

4. The policy is applicable up to the Level 9 for employees (other than permanent research staff, academic associates and research staff).
5. The cut-off date for consideration is June 30th of every year, the date on which the appraisal is done. So the period for consideration is July 1 to June 30.
6. The Promotion Exercise for staff will be conducted once in a year after receiving all Performance Appraisal forms, normally between September - October.
7. In the case of professional and technical positions or other post present or to be created in the future, which requires specific professional qualification and/or technical skills the same will be filled up with employees who possess such professional qualification or skill or technical competence. For recruitment and promotions to such posts preference weightages, as and when permissible, for an internal candidate shall be evolved, and the SEDC will finalize the criteria.

3. SOME IMPORTANT COMMON PROMOTION PARAMETERS FOR STAFF PROMOTIONS:

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

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

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

Merit Score for the year= Performance Appraisal Score/10

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

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

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

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

4. Others:

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

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

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

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

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

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

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

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

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

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

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

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

4. Financial upgradation under the scheme shall be allowed in the immediate next higher level pay in the hierarchy of revised levels as per the policy of the Institute.
5. Financial upgradation would be on non-functional basis (i.e. Group D employee is categorised as Group D only) subject to eligibility and within the Group.
6. As such there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the level has got higher pay under the Scheme. If the senior employee remains on LWP or/and does not enhance the education qualification, then possible that a junior employee may get an advantage compared to a senior employee.
7. Following are the existing Level change in the Institute for Group D employees:

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

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

1. **Methodology:** Written Test and Interview.
2. **Eligibility:** Group D employee of IIMA,
 - i. with minimum graduation from a recognised university at the time of review,
 - ii. minimum service of 5 years,
 - iii. with “**very good**” remarks in the Performance Evaluation Reports during last five years.
 - iv. fulfilling all other financial upgradation/ promotion criteria.
3. **Syllabus:** The syllabus of the written test may be as follows:

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

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

4. **Agency for Training:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.
5. **Agency for Test:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.
6. The criteria for promotion recommendation are as follows:

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

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

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

8. **ScoreCard:** The scorecard for each eligible candidate, will be prepared based on criteria and eligibility score.
9. **Select list / Merit list:** The Select list / Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the clerical cadre, it will be announced to the shortlisted candidates and they can appear for an interview before the selection committee.
10. **Selection Committee:** The selection committee will consist following:

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

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

- 11. Validity of Score:** The score will be valid for two years.
- 12. Others:** If vacancy could not be filled up with promotion process, the Institute can fill up the same by inviting open applications through advertisement.

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

GENERAL POINTS:

- a. An employee obtaining a certain level of the score as enumerated hereafter in this policy becomes eligible for regular promotion.
- b. This promotion policy shall be reviewed every three years.
- c. Regular promotion under this policy covers all the staff cadre.
- d. All the important promotion parameters for promotions mentioned at point 3 is applicable.
- e. The criteria for promotion recommendation are as follows:

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

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

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

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

- 1. Methodology:** Written Test and Interview.
- 2. Eligibility:** Group C employee of IIMA,
 - i. with minimum graduation from a recognised university,
 - ii. with minimum service period of five (5) years,

- iii. working in Level 4 or Level 5,
 - iv. with “**very good**” remarks in the Performance Evaluation Reports during last five years.
 - v. fulfilling all other financial upgradation/ promotion criteria.
3. **Syllabus:** The syllabus of the written test may be as follows:

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

- Note:** The syllabus may be changed from time to time, depending on the Institutional requirement.
4. **Agency for Training:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such training.
5. **Agency for Test:** HR Department may select as per the standard procedure in consultation with SEDC. It may be a third party agency having sufficient experience of conducting such a test.
6. The criteria for promotion recommendation may be as follows:

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

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

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

8. **Score Card:** The scorecard for each eligible candidate, who has cleared IIMA systems and procedure section, will be prepared as per serial no. 6.
9. **Merit list:** The Merit list shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the supervisor cadre, it will be announced to the eligible candidates and they can appear for an interview before the selection committee.
10. **Selection Committee:** The selection committee will consist following:
 - Chairperson, SEDC or member of SEDC nominated by him/her
 - Chairperson of related Area/ Group / Centre (where vacancy exists) or his/her representative not below Manager level.
 - CAO/CFO
 - Associate Vice President-HR
 - Department Head/Assistant Manager where vacancy exist

The selection committee shall suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, selection committee may also see the category wise promotion criteria.
11. **Validity of Score:** The score will be valid for two years.
12. **Others:** Employees taking the test may be allowed to take two days of leave for preparation of the test with the prior approval of the respective supervisor. If the vacancy could not be filled up with the promotion process, the Institute can fill up the same by inviting open applications through advertisement.

