Graphene
5.	09612108	MR. PADAM RAJENDER	Study of Magnetic Properties and Exchange Bias in $Co(Cr_{1-x}M_x)_2O_4$ ( $M = Fe, Co \& Al$ )
6.	09612109	MR. BATAKRUSHNA SANTARA	Studies on Intrinsic Defects and Doping Induced Tunable Optical and Magnetic Properties of TiO <sub>2</sub> Nanostructures
7.	09612110	MS. POULAMI GHOSH	STUDIES ON VARIOUS MORPHOLOGIES OF ZINC OXIDE NANOSTRUCTURES GROWN VIA PULSED LASER DEPOSITION
8.	09612111	MR. T SANTHOSH KUMAR	Studies on bulk and thin films of MgTiO <sub>3</sub> ceramics for microwave and electronic applications
9.	09612112	MR. AKHILESH KUMAR SINGH	MAGNETIC PROPERTIES OF SINGLE AND MULTILAYER STRUCTURED AMORPHOUS AND NANOCRYSTALLINE FeTaC MAGNETIC THIN FILMS

10.	09612113	MR. SOUVIK PAUL	First-principles electronic structure based investigations of $Mn_2NiX$ magnetic alloys with Inverse Heusler structure
11.	09612115	MR. PATHI MUNENDHAR	EXPERIMENTAL STUDIES ON THE DEVELOPMENT OF FIBER BRAGG GRATING BASED SENSORS FOR STRUCTURAL HEALTH MONITORING
12.	09612118	MS. SHYNI P. C.	MAGNETIC PROPERTIES OF NANOCRYSTALLINE Fe-(Al,Cr)-Co-Si ALLOYS PREPARED BY MECHANICAL ALLOYING PROCESS
13.	09612119	MR. APURBA BARMAN	Studying Disorder and Correlation Effects on the Phase Diagram of Bosons via Mean Field Theory
14.	09612130	MR. ONKAR NATH VERMA	DIFFRACTION MANAGEMENT BY USING COHERENT CONTROL FIELDS IN OPTICAL MEDIA
15.	10612101	MR. GEDDA MURALI	Fabrication of CoPc and PTCDI-Ph based low-operating voltage organic field-effect transistors

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Chemistry**

Sl. No.	Roll No	Name	Thesis Title
1.	08612223	MR. V. ANILKUMAR	Mechanistic Insights into Unusual Reactions by High - Valent Iron Intermediates
2.	09612201	MR. SRIMANTA GUIN	Beyond Traditional Coupling: Transition Metal Catalyzed C—C and C—O Bond Formations via C—H Activation
3.	09612205	MR. THALLURI KISHORE	Development of Chemoselective and Stereoselective Strategies for Peptide Synthesis and Related Organic Transformations
4.	09612207	MR. BHASKAR NATH	Supramolecular chemistry of <i>Bis</i> -phenols and related metal complexes
5.	09612210	MR. RENJITH B.	DNA Damage Induced by Low-Energy Electrons: A Theoretical Approach
6.	09612211	MR. PARAMARTHA GOGOI	Some Aspects of Chemistry of Oxygenated Heterocycles and Use of Chiral 1,3-Diols in Asymmetric Synthesis
7.	09612214	MR. R. SIDICK BASHA	Stereoselective Synthesis of 2-Deoxy-2-Iodo-O-Glycoside in Biphasic Medium and BDMS Mediated Facile Access to 2,3-Unsaturated-O-Glycoside, Imidazopyridine and $\alpha$ -Aminoamidine
8.	09612215	MR. NARSIMHA MAMIDI	Design and Synthesis of Esters as Protein Kinase C (PKC)-C1 Domain Regulators
9.	09612216	MR. BIGYAN RANJAN JALI	Supramolecular chemistry of some naphthoquinone derivatives
10.	09612217	MR. BURGULA LAXMINARAYANA	Studies on the Synthesis and Properties of Modified Pyrimidine Nucleobases, <i>Bis</i> -Pyrimidine Dimers and Peptide Nucleic Acids
11.	09612220	MR. JIBAN SAIKIA	Interfacial Interaction Study of Proteins and Pollutants onto Inorganic Surfaces
12.	09612223	MR. KIRAN INDUKURI	Stereoselective Synthesis of Some Six Membered Oxygen and Nitrogen Heterocyclic Compounds
13.	09612227	MR. SAROJ KUMAR ROUT	Beyond Retrosynthetic Analysis: Copper Catalyzed Synthesis of Esters via C—H Functionalization
14.	09612230	MR. CHIRANTAN KAR	Design, Synthesis and Application of Fluorogenic Probes for Selective Detection of Ionic Analytes in Physiological Condition
15.	10612246	MS. SANGITA TALUKDAR	Design, Synthesis and Studies on the Photophysical Properties of Unnatural Triazolyl and Tetrazolyl Nucleosides and the Applications of Triazolyl Nucleosides Thereof
16.	11612213	MR. SAMIR GHORAI	Geometrical and Substitutional Influences on the Electronic Structure and the Reactivity of First-Row Transition Metal-Radical Complexes

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Mathematics**

Sl. No.	Roll No	Name	Thesis Title
1.	08612304	MR. RAJ BHAWAN YADAV	Density Results in $C(S^n, S^n)$ for Lower Dimensions and Riemannian Morphisms
2.	08612306	MS. NAMITA BEHERA	FIEDLER LINEARIZATIONS FOR LTI STATE-SPACE SYSTEMS AND FOR RATIONAL EIGENVALUE PROBLEMS
3.	09612302	MR. JITENDER KUMAR	AFFINE NEAR-SEMRINGS OVER BRANDT SEMIGROUPS
4.	09612305	MR. KAUSHIK MONDAL	Designing Localization Algorithms for Wireless Sensor Networks: A Geometric Approach
5.	09612306	MR. SANTU DAS	LINEAR WATER WAVE DAMPING BY A BOTTOM-MOUNTED POROUS STRUCTURE AND BY VERTICAL DUAL POROUS PLATES
6.	09612313	MR. BIDYUT BIKASH GOGOI	SOME DIVERSE DIRECTIONS IN HIGHER ORDER COMPACT METHODOLOGY
7.	09612314	MR. DINESH KUMAR	DYNAMICS AND CONTROL OF A PREDATOR-PREY SYSTEM WITH THE SUPPLY OF ADDITIONAL FOOD TO PREDATORS
8.	09612317	MR. MOHAMMAD HASSAN	DIFFRACTION AND RADIATION OF WATER WAVES BY TWO COAXIAL VERTICAL CYLINDERS
9.	10612304	MS. SUNANDA SAHA	STUDY OF TRAPPED MODES IN TWO- AND THREE-LAYER FLUIDS

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Humanities and Social Sciences**

Sl. No.	Roll No	NAME	Thesis Title
1.	06614104	MR. JITU TAMULI	Institution for the Use of Groundwater in Assam: A Study of Groundwater Markets with Special Emphasis on Structure, Determinants, Reliability and Efficiency
2.	07614102	MS. MAMTA TRIPATHI	THE DYNAMICS OF KNOWLEDGE MANAGEMENT IN ORGANIZATIONS: ROLE OF LEADERSHIP, TRUST AND ORGANIZATIONAL CULTURE
3.	07614104	MS. DITEE MONI BARUAH	Polity and Petroleum Making of an Oil Industry in Assam, 1825–1980

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Energy**

Sl. No.	Roll No	Name	Thesis Title
1.	09615103	MS. SHUCHI SINGH	Bioethanol production from <i>Parthenium hysterophorus</i> involving cellulase from <i>Bacillus amyloliquefaciens</i> SS35: Process development, optimization and intensification
2.	09615108	MR. DEBJYOTI SAHU	Hydrogen Adsorption on Selected Metal Organic Frameworks

**List of students who have fulfilled requirements for award of  
Ph.D. degree in The Environment**

<b>Sl. No.</b>	<b>Roll No</b>	<b>NAME</b>	<b>Thesis Title</b>
1.	08615205	MS. BHARATI BRAHMACHARIMAYUM	STUDIES ON SULFATE REDUCTION TO ELEMENTAL SULFUR UNDER ANAEROBIC/MICROAEROBIC CONDITIONS
2.	09615201	MS. NAYANMONI GOGOI	ECOLOGICAL STUDY OF BRAHMAPUTRA RIVER FLOODPLAIN IN SELECTED AREAS OF MAJULI AND KAMRUP AND POTENTIAL BIORESOURCE UTILIZATION PERSPECTIVES

**List of students who have fulfilled requirements for award of  
Ph.D. degree in Nanotechnology**

<b>Sl. No.</b>	<b>Roll No</b>	<b>Name</b>	<b>Thesis Title</b>
1.	06615301	MR. AGILE MATHEW	Cylindrical Quantum Dots, Spin Qubits, and Decoherence
2.	09615301	MR. AMARESH KUMAR SAHOO	Nanocomposites for Theranostic Applications





Report of the Committee on the appeal of the Sr.Technicians/Mechanics Gr-I

Date : 31/03/15

A few Senior Technicians/Mechanics who have recently been upgraded to Senior Technicians/ Mechanics Gr-I have submitted an appeal requesting for consideration for award of promotional designation (JTS) to them as per RCPS Scheme. In order to look into the appeal and suggest accordingly, a committee consisting of the signatories as hereunder, constituted by the Director, met on 31/03/15 at 04.00pm in the Office Chamber of the Deputy Director.

The committee thoroughly examined all the matters along with the supporting paper documents relevant to the aforesaid appeal. The paper documents include List of Senior Technicians/Mechanics with their qualifications, promotion of Junior Technicians/Mechanics under MACP/Internal Promotion (DPC) scheme, Admn. note based on applications/reminder sent by the Senior Technicians/Mechanics, Circular regarding Internal Recruitment, Existing Recruitment Rules for the posts of Senior Technicians/Mechanics Gr.I and Junior Technical Superintendent (JTS), Promotional ladder for Gr.B,C & erstwhile D posts ( as approved in the 78<sup>th</sup> Meeting of the BoG held on 27 Oct,2014), Office Order regarding designation under MACP based on RCPS vide Ref. : AD/32/98/Vol.15/129 , Dated 16.01.2012, and Promotional ladder as per RCPS.

The Committee observed that the appeal was the outcome of the approval of the BoG of the Institute in its 67<sup>th</sup> meeting held on 30.11.2011 to implement the decision of the Council of IITs in its 43<sup>rd</sup> meeting held on 14.09.2011 regarding change of designation in respect of the eligible non teaching employees of the IIT. In terms of the same, the promotional ladders with designation for the relevant technical staff were as follows.

Entry Level Post/Scale	1 <sup>st</sup> upward movement	2 <sup>nd</sup> upward movement	3 <sup>rd</sup> upward movement
Junior Technician/Junior Mechanic / /Junior Laboratory Assistant PB-1 (Rs. 5200-20,200) Grade Pay 2000	Senior Technician/ Senior Mechanic / Senior Laboratory Assistant PB-1 (Rs. 5200-20,200) Grade Pay 2800	Junior Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4200	Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4600
Junior Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4200	Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4600	Senior Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4800	Senior Technical Superintendent (SG) PB-2 (Rs. 9300-34,800) Grade Pay 5400

The committee had further seen that subsequently, the BoG in its 78<sup>th</sup> meeting held on 27.10.2014 had revised the promotional ladder with designation for the relevant technical staff as follows.

Entry Level Post/Scale	1 <sup>st</sup> upward movement	2 <sup>nd</sup> upward movement	3 <sup>rd</sup> upward movement
Junior Technician/Junior Mechanic / /Junior Laboratory Assistant PB-1 (Rs. 5200-20,200) Grade Pay 2000	Senior Technician/ Senior Mechanic / Senior Laboratory Assistant PB-1 (Rs. 5200-20,200) Grade Pay 2800	Senior Technician Gr.I / Senior Mechanic Gr.I / Senior Laboratory Assistant Gr.I PB-2 (Rs. 9300-34,800) Grade Pay 4200	Senior Technician (SG) / Senior Mechanic (SG) / Senior Laboratory Assistant (SG) PB-2 (Rs. 9300-34,800) Grade Pay 4600
Junior Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4200	Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4600	Senior Technical Superintendent PB-2 (Rs. 9300-34,800) Grade Pay 4800	Junior Technical Officer PB-2 (Rs. 9300-34,800) Grade Pay 5400

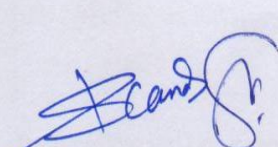
*[Handwritten signatures and initials in blue ink]*

The committee noted that JTS is basically an entry level post under open/direct recruitment with required qualification of B.Tech/BE/M.Sc/MCA or B.Sc with 2 years' experience or Diploma in Engineering with 3 years' experience, whereas Senior Technicians/ Mechanics Gr-I is an internal promotional post essentially with lesser required qualification coupled with specified years of experience in a particular trade/discipline in feeder post of Junior Technicians/ Mechanics and Senior Technicians/ Mechanics. Further, the committee observed that the appeal did not attract any financial implication/liability on the part of the Institute, but it was only a matter of change of designation from Senior Technicians/ Mechanics Gr-I with GP of Rs.4200/- to JTS with GP of Rs.4200/-. Therefore, in the spirit of the RCPS and falling in line with Institute's 67<sup>th</sup> BoG's resolution (i.e implementation of the relevant resolution of the 43<sup>rd</sup> IIT Councils' Meeting), the committee recommended that the Senior Technicians/Mechanics Gr-I may be re-designated as Junior Technical Superintendent (Promoted), in short, JTS(P) keeping a clear cut distinction with directly recruited JTS in view of difference in terms of nature of duties carried out by the these two different sets of technical staff, i.e. JTS- directly recruited and JTS(P) – upgraded through internal promotion.

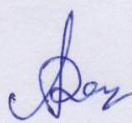
Accordingly, the committee recommended that while switching over from the existing designation of Senior Technicians/ Mechanics Gr-I to the new designation JTS (P), the nature of their duties as well as their pay are kept the same as that of their existing designation of Senior Technicians/ Mechanics Gr-I.

The committee further recommended that the newly designated JTS (P) will be eligible for next internal promotional post of TS (P) with GP of Rs.4600/- replacing the existing designation of Senior Technicians/ Mechanics (SG) with GP of Rs.4600/- but befitting the nature of duties in line with Senior Technicians/ Mechanics (SG) in clear cut distinction to that of TS. Thus, the following promotional ladders with designations for these technical staff had been recommended and Institute's Recruitment Rules be modified by this extent.

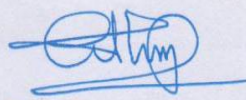
Entry Level Post/Scale	1 <sup>st</sup> upward movement	2 <sup>nd</sup> upward movement	3 <sup>rd</sup> upward movement
<b>Junior Technician/Junior Mechanic // Junior Laboratory Assistant</b> PB-1 (Rs. 5200-20,200) Grade Pay 2000	<b>Senior Technician/ Senior Mechanic / Senior Laboratory Assistant</b> PB-1 (Rs. 5200-20,200) Grade Pay 2800	<b>Junior Technical Superintendent (P)</b> PB-2 (Rs. 9300-34,800) Grade Pay 4200	<b>Technical Superintendent (P)</b> PB-2 (Rs. 9300-34,800) Grade Pay 4600
<b>Junior Technical Superintendent</b> PB-2 (Rs. 9300-34,800) Grade Pay 4200	<b>Technical Superintendent</b> PB-2 (Rs. 9300-34,800) Grade Pay 4600	<b>Senior Technical Superintendent</b> PB-2 (Rs. 9300-34,800) Grade Pay 4800	<b>Junior Technical Officer</b> PB-2 (Rs. 9300-34,800) Grade Pay 5400



Prof.S.Nandi  
Dy. Director



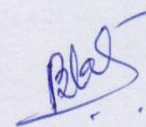
Prof.S.K.Kakoty  
Dean, IPM



Prof.A.K.Dass  
Head, ME



Prof.A. Chattopadhyay  
Member, BOG



D.Sharma  
DR (Admn)

B.Nath  
AO (IA)

# RECORD RETENTION AND DISPOSAL MANUAL



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भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**Indian Institute of Technology Guwahati**

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## **Chapter 1**

### **INTRODUCTION**

#### **1.1 Records Management**

**1.1.1** A properly managed records system ensures speedy retrieval of records, either electronic or paper. The system should enable destruction of unwanted records and transfer of records of archaic value to the archives. It should enable the effective and efficient use of the available space keeping in view the price to be paid for the space used by the records and accountability requirements of the organization. This would ensure efficiency and economy in the management of records by eliminating duplication, systematizing retention and disposal, and improving access to records and archives. These steps would go a long way in enhancing sound decision making and supporting effective programme and service delivery, accountability and transparency.

To achieve the goal of having an effective records management system it is necessary to enact and implement comprehensive Rules to regulate the life-cycle, management of records and archives, irrespective of medium and format, designating a single authority to oversee the process and assigning clear responsibility for actions at each stage. Government of India enacted the "Public Records Act, 1993" and "Right to Information Act 2005" which replaces the erstwhile "Freedom of Information Act, 2002" and both these Acts lay down the principles for managing, maintaining and monitoring records in Government departments.

- 1.1.2** The "Right to Information Act, 2005" among other things lays emphasis on the following points:
- By providing freedom to every citizen to secure access to information under the control of public authorities, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto, the bill underlines the importance of having an effective records management program in every Government office.
  - Every public authority shall maintain all its records, in such manner and form consistent with its operational requirements duly catalogued and indexed.
  - A person desirous of obtaining information shall make a request in writing or through electronic means, to the concerned Public Information Officer specifying the particulars of the information sought by him. Provided that where such request cannot be made in writing, the Public Information Officer shall render all reasonable assistance to the person making the request orally to reduce it in writing.
  - Where a request for access to information is rejected or the concerned applicant is aggrieved, the citizen has a right to appeal.
  - The Act does not require the public authorities to retain records for indefinite period. The records need be retained as per the record retention schedule applicable to the concerned public authority. Information generated in a file may survive in the form of an OM or a letter or in any other form even after destruction of the file/record. Section 8(3) of the Act requires furnishing of information so available after the lapse of 20 years even if such information was exempt from disclosure under sub-section(1) of Section 8.
- 1.1.3** The "Public Records Act, 1993" assigns a range of responsibilities to the records officer in relation to proper arrangement, maintenance and preservation of public records under his charge. The records officer must undertake:
- Periodical review of all public records and weeding out of public records of ephemeral value;

- Appraisal of public records which are more than twenty-five years old in consultation with the National Archives of India or, as the case maybe, the Archives of the Union territory with a view to retaining public records of permanent value;
- Destruction of public records in such manner and subject to such conditions as may be prescribed under the Record Retention Manual.
- Compilation of a schedule of retention for public records in consultation with the National Archives of India or Board of Governors of the Institute or, as the case maybe, the Archives of the Union Territory
- Periodical review for downgrading of classified public records in such manner as may be prescribed;
- Adoption of such standards, procedures and techniques as maybe recommended from time to time by the National Archives of India for improvement of record management system and maintenance of security of public records;
- Compilation of annual indices of public records;
- Compilation of organizational history and annual supplement thereto;
- Assisting the National Archives of India or, as the case may be, the Archives of the Union territory for public records management;

## **1.2 Concepts**

- 1.2.1** With the passing of the Information Act, the right to get information from the public authority is ensured by Statute. This obligation to share information with the citizen places additional responsibility on the public officers to manage, maintain and monitor records efficiently and effectively.

