

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH,  
TARAMANI, CHENNAI 600 113**

the rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions Section(4)(1)(b)(v)

- i. Fundamental Rules
- ii. Supplementary Rules
- iii. General Financial Rules
- iv. Central Civil Service (Classification, Control and Appeal) Rules
- v. Central Civil Service (Conduct) Rules
- vi. Central Civil Service (Leave) Rules
- vii. Central Civil Service (Leave Travel Concession) Rules
- viii. Central Civil Service (Pension) Rules
- ix. CS (MA) Rules
- x. General Provident Funds Rules
- xi. NPS Rules
- xii. Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters

## ANNEXURE-XXII

MOST IMMEDIATEBy Speed Post

F. No. 23-5/2015 -TS-IV

Government of India

भारत सरकार

Ministry of Human Resource Development

मानव संसाधन विकास मंत्रालय

(Department of Higher Education)

उच्चतर सिक्षा विभाग

Shastri Bhawan, New Delhi-110115

Dated 07<sup>th</sup> August, 2018

To,

The Directors of NITTTR, Bhopal, Chandigarh, Kolkata &amp; Chennai.

**Subject: - Common Recruitment Rules (RRs) – Ministerial & Technical for 4 National Institute of Technical Teachers Training and Research (NITTTRs) located at Bhopal, Chandigarh, Kolkata and Chennai –reg.**

Sir,

Kindly refer to your letter no. NITTTR-K/DS/2017-18/2375 dated 08.03.2018 on the above mentioned subject.

2. The matter has been examined in the Ministry. The Hon'ble HRM has approved the proposed Recruitment Rules (RRs) – Ministerial & Technical for 4 National Institute of Technical Teachers Training and Research (NITTTRs) located at Bhopal, Chandigarh, Kolkata and Chennai is enclosed at Annexure – I.

3. The NITTTRs are advised to adhere these Rules. It may be reiterated that no existing employee is to be adversely affected as per the new RRs. Age limit & qualifications prescribed for direct recruitment will not be applicable for Promotions.

Yours faithfully

(P. Sasikumar)

Deputy Secretary to the Government of India

Tel. No. 011-23070660

Email Id: - sasikumar.edu@nic.in

(प. ससिकुमार)  
(P. SASIKUMAR)  
पर्याप्त/Deputy Secretary  
मानव संसाधन/मंत्रालय  
पर्याप्त/Minister/Min. of H. R. D.  
पर्याप्त/Min. of H. R. D.  
नई दिल्ली/New Delhi

**COMMON RECRUITMENT RULES (RRS) – MINISTERIAL & TECHNICAL FOR 4 NATIONAL INSTITUTE OF  
TECHNICAL TEACHERS TRAINING AND RESEARCH (NITTTRs) LOCATED AT BHOPAL, CHANDIGARH,  
KOLKATA AND CHENNAI**

**GROUP - A**

Sl. No	Post with GP	Educational and other Qualifications/Age Limit for Direct Recruitment	Method of Recruitment
1.	Senior Administrative Officer (GP Rs. 6600/-)	<p><b>Essential Qualification-</b> Master's in any discipline with minimum of 55% from recognized University.</p> <p><b>Experience-</b> Minimum of 15 years experience in administration, accounts, establishment, purchase and stores in Government, Quasi Government or autonomous organizations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Grade Pay of Rs 4200/- or 7 years in grade pay of Rs. 4600/- or 6 years with a Grade Pay of Rs 4800/- or 5 years in grade pay of Rs. 5400/- or equivalent.</p> <p><b>Age Limit -</b> Not exceeding 45 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	Direct Recruitment failing which by Deputation from Central Government Department/Autonomous Institutions
2.	Senior Technical Officer (GP Rs. 6600/-)	<p><b>Essential Qualification -</b> ME/M.Tech with 15 years of experience.</p> <p><b>Age Limit -</b> Not exceeding 45 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	Direct Recruitment failing which by Deputation from Central Government Department/Autonomous Institutions

**GROUP - B**

Sl. No.	Post with GP	Educational and other Qualifications/Age Limit for Direct Recruitment	Method of Recruitment
1.	Section Officer Grade - II (GP Rs. 4200/-)	<p><b>Essential Qualification -</b> Graduate in any discipline</p> <p><b>Experience-</b> 6 years of experience in relevant field in the Grade Pay of Rs.2800/- or its equivalent.</p> <p><b>Age Limit -</b> Not exceeding 40 years for Direct Recruitment</p> <p>Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>67% by Promotion (From amongst Assistant with 6 years of relevant experience in the Grade pay of Rs. 2800/-)</p> <p>33% by Direct Recruitment</p>
2.	Section Officer Grade - I (GP Rs. 4600/-)	<p><b>Essential Qualification-</b> Graduate in any discipline</p> <p><b>Experience:</b> 5 years of experience in relevant field in the Grade Pay of Rs 4200/- or its equivalent.</p> <p><b>Age Limit -</b> Not exceeding 40 years for Direct Recruitment.</p> <p>Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>50% by Promotion (Section Officer Grade II with 5 years of experience in grade pay of Rs. 4200/-)</p> <p>50% by Direct Recruitment failing which by Deputation from Central Government Department/Autonomous Institutions</p>

Sl. No	Post with GP	Educational and other Qualifications/Age Limit for Direct Recruitment	Method of Recruitment
3.	Technical Assistant Grade I (GP Rs. 4200/-)	<p>Essential Qualification - School final or its equivalent (Class 10) with 3 years Diploma + 15 years of experience Or B.Tech/BE + 10 years of experience</p> <p>Age Limit - Not exceeding 40 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>67% Promotion (From amongst Junior Technical Assistant Grade II with 20 years of relevant experience in the Grade pay of Rs. 2800/-)</p> <p>33% direct Recruitment</p>
4.	Senior Technical Assistant (GP Rs. 4600/-)	<p>Essential Qualification- School final or its equivalent (Class 10) with 3 year Diploma + 20 years of experience Or B.Tech/BE + 15 years of experience</p> <p>Age Limit - Not exceeding 40 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>67% Promotion (From amongst Technical Assistant (Grade I) with 25 years of relevant experience in the Grade pay of Rs. 4200/-)</p> <p>33 % Direct Recruitment</p>
5.	Technical Officer (GP Rs. 5400/-)	<p>Essential Qualification- ME/M.Tech with 10 years of experience.</p> <p>Age Limit - Not exceeding 45 years</p>	100 % by Direct Recruitment

## GROUP - C

Sl. No.	Post with GP	Educational and other Qualifications/Age Limit for Direct Recruitment	Method of Recruitment
1	MTS (GP Rs. 1800/-)	<p>Essential Qualification- Passed School Final (Class X) or its equivalent examination</p> <p>Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	100 % by Direct Recruitment
2.	LDC (GP Rs. 1900/-)	<p>Essential Qualification- Passed 10 + 2 or its equivalent examination and having minimum typing speed of 30 w.p.m.</p> <p>Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>33 % by Promotion (From amongst MTSs with 3 years of relevant experience in the grade Pay of Rs. 1800/-)</p> <p>67% by Direct Recruitment</p>
3.	Technician (GP Rs. 1900/-)	<p>Essential Qualification- School final or its equivalent (Class 10) with ITI Holder + 5 Years experience (or) School final or its equivalent (Class 10) with 3 years Diploma + 2 years of experience</p> <p>Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only</p>	<p>33 % by Promotion (From amongst MTS with 7 years of relevant experience in the grade pay of Rs. 1800/-)</p> <p>67% by Direct Recruitment</p>



Sl. No.	Post with GP	Educational and other Qualifications/Age Limit for Direct Recruitment	Method of Recruitment
4.	UDC (GP Rs. 2400/-)	Essential Qualification- Bachelor's Degree in any disciplines or equivalent Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only	50% by Promotion (From amongst LDC with 8 years of relevant experience in the grade pay of Rs. 1900/-)  50% by Direct Recruitment
5.	Senior Technician (GP Rs. 2400/-)	Essential Qualification- School final or its equivalent (Class 10) with ITI Holder + 10 Years experience (or) School final or its equivalent (Class 10) with 3 years Diploma + 7 years of experience Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only	50% by Promotion From amongst Technician with 12 years of relevant experience in the grade pay of Rs. 1900/-.  50% by Direct Recruitment
6.	Assistant (GP Rs. 2800/-)	Essential Qualification- Bachelor's Degree in any disciplines or equivalent Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only	50% by Promotion (From amongst UDC with 5 years of relevant experience in the Grade Pay of Rs. 2400/-)  50% by Direct Recruitment
7.	Technical Assistant Grade II (GP Rs. 2800/-)	Minimum Qualification- School final or its equivalent (Class 10) with 3 years Diploma + 10 years of experience Or B.Tech/BE + 5 years of experience  Age Limit - Not exceeding 35 years for Direct Recruitment Age Limit and Essential Qualification applicable for Direct Recruitment Only	50% Promotion (From amongst Junior Technical Assistant Grade I with 15 years of relevant experience in the Grade pay of Rs. 2400/-)  50% direct Recruitment

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING &  
RESEARCH, TARAMANI CHENNAI 600 113

**RULES GOVERNING ALLOTMENT/OCCUPATION OF  
RESIDENTIAL(STAFF QUARTERS) FOR THE STAFF OF NITTTR  
CHENNAI**

**QUARTERS ALLOTMENT RULES AMENDED  
AS ON 30<sup>TH</sup> SEPTEMBER 2020**

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH,  
TARAMANI, CHENNAI 600 113

**RULES FOR ALLOTMENT OF RESIDENCE**

**1. SHORT TITLE AND APPLICATION:**

- a) These rules may be called the rules for Allotment of residence, 1969 as amended from time to time upto 2012.
- b) The amended rules shall come into force on the date of approval by the Board w.e.f. \_\_\_\_\_
- c) There will be no separate scheme of residential accommodations for faculty and non-faculty staff. Allotment of accommodation type of quarters will be determined based on their pay and seniority. There is no change in the procedure followed hitherto for allotment of individual houses for Faculty Members and Apartment type accommodation to the Supporting Staff. However, one number each in the category of Assistant Professor quarters (Type-C) and Associate Professor quarters (Type-D) be allotted to the non-teaching staff subject to availability and eligibility. The request for higher type of accommodation from the staff shall be considered subject to the minimum pay of that higher type quarters.

**2 DEFINITIONS:**

- a) 'Allotment' means the grant of licence to occupy a residence in accordance with the provision of these rules.
- b) 'Emoluments' means the Basic Pay as defined in Pay Matrix Table (F.R. 45-C) as per 7<sup>th</sup> CPC

**EXPLANATION:**

In case of an employee, who is under suspension emoluments drawn by him immediately before the date of his suspension shall be taken as his emoluments/Basic Pay

- c) (i)'Employees' means a whole time employee of the institute which also includes such employee as covered in Para 3(a) [iii].
- (ii) 'Faculty' for the purpose of House Allotment will consist of:

Director, Professor, Associate Professor, Assistant Professor, Chief Librarian, Senior Librarian and any other teaching staff designated as such by the Director with the approval of the Chairman, Board of Governors, from time to time.

- d) 'Family' means the wife or husband as the case may be and Children, step children, legally adopted children, parents, brothers and sisters, as ordinarily reside with and are dependent on an employee.
- e) 'Institute' means the National Institute of Technical Teachers Training and Research, Taramani, Chennai.
- f) 'Director' means the Director of National Institute of Technical Teachers Training and Research, Taramani, Chennai.
- g) The Seniority of an employee for allotment of a particular type of residence counts from the date of entry in to particular post of a cadre held at the time of allotment provided that in determining the seniority, preference may be given to married staff by the Director.

The eligibility for different type of accommodation is given in Annexure - 'A'

The seniority date of two or more officials are the same, seniority among them shall be determined as under:-

Where the emoluments/Pay level are equal, the person who started drawing the emoluments/pay level earlier shall be considered to be senior, Where the date of drawing the emoluments/pay level is also the same, the person who was drawing higher emoluments/pay level in the immediate past (before the emoluments/ Pay level became equal) will be considered to be a senior.

Inter-seniority of persons selected from internal and external candidates will be decided on the basis of length of service at this institute.

- h) 'Residence' means any residence for the time being under the administrative control of the Director, National Institute of Technical Teachers' Training and Research, Chennai.

- i) 'Sub-letting' includes sharing of whole or part of the accommodation by an allottee with another person with or without payment of rent by such other person

**EXPLANATION**

Any sharing of accommodation by an allottee with close relations shall not be deemed to be sub-letting.

- j) 'Temporary Transfer' means, a transfer which involves an absence for a period of not exceeding 4 months.

- k) 'Type' in relation to an officer means the type of residence to which he/she is eligible as notified by the Director from time to time.

- l) 'Quarters Allotment Committee' (QAC)

Quarters Allotment Committee means the Committee to consider House Allotment of the Staff Quarters and the composition of the members are as shown below:

Chairman : Professor/Estate Officer to be nominated by the Director

Secretary : Sr.Admin.Officer/Superintendent

Member : Associate/Assistant Professor to be nominated by the Director

Member : Non-teaching from Group A to be nominated by the Director

Member : Non-teaching from Group B or C to be nominated by the Director.

The term of the Committee is 3 years from the date of the order. However, the discretion of the Director is absolute.

### 3. ELIGIBILITY

- (a) The following categories of employees are eligible for allotment of residence subject to the provisions of these rules:-

- i) All employees who are appointed on regular basis whether against temporary or permanent positions:

- ii) All employees who are appointed on deputations against approved posts ;
- iii) All employees appointed on contract basis whether on regular scale of pay or on fixed emoluments/Grade Pay against approved posts.

(b) any such officer who on any date before or after the allotment of accommodation owns a house in his/her own name or in the name of his / her spouse, parents or any other dependent relative shall notify this fact to the Director within eight days of his/her owing the house. In the event of the officer's failure to do so, the Director may reject the application for allotment or cancel such allotment and ask the officer to vacate the institute accommodation forthwith.

**4. ELIGIBILITY OF HUSBAND AND WIFE :**

- a) No employee shall be allotted a residence under these rules if the wife or the husband, as the case may be, of the officer has already been allotted a residence unless such residence is surrendered simultaneously; provided that this sub-rule shall not apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by the court.
- b) Where two employees in occupation of separate residence allotted under these rules, marry each other, they shall within one month of the marriage surrender any one of the residence allotted to them.

Where both husband and wife are employees of the institute, the title of each of them to allotment of accommodation under these rules shall not be considered independently.

**5. CLASSIFICATIONS OF RESIDENCE:**

Same as otherwise provided by these rules, an employee will be eligible for allotment of residence of the type given in Annexure 'A' to these rules. Changes, if any, to these annexure will be notified from time to time by the Director, with the approval of the Board of Governors.

**6. APPLICATION FOR ALLOTMENT:**

- a) An employee who seeks allotment of accommodation shall apply to the Director in the prescribed form. (Annexure - B)

- b) Whenever any accommodation is likely to become available for occupation, a notification to this effect shall be issued by the Administration for the information of the staff and those who have not already applied for the allotment of accommodation may apply within the specified time of the notification. The received applications shall be considered for allotment of available accommodation through the QAC.

#### 7. I ALLOTMENT OF RESIDENCE :

- a) Same as otherwise provided in these rules, a residence on falling vacant will be allotted to an applicant from among the following:-

- i) those desiring a change or
- ii) those without accommodation or
- iii) those living in a lower type of accommodation

In case of non-faculty employee, the house shall be allotted based on the earliest priority date for that type of residence.

In case of a faculty, the house shall be allotted based on the grade pay drawn by the faculty. A faculty drawing higher grade pay will be considered senior.

- b) Type of residence one category lower than the entitlement will be considered for allotment and the seniority will be determined from the date the person becomes entitled to the appropriate lower type of residence.

- c) A residence of a type higher than that to which an applicant is eligible under these rules will not be allotted except when there is no eligible employee for allotment for a particular type of residence. In such event, the employee next to the eligible employee becomes eligible and will be allotted the vacant residence. The Institute will have the right to get such allotted house vacated on getting a request for allotment of residence from an eligible employee.

**II OCCUPATION PERIOD FOR ALLOTTED HOUSE:**

- a) An occupation period of 15 days shall be allowed from date of allotment of accommodation.
- b) Failure to occupy the allotted houses: If an allotted employee does not occupy the allotted accommodation within 15 days of the offer of allotment, the employee will be debarred for allotment of institute accommodation for a period of one year, from the date of allotment orders.
- c) Water charges will be collected from the allottee based on the type of quarters as notified in Annexure A under col.9.

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**8. (a) RESERVATION OF HOUSES FOR CERTAIN ESSENTIAL CATEGORIES OF EMPLOYEES (IN THE QUARTERS CAMPUS)**

The following categories of staff whose presence in the campus is considered essential may be allotted accommodation on priority basis at the discretion of the Director:-

- (i) Senior Administrative Officer/Administrative Officer
- (ii) Senior Accounts Officer/Accounts Officer
- (iii) Estate Officer or Estate Assistant
- (iv) Junior Engineer (Electrical)
- (v) One Driver
- (vi) Plumber

and such other category of staff, the Director may decide based on the exigencies of service from time to time

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**(b) RESERVATION OF HOUSES FOR CERTAIN ESSENTIAL CATEGORIES OF EMPLOYEES (IN THE INSTITUTE CAMPUS)**

- (i) Sergeant
- (ii) Electrician
- (iii) Plumber
- (iv) MTS Staff

and such other category of staff, the Director may decide based on the exigencies of service from time to time

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**(c) RESERVATION FOR SC/ST EMPLOYEES AND PERSONS WITH DISABILITIES EMPLOYEES**

Reservation of residential accommodation in favour of SC/ST employees and employees with disabilities will be as per the instructions issued by the Government of India from time to time on this subject.

#### 9. PERIOD FOR WHICH ALLOTMENT WILL BE VALID

- a) An allotment shall be effective from the date on which it is occupied or from the 16<sup>th</sup> day from the date of receipt of the allotment order, whichever is earlier and shall continue to be in force until the employee ceases to be on duty.
- b) A residence allotted to an employee may be retained on the happening of any of the events specified in Column No.2 of the table below for the period specified in the corresponding entry in Column No.4 .

Sl.No.	Event	Permissible period of retention of residence as per Govt. of India	Proposed permissible Period for retention of Residence/Quarters
1	Resignation, Dismissal or Removal from the service or termination of service, unauthorised absence without permission	One Month	One Month
2	Retirement or Terminal leave	Two months normal licence fee and another two months on double the normal licence fee, on Medical/Education grounds further retention of two months on four times of normal licence fee	Two months normal licence fee and another two months on double the normal licence fee, on Medical/Education grounds further retention of two months on four times of normal licence fee. No retention of house/quarters shall be allowed beyond a period of 6 months from the retirement.

3	Death of the Allottee	1 year if the deceased or his/her dependants(s) does not own a house in the city	1 year if the deceased or his/her dependants(s) does not own a house in the city (Chennai). Such allottee shall pay the normal Licence fee every month. If the deceased employee owns a house in his name or in the name of his family members in Chennai shall be allowed to retention of quarters only for 6 months as normal licence fee after that market rate of rent will be levied until completion of one year
4	Transfer to NITTR Extension Centre/Transfer to an ineligible office at the station	Two months	Two months
5	On deputation under foreign service in India	Two months	Two months

In case of retirement/death while in service the employee/family who wish to retain staff quarters on retirement for the approved extended period shall submit bank guarantee from a Nationalised Bank equivalent to the amount of DCRG & Leave Encashment valid for the extended period plus two months, failing which the DCRG & Leave Encashment shall be released on the vacation and handing over of the quarters in good condition.

The bank guarantee format shall be as under:

**BANK GUARANTEE**

The Director

In consideration of your agreeing to pay (Name of employee) \_\_\_\_\_ of your Lab./Instt. who has retired on \_\_\_\_\_, a sum of Rs. \_\_\_\_\_ towards gratuity and/or leave encashment due to him as retirement benefits, we (Name of the Bank) \_\_\_\_\_ hereby guarantee to pay to you upto a sum of Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_ in case the aforesaid does not vacate the Quarter/ Flat No. \_\_\_\_\_ which is in the occupation of \_\_\_\_\_ being the bonafide allottee of the above Quarter/Flat, upto \_\_\_\_\_.

The guarantee is irrevocable and shall not be revoked without your authorised officer.'s written consent.

Notwithstanding anything contained herein before, our liability under this guarantee is restricted to Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_) and shall remain in force till \_\_\_\_\_ However, if \_\_\_\_\_ vacates the quarter/Flat on or before \_\_\_\_\_. You will instruct us \_\_\_\_\_ in writing to revoke the guarantee in favour of \_\_\_\_\_. In case \_\_\_\_\_ does not vacate the Quarter/Flat on or before \_\_\_\_\_ the guarantee will immediately be enforced in your favour.

Manager

Nationalised Bank

**NOTE: VACATION OF UNAUTHORISED OCCUPATION**

If the allottee fails to vacate the house on expiry of the prescribed period i.e. 6 months as per House Allotment Rules sub clause(ii) of clause (b) of Para 9 can be charged 100 (hundred) times of licence fee.