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

1. All-important promotion parameters for promotions mentioned at point 3 and all the general points mentioned at point 6 are applicable.
2. Following are the levels for Group B employees with minimum years of service for promotion to the next level:

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

3. One increment may be given to the eligible employees who have completed five years in the same GP and fit for the promotion but retiring before the completion of next review cycle, following the due process as hitherto.
4. Those employees who were in GP: 4400 and placed in Level 7 at the time of implementation of 7th CPC, will be eligible for promotion to Level 8 on completion of 5 years from the date of promotion in GP: 4400.

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

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

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

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

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

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

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

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

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

8. **Score Card:** The scorecard for each eligible candidate, will be prepared by the CAO Office/ HR Department.
9. **Merit list:** The Merit List shall be prepared based on the above conditions and put up for the approval of the Director. As and when a vacancy arises in the Manager cadre, it will be announced to the eligible candidates and they can appear for an interview before the selection committee.
10. SEDC will recommend a select list to OEDC.
11. **Tentative Selection Committee:** The selection committee will consist following:
 - Chairperson, OEDC
 - Dean (Programmes)
 - Dean (Faculty)
 - CAO/CFO
 - Chairperson of the related area/group/centre where a vacancy exists, or his/her representative not below Assistant General Manager
 The selection committee may suggest promotion based on the fitment of the candidate on the vacant position. While giving suggestions for promotion, the selection committee may also see the category wise promotion criteria.
12. **Validity of Score:** The score will be valid for two years.
13. **Others:** If the vacancy could not be filled up with the promotion process, the Institute can fill up the same by inviting open applications through advertisement.

CHAPTER 9

INSURANCE

GROUP SAVINGS LINKED INSURANCE SCHEME

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

1. DEFINITIONS:

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

- i) "The Employer" shall mean Indian Institute of Management Ahmedabad.
- ii) "The corporation" shall mean the Life Insurance Corporation of India established under Section 3 of the Life Insurance Corporation Act, 1956.
- iii) "The Scheme" shall mean The Group Savings Linked Insurance Scheme.
- iv) "The Rules" shall mean the Rules of the Scheme as set out below and as amended from time to time.
- v) "The Member" shall mean the particular employee of the Institute who has been admitted to the benefits under the Scheme.
- vi) "Entry Date" shall mean (a) in relation to the members admitted to the Scheme on the date of commencement, the said date of commencement and (b) in relation to new members to be admitted to the Scheme after commencement date, the Annual Renewal Date which is coincident with or immediately follows the date on which they become eligible.
- vii) "Annual Renewal Date" shall mean in relation to the Scheme the 20th day of September and the 20th day of September in each subsequent year.
- viii) "Terminal date" shall mean in respect of a member the date on which he/she retires/ quits from the services of the Institute.
- ix) "The assurance" shall mean, in relation to a member, the person or persons who has/ have been appointed by him/her in terms of these Rules to receive the benefits under the Scheme in the event of his death whilst being insured.
- x) "The Beneficiary" shall mean, in relation to a Member, the person or persons who has/ have been appointed by him/her in terms of these Rules to receive the benefits under the Scheme in the event of his death whilst being insured.

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

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

3. ELIGIBILITY:

- a) Regular employees who are aged not less than 18 years and not more than 60 years for administrative staff and not more than 65 for Faculty shall be eligible to join the Scheme.
- b) No member shall withdraw from the Scheme while he/she is still an eligible employee satisfying the conditions of eligibility described above.