The main concepts that govern the care of records and archives are:

Records must be arranged according to the office responsible for their creation or birth, in the original order established at the time of their creation. Knowing who created or used a record, and why, when, and where is the key to retrieval rather than their format, subject matter or content.

“Records follow a ‘life-cycle’, in that they are created for use for so long as they have their continuing value and are then disposed of by destruction or by transfer to an archival institution. In this life-cycle, records pass through three main phases:

- Current-phase records are used frequently in the conduct of daily business and are maintained in a records centre;
- Semi-current phase–records are used infrequently in the conduct of daily business and are maintained in a records centre;
- Non-current phase–records are destroyed unless they have a continuing value which merits their preservation as archives.

- 1.2.2** Records should be managed through a coherent and consistent continuum of actions from the development of record keeping systems, through the creation and preservation of records to their use as archives. “The continuum concept suggests that .....actions continue or recur throughout the life of a record: identification of records; intellectual control; provision of access; and physical control”. It is the management of this continuum of actions that provides the need for a strategic approach to records management. A lack of continuum approach might result in vast quantities of inactive paper based records clogging up expensive office space making it virtually impossible to retrieve essential information.





## **Chapter 2**

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### **OBJECTIVES**

- 2.1 The objectives of a records retention and disposition schedule are:
- To transfer inactive records to the Record and Archive Management Cell until administrative, fiscal and legal retention requirements are met.
  - To destroy records that no longer has administrative, fiscal, legal, or historical value.
  - To transfer to the official non-current records that has enduring value.
  - To minimize requirements for filing equipment and space.
  - To ensure compliance with the Public Records Act., 1993 and the Right to Information Act., 2005.
  - To assure the identification and protection of vital records.

## **Chapter 3**

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### **DEFINITIONS**

**3.1 Record**

Records include, but are not limited to, letters, papers, maps, exhibits, magnetic tapes, compact disks, microfilm, photographic film and prints, audio and video recording, any other information, regardless of its physical form or characteristics, that is received, created or used by the Institute in the normal course of business.

**3.2 Record & Archive Management Cell**

The Cell created with the purpose of overall archival preservation, retention and destruction of records of the Institute.

**3.3 Record Retention Officer**

Officer in charge of Record & Archive Cell.

**3.4 Advisory Board**

Records and Archives Management Advisory Board.

**3.5 Coordinating Official**

The official nominated by the Head of the Department/ Centre/ Section who will act as liaison between the concerned office and the Record and Archive Management Cell.

## **Chapter 4**

### **CLASSIFICATION, CATEGORIZATION & RETENTION OF RECORDS**

#### **4.1 Introduction**

As per provisions of the Public Record Act. 1993 and Central Secretariat Manual of Office Procedures, the Record Retention Schedule for Public Records is compiled by the Record Creating Agency in consultation with the National Archives of India. National Archives of India has undertaken a study of the records of IIT Delhi and IIT Madras for the purpose of compilation of Common Retention Schedule of the IIT's.

The records created by the Indian Institutes of Technology, (Ministry of Human Resource Development) (hereafter 'Record Creating Agency or RCA') fall under three categories i.e., (i) Records relating to house-keeping jobs and common office service functions, (ii) Records dealing with financial matters, and (iii) Records relating to substantive functions, peculiar to the said Record Creating Agency.

The study conducted by the National Archives of India was confined to records dealing with substantive functions only as records relating to common office services, house-keeping jobs and financial matters are covered by the Record Retention Schedule Common to All Departments issued by the Department of Administrative Reforms and Public Grievances (Ministry of Personnel, Department of Public Grievances and Pensions) and General Financial Rules, 1963 (Rule 284 and Appendix XIII) issued by the Ministry of Finance respectively. One of the important observation and recommendation of the study by the National Archives of India is that the files should be recorded and their retention period be prescribed in accordance with the Record Retention Schedule and also as per paras 103-105 of the Central Secretariat Manual of Office Procedure (XII Edition, 2003) hereafter called M.O.P. All the Departments/Centre/Sections should be directed to maintain the File Register as prescribed in para 97 and Appendix 22 of the M.O.P.

#### **4.2 Classification/Categorization of Records for Retention/ Disposal**

##### **4.2.1 Classification/Categorization:** The records for retention/ disposal are classified/ categorized according to their length of retention as below:

- A – Keep files
- B – Keep files
- C – Keep Files

##### **4.2.2 Physical Records:** The files may be recorded under any one of the following category:

(a) Category 'A' meaning 'keep and microfilm' –

- (i) Files which qualify for permanent preservation for administrative purposes and which has to be microfilmed because they contain:
  - a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum to avoid its damage or loss; or
  - material likely to be required for frequent reference by different parties simultaneously/ frequently.

(ii) Files of historical importance.

(b) Category 'B' meaning 'keep but do not microfilm' – This category will cover the files required for permanent preservation for administrative purposes. It will, however, exclude

the nature of the material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore be microfilmed.

- (c) Category 'C' meaning 'keep for specified period only'. This category will include files of secondary importance having reference value for a limit period not exceeding 10 years. In exceptional cases, if the record is to be retained beyond 10 years it will be upgraded to 'B' category, C-3, C-5 & C-10 means Category 'C' files to be kept for 3 years, 5 years and 10 years respectively.

**4.2.3 Electronic Records:** e-Files/records may be digitized in any one of the following category

- (a) Category-I (e-Files/records to be preserved permanently which are of historical importance) – For 10 years it will be kept in the Department's server and thereafter to the server of the Institute/National Archives of India.
- (b) Category-II (e-Files/records of secondary importance and have a reference value for a limited period) – 10 years on the Department's server. In exceptional cases, if the record is required to be retained beyond 10 years, it be upgraded to Category-I.

**4.2.4 Retention Period:** The Retention period for category 'A-keep' and 'B-keep' files is 25 years from the date of opening the file. In case of class 'C' files the retention period is reckoned from the date of their recording. The classification of each file should be distinctly written with red ink on the top left corner of each file cover.

While prescribing the retention period for the category 'C' files in the enclosed retention schedule, slabs of C-1, C-3, C-5 and C-10 may be followed where the numeral stands for the number of years of retention of a file. All Class 'C' files must be reviewed by the concerned section on expiry of the specified retention period. While doing so, these files, if so required, may be granted further lease of life not exceeding a period of ten years, or upgraded as 'B-keep' depending upon the importance of the subject matter dealt with therein.

'A-keep' and 'B-keep' files may be appraised by the said Records Creating Agency in consultation with the National Archives of India after 25 years of their life. The files selected for permanent retention after appraisal, may be transferred to the National Archives of India for permanent custody and scientific preservation as per provision of section 6 (1)(c) of the Public Record Act, 1993 and the rule 5(2)(3)(4) of Public Record Rules, 1997.

**4.2.5** All Department/ Centre/ Section may be advised to transfer their one year old files to their own Record Room so that the precious working space in the Department/ Centre/ Section is not unduly cluttered by the semi-current files.

Generally, the files needs to be recorded as and when the action considered therein is completed, but efforts should be made to record all the files in the month of January every year. While opening a new file, action pending in the previous file should be succinctly reflected on the first page of the 'Notes' portion of the new file in which the reference of the old file should also be given. However, files of purely ephemeral nature containing information of little reference value may be destroyed after one year without being formally recorded.

It is likely that the files grow bulky in the course of their currency. Therefore, efforts should be made to make the routine correspondence, such as routine reminders and acknowledgements, in a subsidiary file along with the main file so that the former could be easily weeded out while retaining the main file without its being unnecessarily bulky. During the stage of currency of the file when

either the 'Notes' or the 'Correspondence' portion becomes bulky (say exceeds 100 pages). It may be stitched and marked Volume-I. Further papers on the subject may be kept in a new folder of the same file which should be marked Volume -II and so on.

In order to facilitate retrieval of information from old file it is desirable that for every file which has been recorded and marked as 'A-keep', 'B-keep' or 'C-10', index slip should be prepared. In addition to the subject entries given on the file cover, all the important items dealt with in each file should also be reflected in the index slips. Thereafter, the annual Index of files of the Institute as a whole should be compiled for easy reference/ retrieval.

### **4.3 Retention of Records of Department/Centre/Section**

#### **4.3.1** Retention schedule for files related to the house keeping job, common office service records and those related to financial matters:

Appropriate instructions given in the Record Retention Schedule for Records Common to all Departments (3rd edition, 1994) issued by the Department of Administrative Reforms and Public Grievances of the Ministry of Personnel, Public Grievances & Pensions and Rule 284 and Appendix – XIII of the General Financial Rules, 1963 issued by the Ministry of Finance respectively should be followed. Extract of the same placed at **Annexure - A**;

#### **4.3.2** The Retention schedule of Substantive Functions:

The retention schedule which has been vetted by the National Archive of India as required under clause (e) of sub-section (1) of section 6 of the Public Record Act, 1993 should be followed while recording and classifying the record of substantive functions. The recommendations of the National Archives of India regarding Retention Period are given in the Column 3 of the Retention Schedule, which is at **Annexure - B**.

#### **4.3.3** The present Retention Schedule may be reviewed after five years to ensure that any change that may occur in the activities of the Institute are covered in it.

#### **4.3.4** It should be ensured that four copies each of all printed or cyclostyled reports/ proceedings should be deposited with the Library for reference purpose. In case the proceedings are secret/confidential, these may be transferred to the Library after their down-gradation.

#### **4.3.5** Although utmost care has been taken to compile comprehensive Records Retention Schedule, yet if any subject/ records group of any Department/Centre/Section of the Institute has been escaped attention or has been left out inadvertently during the study, the same may be included at the appropriate place in this manual and the retention period of the same may be got prescribed with the approval of the Board of Governors of the Institute.

#### **4.3.6** Proper Index slips should be prepared for records which are to be categorized as C-10 and above, viz. 'B-keep' and 'A-keep'. In this connection, procedures as laid down under paras 106-108 of the Central Secretariat Manual of Office Procedure may be followed.

#### **4.3.7** A regular programme of recording/ reviewing/ weeding of records should be undertaken by each Department/ Centre/ Section of the Institute and progress in this regard should be monitored.

#### **4.3.8** Timely transfer of all semi-current records from the Department/ Centre/ Section to the concerned Records Rooms may be ensured as per provisions of para 112 of the Central Secretariat Manual of Office Procedure.

**4.4 Trainings**

Record Retention Officer may be got trained in the orientation course on Records management. Suitable trained staff should be posted to discharge various functions of the Departmental Records Rooms. The staff may also be got trained in various Short-term courses conducted by the School of Archival Studies, National Archives of India, New Delhi and other national Institutes.

## **Chapter 5**

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### **RECORDS AND ARCHIVES MANAGEMENT CELL**

- 5.1 There shall be established Records and Archives Management Cell (hereinafter referred to as "The Cell") for the Institute.
- 5.2 The Records and Archives Management Cell shall have an official seal of a design approved by the Director.
- 5.3 The Record Retention Officer of the Cell shall be responsible to the Registrar/Director who shall be advised by the Records and Archives Management Advisory Board (hereafter referred to as "the Advisory Board").
- 5.4 The records/documents/files primarily shall be kept in custody of the respective HoD/ HoC/ HAC/ HoS where the file originated. The records shall be handed over to the Records and Archives Management Cell after the end of the retention period as prescribed or on advice of the Advisory Board and upon the approval of the Director of the Institute, with proper documentation.
- 5.5 The Cell shall contribute to the efficiency, effectiveness and economy in maintenance of records of the Institute in respect of:
- (a) Ensuring that all the Department/ Centres / Sections follow good record keeping practices;
  - (b) Establishing and implementing procedures for the timely disposal of public records of no continuing value;
  - (c) Advising on best practices and established standards in recordkeeping in the public service; and
  - (d) Establishing and implementing procedures for the transfer of records of enduring value for preservation in the Archives of the Institute
- 5.6 The Cell shall make arrangements for preservation of records in the archival repository under the Cell;
- 5.7 The Cell shall occupy and utilize such buildings/ area as may be necessary for the discharge of its functions and these shall include records centre or centres for the proper keeping of semi-current records/ archival records, subject to the approval of the Director who shall have a right to inspect such centers;

## **Chapter 6**

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### **RECORDS AND ARCHIVES MANAGEMENT ADVISORY BOARD**

- 6.1** There shall be established a Records and Archives Management Advisory Board for the Cell referred to in this Manual as the Advisory Board.
- 6.2** The Advisory Board shall consist of–
- (a) The Registrar as the Chairman;
  - (b) The Librarian or his/ her nominee;
  - (c) The Public Information Office of the Institute;
  - (d) Two Departmental nominees (to be nominated by the Director)
  - (e) One Centre's nominees (to be nominated by the Director)
  - (f) HoS, Finance & Accounts Section or his/ her nominee;
  - (g) HoS, Legal Cell or his/ her nominee;
  - (h) HoS, Administration Section or his/ her nominee.
- 6.3** The appointed members of the Advisory Board shall serve for a term of three years or till further orders and shall be eligible for re-appointment for one further term;
- 6.4** The Advisory Board shall be responsible for–
- (a) Advising the Cell generally on matters relating to the management of records and archives of the Institute;
  - (b) Advising and supporting the Record Retention Officer of the Records and Archives Management Cell;
  - (c) Such other matters as this Manual may specifically assign to it or the Director may advise;
  - (d) Better management of record and disposal in the interest of the Institute
  - (e) For framing rules, as it deems fit to be forwarded to the Director for approval. In framing of such rules the Advisory Board should take the Record Retention Officer into confidence.
- 6.5** The Advisory Board shall meet as often as it considers necessary, but not less than once a year;
- 6.6** The quorum of its meetings shall be five members;
- 6.7** The Public Information Officer shall act as the Member Secretary of the Advisory Board and the Advisory Board shall regulate its own meetings;



## **Chapter 7**

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### **RECORD RETENTION OFFICER**

- 7.1 There shall be Records Retention Officer for Cell not below the rank of Assistant Registrar to be designated as Assistant/Deputy Registrar (RR). He/ she shall be appointed by the Director and shall be under the administrative control of the Registrar.
- 7.2 The Record Retention Officer of the Cell shall be responsible for-
- (a) Implementing the general policy established by the Institute;
  - (b) Management of the day-to-day activities of the Section;
  - (c) Such other matters as this Manual may specifically assign to him by the Registrar/Director
  - (d) Training of the coordinating officers;
  - (e) Ensuring that retention and disposal schedules are reviewed and amended periodically as may be necessary, the review of each schedule to take place 10 years
  - (f) Authorizing the disposal of records other than as provided for by retention and disposal schedules with approval of the Director through the Registrar;
- 7.3 Within six months after the end of each fiscal year the Record Retention Officer shall submit to the Director through the Registrar a report on the activities of the Department during that year;
- 7.4 The Record Retention Officer and any person acting on his behalf or under his direction who requires to have access to or custody of Institute records which are classified as confidential or secret shall satisfy any security requirements applicable to, and take any oath of secrecy required to be taken by any person who normally wants to have access to such records.
- 7.5 The Record Retention Officer shall be responsible for the preservation of all records of enduring value other than those which are held under the custody of the HoD/ HoC/ Hac/HoS and shall in particular –
- (a) Take charge of the Archives;
  - (b) Provide therein and in any other archival repositories under his control suitable conditions for the preservation and consultation of their holdings;
  - (c) Arrange and describe those holdings and provide appropriate guides, lists, indexes and other finding aids to facilitate access to them;
  - (d) Ensure that reasonable facilities are available to the officials of the Institute for inspecting and obtaining copies of such records in the Archives or any other archival repository under his control, in so far as such records are open to inspection;
  - (e) Ensure that reasonable facilities are available to the coordinating official of the office which created them or its successor in function for inspecting and obtaining copies of public records in the Archives or any other archival repository under his control;

## **Chapter 8**

### **RESPONSIBILITIES OF HEADS**

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- 8.1** HoD/ HoC/ HaC/ HoS shall be responsible for creating and maintaining adequate documentation of the functions and activities of their respective public offices through the establishment of good records keeping practices, including
- (a) Creating and managing current records within appropriate filing systems;
  - (b) Classification of records for retention and disposal as per Appendix 2 relating to records specific to each office, with the assistance of the Record Retention Officer of the Cell;
  - (c) Implementing retention and disposal schedules issued in accordance with Appendix 2 of this manual;
  - (d) Transferring records into the custody of the Record Retention Officer with proper documentation and approval,
- 8.2** Entrusting a qualified official who shall act as the Coordinating official of records management activities in the Department/ Centre/ Section.
- 8.3** The Coordinating official shall be responsible for the coordination of record keeping work in Department/ Centre/ Section, with powers of inspection, and in particular for-
- (a) Providing professional assistance, advice and guidance on the establishment and management of filing systems;
  - (b) Establishing and ensuring compliance with standards for the management of records;
  - (c) Drawing up general retention and disposal schedules for approval of the Advisory Board;
  - (d) Ensuring that the provisions of retention and disposal schedules are implemented;

## **Chapter 9**

### **RECORDS ROOM**

#### **9.1 Introduction**

The Public Records Act, 1993 (No. 69 of 1993) has prescribed, under its sub-section (2) of Section 5, the setting up of the Records Rooms by every Records Creating Agency. Occasional surveys of the state of maintenance and preservation of records in various organizations have revealed that adequate measures to ensure proper upkeep and longevity of records are wanting.

- (a) The present note, therefore, marks out the basic requirements that are essential for safe housing of the semi-current and non-current records in the record rooms.
- (b) The salient features delineated below are primarily meant for those records rooms that are to be organized in the existing accommodation. While planning for the new office buildings providing for an adequately well-equipped records room, the standard laid down by the Bureau of Indian Standards in "IS: 2663- 1989 Code of Practices for the primary elements in the Design of Buildings for Archives" may be followed.