**In addition to the above charges of Licence fee, still the allottee fails to vacate the house, the authority is empowered to disconnect the service connections such as water supply and electricity.**

Date last updated: 25-04-2024

**Explanation**

The allotment of accommodation will be deemed to be cancelled on the expiry of the permissible period unless the officer resumed duty in an eligible office in the station immediately on the expiry of the concessional period SR 317-B-11.

10. Provisions Relating to Rent and Liability for Payment of Rent:

An employee of the institute who has been allotted institute accommodation shall be charged rent as per provision in the Civil Service Regulations and as applicable to the Central Govt. employees at Chennai.

Revised Rates of Licence Fee effective from 01.07.2020.

The flat rates of licence fee had been charged w.e.f. 01-07-2020 for the institute staff quarters as per the OM.No:18011/2/2015-Pol-III, Govt. Of India, Ministry of Urban Development Directorate of Estates, New Delhi, dated 29.06.2020 and subsequent revision from time to time.

- (a) Where an allotment of accommodation has been accepted, the liability for rent shall commence from the date of occupation or the 30<sup>th</sup> day from the date of receipt of the allotment, whichever is earlier.
- (b) An employee, who fails to take possession of the accommodation allotted to him/her within 15<sup>th</sup> days from the date of receipt of the allotment order, shall be debarred for allotment of house for further period of one year or as per rule 7 II(b) (as per the decision of the authority)
- (c) Where an employee, who is in occupation of a residence, is allotted another residence and occupies the new residence after vacating his former residence the allotment of the former residence shall be deemed to have been cancelled from the date of occupation of the new residence.
- (d) An employee to whom a residence has been allotted shall be personally liable for the rent thereof for any damage beyond fair wear and tear caused there to or to the furniture, fixtures or fittings or services provided therein by the institute during the period for which the residence remains allotted to him/her or where the allotment has been cancelled under any of the provisions in these Rules, until the residence along with the

outhouse apartment thereto have been vacated and full vacant possession thereof has been restored to the institute.

- (e) Where provisional allotment of a higher category of residence has been made, the allottee shall have to shift to a residence of his category within 30<sup>th</sup> days of the allotment failing which he/she will be liable to pay rent as per provisions of FR-45 B of Fundamental Rules

**11. PROVISION OF ACCOMMODATION FOR PERFORMING MARRIAGE ETC. IN THE FAMILY OF AN ALLOTTEE**

On receipt of an application, the Director may make temporary allotment, not exceeding five days including the day of marriage, to an employee of the Institute if a vacant residence is available or likely to be available during the period for which allotment has been applied for. Such allottee shall pay one month licence fee as rental charges of that accommodation.

Allottee shall make his/her own arrangement for water, electricity and cleaning after the function etc. at his/her own cost.

An employee may not surrender the institute accommodation without the prior approval of the Director or his nominee, in writing.

**12. SURRENDER OF AN ALLOTMENT**

An employee may not surrender the institute accommodation without the prior approval of the Director or his nominee, in writing.

**13. CHANGE OF RESIDENCE:**

An employee whom a residence has been allotted under these rules may apply for a change of residence within the same type. Not more than three changes shall be allowed in respect of one type of residence allotted to an employee.

**14. OUT OF TURN ALLOTMENT**

Notwithstanding anything contained in these Rules, the Director of the Institute may allot residence on out of turn basis to an employee on medical grounds specified below on the recommendation of the House Allotment Committee:-

- (a) if the employee or employee's wife/husband, as the case may be, son, daughter, step son and step daughter is suffering from Cancer, Pulmonary T.B. in active phase with risk to others and sputum for A.F.B. is positive;

- (b) if he has a severe physical defect or deformity which causes undue interference with the normal functioning of the bones, muscles and joints in consultation, if considered necessary, with the prescribed competent Medical Board/Govt. Hospital;
- (c) if he suffers from heart ailments having symptoms of Grade III and IV which include serious disability like Angina Grade III and IV or congested Cardiac Failure Grade III and IV or Malignant Hypertension Grade III and IV;
- (d) if he suffers from either total absence of sight or Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses or impression of the field of the vision subtending an angle of 20 degrees or worse;

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- (e) if his sense of hearing is non-functional for ordinary purposes of life, he does not hear or understand sounds at all even with amplifier speech. The cases included in this category will be those having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both the ears;
- (f) if he, as a result of orthopaedic deformity, finds it very difficult to move freely. If the percentage of disability according to competent Medical Board/Government Hospital Scale is less than 40%, the request may normally be rejected.

**15. MUTUAL EXCHANGE OF RESIDENCE**

Two employees to whom residence of the same type have been allotted under these rules may apply for permission to exchange their residence mutually, after completion of one year of stay in particular type of residence allotted to him/her.

**16. MAINTENANCE OF RESIDENCE**

An employee to whom a residence has been allotted shall maintain the residence and premises in a clean condition to the satisfaction of the institute; Such employee shall not grow any tree, shrubs or plants contrary to the instructions issued by the institute from time to time and not cut or lop off any existing tree or shrub in any garden, courtyard, compound attached to the residence.

17. SUB-LETTING AND SHARING OR RESIDENCE:

No employee shall share or sublet the whole/part of the residence allotted to him or her or the outhouse, garages and stables appurtenant thereto. If any person other than family members is accommodated, permission of the Director or his nominee shall be obtained.

18. BREACH OF RULES:

If an employee sublets residence allotted to him/her or any portion thereof, in contravention of these rules he/she may without prejudice to any other action that may be taken against him/her, be charged enhanced rent not exceeding four times of the standard rent under FR 45-A.

Further, an allottee who commits any breach of these Rules or the terms and conditions of the allotment or uses the residence or permits the residence or premises to be used, for any purpose which the Director considers to be improper, or conducts himself in a manner which in the opinion of the Director is prejudicial to the maintenance of the harmonious relations with his neighbours, or of maintenance of peace or sanitation in the campus, or it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Director may without prejudice to any other disciplinary action that may be taken against him.

- a) Cancel the allotment of that residence to him and
- b) Declare him as ineligible for the Quarters accommodation

Provided that where the allotment of a residence is cancelled for breach of harmonious relations with the neighbours the employee may be allotted any other residence in the Campus.

The **improper use** of the residential accommodation shall include

- a) Unauthorised addition to/or alteration of any part of the residence or premises
- b) Using the residence or a portion thereof for purposes other than those for which they are meant; and
- c) Unauthorised extension from electricity and water supply and other service connections or tampering therewith.

19. GENERAL CONDITIONS

- i) The allottee shall personally be responsible for theft of or any damage to beyond fair wear and tear, the building, fixtures,

furniture, sanitary, fittings, electrical installations, fencing, etc. provided therein, during the period of his/her occupation of the quarters.

- ii) The allottee shall not make any additions or alterations to the buildings or tamper with fittings or electrical installations nor make any unauthorised construction or extension to the Electric or Water Supply lines, without specific permission of the Director.
- iii) No cattle, poultry or pet animals shall be kept in the premises or maintained in the quarters or in the compound without written prior permission of the Director.
- iv) The allottee shall allow the maintenance staff of the Institute or the workers of authorised contractors to have access to the quarters at all reasonable hours to inspect the building, the water supply, sanitary or electrical installations, fixtures and furniture and to carry out such normal repairs thereto as the Supervisor may consider necessary for the proper maintenance of the quarters.
- v) The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and shall forthwith report to the Supervisor/JE Civil any damages to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary actions.
- vi) The house hold garbage should be deposited in a covered bin. On no account such garbage should be thrown in the premises, on the streets or kept exposed to the air.
- vii) Any incidence of infectious disease in the quarters must immediately be reported to the Director/Medical Officer of the Institute, and all precautions taken to prevent the spreading of the infection.
- viii) At the time of acceptance of the allotment, the employee himself shall sign an endorsement that he has gone through these rules and he shall in all circumstances be bound by these rules. These rules shall be deemed to be a part of the Allotment Order.

20. **ALLOTMENT PRIOR TO ISSUE OF RULES:**

Any valid allotment of residence which is subsisting immediately before the commencement of these Rules shall be deemed to be an allotment duly made under these rules.

21. **INTERPRETATION OF RULES:**

If any question arises as to the interpretation of the rules the decision of the Director thereon shall be final and binding on the allottee.

22. **RELAXATION OF RULES:**

The Director may relax these rules for special reasons to be recorded in writing in the interest of the Institute in case of any Employee or residence or class of employees or type of Residences and informed to the Board of Governors.

In case of any emergency or in any matter not covered by these rules, the Competent Authority may give necessary direction in the matter. On promulgation of the said direction, in general or specific, the said direction shall be binding on the employee.

The Director may reserve or set aside particular quarters or set of quarters for a specific purpose.

23. **DELEGATION OF POWERS AND FUNCTIONS:**

- a) The Director may delegate any or all the powers conferred upon him to the House Allotment Committee constituted by him subject to such conditions as he may deem fit to impose.
- b) The Director and/or the House Allotment Committee shall exercise the power of allotment under these rules.
- c) The Director can appoint any officer/faculty member with Civil Engineering back ground of the Institute as the Estate Officer /Assistant Estate Officer for such period as deemed fit.

\*\*\*\*\*

**Annexure - 'A'**  
The eligibility for different type of accommodation with classification

Sl. No	Type of accommodation as prescribed by GOI	Eligible Living area in sq.mtr. (as prescribed by GOI) for that Type of quarters	Actual living area available in the NITTTR quarters campus	Classification of quarters from the inception	No. of Quarters available in that type & Door number	Eligibility criteria in the pay Matrix of Pay level for allotment as per 7the CPC	Licence Fee as on 01-07-2020 (*)	Existing Water charges (**)			
1	2	3	4	5	6	7	8	9			
				Rs.							
1	I	Up to 30	26.8	Essential Quarters in NITTTR office Campus	4 Nos.	Pay Level - 1	180/-	10/-			
2	II	26.5 to 50	36.4	Sergeant Quarters in NITTTR office Campus	1 No.	Pay Level - 2, 3, 4, & 5	370/-	10/-			
			36.2	A-Block in Quarters Campus	6 Nos.	Pay Level - 2, 3, 4, & 5	370/-	10/-			
			43.6	B-Block in Quarters Campus	18 Nos. (B1 to B-18)	Pay Level - 2, 3, 4, & 5	370/-	10/-			
3	III	44 to 65	53.4	C-Block in Quarters Campus	14 Nos. (C1 to C14)	Pay Level - 6, 7, & 8	560/-	15/-			
4	IV	59 to 91.5	61.5	Assistant Professor Quarters	5 Nos. (T-5,T-6, T-10,T-11 & T-15)	Pay Level - 9, 10, & 11	750/-	25/-			
5	IVSpl.	59 to 91.5	80.3	Associate Professor Quarters	5 Nos. (T-3,T-4, T-12,T-13 & T-14)	Pay Level - 11	790/-	30/-			
6	V A	Up to 106	102.3	Professor Quarters	2 Nos. (T-18 to T-21)	Pay Level - 12	1400 /-	35/-			

7	V B	Beyond 106	111.2	Professor Quarters	4 Nos. (T-16 & T-17)	Pay Level - 12	1490/-	35/-
8	VI(A)	Up to 159.5	139.8	Professor Quarters	Four (T-1, T-2, T-7 & T-8)	Pay Level - 14	1840/-	40/-
9	VI(B)	Beyond 159.5	176.9	Director Quarters	One (T-9)	Level 15 and above	2200	40/-

(\*) Will be revised as per the rates prescribed by the Govt.of India once in three Years or as amended from time to time

(\*\*) Instead of collecting fixed water charges every month, may be modified:

actual expenditure towards purchase of water may be divided equally among the occupants once in three/six months

or

suitable instructions may be given to the Estate to arrange for installing water meter and water charges may be collected as per the consumption of the meter reading.

**TECHNICAL TEACHERS TRAINING INSTITUTE  
TARAMANI P.O., CHENNAI 600 113**



**RECRUITMENT  
&  
SERVICE RULES**

**As amended as on 31.12.2002**

[Incorporating amendments approved by the Board of Governors  
from June 1993 to December 2002]



**TECHNICAL TEACHERS TRAINING INSTITUTE  
(Southern Region)  
Taramani PO, Chennai - 600 113.**

**RECRUITMENT  
AND  
SERVICE RULES**

**As amended as on 31.12.2002**  
[Incorporating amendments approved by the Board of  
Governors from June 1993 to December 2002]



**TECHNICAL TEACHERS' TRAINING INSTITUTE  
TARAMANI P.O., CHENNAI – 600 113**

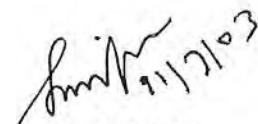
No. EST/R & SR/2003-04/

Dated: July 1, 2003

**CIRCULAR**

A copy of the Recruitment & Service Rules of the Institute, incorporating amendments as approved by the Board of Governors upto 08.06.1993, was circulated to the Heads of Departments for reference by them and the staff under their control. Subsequently, further amendments were carried out by the Board of Governors. These amendments for the period from 09.06.1993 till December 2002 have since been compiled and incorporated in the revised edition of the Recruitment & Service Rules. A copy of the said revised edition is issued to all Heads of Departments. The Heads of Departments are requested to inform the staff of their departments about the availability of this document so as to enable them to refer as and when required.

Observations and comments, if any, may be communicated to the undersigned for further examination and action.

  
**PRINCIPAL**

Cc: All Heads of Departments



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**TECHNICAL TEACHERS TRAINING INSTITUTE  
TARAMANI PO., CHENNAI 600 113**

**RECRUITMENT AND SERVICE RULES**

**1.0 General**

- 1.1 (i) These rules shall be called "The Technical Teachers Training Institute, Madras Recruitment and Service Rules".  
(ii) They shall be deemed to have come into force from 01.07.1966.
- 1.2 Except when otherwise provided for either expressly or by implication, these rules shall apply to every person in the whole time employment of the Technical Teachers Training Institute, Madras Society other than the person so employed under the contingent establishments.
- 1.3 Where the Board is satisfied that the operation of any rule under these "Service Rules" causes undue hardship in any particular case, the Board may dispense with or relax the requirements of that Rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.
- 1.4 The Board reserves to itself the powers to modify these rules as may, from time to time, seem expedient, and to interpret them in case of any doubt that may arise.

**1.5 Definitions**

- (a) "Board" means "Board of Governors" of The Technical Teachers Training Institute, Madras.
- (b) "Institute" means "The Technical Teachers Training Institute, Madras".
- (c) "Principal" means "The Principal of the Technical Teachers Training Institute, Madras".
- (d) "Society" means 'The Technical Teachers Training Institute, Madras Society'.
- (e) 'Chairman' means, 'The Chairman, Board of Governors of TTTI, Madras'.<sup>1</sup>

## 2.0 Appointments

- 2.1 All vacancies in Group B, C & D categories shall be advertised in Newspapers and qualified internal candidates will be considered along with those who respond to open advertisement in the final selection of candidates for a particular post.<sup>32</sup>

Provided that in the case of non-teaching posts excepting the Senior Administrative Officer, Accounts Officer, Senior and Junior Auditors, the method of appointment be by promotion on the basis of seniority, merit and fitness for the post. The post of Accounts Officer, Senior and Junior Auditors will be filled on deputation basis from a panel of names sponsored by the Comptroller and Auditor General on the four AGs offices located in the southern region.<sup>2</sup>

- 2.2 Selections to the posts in the Institute shall be made by appropriate Committees constituted by the Board/Principal.
- 2.3 The Board shall be the appointing authority in respect of posts carrying a scale of pay, the maximum of which is Rs.13,500/- and above coming under Group 'A'.

The Principal shall be the appointing authority in respect of posts carrying a scale of pay, the maximum of which is below Rs.13,500/- coming under Group 'B', 'C' and 'D'.<sup>3</sup>

- 2.4 The members of the staff of the Institute shall be grouped under 'vacation' and 'non-vacation'.

**Non-vacation** Principal, Training and Placement Officer, Administrative and other staff;

**Vacation** Professors, Assistant Professors and Lecturers (including part-time and visiting Lecturers) excepting the teaching staff of C D Centre, Continuing Education and Extension Centres.<sup>4</sup>

## 3.0 Terms and Conditions of Service

- 3.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in India by a Medical Officer, nominated by the Board, and the Board shall, in exceptional cases, waive this condition.
- 3.2 All appointments shall take effect from the date on which the appointee reports himself for duty at the Institute.

- 3.3 All appointments to the teaching posts ordinarily shall be made on probation for a period of two years after which period, the appointee, if confirmed, shall continue to hold the Office till he attains the age of superannuation which shall be 62 years and beyond which the Board may re-employ up to the age of 65 years in deserving cases.<sup>5 & 33</sup>

(considering the practice prevailing in educational institutions in continuing the services of teachers retiring after the commencement of academic year up to the end of academic session/year, the Board at its 60<sup>th</sup> meeting held on 02/03/90 resolved to authorize the Principal to re-employ members of teaching staff up to the end of academic session/year in deserving cases, subject to report to the Board, provided an application to this effect is made by a member of the teaching staff retiring during the course of academic session/year. The Board further resolved that applications made by the staff members for re-employment beyond the academic session/year after superannuation, be placed before the Chairman, Board of Governors in deserving cases including establishment of the need for such a re-employment.)

The post or service in the cadres of Lecturers, Assistant Professors, Professors and Principal coming under AICTE scales of pay carry the benefit for addition to the service qualifying for superannuation as contained in Explanation III of Sub Rule (XIX) of Rule 4 of the Retirement Benefit Rules, provided extension of this benefit is specifically stated in the advertisement for recruitment to such service or post.<sup>6</sup>

- 3.4 All appointments to non-teaching posts ordinarily shall be made on probation for a period of two\* years after which period the appointee, if confirmed, shall continue to hold office till he attains the age of 60 years.<sup>34</sup>
- 3.5 It shall be permissible for the Board to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation.
- 3.6 Increments accruing during period of probation will be allowed in the normal course, unless the services of the employee on probation are found not satisfactory and there is a clear intention to extend probation. This Rule will come into operation with retrospective effect covering all past cases.<sup>9</sup>
- 3.7 It shall always be permissible for the Board to terminate the services of any member of the staff by three months' notice (or three months' pay in lieu thereof) if on medical grounds the retention of such member of the staff in service is considered undesirable. The decision of the Board in this behalf shall be final and binding on every member of the staff.

- 3.8 It shall also be permissible for the Board to terminate the services of any permanent member of the staff on grounds of retrenchment or economy by giving to the person concerned six months' notice in writing.
- 3.9 A permanent member of the staff may terminate his engagement by giving to the appointing authority three months notice or three months pay plus allowances in lieu thereof. In respect of temporary employees, the period of notice shall be one month or one month's pay plus allowances in lieu thereof.<sup>10</sup>
- 3.10 The pay and allowances of the staff of the Institute shall be determined by the Board in pay-scales approved by the Board.
- 3.11 A member of the staff of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. The prohibition herein contained shall not apply to the work undertaken in connection with the examinations of Universities, Institutes or Public Service Commissions or consultancy practice undertaken in accordance with the rules laid down by the Board from time to time.
- 3.12 Notwithstanding any thing contained in the Staff Service Regulations, the appropriate authority, if it is of the opinion that it is in the public interest to do so, shall have the absolute right to retire any employee, by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such action without assigning any reason, after the said employee has attained the age of 50 years or has completed 30 years of service, whichever is earlier.

Provided further that the employees shall also have the right to retire, by giving notice to the appropriate authority of not less than three months in writing or by forfeiting three months' pay and allowances in lieu of such notice, after attaining the age of 50 years or has completed 30 years of service, whichever is earlier.<sup>11</sup>

#### 4.0 Officiating and Acting Appointments

- 4.1 A member of the staff of the Institute appointed to officiate in a higher post shall receive remuneration in accordance with rules applicable to employees of the Central Government in that behalf.
- 4.2 Ad hoc acting allowance may be given in exceptional circumstances with the previous approval of the Board.

4.3 No teaching posts shall be filled by promotion and that all the posts must be filled on the basis of merit as determined by the Staff Selection Committee. All the clear vacant posts should necessarily be advertised and selection made on All India basis purely on merit. Short-term vacancies should be brought to the notice of all the Principals of TTIIs and Directorates of Technical Education in the region and applications invited. On the basis of applications received, a duly constituted Staff Selection Committee should select the faculty on the basis of merit only.<sup>12</sup>

## 5.0 Penalties and Appeals

- 5.1 The Principal may place a member of the staff appointed by him under suspension,
- where a disciplinary proceeding against him is contemplated or is pending; or
  - where in the opinion of the authority aforesaid he has engaged himself in activities prejudicial to the interest and security of the Institute; or
  - where a case against him in respect of any criminal offence is under investigation, inquiry or trial.