4. EVIDENCE OF AGE:

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

5. EVIDENCE OF HEALTH:

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

6. CONTRIBUTIONS:

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

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

- ii) The Employer shall recover the contribution in respect of all the members from their salaries and remit the same in full to the Corporation for providing benefits as per the rules. The remittances should include the contributions pertaining to those employees from whom recoveries could not be made for one reason or other.
- iii) A part of the contribution as may be fixed by the corporation from year to year expressed as a uniform average amount per member for each category, shall be

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

- iv) The Corporation reserves the right to review the monthly proportion of premium rate to be appropriated towards insurance cover and towards savings portion on the basis of death claim experience at the interval of two years.
- v) In the event of a change of category of Member from one category to another, his/her contribution shall be refixed from the next Annual Renewal Date of the Scheme to the level appropriate to the category to which he/she belongs. Until the next Annual Renewal Date, the Member shall continue to be covered for insurance for the same amount for which he/she was eligible before such change.
- vi) The Employer shall maintain a regular account of the monthly premium amount credited to the savings account of each employee admitted to the scheme with interest accrued thereon. However, consolidated account of amount credited to savings account of all employees admitted to the scheme will be furnished by the Corporation every year after close of the year.

7. BENEFITS:

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

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

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

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

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

8. TERMINATION OF MEMBERSHIP:

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

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

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

9. RESTRAINT ON ANTICIPATION OR ENCUMBRANCE:

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

10. MASTER POLICY:

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

11. APPOINTMENT OF BENEFICIARY:

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

12. AMENDMENT OR DISCONTINUANCE OF SCHEME:

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

DEPOSIT-LINKED INSURANCE SCHEME

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

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

- a. The balance at the credit of such subscriber shall not at any time during the three years preceding the month of death has fallen below the limits of -
 - i. Rs. 25,000 for a subscriber in GP of Rs. 4800 or more, in case of GPF and in case of CPF Rs. 12,000 if the subscriber has held for greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 4,000 or more;
 - ii. Rs. 15,000 for a subscriber in GP of Rs. 4200 or more but less than Rs. 4800, in case of GPF and in case of CPF Rs. 7,500 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 2,900 to Rs. 3,999;
 - iii. Rs. 10,000 for a subscriber in GP of Rs. 1400 or more but less than Rs. 4200, in case of GPF and in case of CPF Rs. 4,500 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is Rs. 1,151 to Rs. 2,899;

- iv. Rs. 6,000 for a subscriber in GP of less than Rs. 1400 in case of GPF and in case of CPF Rs. 3,000 if the subscriber has held for the greater part of the aforesaid three years a post, the maximum of the pay scale of which is below Rs. 1,151;
- b. The additional amount will be equal to the average balance in the account during 36 months preceding the month of death, subject to a maximum of Rs. 60000, in the case of GPF subscribers and Rs. 30000 for CPF. The maximum limit is to be applied after arriving at an average of 36 months and not at every stage.
- c. The balance for March every year and for the last month of the three-year period will be inclusive of interest.
- d. In the case of CPF, 'balance' and 'average balance' would mean only the employee's subscription and interest thereon.
- e. Payment will be made by Accounts Manager (Head of Office in the case of Group 'D') without formal sanction and in whole rupees, with the fraction being rounded to the nearest rupee.
- f. In the case of persons appointed on tenure basis/re-employed pensioners, service rendered from the date of appointment/re-employment, as the case may be, only will count.
- g. Admissible on death after the working hours of the last working day but before 12 midnight as this will be treated as "death while in service".
- h. In the case of missing employees, payment can be made to the nominee/legal heirs after expiry of a period of seven years following the month of disappearance of the subscriber on the production of proper proof of death or a Decree of the Court that the employee shall be presumed to be dead.
- i. The subscriber has put in at least five years of service as on the date of his death.

GROUP PERSONAL ACCIDENT INSURANCE SCHEME:

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

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

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

GROUP MEDICLAIM INSURANCE SCHEME (EMPLOYEES POLICY)

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

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

Faculty & Managers	Rs.5 lakh
Group B staff	Rs.4 lakh
Group C & D staff	Rs.3 lakh
3. The benefit of the scheme can be availed on payment basis when the employee is on leave without pay for a year or more.
4. With this scheme, the Institute would discontinue reimbursement of hospitalization expenses of employees and dependents who come under the ambit of this scheme.
The scheme is 'cashless' and expenses would be settled directly by the insurance company's third-party administrator, (TPA).
5. The TPA will provide cards to all employees and their dependents who are covered under this scheme.
6. Dependent children will cease to be members of the scheme as and when they attain the age of 25 or get married or get employed, whichever is earlier.
7. The TPA has many recognized hospitals in all major cities across the country. The Institute's medical officers will provide guidance on hospitals covered under the scheme.
8. Minimum 24 hours' hospitalization is a requirement for coverage under this scheme. 60 days' pre-hospitalization, as well as 90 days' post-hospitalization expenses, are covered under the scheme. The consulting fee/cost of medicine/laboratory charges etc. for the initial 60 days will be reimbursed by the TPA if the disease for which the expenses were incurred requires hospitalization of the patient.
9. However,
 - A. This 24-hour hospitalization requirement will not apply for the following treatments taken in the TPA recognised hospitals where the Insured is discharged on the same day.
 - Hemodialysis
 - Parenteral Chemotherapy
 - Radiotherapy
 - Eye Surgery
 - Lithotripsy (kidney stone removal)
 - Tonsillectomy
 - D & C
 - Dental surgery following an accident