#### **9.2 Basic Requirement**

**9.2.1** A Separate Records Room/ Stack Area is a vital necessity for all the Records Creating Agencies. A Records Room should, as far as possible, be located on the ground floor of a building. If its windows open into the space outside or in the courtyards in the interior, they should be fitted with metal grills and wire mesh nets. To avoid splashing of rain-water in the room, rain shades should be provided at all their openings. For reasons of safety of records and security, it is advisable to permit limited entry into such rooms.

**9.2.2.** The floor of a records room should be such as to permit easy movement of records carrying trolleys etc.

**9.2.3.** Where accommodation and design so permits, the stack area, the record reference and the reception portions should be separate.

#### **9.3 Drainage**

**9.3.1** While selecting the location of the Records Room, it may be ensured that no water pipes or drains pass near, above, or under the Records Room building. Further, in order to prevent any inflow of water in the stacks due to blockage of drains or accidental damage to water pipes in the building, its floor level should be raised a few centimeters above the general level of the other floors of the building.

3.2. To allow free movement of the trolleys, ramps should be provided near the entrance.

**9.3.2** To allow free movement of the trolleys, ramps should be provided near the entrance.

#### **9.4 Air-Conditioning**

**9.4.1** Storage of records in an air-conditioned atmosphere is conducive to their longevity.

Air-conditioning is, therefore, essential for Records Rooms. In existing buildings, which do not have central air-conditioning, use of package type air-conditioner or window type air-conditioner is recommended.

**9.4.2** For effective air-conditioning, ventilation should be so planned as to permit minimum leakage of the conditioned atmosphere. While calculating conditioning load, bulk of shelving equipment, archival material, the number of persons sitting in the Records Room, the bulk of records moving in and out, and the lighting wattage should be taken into account.

- 9.4.3** Humidity and temperature in conditioned Records Room should be measured regularly. The ambient conditions for storage of records are- (i) Temperature 22°C- 25°C and  
(ii) Relative humidity 55 ± 5%.
- 9.4.4** In order to maintain proper humidity control in the conditioned area, it is necessary that permeation of dampness through the walls or floors does not take place. The floor should be laid waterproof and the walls should be coated with waterproof oil paint.
- 9.4.5** While planning for the air-conditioning for the Records Rooms, it may be ensured that the air-conditioning plant has to provide round the clock air-conditioning all through the year. Such running of plant could lead to occasional service breakdowns. Hence a provision for a stand by plant may also have to be made, lest such breakdowns create conditions which might lead to accelerated damage to records.
- 9.5 Non-Conditioned Area**
- 9.5.1** Keeping in view economy in resources, in many cases it may not be possible to get Records Room air-conditioned. In such a case a step should be taken to provide proper circulation of air in the storage room by providing air-circulators, fans and exhaust fans to counteract the effect of high humidity, and prevent formation of pockets of stagnant air in the storage room. Use of chemicals, like silica gel or anhydrous calcium chloride in enameled or glazed earthen pots, help to reduce humidity in the room. Mechanical dehumidifiers are now available and during rains their use will help to check the deleterious influence of excessively humid climate.
- 9.5.2** Temperature in Records Room can be kept within reasonable range by choosing such rooms that are located in the interiors or have a verandah around them. During summer, the Records Room should be fitted with air-circulators, electric fans and exhaust fans for proper circulation of air, so that high temperature can be brought down. Care should be taken to see that direct sunlight does not fall on the records. This can be achieved by fitting either tinted glass-panes or heat resistant glass on the windows and by providing curtains.
- 9.6 Shelving**
- 9.6.1** Shelving in Records Room should be such which is simple in design, durable, easy to clean, offering maximum protection to records against fire and ensuring maximum facility and convenience for servicing of records.
- 9.6.2** Shelves should be fixed away from the walls on upright fixers and at equidistance throughout the storage, Distance between successive shelf rows may be 0.7 m with a central gateway of 1.40 m or in accordance the requirement laid down in "IS: 2663-1989 Code of practice for the Basic Elements in the Design of Buildings for Archives". Distance between successive rows of shelves may depend on dimensions of records/files and the manner of keeping record series on them. A perusal of the Indian standards referred to above will be helpful.
- 9.6.3** If steel shelving is provided in the Records Room, it should be painted rustproof. The paint should be stable and non-injurious to documents. Steel shelves may preferably be slotted for vertical free circulation of air. Where wooden shelves are provided, the wood should be protected against termite infestation. Sharp edges and corners in the shelves and supports which can result in physical damage to documents should be rounded off.

**9.7 Storage**

- 9.7.1** Collections in Records room differ in bulk, size and shape and commonly consist of bound volumes, loose sheets, files, manuscripts, maps, charts, plans & drawings etc. Shelving arrangement required for specific materials need designing according to the nature, shape and bulk of the material. While designing these shelves, it may be ensured that neither these nor materials kept on them touch the walls, ceilings or floor. The distance from the wall, ceiling and floor should be at least 31 cm.
- 9.7.2** The records should be stacked on the shelves with sufficient space in between, so as to enable free circulation of air and to prevent formation of pockets of high humidity. Unbound records may either be tied between 2 pieces of 5 ply boards or kept in carton boxes made of quality material.
- 9.7.3** For movement and proper servicing of records, stepladders or platform type ladders and trolleys fixed with swivel castors may be used.
- 9.7.4** For safeguarding the records against damage due to insect infestation, the Records Room should be sprayed with insecticide solutions beneath the shelves, behind the cabinets and also in corners etc. All cracks in the floor and walls should be filled up to deny any hiding place to pests. Use of spray guns or pressure guns or any other similar equipment can be made. However, only those chemicals should be sprayed whose effect on the durability and permanency of paper and other record components has been properly studied.
- 9.7.5** In a non-conditioned area, use of preservatives like naphthalene in the form of balls tied in meshed cloth or bricks kept on shelves helps to keep the records safe from insects. The insecticide formulations like Flit, Shell-tox and other related insecticides are effective.
- 9.7.6** Much damage to record is usually done by rodents. Whereas it is desirable to prevent their entry into the Records Room by using proper wire-mesh at the outlet drains, a few rat-traps should be kept handy for eliminating their menace in case of their entry in the Records Room. Neither eatables nor smoking, nor naked flame should be allowed in the storage area.
- 9.7.7** At the first sign of rise in humidity in the Records Room preventive action should be initiated. Also, advice of institutions like National Archives of India, New Delhi, should invariably be sought in case any insect infestation or fungus growth is noticed or detected.
- 9.7.8** In spite of dust-proof buildings and air-conditioning, dust does find its way to the stored materials. Regular dusting operation in the storage area with the help of vacuum cleaner is, therefore desirable to remove dust from the stored material. The Records Room itself should also be kept absolutely clean. Staff engaged in dusting should be provided with dust respirators. A cloth bag with surgical lining that can be changed occasionally, works as a satisfactory respirator.
- 9.8** **Lighting**
- 9.8.1** Good lighting with either natural or artificial light is necessary for every Records Room. Modern lighting practice is to provide defused lights of varying intensity for different rooms. Lighting can be improved by using paints that reflect light.

**9.9 Fire Fighting Arrangements**

- 9.9.1 To protect records against any accidental fire, all electric wiring should be through conduct pipes and the main control switched of lights etc. installed in the storage area should be located outside the Records room. As far as possible the Records Rooms should be made fire resistant. In big Records Rooms the storage space should be divided into separate fire resistant compartment. Additional automatic dampers should be installed in the centrally air-conditioned areas so that ducts could be immediately closed in case of fire, thereby preventing the spread of fire to other compartments. It is advisable to provide emergency exits, besides the main entry door to the Records room to remove valuable archival material to safety, when necessary. Every Records Room should be fitted with a fire detection alarm system to detect any fire in the storage area. Use of naked light, heaters and smoking in the room should be prohibited. As a preventive measure against accidental fires, all light and power circuits should be switched off after office hours. Watch and Ward staff provided for this area may use torches, if necessary. Use of temporary lights, loose and ordinary flexible wire for fans, air-circulators and other electrical appliances for the repository should be avoided and instead 'Workshop Braded and Armoured' flexible wire should be used. Electrical appliances and fittings in the repository should be periodically checked for loose connections and defects rectified. In this connection, detailed instructions laid down in "IS: 1642-1989 Code of Practice for Fire Safety of Buildings (General)- Materials and details of Construction", Buildings (Reaffirmed 1991)" may be followed.
- 9.9.2 For combating fires, adequate equipment of carbon dioxide (CO<sub>2</sub>) type should be provided at suitable places in the Records Room for easy accessibility. Besides, water pipes and hoses should be installed at convenient points to fight any major conflagration.
- 9.9.3 All the equipments for either detecting of fire or combating of fire should be checked at regular intervals to ensure that they are in active operative state. Similarly, staff connected with the storage of records should be trained in firefighting. A fire drill may be arranged at least once in two months to keep the trained staff alert.
- 9.9.4 Instructions regarding prevention of fire and firefighting should be prominently displayed in the Records Room. Likewise telephone numbers of Fire Service Station should also be prominently displayed at a central place in the Records room. It will help seeking quick aid of the expert firefighting agencies, whenever exigencies so demand.

**9.10 Care & Vigilance**

- 9.10.1 To sum up, good housekeeping, creation of hygienic conditions, proper breathing environment, combined with constant staff vigilance would facilitate maintenance of records in healthy state and prolonging their life.

## **Chapter 10**

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### **PENALTIES**

- 10.1** Any person who removes any public record from a office without proper authorization or who destroys any record except as explicitly mentioned in the Manual or who willfully mutilates any record in a office, in the Archives or any other archival repository under the control of the Record Retention Officer or in a place under the custody of HoD/ HoC/ HaC/ HoS, commits an offence and is liable on summary conviction to a fine or sanction as deemed fit by the Director.

## **Chapter 11**

### **DISPOSAL AND DESTRUCTION OF RECORDS**

#### **11.1 Purpose**

These guidelines have been prepared for Authorized Official of IIT Guwahati who is responsible for arranging the disposal and destruction of records in accordance with the terms laid down in the Record Retention manual

#### **11.2 Scope**

These guidelines provide practical advice on the physical disposal and destruction of hardcopy and digital records.

#### **11.3 Summary of process**

When undertaking the disposal and destruction of records, it is necessary to ensure that:

- the records are no longer required for undertaking any official functions of the Institute and the records have crossed the retention period as laid down in the Record Retention and Disposal Manual (or vetted by the HoD/ HoC/ HaC/ HoS)
- the records are not required for legal proceedings or other inquiries
- the records are no longer required to be retained to fulfill any other statutory and regulatory requirements for retention
- there is documentation identifying which records have been destroyed, when they were destroyed, how they were destroyed and under what authority, and
- the records have been destroyed in an appropriate manner.

#### **11.4 Disposal and Destruction**

The terms 'disposal' and 'destruction' are often used interchangeably, but disposal does not always mean destruction, and there are a number of ways a record can be 'disposed of', including through the transfer of ownership.

Disposal is defined as a 'range of processes associated with implementing appraisal decisions. These include the retention, deletion or destruction of records in or from recordkeeping systems. They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.'

Destruction is the complete and irreversible physical erasure of the record which ensures that the record cannot be retrieved, reconstituted or reconstructed.

#### **11.5 Principles of Disposal and Destruction**

Records disposal and destruction should be:

1. Authorized
2. Appropriate
3. Secure/confidential
4. Timely
5. Documented.

##### **11.5.1 Authorized**

Authorization required for the disposal and destruction of records includes:

- formal disposal authorization as laid down in the Record Retention and Disposal Manual;
- internal authorization (signing off) through an organisation's internal approval process; and



- delegation / authorization for an individual to undertake the physical destruction records.

**11.5.2 Appropriate Disposal and Destruction**

The disposal and destruction of records should be irreversible and environment friendly.

**11.5.3 Secure / Confidential Disposal and Destruction**

Records should always be disposed/destroyed of with the same level of security that was maintained during the life of the records. The disposal and destruction of highly sensitive, personal or confidential material should be supervised by the Record Retention Officer and another official of the Department/ Centre/ Section from where the document originated.

**11.5.4 Timely Disposal and Destruction**

While records should not be disposed/destroyed while there is still a need for them, it is also important not to keep records longer than is necessary.

The timely implementation of retention and disposal authorities helps to:

- reduce the cost of records storage;
- reduce the time and cost associated with finding and retrieving records; and
- minimizes the risks of unauthorized destruction of records.

**11.5.5 Documenting the Disposal and Destruction of Records**

The disposal and destruction of all records must be appropriately documented, so that it can be easily ascertain later. As and when a record has been disposed/destroyed, a proof of disposal/destruction should be retained as proof may be required in legal proceedings or whenever a request from other agency is received. Recordkeeping systems and any other documentation should note:

- The date of the disposal/destruction;
- Identification of official(s) who undertook the disposal/destruction;
- an authorization reference for the disposal/destruction.

**11.6 Methods of Disposal/Destruction**

There are a number of appropriate methods of disposal/destruction for the media on which records are stored.

**11.6.1 Shredding**

The security provided by the shredding of records depends on how fine the paper is shredded. Cross shredding in a two axis shredder may be needed for particularly sensitive documents. Shredded paper may be pulped and recycled, or then used for other purposes such as insulation.

**11.6.2 Burning**

Burning records is not recommended and should only be used as a last resort if there is no environment friendly method of destruction available. Densely packed paper does not burn well, so burning should be undertaken in an industrial facility (not in a backyard incinerator).

**11.7 Records disposed and destroyed in natural disasters**

There have been cases where records have been accidentally disposed or destroyed or severely damaged by natural disasters, such as flood or fire, before the minimum retention periods have been reached, or where there is no disposal coverage under a retention and disposal authority. In such cases advice from Competent Authority of the Institute should be sought before arrangements are made for the disposal of the records.

## **Annexure - A**

### **EXTRACTS FROM THE RECORD RETENTION SCHEDULE IN RESPECT OF RECORDS COMMON TO ALL MINISTRIES/ DEPARTMENTS, 2012**

#### **DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES**

Annexure-I

**APPENDIX - 13**  
**[See Rule 284]**  
**DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS**

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed:—

- (i) Records connected with expenditure which is within the period of limitation fixed by law.
- (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
- (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
- (iv) Orders and sanctions of a permanent character, until revised.

2. The following shall be preserved for not less than the period specified against them:—

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
1	Payments and recoveries	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid)	2 years, or one year after completion of audit, whichever is later.	
		(ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Treasury	10 years	

		Rule 77.		
		(iii) Contingent expenditure.		
		(iv) Arrear claims (including sanction for investigation, where necessary).		
		Papers relating to: (v) GPF Membership.		
		(vi) GPF Nomination.		
		(vii) Adjustment of missing credits in GPF Accounts		
		(viii) Financing of Insurance Policies from GPF Accounts		
		(ix) Final withdrawal from GP Fund, e.g., for house building, higher technical education of children, etc.	1 year	
		(x) GPF annual statements.	1 year	
		(xi) T.A./Transfer T.A. claims.	3 years, or one year after completion of audit, whichever is later	
2.	Budget Estimates/ Revised Estimates		3 years	The retention period here relates to the Budget/Revised Estimates as compiled by the Budget/Accounts Section for the Department as a whole.
3	Service Books of :		3 years after issue of final pension/ gratuity payment order.	

	(a) Officials entitled to retirement/ terminal benefits			
	(b) Other employees		3 years after they have ceased to be in service.	
4	4. Leave Account of:  (a) Officials entitled to retirement/terminal benefits.  (b) Other employees.		3 years after issue of final pension/ gratuity payment order.  3 years after they have ceased to be in service.	
5.	Service records	(a) Nomination relating to family pension and DCR gratuity.  (b) Civil List Gradation/ Seniority List —  (i) in the case of Departments preparing and bringing out the compilation.  (ii) in the case of other Departments (i.e., those supplying information for such compilation).  (c) Alteration in the date of birth.  (d) Admission of previous service not supported by authenticated service record, e.g., through	1 year  3 years  1 year after issue of relevant compilation.  3 years.  3 years; or 1 year after completion of audit, whichever is later.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit) as the case may be being placed in Vol. II of the Service Book/Personal File.  Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.  - do -

		collateral evidence. (e) Verification of service.	5 years.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.
6.	Expenditure statements	(a) In respect of lower formations.  (b) In respect of Department itself.  (c) Register of monthly expenditure (Form GFR 9).	To be weeded out at the end of financial year.  To be weeded out after the Appropriation Accounts for the year have been finalized.	To be weeded out after the Appropriation Accounts for the year have been finalized.
7.	7. Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable	
8.	(a) Pay Bill register.  (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained).  (c) Schedules to the Establishment pay bills for the period for which pay bill register		20 years  20 years  3 years, or one year after the completion of audit, whichever is later.	

	is maintained. (d) Acquaintance Roll		3 years, or one year after the completion of audit, whichever is later.	
9.	Muster Rolls		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment.	
10	Bill Register maintained in Form TR-28-A		5 years	
11.	Paid cheques returned by the Bank to the Audit/Accounts Office		5 years	The counterfoils of paid cheques should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.
12.	Files, papers and documents relating to contracts, agreements etc.		5 years after the contract/ agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit	

			authorities or have been reviewed by the Public Accounts Committee.	
13	Sub-vouchers relating to the Secret Service Expenditure		3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.	

**INSTRUCTIONS:**

- 1) The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
- 2) In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
- 3) In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
- 4) If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

**Notes:—**

- 1) Before any pay bills/pay bill registers are destroyed, the service of the Government servants concerned should be verified in accordance with Rule 81.
- 2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- 3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- 4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as properly appertain to the accounts audited by the Indian Audit and Accounts

Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.