### The Institute may appoint persons as:

- Inquiring Officers to inquire into the charges framed against Faculty and Group 'A' Officers under Rule 14 of the CCS (CC & A) Rules, 1965 from amongst retired senior officers such as Retired District Judges, Retired Magistrates and Retired Directors of Technical Education located in the southern region;
- Inquiring Officers to inquire into the charges framed in respect of Group B, C & D employees from amongst the Retired Officers of the rank of Assistant Director of Technical Education and above who have retired from Government services;
- Presenting Officers from amongst the retired officers who were in the pay scale of Rs.5500-9000 and who were in Government service.<sup>35</sup>

If, as a result of the Disciplinary proceedings the charge is held proved, the Principal may at his discretion inflict any of the following penalties:

- Censure
- Fine (in respect of Class IV employees)
- Withholding of increments
- Reduction in rank
- Removal from service.

- 5.2 If the Principal having regard to its findings on all or any of the articles of charge and on the basis of the evidence adduced during the enquiry is of the opinion that any of the penalties specified under Sub-Rule (1) of Rule 5 should be imposed on the member of the staff, he shall make an order imposing such penalty and it shall not be necessary to give the staff member any opportunity of making representation on the penalty proposed to be imposed.
- 5.3 Provided further no such Disciplinary Proceedings as aforesaid shall be necessary if reduction in rank or dismissal is imposed on the grounds of conviction by a Criminal Court.
- 5.4 A member of the staff aggrieved by any order under Sub Rule (1) of Rule 5, passed by the Principal against him shall be entitled to prefer an appeal to the Board against the order and the decision of the Board shall be final.
- 5.5 The Board may place a member of staff appointed by it under suspension.
- (a) where a disciplinary proceeding against him is contemplated or is pending; or
  - (b) where in the opinion of the authority aforesaid he has engaged himself in activities prejudicial to the interest and security of the Institute; or
  - (c) where a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- 5.6 If as a result of the Disciplinary Proceedings, the charge held proved, the Board may at its discretion inflict any of the following penalties:
- i) Censure
  - ii) Withholding of increments
  - iii) Reduction in rank
  - iv) Removal from service
- 5.7 If the Board having regard to its findings on all or any of the articles of charge and on the basis of evidence adduced during the enquiry is of the opinion that any of the penalties specified under sub-rule (6) of Rule 5 should be imposed on the member of the staff, it shall make an order imposing such penalty and it shall not be necessary to give the staff member any opportunity of making representation on the penalty proposed to be imposed.
- 5.8 Provided further that no such Disciplinary Proceedings as aforesaid shall be necessary if reduction in rank or dismissal is imposed on the grounds of conviction by a criminal court.

5.9 The Board may also terminate the services of any member of the staff on grounds of inefficiency after giving the person concerned a reasonable opportunity of showing cause against the action proposed to be taken against him.<sup>13</sup>

## 6.0 Provident Fund

A Compulsory Contributory Provident Fund shall be constituted for such of the employees or class of employees of the Institute as prescribed by the Provident Fund rules of this Institute (Schedule-A). The Board shall, however, from time to time amend, alter or vary the same. The rate of contribution to be made by the Institute to the Fund shall be 8 per cent, of the salary of the subscriber, who shall contribute a like percentage of his salary to the Fund.

This shall apply to such employees who joined the Institute prior to 01 10 1972 and who opted to remain under this scheme.<sup>14</sup>

### 6.1 Contributory Provident Fund-cum-Gratuity scheme

- a. Every employee of the Institute
  - i) who is referred to in Rule 1 of Schedule 'A' to the recruitment and service rules or
  - ii) who holds an appointment on a temporary basis but is subscribing or is required to subscribe to the Contributory Provident Fund in terms of Schedule 'A' or
  - iii) who may be appointed either for the first time or re-appointed on or after 01 10 1972.

May exercise an option to join the contributory Provident Fund cum Gratuity Scheme – sponsored by the Institute for the benefit of its employees.

Provided that no such option shall be exercised by an employee if he has been appointed by the Institute on a consolidated salary or on special terms which excludes the benefits of the Contributory Provident Fund or who has exercised an option for the General Provident Fund cum Gratuity Scheme referred to in rule 6B.

- b. Any such option shall be exercised in Form I prescribed for the purpose in Schedule C (I) in case of an employee referred to in (i) or (ii) of sub rule (i) within three months\* from the date of completion of one year's temporary continuous service or confirmation whichever is earlier.

And any such option exercised shall be final.

\*[1<sup>st</sup> October 1972 (ii) in case of an employee referred to in sub-clause (iii) within a period of three months]

- c. On receipt of such option from any of the employees referred in sub clause (i) or (ii) all accumulations of any such employee in the Contributory Provident Fund maintained for the benefit of the employee immediately before such option was exercised shall stand transferred to the new Contributory Provident Fund less one third per cent of the contribution of the Institute together with interest thereon which shall revert to the Institute and re-credited to its fund.
- d. Any such employee leaving the institute to join any of the Contributory/non-contributory provident fund of the Central Government/State Government or of a body corporate owned or controlled by Government or an autonomous organisation, sponsored by Government of India or State Government, shall join the corresponding scheme of the new organisation and all his accumulations in the fund shall be transferred to the corresponding fund of the new organisation.
- e. The liability of total gratuity ultimately payable to any such employee shall be distributed between the organisation in proportion to the length of qualifying service at each organization.
- f. Save as otherwise provided in the rule in all other respects, the provisions as contained in the Schedule 'C' to these rules shall be applicable for the purpose of the scheme.

#### **6.2 General Provident-Fund-cum-Pension-cum-Gratuity-Scheme<sup>14</sup>**

- a. Every employee of the Institute
  - i) who is referred to in Rule 1 of the Schedule-A to the recruitment and service rules;
  - ii) who holds an appointment on a temporary basis but is subscribing or is required to subscribe to the Contributory Provident Fund in terms of Schedule 'A'.
  - iii) who may be appointed either for the first time or re-appointed on or after the 1<sup>st</sup> October 1972 may exercise an option to join the General Provident Fund-cum-Pension-cum-Gratuity Scheme, sponsored by the Institute for the benefit of its employees.

Provided that no such option shall be exercised by an employee who has been appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of the Contributory Fund Scheme or who has exercised an option for the Contributory Provident Fund-cum-Gratuity Scheme referred in Rule 6A.

- b. Any such option shall be exercised in Form I prescribed for the purpose in Schedule-D.
  - i) in the case of an employee referred to in clause (i) of sub-clause (i) or (ii) within a period of 3 months from 1 October 1972;
  - ii) in the case of an employee referred to in sub-clause (iii) within a period of 3 months from the date of completion of one year's temporary service or confirmation whichever is earlier.

And any such option once exercised shall be final.

- c. On receipt of such option from any of the employee referred to in clause 2 the amount of contribution of the Institute with the interest thereon standing to the credit of the employee in the CPF shall revert to the Institute and be credited to its fund and the amount of employees own contribution to the Contributory Provident Fund after adjustment of advances, if any, taken from the said fund, shall together with interest thereon be maintained as his/her contribution to general provident fund to be opened by the Institute for the purpose.
- d. Any such employee leaving the Institute to join any of the contributory/non-contributory Provident Fund of the Central Government/State Government or a body corporate owned or controlled by the Government or an autonomous organization sponsored by Government shall join the corresponding scheme of the new organization and its accumulations in the Fund shall be transferred to the corresponding Fund of the new organisation.
- e. The liability of the total Gratuity and Pension ultimately payable to such an employee shall be distributed between the organisation in proportion to the length of qualifying service with each organisation.
- f. Save as otherwise provided in the rules in all other respects the provisions as contained in Schedule 'D' to these rules shall be applicable for the purpose of this scheme.

Provided that as respects payments towards policies of life insurance from subscriptions to the GPF, the provision in this behalf contained in Schedule 'C' shall be applicable.

## **7.0 Travelling and Halting Allowance**

Members of the staff of the Institute shall be entitled to travelling and halting allowances according to the scales fixed from time to time, for Central Government employees.

## **8.0 Leave**

- 8.1 All staff shall be governed by the Revised Leave Rules (1933) prescribed by the Central Government as amended from time to time for its own employees.
- 8.2 The Principal shall have power to sanction leave to all members of staff. The Chairman shall exercise the same powers in regard to the Principal.

## **9.0 Medical Facilities**

Every member of the Staff of the Institute shall be entitled to medical facilities as provided in the Medical Rules of this Institute (Schedule 'B'). The hospitals recognized as per CCS (Medical Attendance) Rules shall be treated as hospitals for the purpose of medical treatment for the staff of the Institute and their families.<sup>36</sup>

## **10.0 General**

### **10.1 Execution of bond in respect of Short-term training of staff members**

Staff members deputed for training for period of less than 3 months duration  
Need not execute a bond.<sup>15</sup>

### **10.2 Classification of Employees<sup>16</sup>**

<b><u>Sl. No.</u></b>	<b><u>Designation of post</u></b>	<b><u>Classification of post</u></b>
01	Post carrying a pay or a scale of pay with a maximum of not less than Rs.13,500/-	Group 'A'
02	Post carrying a pay or a scale of pay with a maximum of not less than Rs.9,000/- but less than Rs.13,500/-.	Group 'B'
03	A post carrying a pay or scale of pay with a maximum of over Rs.4,000/- but less than Rs.9,000/-.	Group 'C'
04	A post carrying a pay or scale of pay with a maximum of which is Rs.4,000/- or less	Group 'D'

### **10.3 Forwarding of Application for higher studies**

- a) A staff member, if selected for higher studies offered by IITs and Engineering Colleges under QIP may be allowed and released subject to the approval of the Board of Governors.
- b) Faculty members may also be allowed to prosecute higher studies not covered under QIP, subject to the following conditions:
  - no dislocation of work is caused in the institute;
  - no study leave will be granted and they should avail leave to which they are eligible;
  - permission of the Board is obtained before the faculty member is released.<sup>17</sup>

### **10.4 Staff Quarters**

The rent of staff quarters is collected as per the provisions contained in FR 45-A as amended from time to time by Government of India.<sup>18</sup>

### **10.5 Leave Travel Concession**

The Leave Travel Concession as per the Government of India instructions fixed from time to time be adopted for staff of the Institute.<sup>19</sup>

### **10.6 Residential Accommodation**

The Rules Governing allotment/occupation of residential accommodation as shown in **Annexure A** are approved for the staff of the Institute. All the staff quarters are classified according to Government of India Rules such as type A, B, C, D, E, etc. and one Number each in the category of type 'C' (presently Lecturer Quarters) and 'D' (presently Assistant Professor Quarters) are identified for non-teaching staff subject to their eligibility and drawing a minimum basic pay of Rs.8,000/- for Lecturers Quarters and Rs.10,000/- for Assistant Professors Quarters.<sup>20 & 37</sup>

### **10.7 Qualification for non-teaching posts<sup>21</sup>**

- i) Qualifications prescribed for various non-teaching posts are as per **Annexure B**.
- ii) The channel of promotion for various non-teaching posts is as per **Annexure C**.

**10.8 Extension of House Building Advance**

The House Building Advance as contained in the orders of the Government of India, Ministry of Works and amended from time to time shall be applicable to the permanent employees of the Institute.<sup>22</sup>

**10.9 Exercise of Option to CPF subscribers to come over to GPF-Pension Scheme**

The provisions contained in OM No.F.3(1) Pen Unit/85 dated 06 06 85 of the Government of India, Ministry of Personnel and Training, Administrative Reform and Public Grievances (Personnel & Training) as communicated by the Ministry of Education in endorsement No.C.30017/1/85 dated 02 07 85 are adopted in the Institute for granting option to CPF subscribers to come over to GPF cum Pension scheme.<sup>23</sup>

**10.10 Qualifications for faculty<sup>23-A & 38</sup>**

The qualification for the post of Lecturers, Assistant Professors, Professors, Principal, etc. are as per those prescribed by the Government of India as contained in Order O.M.No.7(34)/(iii)A/97 dated 02.12.1997 of the Ministry of Finance, Government of India communicated in Lr.No.F.37-104/95-TS.II dated 09.10.1998 and subsequent orders issued by the Ministry of Human Resource Development, Government of India from time to time – vide Annexure ‘D’.<sup>38</sup> The faculty members are also entitled to improve their qualifications:

- i) by part-time studies in a local institution or registration as an external candidates in a discipline or in an area chosen by the faculty member for his/her higher studies;
- ii) by studying in an institution or a University as a private candidate in discipline/area of ones choice by availing such leave as may be due to him/her.<sup>24</sup>

**10.11 Certain entitlement of faculty members**

Faculty members are entitled to reimburse

- i) the cost of books/technical journals upto a limit of Rs.1,000/- per annum.
- ii) membership fees of international/professional bodies to the extent of 75% of the actuals in terms of the conditions stipulated in Ministry’s directions and the guidelines evolved by the Deans Committee.<sup>25</sup>

- iii) the expenses for registration and TA/DA for presenting a paper in one national conference every year and in one international conference every three years, in terms of the conditions stipulated in the directions of the Ministry from time to time.<sup>39</sup>

#### **10.12 Incentive scheme under Hindi teaching scheme**

The staff members of the Institute are entitled for grant of lump sum award etc. for passing the Hindi, Hindi Typewriting and Hindi Stenography Examinations under the Hindi teaching scheme through their own efforts and also such Hindi examinations conducted by the recognized voluntary organisations as have been recognized by the Government of India, Ministry of Education & Social Welfare as equivalent to or higher than the Matriculation Examinations as contained in OM No.12013/5/87 OL (D) dated 20 02 87.<sup>26</sup>

#### **10.13 Revision of pay scales of Stenographers Gr II**

The scale of pay of Stenographer Gr.I stands revised from Rs.1400-2300 to Rs.1400-2600 with effect from 01 01 86 as contemplated in OM No.7(18) E III/81 dated 04 05 90 of the Ministry of Finance, Government of India.<sup>27</sup>

#### **10.14 Introduction of Group Insurance Scheme**

The Group Insurance Scheme of the Life Insurance Corporation of India is implemented with effect from 01 01 92 for the benefits of all categories of staff members on a contributory basis.<sup>28</sup>

#### **10.15 Compassionate Appointment**

In the matter of extension of Compassionate Appointment, there should be no disparity between the teaching and non-teaching staff and such facilities may be extended as applicable under the relevant rules depending upon the merits of the case.<sup>29</sup>

#### **10.16 Regulation of staff development programmes for faculty**

The Principal shall have the power to consider proposals for deputing faculty members to participate in staff development programmes in India involving a course fee upto Rs.4,000/- and beyond Rs.4,000/- will be decided by the Chairman, Board of Governors.<sup>30</sup>

**10.17      Acceptance of honorarium by faculty**

Faculty members doing consultancy work may be permitted to receive upto 1/3<sup>rd</sup> of their annual salary as remuneration (honorarium) for doing consultancy work in each financial year.<sup>31</sup>

**11.0      Other matters**

In respect of matters not specifically covered by the staff services rules, the Central Government rules for the time being in force, shall apply, so far as may be, to the members of the staff of the Institute.

**AMENDMENTS BY THE BOARD**

1. Res. No.56-18/89 of the 56<sup>th</sup> meeting, held on 20 01 89.
2. Res. No.22/73 & 24/73 of 11<sup>th</sup> meeting held on 16 06 73, 23/74 of the 13<sup>th</sup> meeting held on 14 03 74 and Res. No.44-6/84 of the 44<sup>th</sup> meeting held on 15 12 84.
3. Res. No.56-18/89 of the 56<sup>th</sup> meeting held on 20 01 89.
4. Res. No.32-7/81 of the 32<sup>nd</sup> meeting held on 15 04 81 and Res. No.34-11/81 of the 34<sup>th</sup> meeting held on 03 10 81.
5. Res. No.60-7/90 of the 60<sup>th</sup> meeting held on 02 03 90.
6. Res. No.60-8/90 of the 60<sup>th</sup> meeting held on 02 03 90.
7. Res. No.52-11/87 of the 52<sup>nd</sup> meeting held on 17 10 87.

No.	Revised procedure as communicated by the Govt. of India	Recommendations of the P M C as approved by Board
(i)	Direct recruit to a post/service shall be on probation for a period of 2 years.	The revised procedure of Govt. of India which is in vogue in the Institute may be continued.
(ii)	Direct recruits to posts carrying a pay scale the minimum of which is Rs.2000/- or above or to posts for which the age of entry is 35 years or above and where no training is involved, shall be on probation for a period of 1 year only.	Considering the requirements of the Institute, the existing procedure of placing staff on probation for 2 years as in (1) above may be continued.

No.	Revised procedure as communicated by the Govt. of India	Recommendations of the P M C as approved by Board
(iii)	Persons who are inducted into a new service through promotional shall also be placed on probation for two years; but there will be no probation for a person promoted from one grade to another within the same service, except where the promotion involves a change in the same service e.g. promotion from Group B to Group A in which case the probation shall be for 2 years.	Considering the needs of the Institute the existing procedure of placing the staff on probation for 2 yrs even in the case of promotions may be continued in respect of posts the basic pay of which is Rs.700/- and above. In respect of other groups of service the Government of India revised procedure may be adopted.
(iv)	Whether probation includes 'on the job' or 'institutional' training combined with actual performance on the job, probation for a period of two years should be prescribed in the recruitment rules.	Recommended to exclude the period to be spent on 'on-the-job' and 'institutional' training from the prescribed period of probation.
(v)	In the case of those who are re-employed before the age of superannuation e.g. Ex-military personnel there will be a probation of two years on their appointment, re-employment to civil posts except in respect of cases covered by clause (iii) above.	Recommended for adoption
(vi)	There will be no probation in the case of officers appointed to various posts on:	Recommended for adoption
	a) contract basis	
	b) deputation	
	c) tenure basis	
	d) re-employment after superannuation, and	
	e) permanent transfer	
(vii)	Confirm the probationer/issue orders regarding satisfactory completion of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or	Recommended for adoption

No.	Revised procedure as communicated by the Govt. of India	Recommendations of the P M C as approved by Board
(viii)	Extend the period of probation (in terms of para 1(8) of the O.M. dated 15 <sup>th</sup> April 1959) of discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.	This procedure is already in vogue in the Institute and may be continued.
(ix)	The date from which the confirmation should be given effect to is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be, should be communicated to the probationer normally within 6 to 8 weeks. Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such probationer shall be deemed to have continued on probation.	Recommended for adoption including the date from which the confirmation should be given effect to.
9.	Res No.44-7/84 of the 44 <sup>th</sup> meeting held on 15 12 84.	
10.	Res. No.24-13/78 of the 24 <sup>th</sup> meeting held on 26 06 78.	
11.	Res. No.19-11/76 of the 19 <sup>th</sup> meeting held on 23 09 76.	
12.	Res. No.57/74 of the 15 <sup>th</sup> meeting held on 30 12 74.	
13.	Res. No.56-18/89 of the 56 <sup>th</sup> meeting held on 20 01 89.	
14.	Res. No.18-24/76 of the 18 <sup>th</sup> meeting held on 01 05 76.	
15.	Res. No.18-10/76 of the 18 <sup>th</sup> meeting held on 01 05 76.	

16. Res No.22-13/77 of the 22<sup>nd</sup> meeting held on 20 09 77.
17. Res. No.24-7/78 of the 24<sup>th</sup> meeting held on 26 06 78.
18. Res. No.40/74 of the 14<sup>th</sup> meeting held on 14 09 74.
19. Res. No.51/74 of the 14<sup>th</sup> meeting held on 14 09 74.
20. Res. No.19-10/76 of the 19<sup>th</sup> meeting held on 23 10 76.
21. Res. No. 9/70 of the 8<sup>th</sup> meeting held on 30 09 70.
  - 24/73 of the 11<sup>th</sup> meeting held on 16 06 73
  - 23/74 of the 13<sup>th</sup> meeting held on 14 03 74
  - 32-5/81 of the 32<sup>nd</sup> meeting held on 15 04 81
  - 33-5/81 of the 33<sup>rd</sup> meeting held on 08 08 81
  - 11/74 of the 13<sup>th</sup> meeting held on 14 03 74
  - 3<sup>rd</sup> meeting of the PMC held on 16 12 81
  - 38-5/83 of 38<sup>th</sup> meeting held on 27 01 83
  - 44-6/84 of the 44<sup>th</sup> meeting held on 15 12 84
  - 7<sup>th</sup> meeting of the PMC held on 06 11 84
  - 46-11/85 of the 46<sup>th</sup> meeting held on 05 08 85
  - 51-6/87 of the 51<sup>st</sup> meeting held on 14 03 87
  - 61-4/90 of the 61<sup>st</sup> meeting held on 26 07 90
  - 63-19/91 of the 63<sup>rd</sup> meeting held on 05 04 91
22. Res No.44-7/84 of the 44<sup>th</sup> meeting held on 15 12 84
23. Res. No.46-14/85 of 46<sup>th</sup> meeting held on 05 08 85.
- 23A Res. No.38-5/83 of the 38<sup>th</sup> meeting held on 27 01 83
  - Res. No.9/70 of the 8<sup>th</sup> meeting held on 30 09 70
  - Res No.60-11/90 of the 60<sup>th</sup> meeting held on 02 03 90
24. Res. No.60-11/90 of the 60<sup>th</sup> meeting held on 02 03 90
25. Res. No.60-9/90 of the 60<sup>th</sup> meeting held on 02 03 90
26. Res. No.63-10/91 of the 63<sup>rd</sup> meeting held on 05 04 91
27. Res. No.63-19(I)/91 of 63<sup>rd</sup> meeting held on 05 04 91.