- Hysterectomy
 - Coronary Angioplasty
 - Coronary Angiography
 - Surgery of Gall bladder, Pancreas and bile duct
 - Surgery of Hernia
 - Surgery of Hydrocele
 - Surgery of Prostate
 - Gastrointestinal Surgery
 - Genital Surgery
 - Surgery of Nose
 - Surgery of Throat
 - Surgery of Appendix
 - Surgery of Urinary System
 - Treatment of fractures / dislocation excluding hair line fracture, Contracture releases and minor reconstructive procedures of limbs which otherwise require hospitalization.
 - Arthroscopic Knee surgery
 - Laparoscopic therapeutic surgeries
 - Any surgery under General Anesthesia
 - Or any such disease/procedure agreed by TPA/Company before treatment
- (A) Further if the treatment/procedure/surgeries of above diseases are carried out in Networked specialised Day Care Centre which is fully equipped with advanced technology and specialised infrastructure where the Insured is discharged on the same day, the requirement of minimum beds will be overlooked provided the following conditions are met:
- i. The operation theatre is fully equipped for the surgical operation required in respect of sickness/ailment/ injury covered under the policy. Day care nursing staff is fully qualified.
 - ii. The doctors performing the surgery or procedure as well as post-operative attending doctors are also fully qualified for the specific surgery/procedure.
- (B) This condition of minimum 24 hours hospitalization is not applied provided:
- i. The treatment is such that it necessitates hospitalization and the procedure involves specialised infrastructural facilities available only in hospitals,

BUT

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

AND/OR

Surgical procedure involved has to be done under General Anesthesia.

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

11. The GMIS policy will not cover the expenses related to Maternity.
12. Some Hospitals are not covered under Medi-claim (Health) Policies being serviced by the public sector Non-Life Insurance Co. Ltd. (TPA & Non TPA Policies), the list is available with HR department
13. TPA has fixed up a capping for different diseases in consultation with hospitals, which is reproduced below:

Sr. No	Surgery	Maximum Limit Allow (Per Illness in INR)
1	Cataract (Per Eye)	30000 per Eye
2	Hysterectomy	70,000
3	Cholecystectomy	70,000
4	Angiography (CAG)	20,000
5	Angioplasty (PTCA) Excluding Cost of "STENT". Cost of "STENT" on Actuals.	1,10,000
6	Coronary Artery Bypass (CABG)	1,80,000
7	THR	2,30,000
8	TKR	2,50,000
9	Appendectomy	60,000
10	Piles/Haemorrhoidectomy	50,000
11	Hernia – Any type	60,000
12	Fistulectomy	50,000
13	Prostate removal (TURP / Laser)	80,000
14	Lithotripsy (ESWL)	30,000
15	PCNL (Unilateral)	70,000
16	URS	60,000

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

GROUP MEDICLAIM INSURANCE SCHEME (PARENTS POLICY)

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

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

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

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

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

Following are the features of additional top-up coverage:

1. The entire additional premium has to be paid by the employee. It will be deducted in two equal instalments.
2. The additional top-up coverage will be triggered once the existing coverage is exhausted.
3. It will have the same terms and conditions as per the existing policy.
4. The additional top-up coverage will be extended only to family members covered under the existing mediclaim policy.
5. Wherever there is a cap in existing policy for any illness, it will continue.
6. Wherever the coverage amount depends on the sum insured, it will be on existing coverage (For e.g. cap on room rent is 1.5% of sum insured. Here sum insured will be the existing sum insured).
7. The TPA for claim settlement for additional top-up coverage will be as agreed between the Insurance company and the Institute.