- 5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

S.No.	Description of record		Retention period	Remarks
	Main head	Sub-head		
1	Creation and Classification of posts	(i) Continuance/abolition/ revival of post.	1 year.	Subject to particulars of sanctions being noted in Establishment/ Sanction Register.
		(ii) Conversion of temporary posts into permanent ones.	10 years.	- do -
		(iii) Creation of posts.	10 years	- do -
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	- do -
		(v) Upgrading of posts.	10 years.	- do -
2.	Review for determining suitability of employees for continuance in	Establishment/Sanction Register.	Permanent	Where, for any reason the register is re-written, the old volume will be kept for 3 years.



	service.			
3.	Arbitration and litigation cases.		3 years	Subject to: (a) the file not being closed until the award/judgement becomes final in all respects by limitation or final decision in appeal/ revision; and (b) cases involving important issues or containing material of a high precedent/reference value being retained for an appropriately longer period either initially or at the time of review.
4.	Notices under Section 80 of Civil Procedure Code.		1 year	If such a notice is followed up by a civil suit, it would be come arbitration/Mitigation case and would, therefore, need to be retained for 3 years.
5.	Recruitment	Condonation of break in service.	5 years	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
6.	Advance	(i) Car Advance Rules (ii) Conveyance Advance Rules (iii) Cycle Advance Rules (iv) Festival Advance Rules (v) GPF Advance Rules (vi) House Building Advance Rules (vii) Motor Cycle/Scooter Advance Rules (viii) Pay Advance Rules (ix) T.A. Advance Rules	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.	
		(x) Travel Concession		Subject to:

		<p>Rules                      (xi) Other Advance Rules                      (xii) Grant of car Advance                      (xiii) Grant of conveyance allowance                      (xiv) Grant of cycle advance                      (xv) Grant of festival advance                      (xvi) Grant of GPF advance                      (xvii) Grant of house building advance                      (xviii) Grant of motor cycle/ scooter advance                      (xix) Grant of pay advance                      (xx) Grant of T.A. advance                      (xxi) Grant of LTC advance                      (xxii) Grant of other advances</p>	1 year	<p>(i) suitable entries being made in pay bill register; and                      (ii) in case of motor car/motor cycle/scooter and house building advances.                      (a) copies of sanction being placed on personal files; and                      (b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.</p>
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable	
8.	Pension/ retirement	(i) Rules and Orders (general aspects)		
		(ii) In respect of Groups 'A' 'B', 'C', 'D' Government servants.		
		(a) Pre-verification of pension cases.	3 years	
		(b) Invalid pension (c) Family pension	Till one year after the last beneficiary of the family pension	

		(d) Other pensions	ceases to be entitled to receive or 5 years whichever is later.	
		(e) Gratuity	5 years	
		(f) Commutation of pension	15 years	

**Note:—** The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

**INSTRUCTIONS:**

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and, where necessary, revised suitably".

**EXTRACTS FROM APPENDIX – XIII  
GENERAL FINANCIAL RULE  
MINISTRY OF FINANCE**

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**APPENDIX - 13**

[ See Rule 289 ]

**DESTRUCTION OF OFFICE RECORDS CONNECTED WITH ACCOUNTS**

The destruction of records (including correspondence) connected with accounts shall be governed by the following Rules and such other subsidiary rules consistent therewith as may be prescribed by Government in this behalf with the concurrence of the Comptroller and Auditor-General.

1. The following shall on no account be destroyed :-
  - (i) Records connected with expenditure, which is within the period of limitation fixed by law.
  - (ii) Records connected with expenditure on projects, schemes or works not completed, although beyond the period of limitation.
  - (iii) Records connected with claims to service and personal matters affecting persons in the service except as indicated in the Annexure to this Appendix.
  - (iv) Orders and sanctions of a permanent character, until revised.
  - (v) Records in respect of which an audit objection is outstanding.

2. The following shall be preserved for not less than the period specified against them :-

Sl. No.	Description of records		Retention Period	Remarks
	Main-Head	Sub-Head		
(1)	(2)	(3)	(4)	(5)
1.	Payments and recoveries.	(i) Expenditure Sanctions not covered by Paragraph 1 above (including sanctions relating to grants-in-aid) (ii) Cash Books maintained by the Drawing and Disbursing Officers under Central Government Account (Receipts and Payments) Rules, 1983. (iii) Contingent expenditure. (iv) Arrear claims (including sanction for investigation, where necessary). <i>Papers relating to :</i> (v) GPF Membership. (vi) GPF Nomination. (vii) Adjustment of missing credits in GPF Accounts. (viii) Final withdrawal from GPF, e.g., for house building, higher technical education of children, etc. (ix) GPF annual statements. (x) T.A./Transfer T.A. claims	2 years, or one year after completion of audit, whichever is later. 10 years. 3 years, or one year after completion of audit, whichever is later. 3 years, or 1 year after completion of audit, whichever is later. 1 year. 1 year - after final settlement of GPF Account. 1 year. 1 year. 1 year. 1 year. 3 years, or 1 year after completion of audit, whichever is later.	Subject to: (a) Original nomination being placed in Vol. II of the Service Book of Group 'D' Government servants; and (b) Nomination in original or an authenticated copy thereof being placed in Vol. II of the Service Book/Personal File in case of other Government servants. Subject to an authenticated copy of the sanction being placed on the personal file.

(1)	(2)	(3)	(4)	(5)
2.	Budget Estimates / Revised Estimates.		3 years.	The retention period here related to the Budget / Revised Estimates as compiled by the Budget / Accounts Section for the Department as a whole.
3.	Service Books of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.		3 years after issue of final pension/gratuity payment order.  3 years after they have ceased to be in service.	
4.	Leave Account of: (a) Officials entitled to retirement / terminal benefits. (b) Other employees.		3 years after issue of final pension/gratuity payment order.  3 years after they have ceased to be in service.	
5.	Service records.	(a) Nomination relating to family pension and DCR gratuity.  (b) Civil List Gradation/Seniority list- (i) in the case of Departments preparing and bringing out the compilation. (ii) In the case of other Departments (i.e., those supplying information for such compilation)  (c) Alteration in the date of birth.	1 year - after settlement of benefits.  3 years.  1 year after issue of relevant compilation.  3 years.	Subject to the nomination in original or an authenticated copy thereof (where original is kept with the audit as the case may be being placed in Vol. II of the Service Book/Personal File.  Subject to suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book/Personal File.
		(d) Admission of previous service not supported by authenticated service record, e.g., through collateral evidence.	3 years, or 1 year after completion of audit, whichever is later.	- do -

(1)	(2)	(3)	(4)	(5)
	(e) Verification of service.	5 years.	Subject to a suitable record being kept somewhere, e.g., in the Service Book or History Sheet.	
6.	Expenditure statements.	(a) In respect of lower formations.	To be weeded out at the end of financial year.	
		(b) In respect of Department itself.	To be weeded out after the Appropriation Accounts for the year have been finalized.	
		(c) Register of monthly expenditure (Form GFR 9)	To be weeded out after the Appropriation Accounts for the year have been finalized.	
7.	Surety Bonds executed in favour of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	(a) Pay Bill register. (b) Office copies of Establishment pay bills and related schedules (in respect of period for which pay bill register is not maintained). (c) Schedules to the Establishment pay bills for the period for which pay bill register is maintained. (d) Acquittance Roll.		35 years 35 years	
			3 years, or one year after the completion of audit, whichever is later.	
9.	Muster Rolls.		3 years, or one year after the completion of audit, whichever is later.	
10.	Bill Register maintained in Form TR-28-A		Such period as may be prescribed in this behalf in the departmental regulations subject to a minimum of three financial years of payment excluding the financial year of payment	
11.	Paid cheques returned by the		5 years.	
			5 years	The counterfoils of paid cheques

(1)	(2)	(3)	(4)	(5)
	<p>Bank to the Audit/Accounts Office.</p>			<p>should be preserved for the same period as prescribed for preservation of paid cheques, viz., 5 years. However, in cases where the counterfoils are required to be preserved in connection with settlement of some enquiry, etc., these should not be destroyed unless otherwise advised by the authorities conducting the enquiry. The other instructions contained in this Appendix will continue to be applicable in this case before the counterfoils which are more than five years old are actually destroyed.</p>
12.	<p>Files, papers and documents relating to contracts, agreements, etc.</p>		<p>5 years after the contract/agreement is fulfilled or terminated. In cases where audit objections have been raised, however, the relevant files and documents shall not, under any circumstances, be allowed to be destroyed till such time as the objections have been cleared to the satisfaction of the audit authorities or have been reviewed by the Public Accounts Committee.</p>	
13.	<p>Sub-vouchers relating to the Secret Service Expenditure.</p>		<p>3 years after the expiry of the financial year in which the expenditure was incurred, subject to completion of administrative audit and issue of audit certificate by the nominated Controlling Officer.</p>	



## **INSTRUCTIONS**

1. The retention period specified in Column (4), in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the schedule, if it has certain special features or such a course is warranted by the peculiar needs of the department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised in the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

## **NOTES.-**

- (1) Before any pay bills/pay registers are destroyed, the service of the Government servants concerned should be verified in accordance with **Rule 257 (1)**.
- (2) The periods of preservation of account records in Public Works Offices are prescribed separately by Government.
- (3) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department or any other authority empowered by him to do so, may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest financial year covered by the record.
- (4) Heads of Departments shall be competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records as property appertain to the accounts audited by the Indian Audit and Accounts Departments shall be forwarded to the Audit Officer and or the Accounts Officers, as the case may be, for his concurrence in their destruction before the destruction is ordered by the Head of Department.
- (5) Full details shall be maintained permanently, in each office, of all records destroyed from time to time.

**ANNEXURE TO APPENDIX – 13**  
**Destruction of records referred to in Para. 1 (iii) of this Appendix**

Sl. No. (1)	Description of records		Retention Period (4)	Remarks (5)
	Main-Head (2)	Sub-Head (3)		
1.	Creation & Classification of posts.	(i) Continuance / revival of posts.	1 year	Subject to particulars of sanctions being noted in Establishment/ Sanction Register.  - do -  - do -  - do -
		(ii) Conversion of temporary posts.	10 years	
		(iii) Creation of posts.	10 years	
		(iv) Revision of scales of pay.	Permanent in the case of Departments issuing orders and Departments concerned; other Departments need keep only the standing orders, weeding out superseded ones as and when they become obsolete.	
		(v) Upgrading of posts.	10 years.	
2.	Review for determining suitability of employees for continuance in service.	Establishment / Sanction Register.	Permanent.	Where, for any reason the register is re-written, the old volume will be kept for 3 years.
3.	Arbitration and litigation cases.		3 years	Subject to: (a) the file not being closed until the award/judgment becomes final in all respects by limitation or final decision in appeal/revision; and (b) cases involving important issues or containing material of a high precedent / reference

(1)	(2)	(3)	(4)	(5)
4.	Notices under Section 80 of Civil Procedure Code.		1 year	value being retained for an appropriately longer period either initially or at the time of review.
5.	Recruitment.	Condonation of break in service.	5 years.	If such a notice is followed up by a civil suit, it would become arbitration / litigation case and would, therefore, need to be retained for 3 years.
6.	Advance.	<ul style="list-style-type: none"> <li>(i) Car Advance Rules</li> <li>(ii) Conveyance Advance Rules.</li> <li>(iii) Cycle Advance Rules</li> <li>(iv) Festival Advance Rules</li> <li>(v) GPF Advance Rules</li> <li>(vi) House Building Advance Rules</li> <li>(vii) Motor Cycle / Scooter Advance Rules</li> <li>(viii) Pay Advance Rules</li> <li>(ix) T. A. Advance Rules</li> <li>(x) Travel Concession Rules</li> <li>(xi) Other Advance Rules</li> <li>(xii) Grant of car Advance</li> <li>(xiii) Grant of conveyance allowance</li> <li>(xiv) Grant of cycle advance</li> <li>(xv) Grant of festival advance</li> <li>(xvi) Grant of GPF advance</li> <li>(xvii) Grant of house building advance</li> <li>(xviii) Grant of motor cycle/scooter advance</li> <li>(xix) Grant of pay advance</li> <li>(xx) Grant of T. A. advance</li> <li>(xxi) Grant of LTC advance</li> <li>(xxii) Grant of other advances</li> </ul>	<p>Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules, etc., weeding out the superseded ones as and when they become obsolete.</p> <p>1 year</p>	Subject to a suitable entry being made in the appropriate service record and an authenticated copy of the order being kept in Vol. II of Service Book / Personal File.
				<p>Subject to :</p> <ul style="list-style-type: none"> <li>(i) suitable entries being made in pay bill register; and</li> <li>(ii) in case of motor car/motor cycle / scooter and house building advances.</li> <li>(a) copies of sanction being placed on personal files; and</li> <li>(b) mortgage deeds and other agreements executed being kept separately in safe custody for the period they are valid.</li> </ul>

(1)	(2)	(3)	(4)	(5)
7.	Surety Bonds executed in favor of a temporary or a retiring Government servant.		3 years after the Bond ceases to be enforceable.	
8.	Pension / retirement.	(i) Rules and Orders (general aspects.)	Permanent in the case of Departments issuing the rules, orders and instructions; other Departments need keep only the standing rules and orders weeding out the superseded ones as and when they become obsolete.	
		(ii) In respect of Groups 'A', 'B', 'C' and 'D' Government servants.	3 years	
		(a) Pre-verification of pension cases.	Till one year after the last beneficiary of the family pension ceases to be entitled to receive or 5 years whichever is later.	
		(b) Invalid pension	5 years	
		(c) Family pension	15 years	
		(d) Other pensions		
		(e) Gratuity		
		(f) Commutation of pension		

**Note** – The principle to be adopted in respect of files having financial implications and hence liable to be called by audit for inspection is that such files should be retained for a period of five years after they have been recorded. If, at any time during the period of five years, an audit objection having reference to the transaction dealt with in that file arises, is received, the file will not be destroyed until after the audit objection has been settled to the satisfaction of the audit. Also, if local audit does not take place within the period of five years, the Head of the Office should ascertain from the audit authorities whether they have any objection to the files relating to the earlier years, due for weeding out by the application of the five year formula, being destroyed or retained for a further period for scrutiny by the audit party and, if so, for what period.

While records may be reviewed and weeded out at periodical intervals in the light of the retention periods prescribed to avoid their build-up, the attempt should be to make a continuous and conscious effort throughout the year to weed out unnecessary records. In other words, the working rules should be "weed as you go".

**INSTRUCTIONS:**

1. The retention period specified in Column (4) in the case of a file, is to be reckoned from the year in which the file is closed (i.e., action thereon has been completed) and not necessarily from the year in which it is recorded.
2. In the case of records other than files, e.g., registers, the prescribed retention period will be counted from the year in which it has ceased to be current.
3. In exceptional cases, a record may be retained for a period longer than that specified in the Schedule, if it has certain special features or such a course is warranted by the peculiar needs of the Department. In no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
4. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously "reviewed and where necessary revised suitably".

**Annexure - B**  
**Records Retention Schedules of Substantive Functions for Indian Institute of Technology Guwahati**

**1. Academic Departments/ Section/ Centre**

<b>Sl. No.</b>	<b>Subject/ Record Group</b>	<b>Retention Period</b>	<b>Remark</b>
01	Academic Record Card	B-keep	
02	Grade Records (semester wise) / Transcripts	B-keep	
03	Personal files of Students	C-3 or after award of degree	Copies of thesis may be kept in Department / Central Library as B-keep
04	Graduates Personal Records (in separate page)	B-keep	
05	Ordinance and Regulations of all programmes (B. Tech., M. Tech., M.Sc., MBA, MS and Ph.D)	B-keep	
06	Admission Schedule	C-3	
07	Advertisement	C-3	
08	Admissions	C-3	
09	Enquiry for Admission	C-3	
10	UGC/ CSIR/ AICTE Correspondence	C-3	
11	Equivalence Committee	C-10	
12	Prospectus/ Admission brochure	C-1 after printing	
13	Curriculum	C-3 after printing	Printed copy B-keep
14	Information Brochure	C-3 after printing	
15	Convocation- Steering committee Agenda and Minutes	C-3	
16	Degree Registrar	B-keep	
17	Sanctioned intake and Allocation of Seats	B-keep	
18	Other Miscellaneous correspondence	C-3	
19	Annual Report	B-keep	
20	Annual Report- Correspondence	C-3	
21	Committees:		
	a) Professors Committee	B-keep	
	b) Dept. Consultative Committee	B-keep	
	c) MS/ Ph.D. Admission Committee	C-3	

	d) Class Committee	C-3	
22	Admission to MS/ M.Tech./ Ph.D Programmes		Selected candidates Registrar B-keep/ Personal files of admitted candidates to be retained with PGs Section
	a) Rejected/ Non-short listed applications	C-5	
	b) Departmental Routine Files	C-3	
	c) Miscellaneous correspondence	C-3	

**2. Administrative/ Academic** (other than those included in point no. 1 above)/ **Establishment/ Engineering/ Finance & Accounts/ Faculty Affairs/ Students Affairs/ Stores & Purchase/ Research & Development/ Maintenance/ Internal Audit/ Other Sections** (Subjects which are not included in Annexure-A)

Sl. No.	Subject/ Record Group	Retention Period	Remark
01	Board of Governors		
	a) Correspondence	C-5	
	b) Agenda	B-keep	
	c) Minutes	B-keep	
02	Finance Committee		
	a) Correspondence	C-5	
	b) Agenda	B-keep	
	c) Minutes	B-keep	
03	Building & Works Committee		
	a) Correspondence	C-5	
	b) Agenda	B-keep	
	c) Minutes	B-keep	
04	Constitution of the Board of Governors	B-keep	
05	Constitution of the Finance Committee	B-keep	
06	Constitution of the Building & Works Committee	C-5	
07	Appointment of HoDs, HoCs, Deans, Wardens etc	C-5	

08	Senate	
	a) Correspondence	C-5
	b) Agenda	B-keep
	c) Minutes	B-keep
09	Board of Academic Courses	C-10
	Board of Academic Research	C-10
	Board of Students	B-keep
	Board of Industrial Consultancy	B-keep
10	Constitution of Senate	B-keep
11	Head of Department Meeting	
	a) Correspondence	C-3
	b) Agenda	C-3
	c) Minutes	B-keep

### **3. Centre for Career Development/ Training & Placement Cell**

<b>Sl. No.</b>	<b>Subject/ Record Group</b>	<b>Retention Period</b>	<b>Remark</b>
01	Placement files (Company/ Industry/ Organization wise)	C-5	
02	Summer Practical Training	C-5	Training certificates records/ files: B-keep
03	Register (Control Sheets) for placement	B-keep	
04	Selection Result Register	B-keep	

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**Indian Institute of Technology Guwahati**

**POLICY FOR GRANT OF PERMISSION FOR HIGHER STUDIES FOR THE NON-TEACHING EMPLOYEES**

**1. Introduction**

**1.1** Ordinarily there can be no objection to the pursuit of knowledge by an employee in their leisure hour. But this must be subject to the condition that such pursuit does in no way detract them from efficient discharge of their duties. However, joining an educational Institute involves commitment about attendance at specific hours and absence from duties during period of examinations. Keeping this in view, it is made mandatory for an employee of the Institute to seek prior permission from the Competent Authority of the Institute before engaging oneself with any educational Institute/ University for higher education.