28. Res. No.65-11/91 of the 68<sup>th</sup> meeting held on 06 12 91
29. Res. No.66-8/92 of the 66<sup>th</sup> meeting held on 08 05 92
30. Res. No.69-9/93 of 69<sup>th</sup> meeting held on 08 06 93
  
31. Res. No.69-12/93 of the 69<sup>th</sup> meeting held on 08 06 93.
32. Res.No.84-5/01 of the 84<sup>th</sup> meeting held on 12 10 01
33. Res.No.78-5/98 of the 78<sup>th</sup> meeting held on 26 11 98
34. Res.No.78-5/98 of the 78<sup>th</sup> meeting held on 26 11 98
35. Res.No.72-9/94 of the 72<sup>nd</sup> meeting held on 03 12 94
36. Res.No.73-14/95 of the 73<sup>rd</sup> meeting held on 02 12 95
37. Res.No.84-6/01 of the 84<sup>th</sup> meeting held on 12 10 01
38. Res.No.78-4/98 of the 78<sup>th</sup> meeting held on 26 11 98
39. Res.No.73-18(i)/95 of the 73<sup>rd</sup> meeting held on 02 12 95

## SCHEDULE A

CONTRIBUTORY PROVIDENT FUND OF THE  
TECHNICAL TEACHERS TRAINING INSTITUTE, CHENNAI

1. (1) The provisions contained in this Schedule shall apply to:
  - a) every employee of the Institute who is permanently appointed either for the first time or re-appointed as a permanent employee.
  - b) persons appointed on contract, the terms whereof make such persons eligible for contributing to the Fund.
  - c) re-employed pensioners subject to the conditions prescribed by the Government of India from time to time.<sup>1</sup>

Provided that no employee of the Institute shall be entitled to the benefits of the Fund, whose services in the Institute entitle him to a pension and gratuity, on whose account the Institute contributes towards pension or who has been appointed by the Institute on a consolidated salary or on special terms which exclude the benefits of this Fund.

- (2) A person appointed on probation against a substantive vacancy shall be entitled to subscribe to the fund from the date of his appointment<sup>2</sup>

Arrears of subscriptions in such cases may be paid in not more than 12 monthly instalments for each year of service. The Institute's Contribution is to be credited to the account of the subscriber (at the end of each financial year to the extent of his own subscription during the year subject to final adjustment after the arrears are realised in full).<sup>3</sup>

- (3) If an employee admitted to the benefit of the Fund was previously a subscriber to any Government non-contributory Provident Fund, the amount of his subscriptions in the non-Contributory Provident Fund, shall be transferred to his credit in the Fund.
- (4) Every employee of the Institute entitled to the benefits of the Fund shall be required to sign a written declaration in the Form set forth in Appendix I that he has read this schedule and agreed to abide by the provisions contained in it.

2. In this schedule, unless the context otherwise requires –

- i) 'Accounts Officer' means the Accounts Officer of the Institute;

- ii) 'Audit Officer' means the (Internal) Audit of the Institute;
- iii) 'emoluments' means pay including dearness pay, if any, leave salary, or subsistence grant and includes any remuneration of the nature of pay (including dearness pay, if any) received in respect of foreign service;
- iv) 'family' means –
  - a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows and children of a deceased son of the subscriber;

Provided that, if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which this schedule relates, unless the subscriber subsequently indicates by express notification in writing to the Principal that she shall continue to be so regarded;

- b) in the case of a female subscriber, the husband & children of the subscriber, and the widow or widows and children of a deceased son of the subscriber;

Provided that if a subscriber by notification in writing to the Principal expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which this schedule relates, unless the subscriber subsequently cancels formally in writing her notification excluding him.

NOTE I – Children means legitimate children.

NOTE II - An adopted child shall be considered to be a child when the Principal, or if any doubt arises in the mind of the Principal, the Law Officer of the Institute, is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

- v) 'foreign service' means service in which an employee of the Institute receives his substantive pay with the sanction of the Board from any source other than the fund of the Institute;
- vi) 'Fund' means the Contributory Provident Fund of the Institute;

- vii) 'Leave' means any variety of leave as provided in the Revised Leave Rules (1933) of the Government of India.
- viii) 'Pay' means the amount drawn monthly by an employee of the Institute as
  - (i) the pay, other than special pay or pay granted in view of his personal qualification, which has been sanctioned for a post held by him substantively or in an officiating capacity;
  - (ii) special pay and personal pay, and
  - (iii) any other remuneration which may be specially classed as pay by the Board;
- ix) 'Subscription' means the amount paid by the subscriber and 'Contribution' means the amount contributed by the Institute;
- x) 'Year' means a financial year.

### CONSTITUTION AND MANAGEMENT OF THE FUND

3. (1) The Fund, which shall be maintained in rupees, shall be constituted with subscriptions paid by the subscribers and contributions made by the Institute and shall include accrued interest or profit realised on investment of any part thereof.
- (2) The management of the Fund is vested in the Board. Subject to the control and direction of the Board, the Principal shall administer the fund for and on behalf of the Board.
- (3) The Fund shall be deposited, in the name of the Fund, with the I O B., Madras. The deposits shall be made as soon as possible after the monthly accounts are closed.
- (4) The Institute may, from time to time invest such part of the Fund, as may be considered expedient, in the National Plan Savings Certificate, and other investments covered by section 20 of the Indian Trusts Act 1882 (2 of 1882) and/or in Fixed Deposit with the Indian overseas Bank, Madras.<sup>4</sup>

All investments and securities shall be held in the name of the Institute.

### NOMINATION

4. (1) A subscriber shall, at the time of joining the Fund, send to the Principal a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid.

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in this fund, be deemed to be a nomination duly made under this rule until he makes a nomination in accordance with the sub-para.

NOTE: In this rule, unless the context otherwise requires, 'person' or 'persons' shall include a company or Association or body of individuals, whether incorporated or not.<sup>5</sup>

(2) If a subscriber nominates more than one person under sub-para (1), he shall specify in the nomination the amount or share payable to each of the nominees in such a manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) Every nomination shall be in such one of the Forms set forth in Appendix II as is appropriate in the circumstances.

(4) A subscriber may, at any time, cancel his nomination by sending a notice in writing to the Principal.

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this para.

(5) A subscriber may provide in a nomination-

(a) in respect of any specified nominee that in the event of his nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as maybe specified in the nomination.

Provided such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

(b) that the nominations shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-para (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-para (5) or the proviso thereto, the subscriber shall send to the Principal, a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of this para.

- (7) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect, on the date on which it is received by the institute
- (8) An up-to-date Register shall be maintained by the Institute to record all nominations.

#### SUBSCRIBER'S ACCOUNTS

5. An account shall be opened in the name of each subscriber in the Form set forth in Appendix III, in which shall be shown-

- (i) the subscriber's subscriptions;
- (ii) contributions made under para 9 by the Institute to his account;
- (iii) interest, as provided by para 10, on subscriptions;
- (iv) interest, as provided by para 10, on contributions; and
- (v) advance and withdrawals from his account.

#### CONDITIONS AND RATES OF SUBSCRIPTIONS

6. (1) Every subscriber shall subscribe monthly to the Fund when on duty or on Foreign service but not during a period of suspension. Provided that a subscriber on Re-instatement after the period passed under suspension shall be allowed the option of paying in one sum or in instalments, any sum not exceeding the maximum amount of arrears of subscription permissible for that period.

(2) A subscriber may at his option not subscribe during leave other than 'Leave on average pay' or Earned Leave of less than 30 days duration by sending a notice in writing to the Principal before or soon after proceeding on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscriber.

The option of subscriber intimated under this sub-para shall be final.

(3) A subscriber who has, under para 18 withdrawn the amount of subscriptions and interest thereon, shall not subscribe to the Fund after such withdrawal, unless he returns to duty.

7. (1) The amount of subscription shall be fixed, subject to the following conditions:-

(a) It shall be expressed in whole rupees (50 paise and above counting as the next higher rupee).

(b) It may be any sum, not less than 8-1/3 per cent of the emoluments.

(2) For the purposes of clause (b) of sub-para (1) the emoluments of a subscriber shall be-

(a) in the case of a subscriber who was in permanent service of the Institute on the 31<sup>st</sup> March of the preceding year, the emoluments to which he was entitled on that date;

(b) in the case of a subscriber who was not in permanent service of the Institute on the 31<sup>st</sup> March of the preceding year, the emoluments to which he was entitled on the first day of his permanent service.

(3) The amount of subscription so fixed may be enhanced or reduced only once during the course of a year. Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of the month and if he has elected not to subscribe during the leave the amount of subscription payable shall be proportionate to the number of days spent on duty in the month.

(4) When a subscriber is temporarily transferred to foreign service (elsewhere) or sent out of India, he shall remain, subject to the provisions contained in this Schedule in the same manner as if he were not so transferred or sent out.

#### REALISATION OF SUBSCRIPTIONS

8. (1) When emoluments are drawn from the Funds of the Institute, recovery of subscriptions on account of these emoluments and of the principal and interest of advance shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Institute.

#### CONTRIBUTION BY THE INSTITUTE

9. (1) The Institute shall, with effect from the 31<sup>st</sup> March of each year, make a contribution to the account of each subscriber.

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

Provided further that no contribution shall be payable in respect of any period for which the subscriber is permitted under this Schedule not to, or does not, subscribe to the Fund.

(2) The contribution shall be a sum representing 8-1/3 per cent of the emoluments of the subscriber, drawn on duty during the year or for a period in the year as the case may be.

(3) Should a subscriber elect to subscribe during leave, his leave salary shall, for the purpose of this rule, be deemed to be emoluments drawn on duty.

(4) The amount of any contribution payable in respect of a period of foreign service shall, unless it is recovered from the employer, be recovered by the Institute from the subscriber.

(5) The amount of contribution payable shall be rounded to the nearest whole rupee (50 paise and above counting as the next higher rupee).

#### INTEREST

10. (1) The Institute shall pay to the credit of the account of a subscriber interest at such rate as the Central Government may, from time to time, prescribe in the case of their employees.

(2) Interest shall be credited with effect from the 31<sup>st</sup> March of each year in the following manner:

- (i) on the amount at the credit of the subscriber on the 31<sup>st</sup> March of the preceding year, less any sums withdrawn during the current year - interest for 12 months;
- (ii) on sums withdrawn during the current year - interest from the 1<sup>st</sup> April of the current year up to the last day of the month preceding the month of withdrawal;
- (iii) on all sums credited to the subscriber's account after the 31<sup>st</sup> March of the preceding year - interest from the date of deposit up to the 31<sup>st</sup> March of the current year;
- (iv) the total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-para (5) of para 9.

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-para in respect only of the period from the beginning of the current year or from the date of credit as the case may be up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) For the purpose of this para the date of credit shall be deemed to be first day of the month in which it is credited.

Provided that where there has been a delay in the drawal of pay or leave salary and allowance of a subscriber and consequently in the recovery of his subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay or leave salary of the subscriber was due, irrespective of the month in which it was actually drawn.

(4) In all cases, interest will be paid in respect of balance at the credit of a subscriber up to the close of the month preceding that in which payment is made or up to the end of sixth month after the month in which such amount became payable whichever of these periods be less.

(5) Subject to the provisions of sub-para (4), no interest shall be paid in respect of any period after the date which the Principal has intimated to that person or his agent as the date on which he is prepared to make payments.

#### ADVANCE FROM THE FUND

11. A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the authority specified in para 12, subject to the

following conditions:-

- a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise;
  - (i) to pay expenses in connection with the prolonged illness of the applicant or any person actually dependent on him/her;
  - (ii) to pay for the overseas passage for reasons of health, orduction of the applicant or any person actually dependent on him/her;
  - (ii) to pay obligatory expenses on a scale appropriate to the

- (iii) applicant's status in connection with marriages, funerals or ceremonies which by religion it is incumbent on him or her to perform;
  - b) An advance shall not, except for special reasons, exceed 3 month's pay, and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.
  - c) An advance shall not, except for special reasons, be granted until atleast 12 months after the final repayment of all previous advances.<sup>6</sup>
  - d) The sanctioning authority shall record in writing the special reasons where advance is sanctioned for such reasons.
  - e) An application for temporary advance from the Fund shall be submitted in the Form set forth in Appendix IV.
- 12 1 A temporary advance from the Fund to the subscribers other than the Principal will be sanctioned by the Principal.
2. A temporary advance from the Fund to the Principal shall require the sanction of the Chairman.
- 13 (1) An advance shall be recovered from the subscriber in such no.of equal monthly instalments as the sanctioning authority may direct; but, such umber shall not be less than 12 unless the subscriber so elects, or in any case not more than 24 (twenty four).

A subscriber may, at his option, make repayment in a smaller number of instalments than that prescribed. Each instalment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalments.

- (2) Recovery shall be made in the manner provided in para 8 for the realisation of subscription and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments other than leave salary or subsistence grant, for a full month.

Recovery shall not be made, except with the subscriber's consent while he is on leave or in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.

- (3) When an advance is sanctioned under sub-rule 11C before completing the final repayment of any previous advance, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the instalments for recovery shall be fixed with reference to the consolidated advance.<sup>7</sup>
  - (4) Recoveries made under this rule shall be credited, as they are made, to the account of the subscriber in the Fund.<sup>8</sup>
14. (1) Withdrawals may be sanctioned by the competent authority mentioned in para 12 at any time after the completion of 29 years of service of a subscriber or within 5 years before the date of his retirement on superannuation, whichever is earlier, from the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund, for one or more of the following purposes, namely:-
- (a) Meeting the cost of higher education, including if necessary, the travelling expenses of any child of the subscriber actually dependent on him in the following cases, namely:-
    - (i) for education outside India for academic, technical, professional or vocational course beyond the High School stage, and
    - (ii) for any medical, engineering or other technical or specialised course in India beyond the High School stage, provided that the course of study is for not less than three years.
  - (b) Meeting the expenditure in connection with the marriage of the subscriber's sons or daughters and if he has no daughter, of any other female relation dependent on him.
  - (c) Meeting the expenses in connection with the illness, including where necessary, the travelling expenses, of the subscriber or any person actually dependent on him.
  - (d) Building or acquiring a suitable house for his residence including the cost of the site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than 12 months of that date, or reconstructing or making additions or alterations to a house already owned or acquired by a subscriber.

- (e) Purchasing a house site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for the withdrawal but not earlier than 12 months of that date.
- (f) For constructing a house on a site purchased utilising the sum withdrawn under clause (e).
- 2 The actual withdrawal from the Fund shall be made only on receipt of an authorisation from the Accounts officer who will arrange this as soon as the formal sanction of the sanctioning authority has been issued.
- 15 1 Any sum withdrawn by the subscriber at any one time for one or more of the purposes specified in para 14 from the amount standing to his/her credit in the Fund shall not ordinarily exceed one-half of the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund or six months' pay whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit upto three-fourth's of the amount of subscriptions and interest thereon standing to the credit of the subscriber having due regard to (i) the object for which the withdrawal is being made (ii) the status of the subscriber and (iii) the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.
- 2 A subscriber who has been permitted to withdraw money from the Fund under para 14 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn and if he/she fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum together with interest thereon at the rate determined under para 10 by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his/her emoluments either in a lump sum or in such number or monthly instalments as may be determined by the institute.
- 16 A subscriber who has already drawn or may draw in future an advance under para 11 for any of the purpose specified in clause (a) (b) and (c) of sub-para (1) of para 14 may convert at his/her discretion by written request addressed to the Accounts Officer through the sanctioning authority the balance outstanding against it into a final withdrawal on his/her satisfying the condition laid down in paras 14 & 15.

CIRCUMSTANCES IN WHICH ACCUMULATION ARE PAYABLE

17 When a subscriber quits the service, the amount standing to his/her credit in the Fund, shall, subject to any deduction under para 20, become payable to him.

Provided that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service, shall, if required to do so by the Institute, repay any amount paid to him from the Fund in pursuance of this para with interest thereon at the rate provided in para 10 in the manner provided in the proviso to para 18. The amount so repaid shall be credited to his account in the Fund , the part which represents his/her subscription and interest thereon and the part which represents the Institute contribution with interest thereon being accounted for in the manner provided in para 5.

18. When a subscriber-

(a) has proceeded on leave preparatory to retirement or if he is employed in a vacation department, on leave preparatory to retirement combined with vacation, or

(b) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of subscriptions and interest thereon standing to his/her credit in the Fund shall, upon application made by him/her/her in that behalf to the Principal become payable to the subscriber.

Provided that the subscriber, if he/she returns to duty, shall, if required to do so by the Institute, repay to the Fund, for credit to his/her account, the whole or part of any amount paid to him/her from the Fund in pursuance of this/her rule, with interest thereon at the rate provided in para 10, in cash or securities or partly in cash and partly in securities by instalments or otherwise, as the Institute may direct.

19. Subject to any deduction under para 20 on the death of a subscriber before the amount standing to his/her credit has become payable or where the amount has become payable before payment has been made.

(i) When the subscriber leaves a family-

(a) if a nomination made by the subscriber in accordance with the provisions of para 4 in favour of a member or members of his/her family subsists, the amount standing to his/her credit in the Fund or the part thereof to which the nomination relates, shall become

payable to his/her nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his/her credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his/her family, become payable to the members of his/her family in equal shares:

Provided that no share shall be payable to-

- (1) sons who have attained majority;
- (2) sons of a deceased son who have attained majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive if there is any member of the family other than those specified in clauses (1), (2), (3) and (4):

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso;

NOTES:

- (i) Any sum payable under these rules to a member of the family of a subscriber vests in such member under such-section (2) of section 3 of the Provident Fund Act, 1925.
- (ii) When the subscriber leaves no family if a nomination made by him/her in accordance with the provisions of para 4, in favour of any person or persons subsists, the amount standing to his/her credit in the Fund or the part thereof to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.

NOTE:

When a nominee is dependent of the subscriber as defined in clause © of section 2 of the Provident Fund Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

When the subscriber leaves no family and no nomination made by him/her in accordance with the provisions of para 4 subsists, or if such nomination relates only to part of the amount standing to his/her credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Funds Act, 1925 are applicable to the whole amount or the part thereof to which the nomination does not relate.

DEDUCTIONS

20. Subject to the conditions that no deduction may be made which reduces the credit by more than the amount of any contribution by the Institute with interest thereon credited under paras 9 and 10 before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Board may direct the deduction therefrom and payment to the Institute of-
- (a) any amount, if a subscriber has been dismissed from the service for grave misconduct:  
Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his/her re-instatement in the service, be replaced at his/her credit in the Fund.
  - (b) any amount, if a subscriber resigns his/her employment with the Institute within five years of the commencement thereof otherwise than by reason of superannuation or a declaration by competent medical authority that he is/she is unfit for further service;
  - (c) any amount due under a liability incurred by the subscriber to the Institute.
- 21 (1) (a) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under para 20 becomes payable, it shall be the duty of the Principal, after satisfying him/herself when no such deduction has been directed under that para, that no deduction is to be made, to make the payment as provided in section 4 of the Provident Funds Act, 1925.

- (b) In the case of final payment to the Principal from the Contributory Provident Fund, the competent authority to sanction the payment shall be the Chairman, Board of Governors.
- (2) Any person who desires to claim payment under this/her para shall send a written application in that behalf to the Principal. Payment of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

**NOTE:** When the amount standing to the credit of a subscriber has become payable under paras 17, 18 or 19 the Institute shall make arrangement for prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

#### PROCEDURE

- 22. Accumulations in the Fund of which payment has not been taken within six months after they become payable under schedule shall be transferred to "Deposits" after the 31<sup>st</sup> March of the year and treated under the provisions relating to deposits.
- 23. When paying a subscription in India either by deduction from emoluments or in cash, a subscriber shall quote the number of his/her account in the Fund, which shall be communicated to him/her by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.
- 24. (1) As soon as possible after the 31<sup>st</sup> March of each year and after the Fund accounts have been audited by the Audit Officer, the Accounts Officer shall send to each subscriber a statement of his/her account in the Fund in the form set forth in Appendix V showing the opening balance as on the 1<sup>st</sup> April of the year, the total amount of deposits during the year and the closing balance on that date.

The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber

- (a) desires to make any alteration in any nomination made under para 4;
- (b) has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his/her family under the proviso to sub-para (1) of para (4)).

- (2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Accounts Officer within three months from the date of receipt of the statement. If no intimation is received from the subscriber within this/her period it shall be assumed that he has accepted the statement.
- (3) Where errors in the annual statement are brought to notice, it shall be the responsibility of the Accounts Officer to reconcile the same for settlement to the satisfaction of the subscriber.