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

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

Group	Existing Coverage under GMIS (In Rs.)	Additional Top-up coverage (In Rs.)
Faculty/Group A & B	200000	300000
		500000
		1000000
Group C & D	100000	300000
		500000
		1000000

Following are the features of additional top-up coverage:

1. The entire additional premium has to be paid by the employee. It will be deducted in two equal instalments.
2. The additional top-up coverage will be triggered once the existing coverage is exhausted.
3. It will have the same terms and condition as per the existing policy.
4. The additional top-up coverage will be extended only to family members covered under the existing mediclaim policy.
5. Wherever there is a cap in existing policy for any illness, it will continue.
6. Wherever the coverage amount depends on the sum insured, it will be on existing coverage (For eg. cap on room rent is 1.5% of sum insured. Here sum insured will be the existing sum insured).
7. The TPA for claim settlement for additional top-up coverage will be as agreed between the Insurance company and the Institute.

GROUP TERM INSURANCE POLICY

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

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

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

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

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

GSLIS CLAIM FORM "B"

- 01 Name of the Master Holder: **Indian Institute of Management**
Vastrapur, Ahmedabad 380 015
- 02 Master Policy No. **GSLI 600668** Date of commencement: **20 Sept 1992**
- 03 Name of the employee: _____
- 04 Employee code: LIC ID No.: _____ Emp.No.: _____ Category _____
- 05 Date of birth: _____ Date of joining service: _____
- 06 Date of joining Scheme: **20.09.92** Category _____ Date of death: _____
- 07 Amt of life insurance cover on the date of death: _____
- 08 Amt of monthly contribution: _____ (inclusive of addl premium for the double accident benefit)
- 09 Was the member actively at work on the entry date _____ in to the scheme ?

If there has been any change in the monthly contribution during his membership indicate the date of change and the revised contribution	Insurance cover and monthly contributions revised with effect from 20.09.2003
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- 11 Amount of last monthly contribution: _____
- 12 Due date of payment of the last monthly contribution: _____
- 13 Date on which the last contribution was paid: _____
- 14 Are there any gaps in premium? _____
- 15 Cause of death: _____
- 16 Nature of proof of death: _____
- 17 Was the member in the service of the employer on the date of death ? _____
- 18 Addl. information in case death has taken place within three years of joining the scheme

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

Dated at Ahmedabad this _____

Witness:

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

MEDICAL FACILITY

1. MEDICAL FACILITIES ON THE CAMPUS

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

Monday to Friday (MBBS)	08:00 AM to 5:45 PM	
Saturday and Sundays(MBBS)	09:00 AM to 11:00 AM	
Public Holidays	Closed	
Gynaecologists	Tuesday	4:00 PM to 5:00 PM
	Thursday	5:00 PM to 6:00 PM
	Friday	4:00 PM to 5:00 PM
	Saturday	9:30 AM to 10:30 AM
Nephrologist and Hypertension Specialist	Tuesday Evening	By Appointment

During Vacation days

Monday to Friday	09.00 AM to 05.00 PM
Saturday	09.00 AM to 11.00 AM
Sunday & Public Holidays	Closed

- 1.3 If the nature of the illness is such that an employee or his dependent family member is unable to visit the dispensary, the doctors can be called at home.
- 1.4 Doctors may also refer a patient to a hospital or to an expert if the situation so warrants.
- 1.5 The medical expense which are not covered under Institute's Group Medical Insurance Scheme will be reimbursed by the Institute, subject to the Institute's norms.
- 1.6 The employee or his dependent family member can also take treatment in any of the empaneled hospital.

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

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

Regular Doctors at IIMA Dispensary (Extn.4777)

Sr. No	Doctor Name	Degree	Doctor Timing in Dispensary (Mon to Fri)	Mobile No.
1	Dr. Nandlal Maheshwari	Physician (M.B.B.S)	9.30 AM to 5.45 PM	8511106965 / 7046403765
2	Dr. Smruti Thakkar	Physician (M.B.B.S)	8.00 AM to 12.30 Noon	9354771714

Visiting Doctors at Dispensary

Sr.No	Doctor Name	Degree	Visiting Timing	Mobile no
1	Dr. Usha Patel	Gynecologist	Thursday - 5.00 PM to 5.45 PM Saturday - 9.30 AM to 10.30 AM	9898141715
2	Dr. Chaitasi Shah	Gynecologist	Tuesday & Friday 4.00 PM to 5.00 PM	9662022070
3	Dr. Manoj Gumber	Nephrology and Hypertension Specialist	By Appointment	9879511234

Dispensary Timing

Monday to Friday	8.00 AM to 5.45 PM
Saturday & Sunday	9.00 AM to 11.00 AM
Public Holiday	Closed