**2. General Conditions for Grant of Permission/ No Objection Certificate**

- 2.1** No employee shall pursue any course outside normal office hours without prior permission of the Competent Authority of the Institute;
- 2.2** Grant of Permission/ No Objection Certificate to pursue a particular diploma/ degree etc (hereinafter referred to as 'Course') shall be considered, only, if the course the employee intends to pursue is part-time in nature or in distance education mode;
- 2.3** Grant of permission of such course shall be considered only on grounds that, taking up of such course shall in no way adversely affect the capacity of the employee to discharge his/ her day to day normal duties and responsibilities. An undertaking to this effect has to be submitted by the employee along with the application for permission/ No Objection Certificate;
- 2.4** An employee of the Institute shall be entitled to apply for permission for higher studies only on completion of 03 (three) years on the Institutes

regular payroll or on being a permanent employee of the Institute, whichever is earlier;

- 2.5** Permission for higher studies/ No Objection Certificate can be granted to an employee for a maximum of 02 (two) times in one's entire service term;
- 2.6** An employee can apply for cancellation of a Permission/ No Objection Certificate issued by the Competent Authority of the Institute, for permission for another course only once in his/ her entire service term;
- 2.7** An employee shall be allowed to apply for Permission/ No Objection Certificate for pursuing the second course only after successful completion of the first course, to be supported by pass certificate, or cancellation of permission of first course;
- 2.8** An employee applying for permission for such higher studies must ensure that he/ she possess the minimum qualification criteria as prescribed for such course, and that such minimum qualification has been recognized by the Competent Authority of the Institute and is on record in his/ her service book;
- 2.9** Grant of such Permission/ No Objection Certificate does not automatically entitle an employee to leave of any kind. Provisions of the prevalent leave rules shall be binding irrespective of the permission granted;
- 2.10** Application for Permission/ No Objection Certificate for higher studies shall not be granted if the employees latest APAR is below 'Good';
- 2.11** Grant of permission/ No Objection Certificate for higher studies shall not be granted in case of employees having disciplinary proceedings pending against them;
- 2.12** The Institute shall not be responsible for any financial or legal liabilities arising out of the issuance of such Permission/ No Objection Certificate;
- 2.13** An employee granted permission/ No Objection Certificate for higher studies, after successful completion of the course, shall not seek financial benefits for acquiring higher qualification;
- 2.14** No employee shall be granted Permission/ No Objection Certificate for higher studies in Universities/Institutes outside the country.

**3. Forwarding of application for Permission/ No Objection Certificate**

- 3.1 An application for Permission/ No Objection Certificate for higher studied by an employee shall have to be forwarded by the respective Head of the Department/ Centre/ Section/ Cell, certifying that for his/ her pursuing the course, the work in the Department/ Centre/ Section/ Cell, allotted to the individual shall not be adversely affected;
- 3.2 The Head of the Department/ Centre/ Section/ Cell shall forward the application of an employee keeping in mind the Rules under Clauses 2 of the policy;
- 3.3 Forwarding of application by the Head of the Department/ Centre/ Section/ Cell shall not automatically entitle the applicant for grant of Permission/ No Objection Certificate. Issuance of such Permission/ No Objection Certificate shall not be a matter of right on the part of the employee.

**4. Decision regarding Permission/ No Objection Certificate**

- 4.1 The decision of the Competent Authority of the Institute regarding issuance of permission/ No Objection Certificate shall be binding to all the employees;
- 4.2 Once a decision not to grant permission has been awarded to a particular employee regarding a particular course, by Competent Authority, no appeal for reconsideration shall be entertained. The employee, however, would be permitted to apply for another course, keeping in mind the clauses of the policy;
- 4.2 Not withstanding the Clauses laid down in the 'Policy for grant of permission for higher studies for the non-teaching employees of IIT Guwahati', the Competent Authority of the Institute reserves the right to cancel or deny, any or all applications for Permission/ No Objection Certificate for higher studies, without assigning any reason thereof;

**5. Applicability**

- 5.1 The 'Policy for grant of permission for higher studies for the non-teaching employees of IIT Guwahati' shall come into force from the day of issuance of Circular in this regard;
- 5.2 Grant of Permission/ No Objection Certificate issued preceding this policy shall not be counted for the total number of permission/ cancellation an

employee can avail during an employee's entire service tenure, as laid down in Clause 2.5 and 2.6.



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी

## Indian Institute of Technology Guwahati

### APPLICATION FOR PERMISSION/ NO OBJECTION CERTIFICATE FOR PURSUING HIGHER STUDIES

I, Sri/Smt. .... would like to request the Competent Authority of the Institute to grant permission and provide a No Objection Certificate for pursuing the course as detailed below:

Name of Applicant	
Designation	
Pay Band and GP/AGP	
Employee No.	
Department/ Centre/ Section/ Cell	
Date of Joining IITG	
Educational Qualification (while joining IITG)	
Qualification acquired (after joining IITG)	
Course for which NoC is sought	
Institute/ University	
Nature of Course (Part-time/ Distance mode/ Regular/ Other)	
Duration of the course (in years)	
Approval date of last NoC	
Last course completion date against last NoC	

I further undertake that if I am given the Permission/ No Objection Certificate for pursuing higher studies, I shall abide by the provisions laid down in the "Policy for grant of permission for pursuing higher studies for the non-teaching employees" of the Institute, and the following:

1. I shall attend to my duties punctually without exception;
2. All work connected with my official duties will be performed by me without any hitch and I shall be liable for disciplinary action in case my work is not up to the mark or falls into arrears;
3. I shall not ask for any specific leave for preparation for examination for the permitted course and agree to be governed by provisions of the leave rules in force at the Institute;

4. I shall attend to my duties as per roster and no change of duties will be requested to facilitate me for undergoing the course;
5. In the event of the Institute ordering me to discontinue my studies, even if without assigning any reason or giving any prior notice, I shall abide by the same;
6. I am aware that the permission granted to me is liable to be cancelled or withdrawn without assigning any reason and I shall honour the same;
7. I further undertake that I shall not seek any financial benefit for higher qualifications on successful completion of my course.

.....

**Signature of employee**

Name :  
Date :  
Place :

**Recommendation of Head with remarks:**

.....

**Signature of Head**

Dept./ Sec.:  
Date :

**Career Up-gradation of Registry Officers upto GP of Rs.8700/- in PB-4 (Rs.37400-67000) as already approved in the 80<sup>th</sup> BoG Meeting on 03/03/2015**

PB	Band Pay	GP	Designation	Method of Rectt.	Requirement related to qualification and experience	Remarks
PB-3	15600-39100	5400	AR	Direct Rectt or Deputation (75%) /Promotion (25%)	<p><u>For Direct Recruitment / Deputation</u> : Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 pt scale. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category.</p> <p><u>For Promotion</u> : Sr.Suptd. or Sr.Accounts Officer with 5 years' experience, OR Suptd. Or Accounts Officer with 10 years' experience</p>	RR already exists (74 <sup>th</sup> BoG,07/06/2013)
PB-3	15600-39100	6600	AR	Financial up-gradation only	<u>For financial up-gradation without change of designation</u> : On completion of 8 years as AR in PB-3,15600-39100, GP-5400	Since it is a financial up-gradation only, no separate RR is needed.
PB-3	15600-39100	7600	DR	Direct Rectt or Deputation (75%) /Promotion (25%)	<p><u>For Direct Recruitment / Deputation</u> : (1)A Post Graduate Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale; (2) Nine Years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration or comparable experience in research establishment and /or other institutions of higher education or 5 years of administrative experience as Assistant Registrar or in an equivalent post carrying a scale of pay of Rs.15600-39100,Grade Pay+ Rs.5400 (Pre-revised Rs.8000-13500) / qualifications and experience as prescribed by UGC/MHRD from time to time.</p> <p><u>For Promotion</u> : Assistant Registrar in the Grade Pay of Rs.6600, OR Assistant Registrar in the Grade Pay of Rs.5400 with 5 years' experience.</p>	RR already exists (77 <sup>th</sup> BoG,12/07/2014)
				Personal Promotion	<u>For Personal Promotion</u> : On completion of 5 years as AR in PB-3,15600-39100, GP-6600	Since it is a financial up-gradation /personal promotion only, no RR is needed.
PB-4	37400-67000	8700	JR	Personal Promotion	<u>For Personal Promotion</u> : On completion of 5 years as DR in PB-3,15600-39100, GP-7600	Since it is a financial up-gradation /personal promotion only, no RR is needed.





**Proposed Career Up-gradation of Group-A Engineers upto GP of Rs.8700/- in PB-4 (Rs.37400-67000) in line with Registry Officers**

PB	Band Pay	GP	Designation	Method of Rectt.	Requirement related to qualification and experience	Remarks
PB-3	15600-39100	5400	AEE	Direct Recruitment / Deputation (50%), Promotion(50%)	<u>For Direct Recruitment / Deputation</u> : (1) Bachelor's Degree in Civil Engineering with at least 6 years working experience in design & estimation/supervision of construction of roads & multistoried buildings / maintenance of water supply and sewage system. (2) Bachelor's Degree in Electrical Engineering with at least 6 years working experience in supervision/design/estimation/ maintenance of electrical installations, sub stations, HT and LT distribution systems, internal electrification of buildings, air-conditioning and refrigeration. <u>For Promotion</u> : Senior Assistant Engineer with 5 years' experience or, Experience of 10 years as Sr. Assistant Engineer and Assistant Engineer taken together.	RR already exists (80 <sup>th</sup> BoG , 03/03/2015)
PB-3	15600-39100	6600	EE	By Promotion (100%)	<u>For Internal Promotion</u> : AEE with a minimum of 5 years' experience.	RR already exists (66 <sup>th</sup> BoG , 31/08/2011).
				Financial up-gradation / Personal Promotion	<u>For financial up-gradation with change of designation</u> : On completion of 8 years as AEE in PB-3, 15600-39100,GP-5400	Since it is a financial up-gradation only, no separate RR is needed.
PB-3	15600-39100	7600	Senior EE	Personal Promotion	<u>For Personal Promotion</u> : On completion of 5 years as EE in PB-3,15600-39100, GP-6600	Since it is a financial up-gradation /personal promotion only, no RR is needed.
PB-4	37400-67000	8700	SE	Direct Recruitment	Bachelor's Degree in Civil or Electrical Engineering with 15 years' experience out of which at least 9 years must be at the Executive Engineer level.	RR already exists( as approved in the 66 <sup>th</sup> Meeting of the BoG held on 31/08/2011)
				Personal Promotion	<u>For Personal Promotion</u> : On completion of 5 years as Senior EE in PB-3,15600-39100, GP-7600	Since it is a financial up-gradation /personal promotion only, no RR is needed.

**Career Up-gradation of Group-A Engineers upto GP of Rs.8700/- in PB-4 (Rs.37400-67000) in line with Registry Officers**

PB	Band Pay	GP	Designation	Method of Rectt.	Requirement related to qualification and experience	Remarks
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			AEE	Direct Recruitment / Deputation (50%), Promotion(50%)	<p><u>For Direct Recruitment / Deputation</u> : (1) Bachelor's Degree in Civil Engineering with at least 6 years working experience in design &amp; estimation/supervision of construction of roads &amp; multistoried buildings / maintenance of water supply and sewage system. (2) Bachelor's Degree in Electrical Engineering with at least 6 years working experience in supervision/design/estimation/ maintenance of electrical installations, sub stations, HT and LT distribution systems, internal electrification of buildings, air-conditioning and refrigeration.</p> <p><u>For Promotion</u> : Senior Assistant Engineer with 5 years' experience or, Experience of 10 years as Sr. Assistant Engineer and Assistant Engineer taken together.</p>	RR already exists (80 <sup>th</sup> BoG , 03/03/2015)
PB-3	15600-39100	6600	AR	Financial up-gradation only	<u>For financial up-gradation without change of designation</u> : On completion of 8 years as AR in PB-3,15600-39100, GP-5400	Since it is a financial up-gradation only, no separate RR is needed.
			EE	By Promotion (100%)	<u>For Internal Promotion</u> : AEE with a minimum of 5 years' experience.	RR already exists (66 <sup>th</sup> BoG , 31/08/2011).
				Financial up-gradation / Personal Promotion	<u>For financial up-gradation with change of designation</u> : On completion of 8 years as AEE in PB-3, 15600-39100,GP-5400	Since it is a financial up-gradation only, no separate RR is needed.
			DR	Direct Rectt or Deputation (75%) /Promotion (25%)	<u>For Direct Recruitment / Deputation</u> : (1)A Post Graduate Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale; (2) Nine Years' of experience as Assistant Professor in the AGP of Rs.6000 and above with	RR already exists (77 <sup>th</sup> BoG,12/07/2014)

PB-3	15600-39100	7600		experience in educational administration or comparable experience in research establishment and /or other institutions of higher education or 5 years of administrative experience as Assistant Registrar or in an equivalent post carrying a scale of pay of Rs.15600-39100,Grade Pay+ Rs.5400 (Pre-revised Rs.8000-13500) / qualifications and experience as prescribed by UGC/MHRD from time to time. <u>For Promotion</u> : Assistant Registrar in the Grade Pay of Rs.6600, OR Assistant Registrar in the Grade Pay of Rs.5400 with 5 years' experience.		
			Personal Promotion	<u>For Personal Promotion</u> : On completion of 5 years as AR in PB-3,15600-39100, GP-6600	Since it is a financial up-gradation /personal promotion only, no RR is needed.	
			Senior EE	<u>For Personal Promotion</u> : On completion of 5 years as EE in PB-3,15600-39100, GP-6600	Since it is a financial up-gradation /personal promotion only, no RR is needed.	
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**PROPOSED MODALITIES TO PAY FIXED TOP-UP STIPEND / ASSISTANTSHIP TO THE ICCR SPONSORED INTERNATIONAL SCHOLARS (MASTERS AND PHD)-**

One of the major criteria in various international and national ranking agencies (like QS, THE etc.) is the number of foreign students admitted in any Institute / university. Hence, topping up scholarship / stipend to the ICCR sponsored students may encourage more such foreign students to seek admission in IITG in near future.

At present, ICCR is paying stipends to their scholars who pursue Masters and PhD at IIT Guwahati in the following manner:

ICCR Masters Scholars	ICCR PhD Scholars
₹ 6000/- P.M	Rs.7000/ P.M.
₹ 12,000/- per year for contingency	Rs. 12,500/- per year for contingency

However, Indian students receive the following revised scholarship slabs for pursuing Masters and PhD at IIT Guwahati.

Scholarship for Indian PhD students with science & Engg. background -	Scholarship for Masters Programme for Indian students-
<ul style="list-style-type: none"> <li>• Junior Research Fellow ₹ 25,000/- ( First two years)</li> <li>• Senior Research Fellow ₹ 28,000/-</li> <li>• (3<sup>rd</sup> year onwards)</li> </ul>	Rs. 12,400/- P. M.

**Average per year expenditure of a foreign student**

(a) Food expenses [ @ 250 per day x 365]	= Rs. 91,250.00
(b) Other expenses [ @ 250 per day x 365]	= Rs. 91,250.00
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Total	= Rs. 1,82,500.00
(-) ICCR Fellowship [ @ 7000/- per month x 12+ 12000 (contingency amount)]	= Rs. 96,000.00
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Net total self-finance per year	= Rs. 86, 500.00
	<b>[Or, Rs. 7208/- per month]</b>

(If we deduct Rs. 6,000/- than per month value becomes ₹ 8,200/-)

Hence, ICCR scholars may be given Rs. 8,000/- per month (eight thousand) fixed top-up stipend / assistantship till completion of their prescribed course / programme [Masters (2 years) and PhD programme (4 years)], subject to the condition that all such students will have to carry out assigned departmental duties as are done by other MHRD/ Institute Assistantship holders.

**Note:** Stipend will be given for the exact duration of the course / programme [Masters (2 years) and PhD programme (4 years)]. The stipend will not be paid to the ICCR scholar beyond the exact duration of the course / programme.

**Hence, to pay the fixed stipend / assistantship ( ` 8,000/- per month) to the ICCR scholars, the following financing modalities are prepared.**

1. IIT Guwahati has many sponsored projects. Annual report reflects that it is increasing every year. These projects are funded by various Govt. and other funding agencies, in which there a provision for hiring technical staff. International Masters and PhD students may be engaged with these R&D Projects in the following manner towards facilitating for payment of fixed top-up stipend ` 8,000/- P. M.

- a. **If research interest / relevant background of the ICCR scholar matches with any of the ongoing projects, he / she may be engaged with those R&D projects.**

PI and Co-PI of the sponsored projects in consultation with the departmental selection committee may forward a note expressing their interest to engage the selected ICCR Masters / PhD student as per 1(a) to their ongoing project for the period of his / her study at IIT Guwahati. The ICCR student may be paid a fixed top-up stipend from the concerned R&D projects.

- b. **If research interest / relevant background of the ICCR scholar do not match with any of the ongoing projects, but the CV of the scholar is impressive.**

The competent authority may explore the possibilities to pay the fixed top-up stipend from the Institute Development Fund (IDF) / Department Promotion Fund (DPF) / Professional Development Fund (PDF) or any other earmark fund the authority may find deem fit for the said purpose.

- c. **If research interest / relevant background matches, but the duration of the project is less than the duration of the PhD and Masters Program at IIT Guwahati.**

The scholar may be paid the fixed top-up stipend from the concerned R&D project, upon completion of the said project, the top-up stipend amount may be paid from the IDF or any other earmark fund the authority may find deem fit for the said purpose.

## **2. Library maintenance by students**

As discussed 12 students in a month (32 hours per student @ Rs. 250/- per hour) is accommodated for library maintenance at IITG. Hence, it has been observed that if ICCR scholars are accommodated in the above system, he / she can earn at least Rs. 8000/- (@ 250/- x 32) per month.

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## DISCIPLINARY PROCEDURES

The guidelines of disciplinary proceedings for the employees of Indian Institute of Technology Guwahati is to be read with relevant provisions as laid down in the Statute of the Institute.

### 1. Preliminary Inquiry:

- i. Wherever an offence by employee (s) is identified, an intimation about the commission is to be sent to the Director by the concerned Head of the Department, Head of the Section and Head of the Centre.
- ii. On receipt of such intimation, the Director may order to conduct a Preliminary Inquiry.
- iii. Preliminary Inquiry may be conducted by an Inquiry Officer/Inquiry Committee. The Preliminary Inquiry is in the nature of “ Fact –finding Inquiry” and may be conducted ex-parte for it is merely for the satisfaction of the concerned authority.
- iv. At the Inquiry, available evidences and relevant documents should be collected and in important cases, evidences of witness be reduced in writing and got signed by them.
- v. During the course of such an Inquiry for the sake of fairness, the employee should be given an opportunity to say about the allegations against him.
- vi. The Investigation Report along with the preliminary evidence collected is to be examined by the Director to come to a decision whether a *prima- facie case exists* for initiation of a formal Disciplinary Committee.
- vii. SPEAKING ORDERS to be then issued to that effect.