## AMENDMENTS TO SCHEDULE 'A'

- 01 Res. No.2/68 of the 5<sup>th</sup> meeting held on 31 08 68.
- 02 Res. No.15-74 of the 13<sup>th</sup> meeting held on 14 03 74.
- 03 Substituted vide Res. No.2/68 of the 5<sup>th</sup> meeting held on 31 08 68.
- 04 Res. No.19-15/76 of the 19<sup>th</sup> meeting held on 23 09 76.
- 05 Res. No.2/68 of the 5<sup>th</sup> meeting held on 31 08 68.
- 06 Res. No.15/74 of the 13<sup>th</sup> meeting held on 14 03 74.
- 07 Res. No.15/74 of the 13<sup>th</sup> meeting held on 14 03 74.
- 08 Res. No.15/74 of the 13<sup>th</sup> meeting held on 14 03 74.
- 09 Res.No.18-24/76 of the 18<sup>th</sup> meeting held on 01 05 76.

APPENDIX I  
(See Rule 1 (4))

FORM OF DECLARATION

I \_\_\_\_\_ (the subscriber), a permanent/Temporary employee of the Technical Teachers' Training Institute, Madras do hereby declare that I have read the provisions Governing the Contributory Provident Fund of the Technical Teachers' Training Institute, Madras and agree to abide by them.

Dated this \_\_\_\_\_ day of

Signature of Subscriber.

Two witnesses to the Signature

1. \_\_\_\_\_
2. \_\_\_\_\_

**APPENDIX II**  
**(See Rule 4(3))**  
**FORM OF NOMINATION**

1. When the subscriber has a family and wishes to nominate one member thereof.

I, hereby nominate the person mentioned below, who is a member of my family as defined in para 2 of the provisions governing the Contributory Provident Fund of the Technical Teachers' Training Institute, Madras, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable or having become payable, has not been paid:

Name and Address of the nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Signature of Subscriber

Two witnesses to the signature:

1. \_\_\_\_\_
2. \_\_\_\_\_

## APPENDIX II (contd.)

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in para 2 of the provisions governing the Contributory Provident Fund of the Technical Teachers Training Institute, Madras, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names

Name and address of the nominee	Relationship with subscriber	Age	*Amount of share of each subscriber to be paid to	Accumulations on the happening of which the nomination shall become invalid	Contingencies, which the subscriber shall become invalid	Name, Address and relationship of the person, if any to whom the right of the nominee shall pass in the event of his death

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

Two witnesses to the signature:

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature of Subscriber

\*NOTE- This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

## APPENDIX II (contd)

## III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in para 2 of the provisions governing the Contributory Provident Fund of the Technical Teachers' Training Institute, Madras, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid.

Name and address of the Nominee	Relationship with Subscriber	Age	*Contingencies on which the nomination shall become invalid	Name, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his subscriber predeceasing the subscriber

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

Signature of Subscriber

Two witnesses to the signature

1. \_\_\_\_\_
2. \_\_\_\_\_

- Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX II (contd)

IV. When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in para 2 of the provisions governing the Contributory Provident Fund of the Technical Teachers' Training Institute, Madras hereby nominate the person mentioned in below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:

Name, address and relationship of the person, if any, to whom the right of the nomination shall become invalid	*Amount of share of accumulations to be paid to each	†Comingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the subscriber to whom the right of the nomination shall become invalid
---	--	---	--

Dated this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

Two witnesses to the signature:

Signature of subscriber

- NOTE - This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.
  - NOTE - Where a subscriber who has no family makes a nomination he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

APPENDIX III  
 (See para 5)  
**TECHNICAL TEACHERS' TRAINING INSTITUTE**  
 (Contributory Provident Fund Ledger)

Account No. \_\_\_\_\_  
 Date of receipt of Nomination \_\_\_\_\_

Joined \_\_\_\_\_

Designation \_\_\_\_\_

Month	Subscription	Institute's Contribution	YEAR 19 - 19		Subscriptions
			Withdawal	Total	
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					
Journal Entries					
Total					

\*\*\*\* Subscriber's emoluments drawn on duty or during leave or on deputation abroad

Balance From 19 - 19	Institute's cont. on Rs. (@ 8-1/3%)	Deposits and refunds as above	Institute's cont. on Rs. (@ 8-1/3%)
Deposits and refunds As above	Balance from 19 - 19	Interest for 19 - 19	Balance from 19 - 19
Interest For 19 - 19	Interest for 19 - 19	Total	Total
Total		Deduct withdrawals as above	Deduct withdrawals as above
Deduct withdrawals As above	Balance as on March 31, 19	Balance as on March 31, 19	Balance as on March 31, 19
Balance as on March 31, 19	Balance From 19 - 19		

Calculated by: \_\_\_\_\_  
Checked by: \_\_\_\_\_

Calculated by: \_\_\_\_\_  
Checked by: \_\_\_\_\_

**APPENDIX IV**  
 (See para 11)

Form of application for a temporary advance from the  
 Contributory Provident Fund

1. Name of the subscriber & his account Number :

2. Designation : ;

3. Pay : ;

4. Balance of subscription at credit of the subscriber on the date of application : ;

5. Amount of advance required : ;

6. Purpose for which the advance is required -  
 Para 11(a) of the Contributory Provident Fund Rules : ;

7. Number (and amount) of monthly instalments in which the advance is proposed to be repaid : ;

8. Amount of advance or advances last taken, if any state particulars of the advance, date on which taken, installment of repayment and balance outstanding : ;

9. Whether any advance last taken or in course of repayment or 12 months have not elapsed since its complete repayment together with interest : ;

10. Full particulars of the pecuniary circumstances of the subscriber justifying the application for the temporary withdrawal : ;

Signature of the applicant

The particulars against items 3, 4, 8 and 9 have been verified to be correct.

Signature  
Designation: Accounts Officer

(Remarks of the recommending authority)

No. \_\_\_\_\_ dated \_\_\_\_\_ the \_\_\_\_\_  
Forwarded to the \_\_\_\_\_

I am satisfied that the pecuniary circumstances of the official justify the grant of advance applied for which is admissible under Para II of the provisions governing the Contributory Provident Fund and is recommended, as a special case, for the \_\_\_\_\_ sanction under para 12 ibid.

The advance is recoverable in \_\_\_\_\_ instalments of Rs. \_\_\_\_\_ per month with one/two additional instalments representing interest at the prescribed rate.

Signature: \_\_\_\_\_  
Designation: \_\_\_\_\_  
No. \_\_\_\_\_ dated \_\_\_\_\_ the \_\_\_\_\_

Sanction of the \_\_\_\_\_ is conveyed to the grant of an advance of Rs. \_\_\_\_\_ to be recovered in \_\_\_\_\_ monthly instalments of Rs. \_\_\_\_\_ each with one/two additional instalments representing interest at the prescribed rate.

Signature \_\_\_\_\_  
Designation: \_\_\_\_\_



APPENDIX V  
(See Para 24)

SUBSCRIBER'S STATEMENT OF ACCOUNT FOR THE YEAR  
ENDING 31-3-19

Name of Subscriber: \_\_\_\_\_

Account: No.: \_\_\_\_\_

Particulars	Opening Balance	Deposits	Interest	Total	With drawals	Closing balance
<hr/>						
Subscriptions and refunds of with- drawals						
Institute Con- tribution						
Total						

- NOTE: (i) The subscriber should satisfy himself as to the correctness of the statement and bring errors, if any, to the notice of the Accounts Officer within 3 months from the date of receipt of the statement. If no intimation is received from the subscriber within this period it shall be assumed that he has accepted the statement.
- (ii) The subscriber should state whether he desires to make any alteration in any nomination made under the rules of the Fund.
- (iii) In cases where the subscriber has made no nomination in favour of a member of his family owing to his having no family at the time but acquired a family thereafter, the fact should be reported to the Principal forthwith.

Dated:

Principal  
Technical Teachers' Trg. Instt.  
Madras

(Portion to be returned to the Accounts Officer)

I hereby acknowledge receipt of the Annual Statement of my Contributory Provident Fund Account for the year 19 and /but do not accept the balance shown therein as correct for the reason given overleaf.

Reasons, if any, for the non-acceptance of the balance with particulars necessary in support.

Dated

Signature of subscriber.



TECHNICAL TEACHERS TRAINING INSTITUTE  
TARAMANI P.O., CHENNAI 600 113

SCHEDULE-B

Medical Attendance and Treatment including Reimbursement of Medical Expenses incurred by the Members of the Staff on themselves and their families

- 1 The provisions contained in this Schedule shall apply to all the employees of the Institute, but they shall not apply to -
  - (a) those members of the staff who are on leave or deputation abroad;
  - (b) retired members of the staff, and
  - (c) work charged staff, daily labourers and part-time employees.
- 2 For purposes of reimbursement of medical expenses, members of the staff shall be grouped as under:

Group-A

- (1) Employees of the Institute whose pay is not less than Rs.2,200/-\* p.m. (pre-revised)<sup>1</sup>

\*

.. since revised to Rs.8,000/- consequent on revision of pay scales due to V Pay Commission's recommendations.

Group-B

- (2) Employees of the Institute whose pay is less than Rs.2,200/= but more than Rs.1,200/=\*pm<sup>1</sup>

\*

.. since revised to Rs.4,000/- consequent on revision of pay scales due to V Pay Commission's recommendations.

Group-C

- (3) Employees of the Institute whose pay is less than Rs.1,200/=\*

.. since revised to Rs.4,000/- consequent on revision of pay scales due to V Pay Commission's recommendations.

- 3 In this schedule, unless there is anything repugnant in the subject or context, -
  - (a) "Authorised Medical Attendant" means Medical Officers listed in Appendix 1
  - (b) The term "Hospital" means the recognized hospitals listed in Appendix 2.
  - (c) The term "Family" shall mean wife or husband of a member of staff, as the case may be, and parents, children and step-children wholly dependent on the member of staff.
  - (d) The term "Leave" includes vacation.
- 4 Cost of reimbursement of expenses incurred by the members of the staff in connection with medical attendance and treatment of themselves and their families will be reimbursed in accordance with the scale prescribed by the Board from time to time.

Note: An advance for medical treatment in respect of a member of the staff or of his family who is an in-patient in a hospital may be granted on the same terms and conditions as are mentioned above.

- 5 (i) Medical attendance includes attendance at the residence of the member of the staff or at the consulting room of the Authorised Medical Attendance by arrangement with him.
  - (ii) Medical treatment means 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 matters as are considered necessary by the Authorized Medical Attendant;
    - b) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
    - c) the supply of such medicines, vaccines, sera or other therapeutic substances as are not available in the hospital, but can be had in the State/State-aided hospital.
    - d) such accommodation as is ordinarily provided in the hospital and is suited to his status;
    - e) such nursing as is ordinarily provided to inpatients by the hospital;
    - f) specialist consultation on the advice of the authorised medical attendant;
    - g) it does not include diet or provision at the request of the member of the staff of accommodation superior to that to which he is entitled in accordance with sub-clause (d) above.

- Note: 1 Refund of the cost of preparations which are not medicines but are primarily foods, tonics, toilet preparations or disinfectants as issued by the Director General of Health Services from time to time is not admissible.
- 2 Refund in respect of mixtures prescribed by the Authorised Medical Attendant will be allowed till such time the Institute has its own dispensary.
- 3 In the case of hospitals the tariffs of which indicate a flat inclusive charge per diem, forty per cent thereof should be reckoned as charges for boarding and lodging. Out of this forty per cent, half should be considered as charges for diet and the other half for accommodation.
- 4 Diet charges paid at hospitals by the members of the staff drawing pay less than Rs.6,500/- (V Pay Commission) in the case of non-tubercular and tubercular diseases respectively are allowed. The cost of any special articles of diet not ordinarily provided by the hospital to its inpatients is, however, not refundable.
6. Dental treatment is not covered by the rules, but, if the diagnosis of the physiological or other disability from which a member of the staff is suffering indicates that 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 a jaw bone disease, wholesale removal of teeth, etc. It does not include scaling of teeth, treatment for Pyorrhoea and gingivitis or the free supply of artificial denture or treatment from a private dentist or outside the hospital, even on the advice of the Authorised Medical Attendant.
7. No reimbursement of expenses for provision of spectacles is admissible.
8. No reimbursement of charges for special nursing will be admissible, unless it is certified by the Authorised Medical Attendant and the Medical Superintendent of the hospital that their services were absolutely essential.

Note Such cases of special nursing will be decided on merits having regard to the nature of the disease and hardship involved. In such cases, a member of the staff should bear upto twenty-five per cent of his monthly pay for the period for which special nursing was necessary, the rest being borne by the Institute.

9. If the Authorised Medical Attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, he may
- (a) send the patient to the nearest Specialist or other Government Medical Officer, by whom, in his opinion, medical attendance is required for the patient, or

- (b) if the patient is too ill to travel, summon such Specialist or other Government Medical Officer to attend upon the patient.
- 10 A patient sent under clause (a) of paragraph 9 shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journeys to and from the headquarters of the Specialist or other Government Medical Officer.
- 11 A specialist or other Government Medical Officer summoned under clause (b) of paragraph 9 shall, on production of a certificate in writing by the authorised medical attendant in his behalf be entitled to travelling allowance for the journey to and from the place where the patient resides.
- 12 Travelling Allowance admissible under paragraph 9 shall be calculated as for a journey on tour but no daily allowance for halts will be admissible. If an escort be necessary on the advice of the authorised medical attendant, he may be paid travelling allowance as admissible under the Institute's T.A. Rules.
- 13 Where a member of the staff or a member of his family is entitled to treatment in a hospital free of charge under this Schedule, on the advice of the authorised medical attendant, any amount paid by him on account of such treatment shall, on production of such a certificate in the form prescribed by the Board of Governors in this behalf, be reimbursed to him by the Institute.
- 14 If the Authorised Medical Attendant is of the opinion that owing to the severity of the illness, a patient (member of the staff) cannot be given treatment at the authorised hospitals, the patient may receive treatment at his residence.
- 15 In the case of the individual receiving treatment at his residence referred to in paragraph 14 he shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge to receive under this Schedule if he had not been treated at his residence.
- Note: Claims for sums admissible under paragraph 15 shall be accompanied by a certificate in writing by the Authorised Medical Attendant stating that
- his reasons for the opinion referred to in paragraph 14 and
  - the cost of similar treatment referred to in paragraph 15.
- 16 Members of the staff and their families will also be entitled to the reimbursement of the expenses in connection with the treatment of tubercular diseases to the extent as is prescribed by the Board from time to time.
- 17 In the case of families of the members of the staff, the cost of special medicines (including mixture) will be reimburseable only when they are prescribed for the patient by the

- 16 Members of the staff and their families will also be entitled to the reimbursement of the expenses in connection with the treatment of tubercular diseases to the extent as is prescribed by the Board from time to time.
- 17 In the case of families of the members of the staff, the cost of special medicines (including mixture) will be reimbursable only when they are prescribed for the patient by the Authorised Medical Attendant when the patient is attended to either in the hospital or at the consulting room of the Authorised Medical Attendant or when the patient is undergoing treatment at the out-patients' department or as an in-patient of the hospital on the recommendation of the Authorised Medical Attendant.

Note i) Family of a member of the staff accompanying him on duty, leave/vacation, may consult a Government doctor of the status of the Authorised Medical Attendant of the member of the staff as provided under item 4 to Appendix I for the member of the staff himself;

ii) The concession contained in note (I) above is not to be given in a case where a member of the staff, while proceeding on tour, leave/vacation, takes a member of his family along with him with the intention of obtaining treatment in a place other than at his headquarters.

- 18 Charges for services rendered in connection with medical attendance and/or treatment of a member of the family or a member of the staff should be paid by him to the hospital authorities. The Institute will reimburse the cost of medical attendance and/or treatment on the production of the hospital bills, duly countersigned, save in the case of such bills of Government hospital by the authorised medical attendant.

Note The Authorised Medical Attendant of the family or a member of the staff is the same as the Authorised Medical Attendant of the member himself.

- 18.A The family of a member of the staff who could not be provided with living accommodation within the Institute campus or who is on duty or on leave in India (outside headquarters), may receive medical treatment as an inpatient or outpatient in a State or State-aided hospital.
- 19 Medical attendance and treatment by arrangement with the Authorised Medical Attendant at a consulting room maintained by him shall be deemed to be medical attendance and treatment at a hospital.
- 20 Medical treatment shall include confinement of a lady member of the staff or the wife of a male member of the staff in a hospital. Pre-natal & post-natal treatment received at the residence of the member of the staff is not allowed.

Note: Anaesthetic fees and charges for pre-natal & post-natal treatment received at the hospital or at the consulting room of the authorised medical attendant, including the cost of medicines prescribed, are reimburseable.

- 21 The following instructions shall also be adhered to in submitting claim bills for reimbursement of medical expenses, namely:-
- (i) The bills should be duly supported by the requisite receipts, cash memos, prescriptions, essentiality certificates, and other relevant documents as prescribed by the Board of Governors from time to time.
  - (ii) It should be ensured that the reimbursement of the cost of those medicines that are included in the list of excluded medicines and preparations as shown in the Central Government Compilation of Medical Attendance Rules and Orders, as amended from time to time, is not allowed.
  - (iii) Necessary vouchers and receipts should be attached to the bill in support of claims for reimbursement of charges for tests conducted or treatment afforded in hospitals e.g. X-rays, blood tests, etc.
  - (iv) It should be ensured that hospital bills for treatment as in-patient show the allocation of charges under medical attendance, bedding, diet, nursing, special nursing and medicines and that only cost of admissible items is claimed.
  - (v) "Medical Attendance and treatment taken under the Indian and Ayurvedic Systems of Medicine (Homeopath, Ayurvedic, Unani and Siddha) will be regulated in accordance with the provisions contained in Central Services (Medical Attendance) Rules of Government of India"<sup>2</sup>

- 22 Bills for reimbursement of medical expenses from the members of the staff of the Institute shall be countersigned by the Principal of the Institute.

- Note: (I) The Principal shall be the Controlling Authority in respect of his own medical attendance bills.
- (ii) In respect of matters not specifically covered by this schedule, the Central Government Central Services (Medical Attendance) Rules, 1944 as amended from time to time shall apply to the members of staff of this Institute.

APPENDIX-I

(A) "Authorised Medical Attendant" means -

- 1) In respect of members of the Institute belonging to Group 'A' Medical Adviser of the Institute and in his absence, Medical Officer of the Institute
- 2) In respect of members of the Institute belong to Group 'B' In the absence of Medical Adviser or Medical Officer of the Institute, an Authorised Medical Attendant recognised by Government of Tamil Nadu for purposes of "Medical Attendance and Treatment".
- 3) In respect of Members of the Institute belonging to Group 'C' Medical Officer of the Institute.  
In the absence of the Medical officer of the Institute an Authorised Medical Attendant recognised by Government of Tamil Nadu for purposes of "Medical Attendance and treatment".
- 4) In respect of members of the Institute on duty or on leave in India (outside headquarters)
  - i) for those belonging to Group 'A' of para 2: Chief or Principal Medical Officer of Government in a District or Presidency Surgeon or Government Medical Officer of equivalent rank in a city.
  - ii) for those belonging to Group B and C of para 2: Asst Surgeon of Government in a District or Government Medical Officer of equivalent Rank in a city.

APPENDIX IIList of recognised Hospitals

01. Stanley Medical Hospital, Madras.
02. Kilpauk Medical Hospital, Madras
03. Govt. General Hospital, Madras
04. Govt. Royapetta Hospital, Madras
05. Govt Hospital for Women & Children, Madras
06. Govt Kasturba Gandhi Hospital for Women and Children, Madras
07. Govt. Raja Sir Ramaswamy Mudaliar's Lying-in Hospital, Madras
08. Govt. Mental Hospital, Madras
- 09 Govt. Ophthalmic Hospital, Madras
- 10 Govt. Tuberculosis Sanatorium, Tambaram
- 11 Chest Institute, Madras
- 12 Institute of Obstetrics and Gynaecology
- 13 Tuberculosis Chemotherapy Centre, Madras
- 14 City Police Hospital, Madras
- 15 The Andhra Mahila Sabha Nursing Home, Madras
- 16 The Voluntary Health Service Medical Centre, Adyar, Madras
- 17 Apollo Hospitals, Madras<sup>3</sup>

For pace-maker implantation subject to rates and rules prevailing regarding reimbursement

Note All the hospitals approved by the Government of India in the Central Service (Medical) rules from time to time for the purpose of medical treatment by reimbursement of expenses to the staff of the Institute in terms of provisions contained therein.<sup>4</sup>

AMENDMENTS TO SCHEDULE "B"

- 1 Resolution No.22-9/77 of the 22<sup>nd</sup> meeting held on 20 09 1977.
- 2 Resolution No.36-8/82 of the 36<sup>th</sup> meeting held on 01 06 1982.
- 3 Resolution No.66-22/92 of the 66<sup>th</sup> meeting held on 08 05 1992.
- 4 Resolution No.60-16/90 of the 60<sup>th</sup> meeting held on 02 03 1990.
- 5 Resolution No.73-14/95 of the 73<sup>rd</sup> meeting held on 02 12 1995.