Laboratory/Diagnosis/Pharmacy

Sr. No.	Name & Link	Services	Address	Landmark	Contact Number	Remarks
1	Kadamb Diagnostics	<ul style="list-style-type: none"> • All Radiology • Diagnostic Services 	L 13, 132 Feet Ring Rd, Swatantra Senani -2,Near Akhbarnagar Circle, Nava Vadaj, Ahmedabad- 380013	Akhbarnagar	9016906003	
2	Sadbhav Imaging Centre	<ul style="list-style-type: none"> • Radiology Services 	Government Ladies Hostel, Ground Shaival Plaza, Sheth Mangaldas Rd, behind Gujarat College, Ellisbridge, Ahmedabad, Gujarat 380006	Ellisbridge	9227450457 9979355209	
3	Neuberg Supratech Laboratories	<ul style="list-style-type: none"> • All Pathology Services 	Neuberg Supratech, Ground Floor, Kedar Building, Opp. Krupa petrol Pump Parimal garden, Ahmedabad	Parimal garden	9662473545 (Mr. Bhavesh)	Availability at Dispensary (Mon to Fri) 8.00 AM to 8.00 PM

Sr. No.	Name & Link	Services	Address	Landmark	Contact Number	Remarks
4	Paras Medical Store	• Pharmacy	I/5,Janvishram Society,B/H Sahajanand College Ambawadi, Ahmedabad.	Ambawadi	7096789666	(Mon to Sat) 9am to 9.30pm (Sunday) 9am to 12.30noon
5	Planet Health Pharmacy	• Pharmacy	D-11, Old Campus, beside Dispensary.	IIMA	079-26300770 9510970471	(Mon to Sun) 8.00 AM to 11.00 PM
On Panel Hospital						
Sr. No.	Name	Services	Address	Landmark	Contact Number	Remarks
1	Sal Hospital & Medical Institute	All OPD Facility	Opp. Doordarshan Kendra, Drive In Road, Ahmedabad.	Drive In Road	9925195610	https://salhospital.com
2	Aartham Multi Super Specialty Hospital	<ul style="list-style-type: none"> • All OPD Consultation • Physiotherapy • X-ray • Gynaecological services (Incl. LSCS) 	Opp. Government Polytechnic, L-Colony, Near Panjarapole Cross Road, Ambawadi, Ahmedabad- 380006	Ambawadi	079-26306401 079-26306406	
3	Aditya Orthopaedic Hospital	<ul style="list-style-type: none"> • Orthopedic • Physiotherapy • X-ray • OPD Facility 	201/202, Aditya Plaza, Jodhpur Road, Satellite, Ahmedabad - 380015,	Satellite	079-29297979 079-26926565 9909024605	
4	Shivam Orthopaedic Hospital	<ul style="list-style-type: none"> • Orthopedic • Physiotherapy • X-ray • OPD Facility 	Shivam Orthopaedic Hospital 2, Chaitanya Society, Opp. IIM New Gate Vastrapur	Vastrapur	9825020120 9428595302 26301986	
On Panel Doctors						
Sr. No.	Specialist	Doctor's Name & Link	Address	Landmark	Contact No.	Time Mon To Fri
1	ENT	Dr. Mihir Mehta	Aashwi ENT Hospital 25 Sumangalam Society Opp. Drive in theatre , Drive in road Ahmedabad	Drive in road	9825647693 9979891672	10 to 12.30 Pm 5 pm to 7.30 pm
2	ENT	Dr. Rajeev Jha	Babul ENT hospital,204-205 Shyamak complex, B/H Kamdhenu Complex, Opp Sahajanand College Polytechnic	Opp Sahajanand College	9825067727 26301421	12pm to 2pm 5pm to 7pm
1	PHYSICIAN	Dr. Kashyap Nanawati	Nanawati Hospital health care, Haash Complex, Shyamal Manekbag road, Near Himali Tower Kenyug cross road, Satellite.	Satellite	9426518016 26740909	5.30 to 7.30 pm