### 2. Initiation of Disciplinary proceedings:

In consideration of the Report of the concerned Head of the Department, Head of the Section and Head of the Centre and the Preliminary Report of the Committee the Director shall decide whether formal Disciplinary Proceedings should be instituted against the employee as provided under Clause 15(9) of the Statute for imposing major or minor penalty. It has to be borne in mind that the nature of disciplinary action and the quantum of punishment are to commensurate with the gravity of the offence alleged to have been committed.

At this stage, the seriousness of the misconduct and the character of the charged employee come into consideration. ~~Major penalty proceedings may be appropriate in cases such as involving gross irregularities or negligence, misuse of official position, disclosure of confidential information etc.~~

**3. Suspension :**

It is at this stage the Director has to decide whether, pending disciplinary proceedings, the employee is to be placed under suspension and issue orders accordingly as empowered under Clause 15(9) of the Statute of the Institute. The prescribed format for communicating the order of suspension is at *Annexure-I*.

**4. Penalties:**

1. The following are the penalties as provided in the Statute under Clause 15(9):

- i. Censure
- ii. Withholding of increments or promotions
- iii. Recovery for the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders,
- iv. Reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale,
- v. Compulsory Retirement,
- vi. Removal from service which shall not be a disqualification for future employment under the Institute,
- vii. Dismissal from service which shall be ordinarily be a disqualification for future employment under the Institute.

(2) An employee may be dismissed from service on grounds such as gross insubordination, deliberate or serious neglect of duty, gross misconduct or commission of an act which constitutes a criminal offence, dishonesty, corruption, misappropriation of funds, sex perversity or moral turpitude. An employee may also be removed from service on the grounds of inefficiency in administration on institution work, unauthorized tuition or employment.

(3) An employee may be reduced in rank or subject to diminution in emoluments on grounds such as deficiency in administration, unsatisfactory work or conduct, lack of interest in co-curricular activities or discharge of examination duties or doubtful integrity. Reduction may be to a lower post or time scale or to a lower stage in a time scale.

**5. Disciplinary Authorities:**



No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority sub-ordinate to that by which he was appointed and **except** after an Inquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority sub-ordinate to by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

6. Procedure for imposing penalties under (i) to (iii) of Clause 15 (9) of the Statute:

- i. After the Disciplinary Authority decides for imposing penalties, the employee is to be informed in writing about the proposal take action against him. Form-II as given in *Annexure –II* is to be accompanied by a statement of misconduct for which action is proposed to be taken.
- ii. Reasonable time to be given to the charged employee for making representation.
- iii. The delinquent employee should be given the facility of inspecting records for preparing his written statement.
- iv. **On receipt of the representation, the Disciplinary Authority may pass appropriate orders, recording its findings after taking such representations into account. May hold an Inquiry, if Disciplinary Authority so decides that such an inquiry is necessary. In such circumstances, the procedure of Inquiry as provided for imposing penalties under (iv) to (vii) of Clause 15 (9) of the Statute be followed.**
- v. On receipt of Inquiry Report, Disciplinary Authority will give a personal hearing to the employee, record its findings and make a final order.
- vi. If the charges levied on the employee have not been proved, he is to be exonerated and Speaking Orders to the effect must be issued in the prescribed form- III of *Annexure-III*.
- vii. If the Disciplinary Authority is of the opinion that any of the penalties under (i) to (iii) of Clause 15 (9) of the Statute is to be imposed, it may pass an order to the effect and **should be** communicated to the employee in the form- III as in *Annexure-III*.

7. Procedure for imposing penalties under clause (iv) to (vii) of 15(9) of the Statute:

- (1) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an institute employee, ~~may itself inquire into or~~ **it will** appoint an authority to inquire the truth thereof.

- (2) The delinquent employee of the institute should be served with a charge sheet, as in form-IV in *Annexure-IV* duly accompanied by:
- (i) The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge,
  - (ii) A statement of the imputations of misconduct or misbehavior in support of each article of charge, which shall contain-
    - a) A statement of all relevant facts including any admission or confession made by the employee.
    - b) A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
  - (iii) Reasonable time not exceeding 10 working days be given to the employee for submitting the statement of defense.
  - (iv) Even if the employee admits of commission of such misconduct the issue of charge sheet is obligatory before a penalty can be imposed.

8. Inquiry:

- (1) On receipt of the written statement of defense, the Disciplinary Authority ~~may itself inquire into such of the articles of charge as are not admitted or~~ shall appoint an Inquiry Officer/ Committee to inquire into the truth of the charges not admitted.  
The Appointment of Inquiry Officer/ Inquiry Committee shall be communicated in the form as enclosed in *Annexure-V*.
- (2) The Disciplinary Authority shall ~~where it is not the Inquiring Authority~~ forward to the Inquiry Officer/ Committee:
- i. Copies of the articles of charge and the statement of the imputation of misconduct or misbehavior.
  - ii. A copy of Written statement of defense if any submitted by the employee.
  - iii. A copy of the list of witnesses to be produced by the Institute.
  - iv. Evidence proving the delivery copies of the documents to the employee.
  - v. A copy of the list of witnesses if any furnished by the employee.
  - vi. A copy of the order appointing the Inquiry Officer and Presenting Officer.
- (3) The Inquiry Officer, on receipt of the documents, shall proceed with the Inquiry by sending a notice to the delinquent officer to appear in person before the Inquiry Officer/ Inquiry Committee on such day and at such time within 10 working days.  
The member/members of the Inquiry Committee shall be higher in rank than the employee against whom the inquiry is being held.
- (4) If the employee who has not admitted any of the articles of charge in his written statement of defense appears before the Inquiring Authority, such authority shall ask him whether

he is guilty or has any defense to make and if he pleads guilty to any of the articles of charge, the Inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.

(5) The Inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

(6) A Presenting Officer shall be appointed to present the case of the Department before the Inquiring officer.

(7) The inquiry authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and shall adjourn the case to later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defense-

i. Inspect documents referred to in the annexure to the charge sheet.

ii. The employee may for the purpose of defense submit with a written statement of his defense a list of witnesses to be examined on his behalf.

(8) The Inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the Inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case.

(9) A statement whether the delinquent employee wishes to appoint a Presenting Officer to assist him during the course of investigations.

If the charged employee wishes to appoint a Presenting Officer, the name, designation and complete contact details together with a consent letter from such Presenting Officer shall be provided by the delinquent employee to the Inquiry Officer. It shall be made clear to the delinquent employee that:

(i) No TA/DA shall be paid to the Presenting Officer by the institute for attending the proceedings of the inquiry.

(ii) The delinquent employee shall directly be responsible for the conduct and behavior of the Presenting Officer during the inquiry proceedings.

(10) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the presenting officer and may be cross-examined by or on behalf of the employee. The presenting office shall be entitled to re-examine the witnesses on any points on which they have been cross-

examined but not on any new matter, without the leave of the Inquiring authority. The Inquiring authority may also put such question to the witnesses as it thinks fit.

- (11) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the Inquiring authority may, in its discretion, allow the presenting officer of the disciplinary authority to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of the inquiry for 3 days before the production such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The Inquiring authority shall give the employee an opportunity of inspecting such documents before they taken on the record. The Inquiring authority may also allow the employee to produce new evidence if it is of the opinion that the production of such evidence is necessary, in the interest of justice.
- (12) When the case for the disciplinary authority is closed, the employee shall be required to state his defense, orally or in writing, as he may prefer. If the defense is made orally, it shall be recorded, and the employee shall be required to sign on the record. In either case, a copy of the statement of defense shall be given to the presenting officer, if any, appointed.
- (13) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.
- (14) The Inquiring authority may, after the employee closes his case and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.
- (15) The Inquiring authority may after the completion of the production of the evidence, hear the presenting officer of the delinquent employee, if any, appointed and the employee, or permit them to file written briefs of their respective case ,if they so desire.
- (16) If the employee to whom a copy of the article of charge has been delivered, does not submit the written statement of defense on or before the date specified for the purpose or does not appear in person before the Inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the Inquiring authority shall proceed with the inquiry ex-parte.

**9. Report of the Inquiry Officer/Inquiry Committee:**

The report of the Inquiry Officer/ Committee should contain:

- 1) An introduction, indicating appointment of Inquiry Officer/Committee and the dates of hearing.
- 2) Charges that were framed.
- 3) Charges that were admitted or dropped or not pressed.
- 4) Charges actually inquired into.
- 5) Brief statement of the case of disciplinary authority in respect of the charges enquired into.
- 6) Brief statement of facts and documents admitted.
- 7) Points for determination or issues to be decided.
- 8) Brief statement of the case of the Institute employee.
- 9) Assessment of evidence in respect of each point.
- 10) Findings on each charge.

Along with the report, the Inquiry Officer should send a file containing the following:

- a) List of exhibits produced by the presenting officer.
- b) List of exhibits produced by the delinquent employee.
- c) List of prosecution witnesses.
- d) List of defense witnesses.
- e) A file containing deposition of witnesses in the order in which they were examined.
- f) A file containing orders.
- g) A file containing written statement of defense.
- h) Written briefs of both sides.
- i) Applications, if any filed during the course of inquiry, and orders passed thereon, as also orders passed on oral request made during the Inquiry.

10. Findings of the Disciplinary Authority.

On receipt of the Inquiry Report, the Disciplinary Authority shall consider the Inquiry Report and pass suitable orders.

If the Disciplinary Authority is of the opinion that any of the penalties under (iv) to (vii) under Clause 15 (9) of the Statute are to be imposed, it shall pass SPEAKING ORDERS accordingly.

A formal memo in the form as in the *Annexure-VI* is to be issued to the Institute employee concerned forwarding a copy of the Inquiry Report and communicating him the orders of the Disciplinary Authority on the proposed such penalty. The employee should be given an opportunity to explain his position in writing and also an opportunity of personal hearing.

The Disciplinary Authority will pass final orders, after considering the written reply of the Institute employee and after giving personal hearing to the employee concerned.

The orders of the Disciplinary Authority may be communicated by itself or by an officer so authorized under the Statutes, rules and the decision of the Board of Governors- *Annexure-VII*.

11. Appeals:

Under Clause 15 (10) of the Statute of the Institute, a member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal from the decision of the Board and a member of the staff aggrieved by any order passed by the Board against him inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against the order. No appeal under this sub-statute shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against provided that the Appellate Authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

The authority to whom an appeal against an order imposing penalty lies under the said sub-statute (10) may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit as if the member of the staff concerned had preferred an appeal against such order.

Provided that no action under this sub-statute shall be initiated more than six months after the date of the order to be reviewed.

Notwithstanding anything contained in this Statute, the Visitor may, on his own motion or otherwise after calling for the records of the case, review any order which is made under this Statute or is appealable thereunder, and—

- (a) confirm, modify or set aside the order,
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or pass such other orders as he deems fit;

Provided that -

an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;

if the Visitor proposes to impose any of the penalties specified in clause (iv) to (vii) of Sub-statute (9) in a case where proper enquiry has not been held and thereafter on consideration of the proceedings of such enquiry and after giving the member of the staff concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

**Annexure I**

Institute of Technology Guwahati  
Guwahati

Ref No.....

Date:.....

**ORDER**

\*Whereas a disciplinary proceeding against Mr./Ms..... (Name and Designation of the institute Employee) is contemplated/pending.

\*Whereas a case against Mr./Ms..... (Name and Designation of the institute Employee) in criminal offence is under investigation or trial.

Whereas the said Mr./Ms..... was detained in custody on..... for a period exceeding forty eight hours, in connection with a criminal offence or under the law for the time being in force providing for preventive detention.

Now, therefore, the director in accordance with Statutory Provisions hereby places the said Mr./Ms.....under suspension with effect from the date of detention/with immediate effect.

It is further ordered that during the period that this order shall remain in force the Headquarters of Mr./Ms.....should be.....( name of the place) and the said Mr./Ms..... shall not leave the headquarter without obtaining the previous permission of the undersigned.

Subsistence allowance, as per rules, shall be paid to Mr./Ms..... during the period of suspension.

By order of the Director.  
To,.....

(Registrar)

**ANNEXURE- II**



.....  
(Through Head of the Dept./Centre./Section)

Copy for information and necessary action to:

- i. HOD/HOC/HOS- concerned.
- ii. Deputy Registrar (F&A)

\* As may be applicable

Model Chargesheet for Penalties

Under (i) to (iii) of Statute 15(9)

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
GUWAHATI

**MEMORANDUM**

1. Mr./Ms.....(Designation).....attached to .....is hereby informed that it is proposed to take action against him/her under Statutory Provision. A Statement of the imputations of misconduct or misbehavior on which action is proposed to be taken as mentioned above is enclosed in the ANNEXURE.

2. Mr./Ms.....is hereby given an opportunity to make such representation as he/she may wish to make against the proposal.

3. If Mr./Ms. ....fails to submit his/her representation within 10 days of the receipt of this Memorandum, it will be presumed that he/she has no representation to make and orders will be liable to be passed against Mr./Ms..... exparte.

4. The receipt of this Memorandum should be acknowledged by Mr./Ms.....

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

.....

.....

(Through Head of the Dept./Centre/ Section)

Model Annexure for imposing Penalties  
Under (i) to (iii) of Statute 15(9)

Indian Institute of Technology Guwahati  
Guwahati

Ref.No.....

Dated.....

MEMO

The undersigned is directed to say that in consideration of the report of the Enquiry Committee appointed to enquire into charges as communicated under Office Order vide no.....dated.....againstMr./Ms....., Director/ BOG after personally hearing Mr./Ms..... has passed the following orders:-

Mr./Ms..... is directed to take note of the above orders.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To,

.....

.....

(Through Head of the Dept./Centre/Section)

Model of Charge-sheet for Penalties  
Under (iv) to (vii) of Statute 15 (9)

**ANNEXURE-IV**

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
GUWAHATI  
**MEMORANDUM**

1. The undersigned proposes to hold an inquiry against Mr./Ms. .... in terms of the Statutory Provisions. The substance of the imputations of misconduct or misbehaviour in respect of which the inquiry is proposed to be held is set out in the enclosed statement of articles of charge (Annexure-I). A statement of the imputations of misconduct or misbehaviour in support of each article of charge is enclosed (Annexure-II). A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained are also enclosed (Annexure-III & IV).
2. Mr./Ms. .... is directed to submit within 10 days of the receipt of this Memorandum a written statement of his/her defense and also to state whether he/she desires to be heard in person.
3. He/she is informed that an inquiry will be held only in respect of those articles of charge which are not admitted. He/she should, therefore, specifically admit or deny each article of charge.
4. Mr./Ms ..... is further informed that if he/she does not submit his/her written statement of defense on or before the date specified in para 2 above, or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the orders/directions issued in pursuance of the rule, the inquiring authority may hold the inquiry against him/her ex-parte.
5. The receipt of the Memorandum may be acknowledged.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

.....  
.....

Model form for appointment of Enquiry Officer /Committee

**ANNEXURE – V**

Indian Institute of Technology Guwahati  
Guwahati

Ref.No.....  
Dated.....

**ORDER**

Whereas an inquiry under rule 15(9) of the IIT Guwahati Statues is being held against Mr./Ms. ....

And whereas the BOG/Director considers that an Enquiry Officer /Committee should be appointed to enquire into charges framed against Mr./Ms. ....

Now, therefore, the BOG/Director in exercise of the power conferred by Sub-rule (15) of 9 of the Statue hereby appoints ..... as Enquiry Officer / an Enquiry Committee consisting of :

1. ....
2. ....
3. ....,

to enquire into the charges framed against Mr. / Ms. ....

All relevant papers are forwarded herewith for perusal.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:

1. Enquiry Officer/ Name of the member of the Enquiry Committee
2. Mr./Ms. ....

Model form of 2<sup>nd</sup> show-cause for imposition of penalties under (iv) to (vii) of statues 15(9)

**ANNEXURE – VI**

Indian Institute of Technology Guwahati  
Guwahati

Ref.No.....  
Dated.....

**MEMO**

1. The undersigned is directed to enclose a copy of the Enquiry Report submitted by the Enquiry officer/committee appointed to enquire into the charges against Mr./Ms. .... designation ..... attached to .....
2. On a careful consideration of the Enquiry Report aforesaid, the BOG/Director agrees with the findings of the Enquiry officer/committee in so for articles of charge on which Enquiry officer/committee had held proved. The BOG/Director has therefore, provisionally come to the conclusion that Mr./Ms. .... is not a fit person to be retained in Service / ..... and so the BOG/Director proposes to impose on him/her the penalty of ..... (as set out under (iv) to (vii) of Statues 15(9))
3. Mr. / Ms. .... is hereby given an opportunity of making representation on the penalty proposed. Any representation which he/she may wish to make on the penalty proposed will be considered by the BOG / Director. Such representation, if any, should be made in writing within ----- days from the date of issue of this memo failing which action will be taken ex-parte as per rules.
4. The receipt of this memo should be acknowledged.

By order of the BOG/Director.

(Registrar & Secretary to the BOG)

To:  
Mr./Ms. ....  
.....  
(Through Head of the Dept./Centre/Section)

Format of Final Order for Imposition of Penalties (iv) to (vii) of the Statute 15 (9)

**ANNEXURE – VII**

Indian Institute of Technology Guwahati  
Guwahati

Ref.No.....

Dated.....

**MEMO**

Whereas Mr./Ms..... (Name and Designation), attached to ..... (Dept./Section/Centre) was issued a second show-cause vide Memo of even no.....dated.....

AND WHEREAS on careful consideration of the reply dated ..... from Mr./Ms..... to the above memo and after giving a personal hearing to him/her, the competent authority has imposed the following penalty under Statute 15 (9) passed the following orders:

.....  
.....  
.....  
.....

The receipt of this Memorandum should be acknowledged.

By order of the BOG/ Director.

(Registrar & Secretary to the BOG)

To:

Mr./Ms. ....

Designation .....