**SCHEDULE 'C'**

**CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY SCHEME OF  
TECHNICAL TEACHERS TRAINING INSTITUTE (SOUTHERN REGION)  
CHENNAI-600 113**

**Separate Book**

**SCHEDULE 'D'**

**GENERAL PROVIDENT FUND-CUM-PENSION-CUM-GRATUITY SCHEME  
TECHNICAL TEACHERS TRAINING INSTITUTE (SOUTHERN REGION)  
CHENNAI**

**Separate Book**



**ANNEXURE A**

**RULES GOVERNING  
ALLOTMENT/ OCCUPATION OF RESIDENTIAL  
ACCOMODATION FOR STAFF OF THE  
TECHNICAL TEACHERS TRAINING INSTITUTE,  
CHENNAI**



**TECHNICAL TEACHERS TRAINING INSTITUTE, CHENNAI-600 113**

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**Rules Governing allotment/occupation of Residential Accommodation for  
staff of the Technical Teachers' Training Institute, Chennai**

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1. These Rules will apply in the matters of allotment occupation of quarters to the employees of the Institute
2. The Principal of the Institute shall exercise power of allotment/occupation under the rules.
3. In these rules unless the context otherwise requires:
  - i. Allotment means grant of licence to an Institute staff to occupy a house owned by the Institute for use by him as residence.
  - ii. "Allottee" means an employee of the Institute who has been allotted a quarters
  - iii. "Principal" means Principal of the Institute
  - iv. "Employee" means an employee of the Institute
  - v. "Emoluments" means pay including pension, if any.
  - vi. "Family" includes only the wife, or husband as the case may be, children, step children, parents brothers and sisters ordinarily residing with and wholly dependent on the employee.

Principal may relax the definition of the word 'Family'.

- vii. Supervisor means "Building Supervisor/Power House Supervisor".
- viii. "Fundamental Rules" means the Fundamental Rules made by Government of India for its employees.

- ix. "Institute" means the Technical Teachers' Training Institute, Madras
  - x. The Seniority of an employee for allotment of a particular type of residence counts from the date of entry into the particular post of a cadre held at the time of allotment provided that in determining the seniority, preference may be given to married staff by the Principal.
  - xi. "Sub-letting" includes sharing of accommodation with or without payment of rent but does not include a casual guest or members of the family as defined under clause 3 (vi): notwithstanding the above provision, Principal may on compassionate grounds, permit members of the family not covered by clause 3(vi) above to stay with an allottee for a specific period not exceeding a year at a time.
4. Members of the staff will, subject to the availability of quarters, ordinarily be eligible for different types of accommodation according to their pay and or status as indicated in the annexure.

In the event of quarters to which a member or staff is eligible not being available, the Principal may, at his discretion allot a lower type of accommodation, not, however, lower than one class below.

5. The allotment made by the Principal will be final.
- i. Every employee who desired to have an allotment, shall submit an application to the Principal, when called for.
  - ii. Every application shall be in such form as may be prescribed by the Principal and signed by the applicant and submitted through their heads of departments, who shall countersign and forward it to the Principal.
  - iii. An employee, may, if he so desires, apply for the allotment of accommodation of any class below the class to which he is entitled under rules in the application submitted in accordance with the provisions of the above rules.
  - iv. In no case, an employee who is eligible for a particular class of accommodation shall be allotted a higher class of accommodation even if such accommodation were available.

6. In every case, the allottee shall be deemed to be a licensee and not a tenant.
7. Quarters will be licensed according to seniority. Notwithstanding the above, Principal may license quarters to
  - a) essential categories as defined by the Committee appointed by Principal from time to time
  - b) of humanitarian grounds to be decided by the Principal.
8. If an employee fails to accept the licence/ offer of licence of a residence made to him under these rules within 7 days from the date of the issue of allotment order/offer or fails to move into that residence after acceptance within 10 days from that date ;
  - (a) he shall not be eligible for a fresh allotment under these rules for a period of one year from the date of original licence.
  - (b) he shall cease to draw HRA from the date of the issue of that licence
  - (c) he shall, in addition to any disciplinary or other action taken against him, further liable to be charged the full standard rent under F.R. 45(b)or 10 percent of his emoluments whichever is higher till such time as the quarters is reallocated".
9. Employees to whom residences have been allotted may, with the approval of the Principal, exchange residences within the same class
10. If an allottee proceeds on Long leave or deputation he will be permitted to retain his accommodation for a period not exceeding three months. During the period of such retention, he will pay the same rent as he would have paid if he were on duty at the Institute.
11. If an allottee dies, the allotment shall be cancelled with effect from the date of vacation after such death or after three months whichever is earlier. During such occupation, the rent last paid by the deceased allottee shall become payable to the Institute.
12. If a licensee retires or resigns, the licence shall stand cancelled with effect from three months after the date of his retirement, resignation, on the date on which the residence is actually vacated, whichever is earlier.

13. Consequent on long leave, deputation, resignation, retirement, a licensee shall, before vacating the residence give not less than 30 days' notice in writing to the Principal. If he does not do so, he shall be responsible for payment of rent nor that period or the number of days by which the notice given by him falls short of 30 days from the date of vacation.
14. (i) No employee shall sublet or transfer a residence allotted to him or any portion thereof or any of the out houses, appurtenant thereto.  
(ii) The Licencee may entertain guests in his quarter for a period not exceeding three months. If, however, the period exceeds three months, specific approval of the Principal, shall be obtained. This restriction will not apply in the case of domestic help.  
(iii) If, however, an employee sublet or transfer a residence licenced to him or any portion thereof or any of the outhouses, appurtenant thereto he shall, without prejudice to any other action that may be taken against him, be charged the full standard rent of the residence under F.R. 45-B or 45-A whichever is higher for the period of subletting.
15. The liability for licence fee shall commence from the date of occupation of the residence or from the tenth day from the date of issue of licence order whichever is earlier.
16. The employee to whom a residence has been allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the residence has been and remains allotted to him.
17. An employee to whom a residence has been allotted shall not use the same for any purpose except for residence with his family and shall maintain the premises and the compound, if any, attached thereto in a clean and hygienic condition.
18. (i) An employee to whom a residence has been allotted shall not cause trees or shrubs in the premises to be cut down or lopped save with consent of the Principal.  
(ii) An allottee shall comply with any orders of the Principal for the time being in force in respect of the compound appurtenant thereto.

19. An allottee who commits any breach of these Rules or the terms and conditions of the allotment or uses the residence or permits the residence or premises to be used, for any purpose which the Principal considers to be improper, or conducts himself in a manner which in the opinion of the Principal is prejudicial to the maintenance of the harmonious relations with his neighbours, or of maintenance of peace or sanitation in the campus, or it is found that the employee has knowingly furnished incorrect information in any application or written statement with a view to securing the allotment, the Principal, may without prejudice to any other disciplinary action that may be taken against him.
- a) Cancel the allotment of that residence to him and
  - b) Declare him as ineligible for Institute accommodation.

Provided that where the allotment of a residence is cancelled for breach of harmonious relations with the neighbours the employee may be allotted any other residence in the Campus.

20. For the purpose of this rule 'Improper Use' shall include
- a) Unauthorised addition to/or alteration of any part of the residence or premises.
  - b) Using the residence/premises or a portion thereof for purposes other than those for which they are meant; and
  - c) Unauthorised extension from electricity and water supply and other service connections or tampering therewith.
21. Where, after the cancellation of an allotment under any of these Rules, the residence remains or has remained in the occupation or custody of an employee to whom it was allotted or of any one claiming through him, then without prejudice to any other action that may be taken against him the full standard rent under F.R.45-B, or twice the standard rent under F.R.45-A, whichever is higher, may be charged for the period of such occupation, or custody.
22. Any allotment of a residence made immediately before the commencement of these Rules, shall be deemed to be an allotment duly made under these Rules notwithstanding that the employee to whom it has been allotted is not entitled to a residence of that class under these Rules, and all preceding provisions of these Rules shall apply in relation to that allotment and that employee accordingly.

23. The allottee shall personally be responsible for theft of or any damage to, beyond fair wear and tear, the building, fixtures, furniture, sanitary, fittings, electrical installations, fencing, etc. provided therein, during the period of his occupation of the quarters.
24. The allottee shall not make any additions or alterations to the buildings or tamper with fittings or electrical installations nor make any unauthorised construction or extension to the Electric or Water Supply lines, without specific permission of the Principal.
25. No cattle or poultry shall be kept in the premises maintained in the quarters or in the compound without previous permission of the Principal.
26. The allottee shall allow the maintenance staff of the Institute or the workers of authorised contractors to have access to the quarters at all reasonable hours to inspect the building, the water supply, sanitary or electrical installations, fixtures and furniture and to carry out such normal repairs thereto as the Supervisor may consider necessary for the proper maintenance of the quarters.
27. The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and shall forthwith report to the supervisor any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary actions.
28. An application from an employee for use of a vacant residence for a period not exceeding seven days for ceremonial or religious purposes may be granted by the Principal on the applicants paying in advance the standard rent, for, such residences under F.R.45-A for the period of occupation and such service charges as may be decided by the Principal.
29. The Principal may reserve or set aside particular quarters or set of quarters for a specific purpose.
30. The household garbage should be deposited in a covered bin. On no account such garbage should be thrown in the premises, on the streets or kept exposed to the air.
31. (a) Any incidence of infections disease in the quarters must immediately be reported to the Medical Officer of the Institute, and all precautions taken to prevent the spreading of the infection.

- (b) No inflammable materials should be stored in the quarters.
- 32. If the Principal is satisfied that the operation of any of these rules may cause undue hardship in a particular case, he may dispense with or relax that rule to such extent and under such conditions as he may consider necessary, and report the same to the Board at their next meeting.
- 33. On any question of interpretation of these rules, the Principal's decision shall be final.
- 34. The Principal shall appoint a Committee, to assist and recommend the allotment of quarters as and when vacancy arises.

### AMENDMENTS BY THE BOARD

**Resolution No. 40/74 of the 14<sup>th</sup> Meeting held on 14.09.1974**

The rent of staff quarters is collected as per the provisions contained in FR 45-A as amended from time to time by Government of India.

**Resolution No.6-84/2001 dated 12<sup>th</sup> October 2001**

Existing Provisions in Staff Quarters Rules	Modified Provisions by the Board in the Staff Quarters Rules
3(vii) Supervisor means Building Supervisor/Power House Supervisor	3(vii) Supervisor means Asst. Engineer/ Jr. Engineer
3(x) The seniority of an employee for allotment of a particular type of residence counts from the date of entry into the particular post of a cadre held at the time of allotment provided that in determining the seniority, preference may be given to married staff by the Principal.	3(x) The Seniority of an employee for allotment of a particular type of residence in the teaching category counts from the date of entry into the particular post and in the non-teaching category from the date acquiring a particular basic pay, as per Govt of India orders, provided that in determining the seniority, preference may be given to married staff by the Principal.
4 Members of the staff will, subject to the availability of quarters, ordinarily be eligible for different types of accommodation according to their pay and or status as indicated in the annexure 'A'.  In the event of quarters to which a member of staff is eligible not being available, the Principal may, at his discretion allot a lower type of accommodation, not, however, lower than one class below.	4 Members of the staff will, subject to the availability of quarters, ordinarily be eligible for different types of accommodation according to their pay and or status as indicated in the annexure 'B'.  In the event of quarters to which a member of staff is eligible not being available, the Principal may, at his discretion allot a lower type of accommodation, not, however, lower than one class below.

<p>5(iv) In no case, an employee who is eligible for a particular class of accommodation shall be allotted a higher class of accommodation even if such accommodation were available.</p> <p>11 If an allottee dies, the allotment shall be cancelled with effect from the date of vacation after such death or after three months whichever is earlier. During such occupation, the rent last paid by the deceased allottee shall become payable to the Institute.</p> <p>12 If a licensee retires or resigns, the licence shall stand cancelled with effect from three months after the date of his retirement, resignation, on the date on which the residence is actually vacated, whichever is earlier.</p>	<p>5(iv) In the event of availability of higher class of accommodation being vacant due to want of demand from employee, the same may be allotted to the interested staff, who are entitled for allotment of a quarter, in the immediate lower category, on payment of enhanced licence fee in accordance with Govt. of India orders provided always that in such cases, persons drawing higher basic pay nearer to the entitled limit will be given preference in the allotment of such higher class of accommodation.</p> <p>11 In the event of death, retirement or resignation of a licensee, he/she may be permitted to occupy the quarters, for specific periods, as per Government of India orders.</p> <p>12 In the event of retires or resigns of a licensee, he/she may be permitted to retain the Quarters, for specific periods, as per Govt. of India orders.</p>
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<u>Type of Quarters &amp; Officers entitled (Annexure 'A')</u>	
1. Principal's Quarters: Head of the Institution	That all the staff quarters be classified according to the Government of India such as type 'A', 'B', 'C', 'D' & 'E'
2. Professor's Quarters: Professors, Training & Placement Officer	That one number each in the category of type 'C' presently Lecturer quarters and 'D' presently in (Asst professor quarters) be given to non teaching staff subject to eligibility.
3. Assistant Professor's Quarters: Assistant Professors	
4. Lecturers Quarters: Lecturers, Admn. Officer, ACO, Production Asst. Research Asst. Workshop Superintendent, Sr.Librarian, Programmer, Production Executive	
5. Essential Staff Quarters: Pump House Operator, Electrician (Lab Tech) Drivers, Havildar	

Resolution No. 2-85/2002 dated 02.03.2002

The allotment of Lecturer Quarters to non-teaching staff is subject to drawing a minimum pay of Rs.8,000/- and that of Assistant Professor's quarters, minimum of Rs.10,000/-.

## ANNEXURE-'B'

## STATEMENT SHOWING THE RECLASSIFICATION OF QUARTERS

Sl. No.	Type of Quarters	Living Area in sq.ms.(as prescribed by GoI)	Actual living area available in the Quarters Campus	Eligibility criteria (pay range)
1	'A' (6 Nos.)	Upto 30	36.2	Rs.2550-3049
2	'A' (4 Nos) at TTTI campus	Upto 30	26.8	Rs.2550-3049
3.	'B' (2 Nos for Essential staff)	32 to 40	37.7	Rs.3050-5499
4	'B' (1 No. for Sergeant)	32 to 40	36.4 (originally allotted area)	Rs.3050-5499
5	'B' (18 Nos)	41 to 50	43.6	Rs.3050-5499
6	'C' (14 Nos)	44 to 55	53.4	Rs.5500-8499
7	'C' (5 Nos.) Lecturer Quarters	56 to 65	61.5	1 No. to non-teaching staff subject to eligibility
8	'D' (5 Nos) Assistant Prof. Quarters	76 to 91.5	80.3	1 No. of non-teaching staff subject to eligibility
9	'E' (2 Nos) Prof. quarters New 1	Upto 106	102.3	Rs.12000-15099 (Teaching staff only)
10	'E' (4 Nos) Prof. Quarters New 2	Beyond 106	111.2	Rs.15100-18399 (Teaching staff only)
11	'E1' (4 Nos) (Independent Prof. Qrtrs)	Upto 159.5	139.8	Rs.18400-22399 (Teaching staff only)
12	'E1' (Principal's Qrtrs)	Beyond 159.5	176.9	Rs.22400-24499



## ANNEXURE-B

TECHNICAL TEACHERS TRAINING INSTITUTE  
TARAMANI P.O., CHENNAI 600 113

Qualifications in respect of Administrative and Technical/Non-Technical Staff  
(Group 'A', 'B', 'C' & 'D')

GROUP 'A'

Name of the Post with Scale of Pay V CPC	Qualification Prior to 16.12.1981	Revised Qualification w.e.f. 16.12.1981
1 TRAINING & PLACEMENT OFFICER Rs.12000-375-18000	<p>First Class Bachelor's Degree in an Engineering discipline. Minimum of 7 to 10 years of distinguished experience in teaching/training/research in an institution or University standard at Post Graduate level or in a teachers training Institute;</p> <p>(OR)</p> <p>15 years of professional experience in a Polytechnic or Engineering College out of which at least 6 years must have been at the level of a Principal or Head of Department in a polytechnic or other equivalent cadres.</p>	<p>3</p> <p>Age: 35 to 48 years</p>

1	2	3
2 SENIOR ADMINISTRATIVE OFFICER Rs.10000-325-15200	<p>Degree of a recognised university in Arts/Science/Commerce. About 15 years of experience in Administration, Accounts, Establishment and Stores/Purchases in Government/Quasi Government or Autonomous organisation preferably in Edl. Institutions, of which 7 yrs. Should be in a responsible supervisory (Admn) position; ability of preparing agenda, notes and proceedings of meetings.</p> <p>Age: Between 35 to 45.</p> <p>✓</p>	<p>Degree in Engg with a Diploma or a Certificate in Media Production (OR)</p> <p>Master's Degree in Science/Arts with Diploma/Certificate in Media Production (OR)</p> <p>Master's Degree in Science/Arts with B.Ed./B.T. having specialisation in Media Production.</p> <p>At least 6 years experience in one or more of the following areas:</p> <ul style="list-style-type: none"> <li>i) Television Programme Production</li> <li>ii) Film Programme Production</li> <li>iii) Production of AV Programmes</li> </ul> <p>Age: 30 to 45 yrs.</p>
3 PRODUCTION EXECUTIVE Rs.10000-325-15200	✓	

1	2	3
<b>4 WORKSHOP SUPERINTENDENT</b> Rs.8000-275-13500	B.E. degree in Mechanical Engg of a recognised University.  Teaching experience in an Engg College or polytechnic for a period of at least 2 years Workshop experience in an industry or any public works department workshop at least 2 years.  <u>Desirable:</u> Dip.T.T./Master's Degree	Age: Not more than 35 years  Degree in Engineering with a Diploma or a Certificate in Media Production  (OR) Master's Degree in Science/Arts with Diploma/Certificate in Media Production  Master's Degree in Science/Arts with B.Ed./B.T. having specialisation in Media Production
<b>5 PRODUCTION ASSISTANT</b> Rs.8000-275-13500		At least 2 years experience in one or more of the following areas:  i)Television Programme production ii)Film Programme Production iii)Production of Audio Visual programmes for instructional purposes (e.g.) Graphics, filmstrips, broadcasts, etc. Age: Below 35 years

1	2	3
6 RESEARCH ASSISTANT IN EDUCATION Rs.8000-275-13500	A first class Master's Degree in Education/Psychology  Research/Teaching Experience in education/educational research  Desirable: Certificate in Statistics/Computer Programming. Should have conducted/assisted educational research projects.	Age: 25 to 35 years  A first class degree in any branch of engineering (OR) A first class Diploma in any branch of engineering with Diploma in Technical Teaching.
7 RESEARCH ASSISTANT IN ENGINEERING Rs.8000-275-13500		Professional experience in the teaching of engineering subjects in Polytechnics/in engineering colleges/working in an industry/Training Departments for not less than 3 years; (OR) Professional experience in the preparation of instructional materials like drawing manuals, laboratory manuals, text books for a period not less than 3 years.  Age: 25 to 35 years

1	2	3
8 COMPUTER PROGRAMMER Rs.8000-275-13500	<p>A First Class Degree in any branch of Engg with experience in Software Development (OR)</p> <p>A First Class Master's Degree in Science or Commerce with training and experience in Computer Programming (OR)</p> <p>A First Class Degree in Science or Commerce with a Post Diploma in Computer Applications or Data Processing; (OR)</p> <p>3 years Diploma in Engg with Diploma in Computer Applications.</p>	Desirable: 1 or 2 yrs of field experience in programming and development of software packages. Age: 25 to 35 Yrs.
9 SENIOR LIBRARIAN Rs.8000-275-13500	Please see under 'Qualifications for Faculty'.	<u>Qualifications:</u> Degree with a Diploma in journalism <u>Experience:</u> About 5 yrs experience in editing, research reports/instructional material/ annual reports/journals and other Institute publications. Age: 25 to 35 years.
10 EDITOR Rs.8000-275-13500		NOTE: 1. Educational qualifications in lieu of longer experience and experience in case suitable candidates with prescribed qualifications & experiences are not available. 2. 60 per cent or above in qualifying examination will be considered equivalent to a First Class degree.