2	PHYSICIAN	Dr. Vishal Mehta	Shop no.2, Neeldeep Complex, Lad Society Road, Vastrapur	Vastrapur	9824035522 26754886	11am to 2pm 6 to 8.30 pm
3	PHYSICIAN	Dr. Devang H. Shah	13, Shalimar Complex Mahalaxmi Five Road, Paldi Ahmedabad 380007	Paldi	9825457857 26608179	10.30 to 5pm
4	PHYSICIAN	Dr. Vinay Bhomiya	Near, 1, Uday Park Society, Sunrise Park Road, Vastrapur, Ahmedabad, Gujarat 380015	Vastrapur	9825007385 26306431	11 am to 2 pm 8 pm To 10 pm
1	PEDIATRICIAN	Dr. Pramod Shah	Niramay Hospital 158, 1st floor, Ellisbridge, Shopping Center Opp.Townhall.	Ellisbridge	9824014553 26604607	1 to 2.30pm 5 to 7 pm
2	PEDIATRICIAN	Dr. Parthiv Shah	2nd Floor, Himalaya Complex, Lad Society Road, Nehru Park Cross Road, Vastrapur	Vastrapur	9825154746 26741049	11 to 1.30pm 6 to 8.30pm
3	PEDIATRICIAN	Dr. Kirit S. Mod	Shivam Children Hospital 28/1, Shivam, Opp. Polytechnic Opp. Polytechnic, Ambawadi	Amawadi	9824041708 26301854	10.30 to 1.30pm 6.30 to 8.30pm
1	OPHTHALMOLOGIST	Dr. Tejas Shah	G-B,Devang Park Nr. Polytechnic Ambawadi, Landmark Nr.Panjarapole Cross Road	Amawadi	9824028464 9624896248	11 to 7.30pm
2	OPHTHALMOLOGIST	Dr. Sanjay Gandhi	C-1, Shivani Apartment B/H Sahajanand College Swami Bhushvani Road Panjarapol, Ambaaadi	Amawadi	26305000 9978543706	9 to 10.30am 5 to 7pm
3	OPHTHALMOLOGIST	Dr. Shaileen Parikh	3rd Eye Clinic 2,Jatin Bungalow,Behind Pride Hotel,Opp.Patel park,Fire Station Lane, Judges Bangalow Road, Bodakdev Ahmedabad 380054	Bodakdev	40008281 26842333	9.30am to 6.30pm
1	SKIN SPECIALISTS	Dr.Rupa Shah	G-B,Devang Park Nr.Polytechnic Ambavadi,Landmark, Nr.Panjarapole Cross Road	Amawadi	9824253202 9624896248	11 to 4pm
2	SKIN SPECIALISTS	Dr. Aniruddh Vyas	2/C, Gold Coin Complex Jodhpur Cross Road, Satellite Ahmedabad 15	Satellite	9825258538 26749590	6 to 8pm
1	PSYCHIATRIST	Dr. Rajesh Maniyar	GIPS,1st Floor, DEV Complex, On Parimal Garden Cross Road, Ambawadi, Ellisbridge, Ahmedabad	Amawadi	9824011933 8448108108	11am to 4pm
1	GENERAL SURGERY	Dr. Ramesh Gandhi	1st Floor, Silver Arcade Ellisbridge, Near Town Hall Ellisbridge	Ellisbridge	9327011201 26583428	12 to 2pm 6 to 8pm
1	GYNECOLOGIST	Dr.Usha Patel	Avtaran Nursing Home,In Front of Page One Hotel, Lad Society, Sandesh Press Road, Bodakdev.	Bodakdev	9898141715 7567358822	3 to 5 pm

2	GYNECOLOGIST	Dr.Chaitasi Shah	Shreem Maternity Clinic Opp.Vivaan Hospital,Beside Indus Bank,Mansi Circle Vastrapur	Vastrapur	9662022070 26747064	11 to 1pm 6.30 to 8pm
3	GYNECOLOGIST	Dr. Bindu Shah	Sarla Nursing Home Nehrungar Char Rasta, near Panch Mahadev Mandir, SM Road Ahmedabad.	Nehrungar	9825303037 26302460, 26300775	
1	UROLOGIST	Dr.Kartik J.Shah	Rinon Urosurgical Hospital 203,Sigma icon-1 Opp.Medilink Hospital Nr.Shyamal Cross road 132ft Ring road,Satellite Ahmedabad-15	Satellite	6355493429 48990203	12pm to 2pm 6.30To 8.30pm

2. MEDICAL EMERGENCIES

- 2.1 In a medical emergency where Institute doctors could not be contacted, an employee can consult any of the doctors identified for the purpose or doctor of his/her choice. The employee should report such cases to the Institute doctor the very next day and be guided by his/her advice.
- 2.2 The Institute vehicle, if available, can be utilized for taking a patient to a hospital in medical emergencies.
- 2.3 Medicines prescribed by Institute doctors or against prescriptions by other doctors duly countersigned by an Institute doctor can be bought without cash payment from the chemist identified by the Institute.