Dept./Centre/Section

IIT Guwahati

(Through Head of the Dept./Centre/Section)

Copy to:

- i. HOD/HOC/HOS- concerned.
- ii. Deputy Registrar (F&A)

**TERMS AND CONDITIONS FOR GRANT OF LOAN FOR MEDICAL TREATMENT FROM STAFF  
WELFARE FUND SCHEME WHICH THE LOANEE MUST FULFILL AND ACCEPT.**

1. The employee seeking loan must be a regular employee who has completed at least one year on the date of grant of the loan.
2. The application for such loan should be routed and recommended by HOS, Medical Section.
3. The rate of interest will be simple interest as per the Savings Bank Account of a nationalized bank.
4. The loan should be recovered from salary of the employee monthly commencing from the salary of the next month in which the loan is taken in not more than 24 equal installment as per rule laid down by the Central Government Advance Recovery Norms.
5. The Loanee must submit an Utilisation Certificate with supporting documents stating proper and bonafide use of the loan for which it is meant for.
6. Excess amount, if any, beyond expenditure on medical treatment and related expenditures is to be returned by the Loanee to the institute immediately and misuse of the loan will lead to recovery of the loan in one installment from the salary with penalty of 10% interest on the original amount of loan.
7. The institute will be free to add or delete any terms and conditions and the Loanee will be required to accept the same.
8. The Loanee must give an undertaking on a stamp paper of Rs. 20/- for refund of the loan with interest within the stipulated period failing which the Institute will be free to recover the amount from any available fund/source of the Loanee lying with the Institute. In case the Loanee plans to leave the institute, he/she must repay the balance of loan with interest before leaving, failing which all effort to recover the same, if necessary, by writing to the future employer of the Loanee, will be made.





**STUDENTS' WELFARE BOARD**  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

**NORMS FOR THE ALLOCATION OF STUDENTS' WELFARE FUND**

The following schemes proposed to be funded largely from the Student Welfare fund collected from every student during their registration and also from a portion of the amount collected under the head Institute Overheads from already sanctioned sponsored and consultancy projects. However, all the schemes will be offered subject to availability of fund.

Whereas every student is expected to have budgeted appropriately and sufficiently before embarking on any course of study, IIT Guwahati recognizes that monetary problems can arise for a number of reasons. Many students (and their parents) find it difficult to make ends meet due to financial worries as a result of unforeseen events like a family bereavement, accident or illness. On the other hand, meritorious students may want to further their career by attending and making presentation in conferences, but low income and/or other financial commitments may not facilitate this

To allow for these circumstances, IIT Guwahati provides the following opportunities for students to apply for financial assistance:

- **Student Travel Assistance Fund (STAF)**: This fund is a means-tested and intended to help meritorious students attend and make presentations in national/international conferences, workshops, symposia, scientific meetings etc. ***Maximum 2.0 Lakhs per year may be utilized for the purpose from Welfare Fund and additional 2.0 Lakhs may be given from Institute (from IPDF) for the purpose (total budget for STAF for one academic year is 4 Lakhs).***
- **Student Contingency Fund (SCF)**: The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties during their time of study in IIT Guwahati, such as a serious accident, illness, calamity in family etc. ***Maximum 1.0 Lakhs per year may be utilized for the purpose.***
- **Student Childcare Assistance Fund**: Student parents who find it difficult to finance their child/children for their education may apply for assistance under this scheme. ***Maximum 1.0 Lakhs per year may be utilized for the purpose.***

**All the above schemes will be reviewed after one year of commencement.**

**STUDENT TRAVEL ASSISTANCE FUND (STAF)**

**Eligibility:** The Student Assistance Fund is open to students who are currently registered for an academic programme at IITG for at least one year's duration, and which leads to a BTech/BDes/MSc/MTech/MDes/PhD degree. At least 25% of travel assistance may be granted to BTech/BDes students. The applicant should be in 'good standing' with the Institute and should not have been awarded any major disciplinary action imposed by the Institute Disciplinary Committees. Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years.

**Funding amount:** This amount is restricted to a maximum of Rs. 50,000 for attending an international conference and up to Rs. 10,000 for attending a national conference in a given academic year.

**How to apply:** Application in given format should be submitted at least **three months prior** to the event that the student plan to attend.

Indian Institute of Technology Guwahati



## Students' Welfare Board

### APPLICATION FOR STUDENT TRAVEL ASSISTANCE FUND (STAF)

#### Support for National/International Conferences, Workshops, Symposia, Scientific Meetings etc.

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	BTech/BDes/MSc/MTech/MDes/PhD	
5	Semester		
9	E-mail and Mobile number	e-mail:	
		Mobile:	
6	Academic performance in IIT Guwahati (please give current CPI)		
7	Academic performance before joining IIT Guwahati (provide details of grade 10+2 onward)		
8	Details of research publications from IIT Guwahati work, if any, with authorship position, Impact factor of publication etc. (enclose a copy of publications)		
10	For which meeting or conference are you requesting funds? (Enclose copy of brochure or provide website details)		
11	Organizer of the event		
12	Describe your participation	i. Delivering a lecture ii. Presenting poster a first author iii. Presenting poster a first co-author	
13	What is the title of your presentation/poster? (Enclose a copy of acceptance letter from organizer of the		

	event as well as a copy of abstract/poster )		
14	Brief summary of your research (150 words)	Attach with this application	
15	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati STAF		
16	Do you receive a scholarship?		
17	Family income (Provide proof of income)		
15	Expected expenditure	<b>Items</b>	<b>Amount</b>
		Travel	
		Accommodation and food	
		Registration	
		Visa fee	
		Miscellaneous, please specify	
		Total	
16	Amounts budgeted and requested from <b>STAF</b>		
17	Other source of funding for participation in the event		
18	Recommendation from Project guide		
19	Recommendation from Head of Department/Centre		

Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati. Successful applicants will have to submit valid bills/receipts/invoices within one month from the date of travel.

\_\_\_\_\_  
Signature of the Applicant with date

**Calculation of points based on which selection for Student Travel Assistance Fund (STAF) will be made:**

A maximum of 100 points may be awarded to the student based on research publication, academic performance, parents' income. The break-up is as follows:

***Publications (Total 30 points):***

First author (> 1 Impact factor) : 15 points each publications (with maximum 30 points)

Co- author (> 1Impact factor) : 7.5 points each publications (with maximum 30 points)

**Note:** Publications only with affiliation published with a faculty guide may only be considered IIT Guwahati

***Parents Income (Total 30 points):***

Annual income below Rs.1,50,000.00 - 30 points

Rs. 1,50,000.00 - 2,50,000.00 - 20 points

Rs. 2,50,000.00 - 3,50,000.00 - 15 points

Rs. 3,50,000.00 - 4,50,000.00 - 10 points

Rs. 4,50,000.00 - 5,50,000.00 - 5 points

***Academic performance (Total 30 points):***

$$Points = \frac{Current\ CPI}{10} \times 30$$

***Type of participation (Total 10 points):***

Lecture : 10 Points

Poster as first author : 5 Points

Poster as co-authors : 2.5 Point

**Minimum 40 Points are required for Student Travel Assistance Fund (STAF)**

**Note:** (i) If poster is as co-author, no objection from first author should be enclosed (ii) Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years (ii) All student supported by STAF must submit report of activities with financial support to student affairs after completion of travel.

**Committee for the screening of Student Assistance Fund (SAF)**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department

The committee will meet minimum four times during one academic year

**STUDENT CONTINGENCY FUND (SCF)**

The purpose of this discretionary fund is to offer financial assistance to students who encounter unexpected difficulties, e.g., serious accident, illness, calamity in his/her family, during their time of study in IIT Guwahati. The scope of the fund also encompasses those students who cannot, for various reasons, be financially assisted through the normal channels of assistance.

**Eligibility:** The Student Welfare Fund is open to students who are currently registered for an academic programme at IITG which leads to a BTech/BDes/MSc/ MTech/MDes/PhD degree.

**Funding amount:** The funding amount is restricted to a maximum of Rs. 50,000 per student. A student may apply for the fund only once during the entire duration of an academic programme at IITG. *Maximum 1.0 Lakhs per year may be utilized for the purpose.*

**How to apply:** Application in given format should be submitted. The processing of the application may take least **two months**.

Indian Institute of Technology Guwahati



## Students' Welfare Board

### APPLICATION FOR STUDENT CONTINGENCY FUND (SCF)

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	BTech/BDes/MSc/MTech/MDes/PhD	
5	Semester		
6	E-mail and Mobile number	e-mail:	
		Mobile:	
7	Academic performance in IIT Guwahati (please give current CPI)		
8	Academic performance before joining IIT Guwahati (provide details of grade 10+2 onward)		
9	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati SCF		
10	Do you receive a scholarship?		
11	Family income (Provide proof of income)		
12	Amounts budgeted and requested from <b>SCF</b> and purpose of the SCF		
13	Recommendation from Head of Department/Centre		

**Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati.** Successful applicants will have to submit valid bills/receipts/invoices within one month from the date on which amount sanctioned/claimed was received.

\_\_\_\_\_  
Signature of the Applicant with date

**Calculation of points based on which selection for Student Contingency Fund (SCF) will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parents' income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (Total 40 points):**

Committee will evaluate the details and give points

**Parents income (Total 30 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Academic performance (Total 30 points):**

$$\text{Points} = \frac{\text{Current CPI}}{10} \times 30$$

Minimum 55 Points are required for Student Contingency Fund (SCF)

**Committee for the screening of Student Assistance Fund (SCF):**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department



**STUDENT CHILDCARE ASSISTANCE FUND (SCAF)**

IIT Guwahati recognizes that some students with family responsibilities may face difficulties with childcare costs. In response to this, it has put in place a childcare subsidy scheme to assist those parents most in need of financial assistance, those with children staying along with them inside the campus. The amount to be disbursed for this purpose is not fixed but will be decided on a case by case basis. All expenditure through this fund is subject to strict eligibility guidelines and there is no guarantee that any student will receive a subsidy.

**Eligibility:** In applying for childcare assistance all students must be registered on an IITG academic programme leading to MTech/MDes/PhD degree only. The applicant should be in 'good standing' with the Institute. The student parent must be the primary care provider to the relevant child. All applicants must provide a **birth certificate** for the relevant child highlighting that they are the parents. For the purposes of this fund the understanding of the word 'child' is a minor *i.e.* under 18 years of age.

**Funding amount:** The following are important under this scheme:

- Allocation of funds will be on the basis of financial need.
- There is a maximum payment, depending on the demand from available resources. Successful applicants receive half of their childcare costs or this maximum, whichever is lower. This may be subject to change from time to time and is strictly dependent on funding available.
- Assistance may be paid for one complete academic year, which is, however, subject to available resources. Approval is for a maximum of one academic year only *i.e.* please do not expect that you will be funded for the entire duration of your programme of study in IIT Guwahati.

**How to apply:** Application in given format should be submitted. The processing of the application may take least **two months**.

Indian Institute of Technology Guwahati



## Students' Welfare Board

### **STUDENT CHILDCARE ASSISTANCE FUND (SCAF)**

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	MSc/MTech/MDes/PhD	
5	Name of Child		
6	Date of Birth and gender (please submit Birth certificate)		
7	Semester		
8	E-mail and Mobile number	e-mail:	
		Mobile:	
9	What circumstances led you to make an application to the Fund? Please give full details including how you will benefit from receiving financial aid from IIT Guwahati SCF		
10	Do you receive a scholarship?		
11	Family income (Provide proof of income)		
12	Amounts budgeted and requested from <b>SCAF</b> and purpose of the SCAF		
13	Please detail all alternative funding options explored		
14	Recommendation from Head of Department/Centre		

**Completed applications are to be submitted to the Students Affairs Section, IIT Guwahati. Successful applicants will have to submit valid bills/receipts/invoices within one month from the date on which amount sanctioned/claimed was received.**

\_\_\_\_\_  
**Signature of the Applicant with date**

**Calculation of points based on which selection for Student Childcare Assistance Fund (SCAF) will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parent's income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (Total 70 points):**

Committee will evaluate the details and give points

**Parents income (Total 30 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Minimum 75 Points are required for Student Childcare Assistance Fund (SCAF)**

**Committee for the screening of Student Assistance Fund (SCAF)**

1. Dean, Students' Affairs
2. Associate Deans-1, Students' Affairs
3. Associate Deans-2, Students' Affairs
4. Chairman, Students' Welfare Board
5. Head of applicant's department



**PROPOSAL FOR STUDENTS' BROTHERHOOD FUND (SBF)**

Students' Welfare Board, IIT Guwahati

**Source of funding**

- (i) Additional Rs. 50/- may be charged from every student during semester registration
- (ii) Donations from students, Alumni, teachers, staff of the Institute and well-wishers of IIT Guwahati to this fund.
- (iii) Any money collected by IIT Guwahati by way of fines imposed on the students as a part of disciplinary action. The amount may subsequently be credited into the SBF by an Office Order.

**Objectives of the Fund:**

- (i) To promote the feeling of oneness in the student fraternity of IIT Guwahati.
- (ii) To provide funds as "Loans of Honour" (interest free but to be refunded) to the deserving student applicants to meet their own educational/medical expenses.

**Management of the Fund:**

- (i) All money received by the Fund shall be deposited in a Savings Bank Account under the name "Students' Brotherhood Fund". The account will be managed by student affairs office.
- (ii) The Accounts of the Fund shall be audited annually.
- (iii) Any amendments in the document should be approved in SAC.

**Procedure for allocation of the fund:**

- (i) Students need to apply in a SBF Form for "Loan of Honour" to meet their own educational and/or medical expenses. Such applications accompanied with all relevant paper documents must be addressed to the Chairman of the Committee, SBF through the concerned Head of the Dept./Centre.
- (ii) "Loan of Honour" amount will not ordinarily exceed Rs. 50,000 at a time. Depending upon the merit of the case, the Committee may decide upward revision of the aforesaid upper limit to an applicant in an exceptional condition/ situation whatsoever. Subject to availability of funds and merit of the case, such assistance amount may be made available
- (iii) Student who has already received financial assistance under this scheme is not eligible to apply during the TWO academic years
- (iv) Student Members (who are sanctioned "Loans of Honour") are required to repay the loan of honour amount when their financial position improves usually before award of degree.

Indian Institute of Technology Guwahati



## Students' Welfare Board

### **APPLICATION FORM FOR 'LOAN OF HONOUR' FROM STUDENT BROTHERHOOD FUND (SBF)**

1	Name		
2	Roll Number		
3	Department		
4	Academic Programme	MSc/M Tech/ M Des/PhD	
5	Hostel		
6	E-mail and Mobile number	e-mail	
		Mobile	
7	Father's Name & Occupation		
8	Mother's Name & Occupation		
9	Nature of amount of scholarship/loan, if any		
10	(i) Current CPI( <i>Applicable for only 2<sup>nd</sup>, 3<sup>rd</sup> &amp; 4<sup>th</sup> year B Tech and 2<sup>nd</sup> year MA/MSc students</i> )		
	(ii) Class XII % of Marks( <i>Applicable for 1<sup>st</sup> year B Tech &amp; BDes only</i> )		
	(iii) % of University Qualifying Degree ( <i>Applicable for : 1<sup>st</sup> year MA/MSc students</i> )		
11	Whether the student has undergone any disciplinary actions in the institute. If yes, mention the year		
12	Parent's annual income (provide necessary proof)		
13	Reason for application of the loan (briefly)		
14	Loan amount required		

Completed applications along with declaration by the parents to be submitted to the Students Affairs Section, IIT Guwahati.

**Signature of the Applicant with date**

**Calculation of points on which selection for the 'Loan of Honour' will be made:**

A maximum of 100 points may be awarded to the student based circumstances that led student to apply for the support, parent's income and academic performance. The break-up is as follows:

**What circumstances that led student to apply for the support (Total 40 points):**

Committee will evaluate the details and give points

**Parent's income (Total 40 points):**

Annual income below Rs.1,50,000.00	- 30 points
Rs. 1,50,000.00 - 2,50,000.00	- 20 points
Rs. 2,50,000.00 - 3,50,000.00	- 15 points
Rs. 3,50,000.00 - 4,50,000.00	- 10 points
Rs. 4,50,000.00 - 5,50,000.00	- 5 points

**Academic Performance (Total 20 points):**

$$\text{Points} = (\text{Current CPI}/10)*20$$

**Minimum 65 Points are required for 'Loan of Honour' under Student Brotherhood Fund (SCF)**

**Composition of the students' brotherhood fund (SBF) Committee**

1. Chairman, Students' Welfare Board - Chairman
2. Dean, Students' Affairs nominee - Member
3. Dean, Alumni Affairs & External Relations nominee - Member
4. Vice President (VP), SGC IIT Guwahati - Member
5. General Secretary, Students' Welfare Board - Member
6. Assistant/Deputy Registrar, Students' Affairs - Non-member Secretary





Creation of non-faculty posts, (Group B & C), IIT Guwahati								
Post	Pay Band		Grade Pay	No. of posts already sanctioned	Break up of already sanctioned posts	No. of posts proposed for sanction including the already sanctioned posts with revision	Proposed break up of revised sanctioned posts	Remarks
Junior Attendant	PB1	5200 - 20200	1800	58	37	58	33	
Attendant	PB1	5200 - 20200	1900		7		11	
Sr. Attendant	PB1	5200 - 20200	2400		14		14	
Junior Assistant	PB1	5200 - 20200	2000	140	47	176	86	
Senior Assistant	PB1	5200 - 20200	2800		24		24	
Junior Superintendent	PB2	9300 - 34800	4200		39		37	
Superintendent	PB2	9300 - 34800	4600		30		29	
Junior Accountant	PB1	5200 - 20200	2400	16	5	15	5	
Senior Accountant	PB1	5200 - 20200	2800		0		0	
Jr. Accounts Officer	PB2	9300 - 34800	4200		8		7	
Accounts Officer	PB2	9300 - 34800	4600		3		3	
Jr. Technician/Mechanics	PB1	5200 - 20200	2000	66	10	50	22	
Sr. Technician/Mechanics	PB1	5200 - 20200	2800		28		0	
Sr. Technician/Mechanics Gr .I	PB2	9300 - 34800	4200		28		28	
Jr. Technical Superintendent	PB2	9300 - 34800	4200	106	50	97	40	
Technical Superintendent	PB2	9300 - 34800	4600		37		33	
Sr. Technical Superintendent	PB2	9300 - 34800	4800		11		11	
Jr. Technical Officer	PB2	9300 - 34800	5400		8		13	
Midwife	PB1	5200 - 20200	2000	2	1	1	0	
Midwife Gr. II	PB1	5200 - 20200	2800		0		0	