GROUP 'B'

Name of the Post with Scale of Pay V CPC	Qualification prior to 16.12.1981	Revised Qualification w.e.f. 16.12.1981
1 ACCOUNTS OFFICER (Deputation Post) Rs.7450-225-11500	2	3
2 ACCOUNTANT Rs.5500-175-9000	<p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>1. Matriculate or higher qualifications with a knowledge of book-keeping.</li> <li>2. At least 7 yrs experience in Govt. office</li> </ul> <p><u>Desirable:</u> Experience in maintenance of accounts in an educational Institution.</p> <p>Age: Below 35 years</p>	<p><u>Essential:</u> A good degree of a recognised Univ. with 10 yrs. Experience in a Government office or autonomous organisation with 3 yrs experience in a supervisory capacity in Accounts/Stores</p> <p><u>Desirable:</u> Experience in maintenance of accounts in an Educational institution/typing, book keeping Age: 35 years</p>
3 OFFICE SUPERINTENDENT Rs.5500-175-9000	<p><u>Essential:</u></p> <p>1. A Good Degree of a recognised University with 10 yrs. Experience in a Government office or autonomous organisation with 3 yrs experience in a supervisory capacity.</p> <p><u>Desirable:</u> Experience in an educational institution.</p> <p>Age: 35 to 45 yrs.</p>	<p><u>Essential:</u> A good degree of a recognised Univ. with 10 yrs experience in a Govt. office or autonomous organisation with 3 yrs experience in a supervisory capacity in office administration.</p> <p><u>Desirable:</u> Experience in an educational institution/ typing. Age: 35 years</p>

1	2	3
4 CAMERAMAN Rs.5500-175-9000	<p>a) Diploma/Degree in Cinematography from a recognised Institution</p> <p>OR</p> <p>Diploma/Degree in visual communication From a recognised institution</p> <p>b) At least 2 yrs working experience as Cameraman of which one year should be in handling professional video cameras in a recognised organisation.</p> <p>Age: Between 21-30 yrs.</p> <p>Maximum age is relaxable in respect of SC candidates upto 5 yrs.</p>	<p>a) Diploma/Degree in Cinematography from a recognised Institution</p> <p>OR</p> <p>Diploma/Degree in visual communication From a recognised institution</p> <p>b) At least 2 yrs working experience in editing of which one year should be in editing with professional video equipment in a recognised organisation.</p> <p>Age; between 21 and 30 years</p>
5 EDITOR (ETV) Rs.5500-175-9000		

1	2	3
6 SCRPT WRITER Rs. 5500-175-9000	1 Degree in Arts (Literature or Psychology/ Sociology) (or) Science from a recognised University; and Diploma in Journalism/ Visual Communication from a recognised Institute.  2 3 yrs experience in creative writing in journalism or Radio/TV/Film	Age: Below 30 years.  <u>Essential:</u> Graduate in Arts with 7 yrs experience out of which 5 yrs as Senior Stenographer. Speed in Shorthand & Typewriting at 120 & 40 w.p.m. respectively.  Matriculate or equivalent with eligibility for college course, speed in Shorthand & Typewriting at 120 & 40 wpm. respectively.
7 SR. P.A. TO PRINCIPAL Rs.6500-200-10500	10 yrs experience as Stenographer out of which 5 years as Senior Stenographer. <u>Desirable:</u> Graduate in Arts. Age: 35 yrs.	

1	2	3
8 ENGINEERING ASSISTANT Rs.5500-175-9000	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. A degree in Electronics or Telecom of a recognised Univ. or equivalent; OR A Diploma in Electronics/Telecom Engg.</li> <li>2. One year actual working experience in the case of degree holders or 5 yrs of experience in the case of dip. holders in the field of Electronics</li> </ol> <p><u>Desirable:</u></p> <p>A sound knowledge of maintenance &amp; fault finding of various electronic equipments.</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> <li>1. A degree in Electronics or Telecom of a recognised Univ. or equivalent OR A Diploma in Electronics/Telecom Engg.</li> <li>2. 1 yr actual working exp. in the case of degree holders or 5 yrs exp. in the case of Dip. holders in the field of Electronics.</li> </ol> <p><u>Desirable:</u></p> <p>A sound knowledge of maintenance &amp; fault finding of various electronic equipments.</p> <p>Specialisation or actual working exp. in the field of television preferred.</p> <p>Age: Below 35 yrs.</p>

GROUP 'C'

Name of the post with scale of pay V CPC	Qualification prior to 16.12.1981	Revised Qualification w.e.f. 16.12.1981
1	2	3
1 SENIOR DRAUGHTSMAN Rs.5000-150-8000	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>Must possess a Diploma in Mech Engg (3 yrs Course) of the State Board of Tech Edn or its equivalent.</li> <li>Must possess practical experience in preparation of Drg. &amp; Design for a period of not less than 5 yrs in any Central/State/Semi Govt organisation/Industry</li> </ol> <p><u>Desirable:</u></p> <p>Knowledge of ISI specifications for drg. &amp; knowledge of operation and maintenance of drafting &amp; duplicating equipment. Ability to prepare illustrative drawing from sketches.</p> <p>Age: Not more than 35 yrs.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>3 Yrs. Diploma in the relevant field with 3 years practical experience; or</li> <li>2 Yrs. Diploma in the relevant field with 5 yrs practical working experience; or</li> <li>National Trade Cert/National Apprenticeship Cert. From ITI with 7 yrs. Working experience in the relevant field.</li> </ol> <p><u>Desirable:</u></p> <p>Knowledge of ISI specifications for drawing and Knowledge of operation &amp; maintenance of drafting &amp; duplicating equipment. Ability to prepare illustrative drawing from sketches</p> <p>Age: Not more than 35 yrs.</p>
2 JUNIOR ENGINEER (CIVIL & ELEC) Rs.4500-125-7000	<ol style="list-style-type: none"> <li>Must possess a Diploma in Civil/Electrical Engg of the State Bd of Tech. Edn. &amp; Trg or a recognised and appd. Diploma.</li> <li>Must possess practical experience in supervision and maintenance of Bldgs/Power House for a period of not less than 5 yrs.</li> </ol> <p>Age: Not more than 35 yrs (relaxable in the case of Candidates who are exceptionally qualified.)</p>	<ol style="list-style-type: none"> <li>Must possess a diploma in Civil/Elec Engg of the State Bd of Tech Edn &amp; Trg or a recognised and appd. Diploma.</li> <li>Must possess practical experience in supervision and maintenance of Bldgs/Power House for a period of not less than 5 yrs.</li> </ol> <p>Age: Not more than 35 yrs.</p>

1	2	3
3 ASSISTANT Rs.4500-125-7000	<p><u>Essential:</u></p> <p>1 Graduate of a recognised Univ with 5 yrs experience out of which at least 3 yrs as UDC; OR Matriculate or equivalent with eligibility for college course with 7 yrs total experience out of which at least 4 yrs in the post of UDC or equivalent post.</p> <p><u>Desirable:</u> Experience in an Educational Institution</p> <p>Age: 35 yrs.</p>	<p><u>Essential:</u></p> <p>Graduate of a recognised Univ. with 5 yrs experience in a govt Office or autonomous organisation out of which at least 3 yrs as UDC; or Matriculate or equivalent with eligibility for college course with 10 yrs total experience in Govt offices or autonomous organisations out of which at least 5 yrs in the post of UDC or equivalent.</p> <p><u>Desirable:</u></p> <p>Experience in an Educational Institution.</p> <p>Age: 35 yrs.</p>
4 SENIOR AUDITOR (on deputation) Rs.4500-125-7000		
5 LIBRARIAN Rs.4500-125-7000	<p>A degree in Science of any recognised Univ &amp; a Diploma in Library Science or B.Lib.Science</p> <p>Age: Below 35 years</p>	<p>A degree in Science of any recognised Univ. &amp; a Diploma in Library Science or B.Lib.Science with 2 yrs experience</p> <p>Age: Below 35 yrs.</p>

<u>1</u>	<u>2</u>	<u>3</u>
<b>6 JR. DRAUGHTSMAN</b> Rs.4500-125-7000	<p>1. Must possess a Diploma in Civil, Mech. or Elec. Engg of the State Board of Tech Edn and Training or a recognised appd. Diploma &amp;</p> <p>2. Must possess practical experience in the preparation of drawing and design for a period of not less than 1 year in a Drawing Office, Dept or Institute</p>	<u>Essential:</u> <p>1. Must possess a Diploma in Engg of the State Board of Tech Edn with 2 yrs experience or National Trade Certificate from ITI with 5 yrs experience.</p> <p><u>Desirable:</u></p> <p>Practical experience in the preparation of drg. &amp; Design in a Drg. Office, Dept or Institution.</p>
<b>7 HINDI TRANSLATOR</b> Rs.4500-125-7000	Age: Below 30 yrs.	<p>Age: Below 30 yrs.</p> <p>a) Graduate of a recognised University with Hindi &amp; English as elective subjects.</p> <p>b) 2 yrs. Experience as Translator in Govt. office or autonomous organisation (OR)</p> <p>Matriculate or equivalent with eligibility for college course with 6 yrs. Experience in Govt Office/ Autonomous Organisation as Translator</p>
<b>8 CONSOLE OPERATOR</b> Rs.4500-125-7000		<p>Age:</p> <p>3yr Diploma in Electronics Elecl Engg with the knowledge of Computer, Elecns and Micro Processor (OR) B.Sc. Graduate with training and experience in Computer operation (OR) 3yrs Diploma in Computer Science and Engg Appln. <u>Desirable:</u></p> <p>Post Diploma in Data Processing or Diploma in Computer Application</p>

1	2	3
9 COMPUTER TECHNICIAN Rs.4500-125-7000	<p>Knowledge of typing with a minimum of 30 wpm</p> <p>Age: Below 35 yrs.</p> <ol style="list-style-type: none"> <li>1. 3 yrs Diploma in Elecns/Elec1 Engg with a knowledge of Digital Electronics and Micro Processor (OR)</li> <li>2. 2 yrs. Diploma in Elecns with one year practical experience in service and maintenance; (OR)</li> <li>3. 3 yrs. Diploma in Computer Science Engg. (OR)</li> <li>4. National Trade Certificate or National Apprenticeship Certificate from ITI/CTI in the field of Computer</li> </ol> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>1. Experience in servicing and maintenance of Electrical equipments and Computer system.</li> <li>2. Knowledge of Computer programming</li> <li>3. Post Diploma in Data Processing</li> </ol> <p>Age: Below 35 yrs.</p>	<p>Should have passed Matriculation or equivalent examination with diploma in Fine or Commercial or from a recognised Institution with English as a language or as medium of instruction. 3 yrs of working experience in the preparation of visual lettering and creative graphic work in media.</p>
10 GRAPHIC ASSISTANT Rs.4500-125-7000		

1	2	3
11 JR. ELECTRONICS TECHNICIAN Rs.4500-125-7000	<p><u>Desirable:</u></p> <p>Candidate who have taken Science/Engg subjects at Higher Secondary/College level will be given preference.</p> <p>Age: Below 30 yrs.</p> <p>A diploma in Elec Engg with experience in Electronics field for 3 yrs; OR B.Sc. (with Physics main &amp; Cert. in Diploma in Radio Engg) &amp; experience in the electronics field for 5 yrs. OR Studied upto SSLC and experience in Electronics field for 10 yrs. Preferably in an Elecn Lab. of an Institute.</p> <p><u>Desirable:</u></p> <p>Diploma in Technical Teaching</p> <p>Age: Below 35 yrs.</p>	<p><u>Desirable:</u></p> <p>A diploma in Elec Engg with experience in Electronics field for 3 yrs. OR B.Sc. (with Physics main &amp; Cert./Diploma in Radio Engg) &amp; experience in the Electronics field for 5 yrs. or National Trade Cert from ITI with 7 yrs experience; OR Studied upto SSLC and experience in Electronics field for 10 yrs preferably in an Electronics Lab. of an Institution.</p> <p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. 3 yrs. Diploma in the relevant field with 3 yrs. practical experience; or</li> <li>2. 2 yrs. Diploma in the relevant field with 5 yrs. practical working experience 'OR'</li> <li>3. National Trade Cert/National Apprenticeship Cert from ITI with 7 yrs working experience in the relevant field; OR</li> <li>4. School Leaving Cert. Or equivalent with 10 yrs. Practical experience in operation and handling of works in the relevant field.</li> </ol>
12 TECHNICIAN GR.I Rs.4500-125-7000		

1	2	3
		<u>Desirable:</u> Experience in fabrication of Instructional Aids & Maintenance of Edl equipments in Technical institutions/Trg. establishments. Age: 35 yrs.
13 STENOGRAPHER GR.I Rs.5000-150-8000	<u>Essential:</u> 1. Matriculate, Speed in Shorthand and Typewriting at 120 & 40 w.p.m. respectively 2. Five years experience as Stenographer Age: 35 yrs.	<u>Essential:</u> Matriculate or equivalent with eligibility for college Course, speed in Shorthand & Typewriting at 120 & 40 w.p.m. respectively. 7 yrs. experience as Stenographer <u>Desirable:</u> Graduate in Arts; Age: 35 yrs.
14 PHARMACIST Rs.4500-125-7000	1. SSLC or Matriculate or equivalent 2. Diploma in Pharmacy with practical experience in the working of a Pharmacy Council for a period of 5 yrs. Age: Below 35 yrs.	1. SSLC or equivalent 2. Diploma in Pharmacy with practical experience in the working of a Pharmacy Council for a period of 10 yrs. Age Below 45 yrs.
15 TECHNICIAN GR.II Rs.4000-100-6000		<u>Essential:</u> 1. National Trade Cert/National Apprenticeship Cert. from ITI with 5 yrs. working experience in the relevant fields; OR 2. School Leaving Cert or equivalent with 7 yrs experience in operation & handling of works in the relevant fields. <u>Desirable:</u> Exp. in fabrication of Instructional Aids and Maintenance of Educational equipments in Technical Institutions/Trg. Establishments. Age: 30 yrs.

1	2	3
<b>16 SERGEANT</b> Rs.4000-100-6000	<u>Essential:</u> <p>1. A pass in SSLC with 5 yrs experience as Sergeant in any Edl Institution or in Watch &amp; Ward work of an Instt/undertaking with proven integrity.</p> <p>2. A good physique</p> <u>Desirable:</u> <p>Ex-Serviceman with good record.</p> <p>Age: Below 35 yrs. (relaxable in the case of Ex-Serviceman)</p>	<u>Essential:</u> <p>1. A pass in SSLC OR equivalent with 5 yrs. experience as Sergeant in any Edl. Instns or in Watch -Ward work of an Instt/undertaking with proven integrity.</p> <p>2. A good physique</p> <u>Desirable:</u> <p>Ex.Serviceman with good record.</p> <p>Age: Below 35 yrs. (relaxable in the case of Ex-Serviceman</p>
<b>17 STEWARD</b> Rs.4000-100-6000		<u>Essential:</u> <p>SSLC or its equivalent with fluency in English language.</p> <p>At least 2 yrs experience in a recognised Hostel or Catering establishment of repute Guest House of Govt/Autonomous organisation with sound knowledge of House Keeping and catering arrangements.</p> <u>Desirable:</u> <p>Experience in maintenance of stores, stock and office accounts and supervision of kitchen and other staff.</p> <p>Age: Below 25 yrs.</p>
<b>18 JUNIOR AUDITOR</b> Rs.4000-100-6000		On deputation

1	2	3
<b>19 UPPER DIVN CLERK Rs.4000-100-6000</b>	<p><u>Essential</u></p> <p>1 Graudate of a recognised Univ. with 2 years experience in a Govt/Non-Govt. Office; (OR) Matriculate or equivalent with eligibility for college course with 5 yrs. experience in Govt./non-Govt. office.</p> <p><u>Desirable:</u> Experience in an Educational Institution</p> <p>Age: 30 years.</p>	<p><u>Essential</u> Graduate of a recognised Univ. with 2 years of experience in a Govt. office or autonomous organisation; (OR) Matriculate or equivalent with eligibility for college course with 6 yrs. experience in Govt office or autonomous organisation.</p> <p><u>Desirable:</u> Experience in an Edl Institution/Typing.</p> <p>Age: 30 years.</p>
<b>20 STENOGRAPHER GR.II Rs.4000-100-6000</b>	<p><u>Essential:</u></p> <p>1 Matriculate, with speed in Shorthand &amp; Typing at 100 and 40 wpm respectively</p> <p>2 Two years experience as Stenographer/ Steno-Typist</p> <p>Age: Below 25 yrs.</p>	<p><u>Essential:</u> 1 Matriculate, speed in shorthand &amp; typewriting at 100 and 40 wpm respectively.</p> <p>Two yrs. experience as Stenographer/Steno-Typist.</p> <p><u>Desirable:</u> Graduate in Arts. Age: 25 yrs.</p>

1	2	3
21 LDC/LDC-CUM-TYPIST /TYPIST-CUM-LDC/ LDC-CUM-TYPIST- CUM-STOREKEEPER/ TELEPHONE OPERATOR Rs.3050-75-3950-80-4590	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. Matriculate or equivalent with eligibility for college course.</li> <li>2. Knowledge of typewriting with minimum speed of 30 wpm.</li> </ol> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>1. Graduate of Recognised University.</li> <li>2. Experience in working in a Govt. Office or autonomous organisation for not less than a year.</li> </ol> <p>One year experience in operating PABX Telephone Exchange in the case of Telephone Operator.</p> <p>Age: Below 25 yrs.</p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> <li>1. Matriculate or equivalent with eligibility for college course.</li> <li>2. Knowledge of typewriting with minimum speed of 30 wpm.</li> </ol> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>1. Graduate of Recognised University.</li> <li>2. Experience in working in a Govt. office or autonomous organisation for not less than a year.</li> </ol> <p>One year experience in operating PABX Telephone Exchange in the case of Telephone Operator.</p> <p>Age: Below 25 years.</p>
22 STORES CLERK Rs. 3050-75-3950-80- 4590	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. Studied upto SSLC</li> <li>2. a) Must have previous experience in a Hostel (for students) for not less than 4 yrs. in the purchase of Groceries, perishables and other commodities.</li> </ol> <p>b) Must have experience in the maintenance of stock. Should possess sound knowledge of catering arrangements.</p> <p>Age: Below 35 yrs.</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. Matriculate or equivalent with eligibility for college course.</li> <li>3. Knowledge of typewriting with a minimum speed of 30 wpm.</li> </ol> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> <li>1. Graduate of Recognised Univ.</li> <li>2. Experience in working in a Govt. Office or autonomous organisation for not less than a year.</li> </ol> <p>Age: Below 25 years.</p>

1	2	3
23 TECHNICIAN GR.III Rs.3050-4590	<p>(Qualifications for LV &amp; HV Drivers are as follows)</p> <p>Studied upto 8<sup>th</sup> Standard - Must possess Heavy vehicle driving licence - Should have a minimum of 7 yrs experience.</p> <p>The scale of pay for HV Driver is: Rs.1150-25-1500</p>	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. National Trade Cert/National Apprenticeship Cert from ITI with 2 yrs working exp. in the relevant field; or</li> <li>2. School Leaving Cert or equivalent with 5 yrs.. practical working exp. in operation &amp; handling of works in the relevant field; or</li> <li>3. Studied up to School Leaving Cert or equivalent or equivalent with 7 yrs practical working exp. in operation and handling works in the relevant field</li> </ol> <p><u>Desirable:</u></p> <p>Experience in fabrication of instructional Aids and Maintenance of Edl equipments in Tech. Institutions/ Training establishments.</p> <p>Age: Below 25 yrs.</p>

1	2	3
24 HINDI TYPIST Rs.3050-4590	<p><u>Essential:</u> Matriculate or equivalent with eligibility for college Course. Typewriting in Hindi 30 w.p.m.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>a) Graduate of recognised Univ.</li> <li>b) Experience in working in a govt Office or Autonomous organisation for less than a year.</li> </ul> <p>Age: Below 25 yrs.</p>	
25 SR. DUPLICATING OPERATOR Rs.3050-4590	<p>Passed III form. Should know maintenance and operation of the Duplicating Machine</p> <p>Age: below 25 yrs.</p>	<p>Must have studied upto X Std. Should know maintenance &amp; Operation of the Duplicating Machine with 5 yrs experience. Should know cycling.</p> <p>Age: Below 25 yrs.</p>

GROUP D'

Name of the Post with Scale of Pay	Qualification Prior to 16.12.1981	Revised Qualification w.e.f. 16.12.1981
1 Duplicating Operator Rs.2650-65-3300-70-4000	Passed III form. Should know maintenance and operation of the Duplicating Machine  Age: Below 25 yrs.	Must have studied upto X Std. Should know maintenance and operation of the duplicating machine with 2 yrs. experience. Should know cycling.  Age: below 25 yrs.
2 LIBRARY ATTENDER Rs.2650-65-3300-70-4000	Must have studied upto IX std. Should know cycling Good handwriting and some experience in a similar capacity in a library  Age: Below 25 yrs.	Must have studied upto X Std. Should know cycling. Good handwriting and 2 yrs experience  Age: Below 25 yrs.
3 ATTENDER Rs.2610-60-3150-65-3540	<u>Essential:</u> III Form or VIII Std. Passed and should know Cycling <u>Desirable:</u> Should be conversant with the works in Engg Colleges or Polytechnics or any Technical Institutions.  Age: Below 25 year.	<u>Essential:</u> Studied upto X Std with 2 yrs experience in Offices. Should know cycling. <u>Desirable:</u> Should be conversant with the works in Engg Colleges or Polytechnics or any Technical Institutions.  Age: Below 25 yrs.