**IITG/81-BOG/MINUTES**  
**07.06.2015**

Midwife Gr. I	PB2	9300 - 34800	4200		1		1	
Sr. Lib. Information Assistant	PB2	9300 - 34800	4200	15	5	21	5	
Asst. Lib. Info Officer	PB2	9300 - 34800	4600		0		0	
Lib Info Officer	PB2	9300 - 34800	4800		10		10	
Sr. Lib Info Officer	PB2	9300 - 34800	5400		0		6	
Jr. Engineer	PB2	9300 - 34800	4200	15	6	22	10	
Asst. Engineer	PB2	9300 - 34800	4600		7		4	
Sr. Assistant Engineer	PB2	9300 - 34800	4800		2		6	
Sr. Assistant Engineer Gr.I	PB2	9300 - 34800	5400		0		2	
Asst. Coach	PB1	5200 - 20200	2000	6	2	4	2	
Asst. Coach Gr. I	PB1	5200 - 20200	2800		1		1	
PTI / Coach	PB2	9300 - 34800	4200		1		1	
PTI GR I / Sr. Coach	PB2	9300 - 34800	4600		1		0	
Sr. PTI / Sr. Coach Gr.I	PB1	9300 - 34800	4800		0		0	
Phy. Training Officer (PTO)	PB2	9300 - 34800	5400		1		0	
Driver Grade - II	PB1	5200 - 20200	2000	14	6	6	0	
Driver Grade I	PB1	5200 - 20200	2800		2		0	
Sr. Driver	PB2	9300 - 34800	4200		6		6	
Asst. Security Officer	PB2	9300 - 34800	4200	4	2	4	2	
Security Officer	PB2	9300 - 34800	4600		2		2	
Jr.Hindi Officer	PB2	9300 - 34800	4200	2	0	2	0	
Hindi Officer	PB2	9300 - 34800	4600		1		0	
Senior Hindi Officer	PB2	9300 - 34800	4800		1		1	
Senior Hindi Officer Gr I	PB2	9300 - 34800	5400		0		1	
<b>Creation of non-faculty posts, (Group A), IIT Guwahati</b>								
Dy. Registrar	PB3	15600- 39100	7600	19	6	21	8	
Asst. Registrar	PB3	15600- 39100	5400		13		13	

**IITG/81-BOG/MINUTES**  
**07.06.2015**

Superintending Engineer	PB4	37400-67000	8700	10	2	10	2	
Executive Engineer	PB3	15600-39100	6600		3		3	
Asst. Exe. Engineer	PB3	15600-39100	5400		5		5	
Workshop Superintendent	PB3	15600-39100	7600	2	1	2	1	
Asst. Workshop Superintendent	PB3	15600-39100	5400		1		1	
Librarian	PB4	37400-67000	10000	5	1	5	1	
Dy. Librarian	PB3	15600-39100	7600		2		2	
Asst. Librarian	PB3	15600-39100	5400		2		2	
Asst. Phy. Education Officer	PB3	15600-39100	5400	2	2	2	2	
Sr. Security Officer	PB3	15600-39100	5400	1	1	1	1	
Medical Officer	PB3	15600-39100	5400	6	1	6	3	
Sr. Medical Officer	PB3	15600-39100	6600		5		0	
Chief Medical Officer	PB4	37400-67000	7600		0		3	
Technical Officer Gr. II	PB3	15600-39100	5400	43	17	49	20	
Technical Officer Gr. I	PB3	15600-39100	6600		26		26	
Sr. Technical Officer	PB3	15600-39100	7600		0		3	
<b>Total No. of posts</b>				<b>532</b>		<b>552</b>		
<b>Year</b>				<b>2013-14</b>		<b>2014-15</b>		
<b>Actual no. of students</b>				<b>4891</b>		<b>5176</b>		
<b>Sanctioned Faculty posts (Student:Faculty = 10:1 ratio)</b>				<b>489</b>		<b>518</b>		
<b>Allowable Non-Faculty posts (Faculty:Non-Faculty = 1:1.1 ratio)</b>				<b>538</b>		<b>570</b>		
<b>Sanctioned/proposed for creation of Non-Faculty posts</b>				<b>532</b>		<b>552</b>		
				<b>(Actual creation of posts = 20)</b>				



**ANNEXURE – 15**

**Terms and conditions for granting Loan to Dr.Gagan Kumar, Assistant professor, Department of Physics from Staff Welfare Fund Scheme is as follows:**

- The loan will be recovered from the salary of the employee monthly commencing from the salary of next month in which the loan is taken in not more than 24 ( twenty four ) equal instalments as per rule laid down by the Central Government Advance Recovery Norms.
- The rate of interest will be 4% per annum. The interest will be recovered in one instalment immediately after full recovery of the Principal amount.
- The Loanee must submit the proof of closed relationship (as per GOI definition) of the person for whose medical treatment the loan is taken before release of the loan.
- The Loanee must submit an Utilization Certificate with supporting documents stating proper and bonafide use of the loan for which it is meant for within six months.
- Excess amount, if any, beyond expenditure on medical treatment and related expenditure is to be returned by the Loanee to the Institute immediately and misuse of the loan will lead to recovery of the loan in one instalment from the salary with penalty of 10% interest on the original amount of loan. If one instalment of the salary is not sufficient, then the unrecovered amount will be recovered from the nest months' salaries of the Loanee.
- The Institute will be free to add or delete any terms and conditions and the Loanee will be required to accept the same.
- The Loanee must give an Undertaking on a stamp Paper of rs.20/- for refund of the loan with interest within the stipulated period failing which the Institute will be free to recover the amount from any available fund /source of the Loanee lying with the Institute. In case the Loanee plans to leave the Institute, he/she must repay the balance of loan with interest before leaving, failing which all effort to recover the same, if necessary, by writing to the future employer of the loanee, will be made.

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07.06.2015

ANNEXURE – 16**F.NO.17-2/2014-TS.I**

Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Technical Section-I

Shastri Bhavan, New Delhi  
Dated the 2<sup>nd</sup> March, 2015

To,

The Chairman, AICTE  
The Directors, IITs (As per standard list)  
The Directors, IIITs (as per standard list)  
The Director, IISc, Bangalore  
The Directors, IISERs (as per standard list)  
The Directors, NITs (as per standard list)  
The Director, NITIE, Mumbai  
The Director, ISM, Dhanbad  
The Director, NERIST, Nirjuli, Arunachal Pradesh  
The Director, SLIET, Longowal  
The Director, NIFFT, Ranchi  
The Directors, NITTRs (as per standard list)  
The Directors, SPAs (as per standard list)  
The Director, IEST, Shibpur

Subject: Revision of rates of Ph.D. Scholarship in AICTE funded and Centrally Funded Technical Institutions under the Ministry of Human Resource Development

Sir/Madam,

In partial modification of the Order of even number dated 18.02.2015 and in pursuance of the DST's Order No.SR/S9/Z-09/2012 dated 21.10.2014 on the subject mentioned above, paragraph 2, 7 & 8 of the order dated 18.02.2015 are modified to the extent indicated below:

S.No.	Qualifying Degree	Revised Emoluments (Per Month)
01.	<b>JUNIOR RESEARCH FELLOW (JRF):</b> Post Graduate Degree in Basic Science with NET/GATE Qualification or Graduate Degree in Professional Course with NET/GATE Qualification or Post Graduate Degree in Professional Courses.	<b>Rs.25,000/-</b>
02.	<b>SENIOR RESEARCH FELLOW (SRF)</b> JRF Qualification with two years of research experience.	<b>Rs.28,000/-</b>

Contd...2/-

*Handwritten signature*

- 2 -

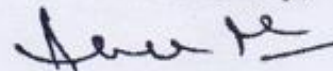
2. The revised rates of fellowship/assistantship will be effective from 01.10.2014 in respect of Ph.D. students, as per order issued by DST and 01.12.2014 in respect of ME/M.Tech/MS/M.Des. students as per order issued by the UGC.

3. The additional cost on account of this revision may be met by the individual Institutes from out of their existing budgetary grant without any additionality in the current financial year, 2014-15. During the next financial year, 2015-16, the expenditure will be met, as first charge, out of the sanctioned allocations to the Institutions by the Department of Higher Education.

4. Other terms & conditions of the order dated 18.02.2015 will remain same.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure vide their ID Note No.14-2/2015-EIII A dated 02.03.2015, and in consultation with IF Division of the Department.

Yours faithfully,



(Alok Mishra)

Director

Tel:23381058

Copy to:

1. Department of Expenditure [(Shri Ashok Kumar, Under Secretary (E.III(A)) w.r.t. their ID Note No.14-2/2015/E.III dated 02.03.2015
2. Department of Science & Technology (Dr. R. Brakaspathy, Scientist-G) in pursuance of the OM No.SR/S9/Z-09/2012 dated 21.10.2014.
3. PS to Hon'ble HRM/PS to Hon'ble MoS(RSK)/PS to Hon'ble MoS(UK)
4. PPS to Secretary (HE)/PPS to AS(TE)/PPS to JS&FA
5. Dir(TC)/Dir(Management)/Dir(TE)/Dir(NITs)
6. IF Division, MHRD
- ✓ 7. Webmaster, CMIS, MHRD for uploading the order on Ministry's website.



**ANNEXURE – 17****Name of the Post: Assistant Coach**

<b>No</b>	<b>Heading</b>	<b>Information</b>
1.	CLASSIFICATION	Group C
2.	SCALE OF PAY	PB1 Rs 5200 – 20200, Grade Pay : Rs. 2000
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Below 30 years
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Bachelor's Degree (in Physical Education) *
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	Direct Recruitment
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Not Applicable
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	Not Applicable
12.	RESERVATIONS	As per Rules
13.	REMARKS	None

\***Desirable:** Experience in Coaching and/or Medal winners in State/ National Level.

**Name of the Post : Assistant Workshop Superintendent**

<b>No</b>	<b>Heading</b>	<b>Information</b>
1.	CLASSIFICATION	Group A
2.	SCALE OF PAY	PB3 Rs.15600 - 39100, Grade Pay : Rs. 5400
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Below 40 years
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Degree in Mechanical Engineering or equivalent. 4 years' experience in Machine shop in a responsible capacity covering production, planning, estimating, production control and control of labours. *
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	Direct Recruitment
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Not Applicable
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	Not Applicable
12.	RESERVATIONS	As per Rules
13.	REMARKS	None

\* Desirable: Teaching experience

**Name of the Post: Senior Assistant Engineer Gr.I**

No	Heading	Information
1.	CLASSIFICATION	Group B
2.	SCALE OF PAY	PB2 Rs.9300 – 34800, Grade Pay : Rs. 5400
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Not Applicable
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Not Applicable
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	By Promotion (100%)
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Assistant Engineer with a minimum of 5 years' experience Or, Experience of 10 years as Assistant Engineer and Junior Engineer taken together Or , Experience of 16 years as Senior Assistant Engineer, Assistant Engineer and Junior Engineer taken together
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	DPC composition: 1. Dean IPM / I/c, Engineering Section 2. Registrar 3. Superintending Engineer (Civil / Electrical)
12.	RESERVATIONS	As per Rules
13.	REMARKS	None

**Name of the Post : Junior Assistant (Hindi)**

No	Heading	Information
1.	CLASSIFICATION	Group C
2.	SCALE OF PAY	PB1 Rs.5200 – 20200, Grade Pay : Rs.2000
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Below 27 years
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Bachelor's Degree with major in Hindi with English as one of the subjects at the graduation level. Or, Bachelor's Degree with major in English with Hindi as one of the subjects at the graduation level.*
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	Direct Recruitment
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Not Applicable
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	Not Applicable
12.	RESERVATIONS	As per Rules
13.	REMARKS	None

\* Desirable: Good working knowledge of computer office applications and Hindi softwares.

**Name of the Post : Senior Technical Officer**

No	Heading	Information
1.	CLASSIFICATION	Group A
2.	SCALE OF PAY	PB3 Rs.15600 - 39100, Grade Pay : Rs.7600
3.	WHETHER SELECTION OR NON-SELECTION POST	Selection
4.	WHETHER BENEFIT OF ADDED YEARS OF SERVICE ADMISSIBLE	Yes
5.	AGE LIMIT FOR DIRECT RECRUITS	Not Applicable
6.	EDUCATIONAL & OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITS	Not Applicable
7.	WHETHER AGE & EQ PRESCRIBED FOR DIRECT RECRUITS WILL APPLY IN THE CASE OF PROMOTEEES	Not Applicable
8.	PERIOD OF PROBATION, IF ANY	One Year
9.	METHOD OF RECTT. WHETHER BY DIRECT RECTT. OR BY PROMOTION OR BY DEPUTATION /ABSORPTION & % OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS	By Promotion (100%)
10.	IN CASE OF RECTT. BY PROMOTION/ DEPUTATION/ ABSORPTION GRADES FROM WHICH PROMOTION/ DEPUTATION/ ABSORPTION TO BE MADE	Technical Officer Gr. I/ Scientific Officer Gr.I with a minimum of 5 years' experience  Or, Experience of 10 years as Technical Officer Gr. I/ Scientific Officer Gr.I and Technical Officer Gr.II / Scientific Officer Gr.II taken together out of which at least 3 years as Technical Officer Gr.I / Scientific Officer Gr.I.
11.	IF A DPC EXISTS WHAT IS ITS COMPOSITION	DPC composition: 1. DD/ Dean, Faculty Affairs 2. Registrar 3. Head of Academic Dept/Centre
12.	RESERVATIONS	As per Rules
13.	REMARKS	None



**ANNEXURE-A**

**To consider recommendation of the Institute Scholarship Committee for introducing certain changes in to the existing provisions for awarding Merit-cum-Means Scholarships to students of the Institute**

The 115<sup>th</sup> Meeting of the Senate, held on May 20, 2015, examined the proposal from the Institute Scholarship Committee for introducing certain changes in to the existing provisions for awarding Merit-cum-Means Scholarships to students of the Institute, as indicated below, and found the same as acceptable.

a) To re-consider ratio for selecting students for McM Scholarship as per below :

Present ratio :

60% weightage from  
Parent's Income

40% weightage  
from CPI/Marks

**Proposed ratio :**

**50% weightage from  
Parent's Income**

**50% weightage  
from CPI/Marks**

- b) Director of the Institute can have special power to award Special Scholarship to maximum of 5 students every year on genuine means basis. While it is possible to award all 5 scholarships in a year in deserving cases, it may also not be awarded if there is no such cases.
- c) While all scholarships including those for GEN and OBC students will be governed by their respective norms and durations, any student other than GEN and OBC can avail scholarship from the Institute for a maximum of 6 years.

Hence, the concerned Senate recommended that the proposal be placed for consideration of the Board of Governors of the Institute.

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*W. K. D.*  
*03/06/15*  
*Academic Registrar*





**ANNEXURE-19**

**Proposal on 'Centre for Creativity':**

**Concept note on the Centre for Creativity, IIT Guwahati**

IIT Guwahati, the sixth member of IIT fraternity was established in the year 1994 and the academic programme was started from 1995. At present the Institute has eleven departments and three inter-disciplinary academic centres covering all the major engineering, science and humanities disciplines, offering BTech, BDes, MA, MDes, MTech, MSc and PhD programmes. Within a short period of time, IIT Guwahati has been able to build up world class infrastructure for carrying out advanced research and has been equipped with state-of-the-art scientific and engineering instruments. IIT Guwahati has recently started outreach programme such as Unnat Bharat Abhiyan to improve health & hygiene, education and earnings of rural populations of North east India. 10 (ten) such villages are selected as model.

**Measures taken to reduce Student's stress related problem**

As on date there are more than 5000 students covering all the programmes viz. Undergraduate, Postgraduate and PhD. With the present competition amongst students to excel more in today's world there has been a surge of turmoil in their mental state and it is generally observed that this leads to nervous breakdown and mental unrest among many students. The discontentment among such youths, frustration, and loneliness has become prominent. It is realized that the morality, disciplines and other relative aspects have perhaps been gradually disappearing from our society. If the process is being continued in the long, the society would have to face some untoward situation to maintain a good relationship with each other amongst the people.

With this in view, IIT Guwahati had introduced Performing Arts in the curriculum with the basic aim in indulging students to cope with the stress management by exploring their inherent artistic qualities to bloom besides the concurrent technical courses. Performing Arts gives a boost to the dormant creative capacity of the individuals. It diverts the students from mental chaos and help in emotional development and behaviour. To cater to the needs of the students presently we have experts in the field of Hindustani classical vocal music, Hindustani instrumental music and Indian classical dance (Sattriya) which offers offer SA 101 and SA102 courses for the first year of the undergraduate.

**Proposed Centre for Creativity**

It is proposed to set up a Centre for Creativity to cater to the diverse needs of the students along with the technical courses with basic aim is to encourage to develop their latent inherent qualities so that in turn the day to day stress related issues will be reduced.

Courses for this proposed Centre will be taught by renowned practicing artists working in an international arena. The Program intends to offer a variety of advanced and introductory courses to the IIT graduate students and undergraduates.

**Aim and objectives**

- a. The centre will work for the welfare of the students and IITG Communities and for the benefit of the people of north through formal and non-formal education and performance.
- b. Centre will be involved with studies of traditional songs, dance and drama, maintain an archive and preserve
- c. Make students aware of the culture of north eastern region and impart training

- d. Collaborative Programmes will be arranged with other states, Central Government, and other Universities/Institutions of the world pertaining to Performing Arts, Creative writing and Drama
- e. In the leisure time, students will be encouraged by the centre to undertake Music, Dance, Drama, Creative Writing, Painting and other related activities.
- f. To encourage Research Activities on Creative Education (Ph.D Programmes) at the centre in an appropriate time.

### **Collaboration**

The Centre will collaborate with world class Institutes such as

- Art, Culture and Technology programme, Massachusetts Institute of Technology (MIT)
- Sense Lab, University of Montreal
- Symbiotica, University of South Wales
- Centre for Contemporary Art (CCA ),Singapore

Prof.Ute Meta Bauer of MIT, Prof.Erin Manning, Director, Senses Laboratory, Montreal Canada, Ong keng sen, Director of Theatre group of Theatre Works, Singapore had already agreed to collaborate in various areas of Choreography, Creative writing and Theatrical works

### **Proposed Structure and Management of the Centre**

The Centre will be headed by a Co-ordinator who will be the Head of the Centre and this will be at par with Professor of the Institute. The existing Visiting Artists who were already recruited earlier will be under the centre. The structure of the Centre may be as under :

- Head of the Centre
- Visiting Artist in Residence
- Expert in creative writing
- Painter
- Expert in Drama
- Accompanist
- Office Staff

Further the present Visiting Artists in Residence who have been initially appointed for a year. Their term may further be extended for another year to establish the centre successfully.

The Board is requested to take note of it and approve.