1	2	3
4 DAFTRY Rs. 2610-60-3150-65-3540	<u>Essential:</u> III Form or VIII Std. Passed and should know Cycling. <u>Desirable:</u> Should be conversant with the works in Engg Colleges or Polytechnics or any Technical Institutes. Age: 25 years.	<u>Essential:</u> Studied upto X Std with 2 yrs experience in Offices. Should know cycling. <u>Desirable:</u> Should be conversant with the works in Engg Colleges or Polytechnics or any Technical Institutes. Age: Below 25 yrs.
5 PEON Rs.2550-55-2660-60-3200	<u>Essential:</u> III Form or VIII Std passed and should know Cycling. <u>Desirable:</u> Some previous experience in Govt or Quasi Govt Offices or organisations. Age: Below 25 yrs.	<u>Essential:</u> Studied upto X Std. Should know cycling. One year experience in Office/Institution Age: Below 25 yrs.
6 SWEEPER Rs. 2550-55-2660-60-3200	<u>Essential:</u> Knowledge of cycling. Literacy in English preferably studied upto III Form or VIII Std. Age: Below 25 yrs.	<u>Essential:</u> Studied upto V Std. Should know cycling. One year experience in Office/Institution. Age: Below 25 yrs.
7 CLEANER Rs. 2550-55-2660-60-3200	<u>Essential:</u> III Form passed or equivalent. Experience for a Period of 3 yrs. in the labs of a recognised Engg. institution or in an industrial undertaking. Age: Below 25 years.	<u>Essential:</u> Studied upto X Std. Should know cycling. One year experience in office/institution Age : Below 25 yrs.
8 MALLI Rs. 2550-55-2660-60-3200	<u>Essential:</u> Must be literate and should have about 5 yrs experience in the maintenance of Garden Age: Below 25 yrs.	<u>Essential:</u> Studied upto V Std. Should know cycling. One year experience in Office/Institution. Age: below 25 yrs.

1	2	3
9 WATCHMAN Rs. 2550-55-26660-60-3200	Must be able to speak and understand the regional language and English. Age: Below 30 yrs.	Studied upto X Std. Should know cycling. One year experience in Office/Institution Age: below 25 yrs.
10 BEARER Rs. 2550-55-26660-60-3200	<p><u>Essential:</u></p> <ol style="list-style-type: none"> <li>1. Studied upto VIIth std. Ability to understand English and speak, read and write Hindi or any one of the Regional languages.</li> <li>2. Ability to cook vegetarian and non-vegetarian dishes.</li> </ol> <p><u>Desirable:</u></p> <p>Experience on similar jobs for at least 3 yrs. Age: Below 30 yrs.</p>	<p>Studied upto V Std.</p> <p>Should know cycling. One year experience in Office/Institution.</p> <p>Age: below 25 yrs.</p>
11 WARDBOY Rs. 2550-55-26660-60-3200	-do-	-do-

NOTE: 1) Posts will be reserved to SC/ST and handicapped as per norms prescribed by the Government.  
 2) Ex-Servicemen will be preferred where necessary.  
 3) Persons appointed earlier with the then existing qualifications and experience will also be considered for departmental promotion and selection grade posts relaxing qualification in lieu of longer experience.

ANNEXURE - C

CHANNEL OF PROMOTIONS IN RESPECT OF TECHNICAL/NON-TECHNICAL/ADMINISTRATIVE STAFF (CLASS C & D)  
CHART SHOWING CHANNEL OF PROMOTION FOR CLERICAL STAFF

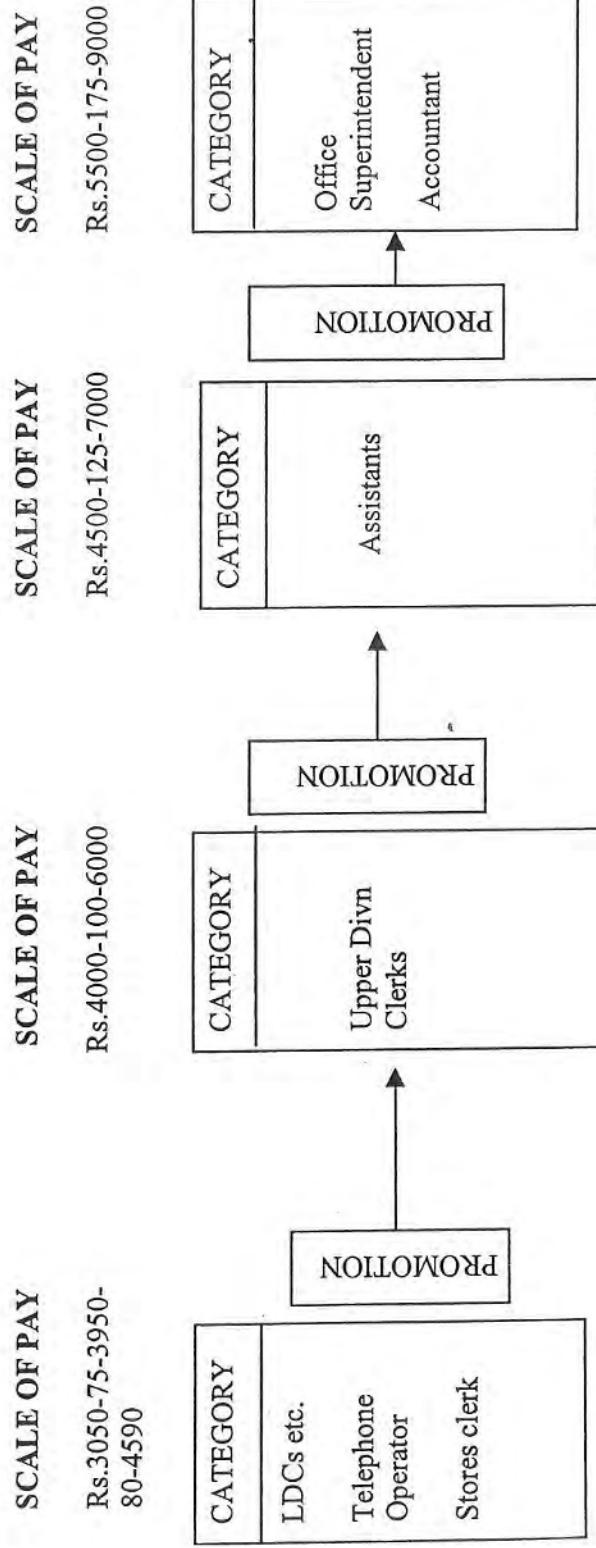
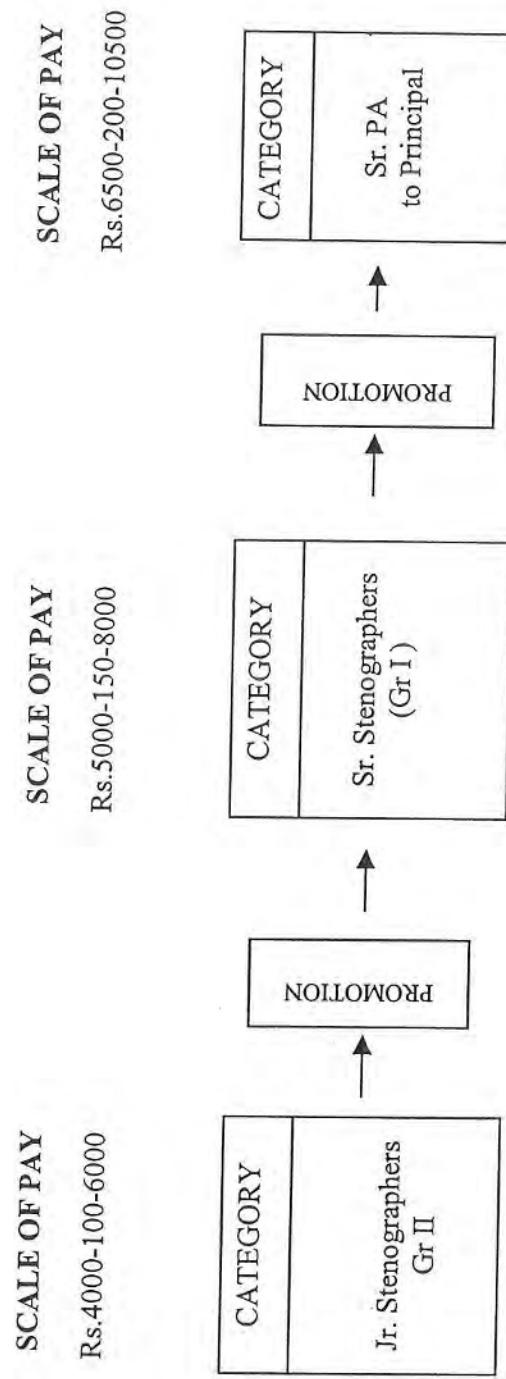


CHART SHOWING CHANNEL OF PROMOTION FOR STENOGRAPHERS



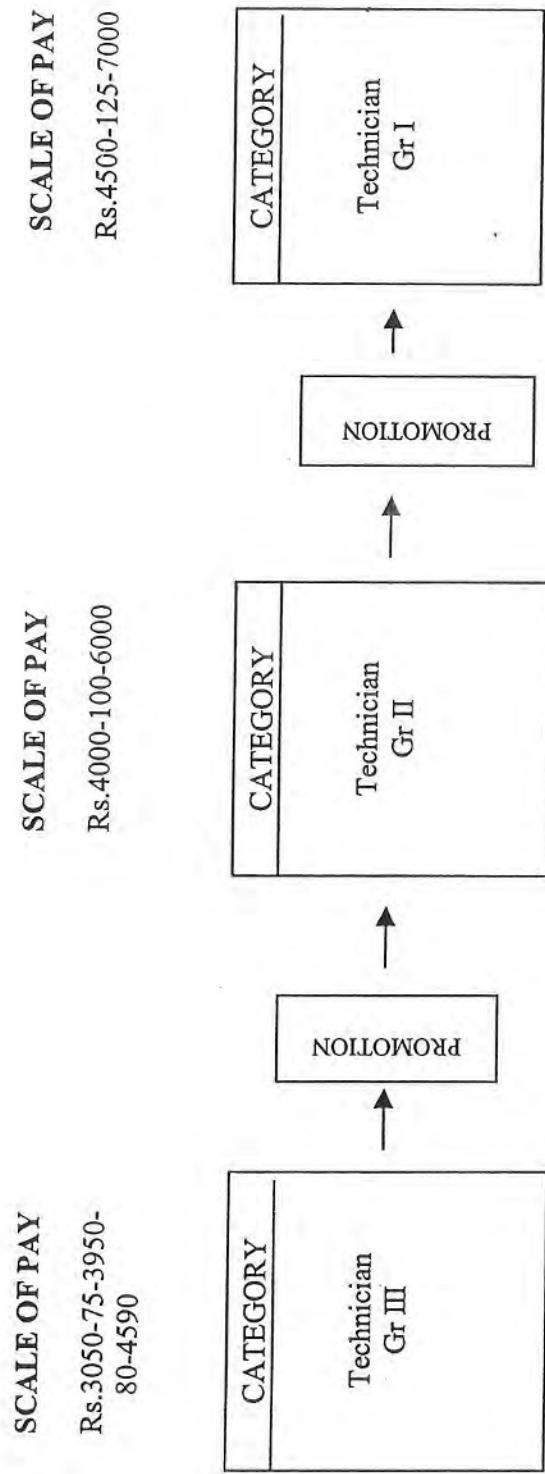
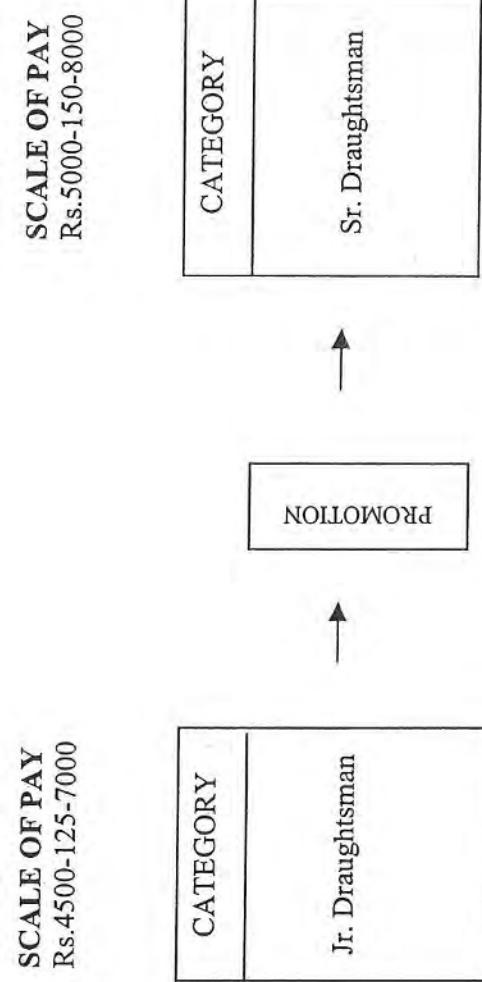
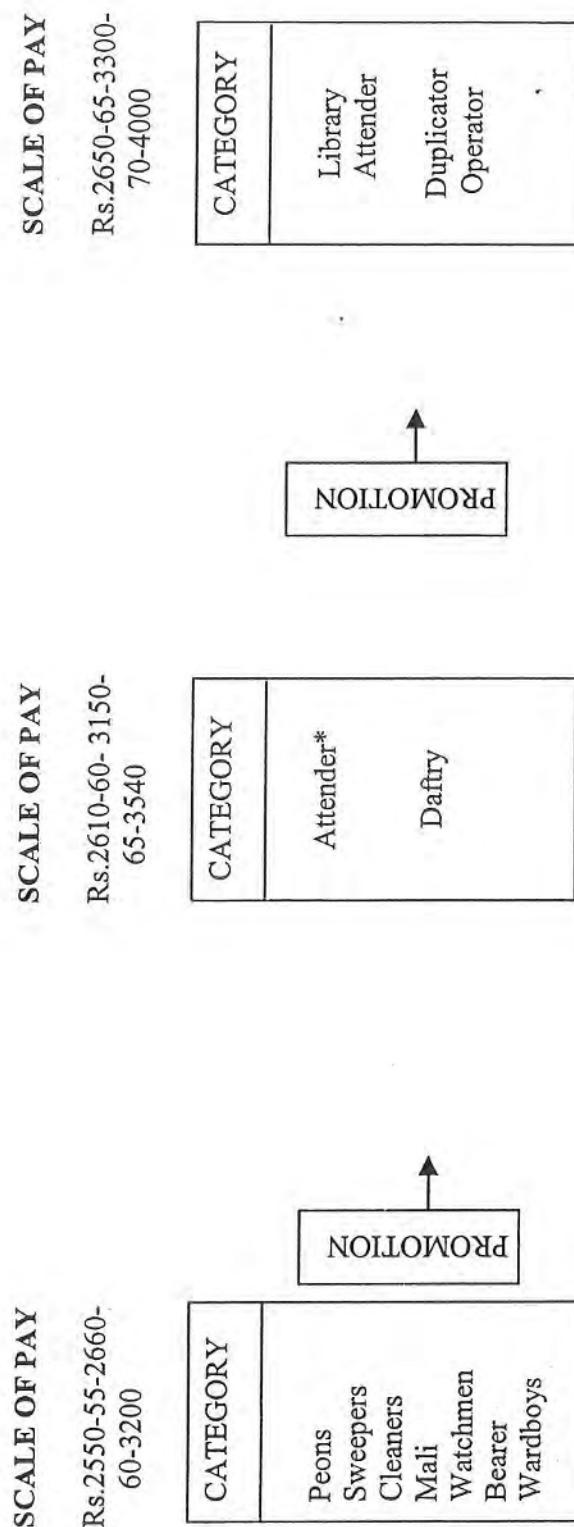
**CHART SHOWING CHANNEL OF PROMOTION FOR TECHNICIAN**

CHART SHOWING CHANNEL OF PROMOTION FOR DRAUGHTSMAN



**CHART SHOWING CHANNEL OF PROMOTION FOR CLASS 'D' POSTS**



- Since abolished vide Ministry of Human Resource Development, Department of Education Letter No.F.6-2/87-T.1 dated 11.5.1988

**ANNEXURE - D****Qualifications, Experience etc. prescribed for Teaching Posts and Sr. Librarian**

<u>Sl. No.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>Age</u>
01	<b>PRINCIPAL</b>	<b>Rs.18400-500-22400 (Minimum Rs.19,400/-)</b>	<b>Preferably below 50 Yrs</b>

**1. Essential Qualifications and Experience:**

- a. Ph. D with I class degree at Bachelor's or Master's level in Engineering/Technology  
OR  
Ph D degree with I class M Sc in appropriate branch in Humanities and Sciences.

**Note:**

Candidates from Industry/Profession with recognized professional work of high standard recognized at National/International level equivalent to Doctorate would also be eligible.

- b. Minimum of 10 yrs of experience in teaching/research in an Engineering or Technological Institution of University standard at Post Graduate level or in a TTI, out of which at least 5 years must be as a Professor.

OR

15 years of teaching experience in polytechnic out of which at least 10 yrs must have been at the level of Principal/Head of Department/equivalent cadre of which at least 5 years must have been at the level of Principal.

- c. Specialised knowledge and experience in one or more areas related to Educational Research, Educational Management, Management Information Systems.

**2. Desirable Experience**

Professional training in Technical teacher education and administrative experience.

<u>Sl. No.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>Age</u>
02	<b>PROFESSOR</b>	<b>Rs.16400-450-20900</b>	<b>35-48 Years</b>

**Qualifications:**

1. Ph.D. degree with first class degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology.

**Experience:**

10 Years experience in Teaching/Industry/Research out of which 5 years must be at the level of Assistant Professor and/or equivalent.

Candidates from Industry/Profession with Master's degree in Engineering/Technology and with professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 10 years experience of which atleast 5 years should be at a Senior Level comparable to that of an Assistant Professor would also be eligible.

**NOTE:**

*If a class/division is not awarded at BE/ME/Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a grade point system is adopted the CGPA will be converted into equivalent marks.*

*In the discipline of Computer Science/Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/or Master's Level in the appropriate branch", a first class Master's Degree in Computer Science Engineering/Technology together with first class Bachelor's Degree in any area of Engineering/Technology will be acceptable.*

<u>Sl. No.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>Age</u>
03	<b>ASSISTANT PROFESSOR</b>	Rs.12000-420-18300	30-45 Years

**Qualifications:**

1. Ph.D. degree with the first class Degree at Bachelor's or Master's level in the appropriate branch of Engineering/Technology.

**Experience:**

3 Years experience in Teaching/Industry/Research at the level of Lecturer or equivalent.

Candidates from Industry/Profession with First Class Bachelor's degree in the appropriate branch of Engineering /Technology or First Class Master's Degree in the appropriate branch of Engineering/Technology and

Professional work which is significant and can be recognized as equivalent to Ph.D. degree and with 5 years experience would also be eligible.

**NOTE:**

*If a class/division is not awarded at BE/ME/Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a grade point system is adopted the CGPA will be converted into equivalent marks.*

*In the discipline of Computer Science/Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/or Master's Level in the appropriate branch", a first class Master's Degree in Computer Science Engineering/Technology together with first class Bachelor's Degree in any area of Engineering/Technology will be acceptable.*

<u>Sl. No.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>Age</u>
04	LECTURER	Rs.8000-275-13500	21-30 Years

**Qualifications:**

First Class Bachelor's degree in the appropriate branch of Engineering /Technology  
OR  
First Class Master's Degree in the appropriate branch of Engineering/Technology.

**Experience:**

No minimum requirement

**NOTE:**

*If a class/division is not awarded at BE/ME/Equivalent Degree, a minimum of 60% marks in aggregate shall be considered equivalent to first class division. If a grade point system is adopted the CGPA will be converted into equivalent marks.*

*In the discipline of Computer Science/Engineering/Technology, in lieu of the "First Class degree at Bachelor's and/or Master's Level in the appropriate branch", a first class Master's Degree in Computer Science Engineering/Technology together with first class Bachelor's Degree in any area of Engineering/Technology will be acceptable.*

<u>Sl. No.</u>	<u>Designation</u>	<u>Scale of Pay</u>	<u>Age</u>
05	SR. LIBRARIAN	Rs.8000-275-13500	25-35 Years

**Qualifications:**

1. Master's degree in Library Science/Information Science documentation with at least 55% of the marks or its equivalent CGPA and consistently good academic record.
2. At least 13 years as a Deputy Librarian in a University Library or 18 years' experience as a College Librarian.
3. Evidence of innovative library service and organization of published work.

**Desirable:**

M.Phil/Ph.D. degree in Library  
archives and manuscript-keeping.      Science/Information Science/documentation or

To be incorporated

✓ Establishment & director such as  
Free arts  
Telephone  
Mobile