3. REIMBURSEMENT OF MEDICINES

- 3.1 Only medicines which are not included in the government of India's list of inadmissible medicines will be reimbursed. Ayurvedic medicines will be reimbursed, provided they are prescribed by the RMO of the Akhandanand Ayurvedic hospital and purchased preferably from Ayurvedic Bhavan, Opp. Income Tax Office, Ahmedabad or from the shops suggested by the RMO. For reimbursement of medical expenses, the employees are required to submit their claims in the prescribed form, with all the details including cash memos, prescriptions etc. and duly certified by the Institute doctor or by RMO of Civil/s/ Akhandanand Ayurvedic Hospital, as the case may be.
- 3.2 Payments are made on a monthly basis.

4. REIMBURSEMENT OF CONSULTANCY FEES:

- 4.1 The revised consultancy fees and rates are as follows:

Sr. No	Name	Rate
1	Consultation	600
2	Follow up	400
3	ECG	225
4	TMT	2000
5	Echo	2000

Sr. No	Name	Rate
6	Super Specialist	1000
7	Super Specialist Follow Up	800
8	Sonography	1200

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

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

For services outside the campus, in addition to above the phlebotomist visiting charges will be applicable. The phlebotomist is available at the dispensary from 8:00 a.m. to 8:00 p.m. during weekdays for sample collection and providing the report/s.

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

The Institute will follow the guidelines given below:

- 5.1 The employees of the Institute may opt for treatment under the Indian system of medicines but only through Government/Municipal hospitals and dispensaries.
- 5.2 When an employee or his/her dependent is suffering from a disease for a prolonged period and has been advised treatment under Ayurveda/ Siddha/Unani he should write to the Chief Administrative Officer, who may in turn request the Institute Medical Officer for a proper evaluation of the case and advice. The Medical Officer may allow the request and also advise the Chief Administrative Officer accordingly.

- 5.3 Employees will be allowed to pursue one system of medicine at any point in time.
- 5.4 Employees who are allowed to opt for the Indian system of medicine have to consult doctors located in Ahmedabad who are preferably attached to the Civil Hospital/ VS Hospital/ Akhandanand/any Trust hospital. In case doctors attached to these hospitals are not available, employees can consult registered medical practitioners of such a system. In case such doctors are not available in Ahmedabad, employees may opt to consult doctors of their own choice with the permission of the CAO.
- 5.5 Reimbursement of consulting fee of such doctors will not exceed the reimbursement fixed for allopathic doctors.
- 5.6 Medicines prescribed by doctors should be purchased from Ahmedabad only. Cash memos should be supported by a Certificate from the shop giving the name of the manufacturer and the price list of the manufacturer. The cost of non-reimbursable medicines will be borne by the employee.
- 5.7 Doctors in attendance of the Indian system of medicine should issue a certificate specifying the medical problem of the employee and the medication prescribed for the disease.
- 5.8 If the consultation and purchase of medicine are made outside Ahmedabad, the Institute doctor, subject to provision contained in para (7) will certify for reimbursement. In case it is done in Ahmedabad, the Medical Officer in Attendance will certify the reimbursement claim, along with his own certificate.

भारतीय प्रबंध संस्थान, अहमदाबाद

Indian Institute of Management, Ahmedabad

चिकित्सा व्ययों की प्रतिपूर्ति के लिए बिल / Bill for Reimbursement of Medical Expenses

कर्मचारी का नाम Name of Employee		कर्मचारी कूट Empl. Code				
रोगी का नाम Name of Patient		सम्बन्ध Relationship				
1. चिकित्सकीय और नैदानिक व्यय Professional & Diagnostic Expense	व्यय का स्वरूप Nature of Expenditure	रसीद/बिल Receipt/Bill संख्या/No.	दिनांक/Date	डाक्टर/डिस्पेन्सरी/प्रयोगशाला Doctor/Disp./Laboratory	राशि / Amount रु.Rs. पै.Ps.	
	1. एक्सरे/प्रयोगशाला परीक्षण Xray / Lab. Test					
	2. विशेषज्ञ का परामर्श Specialist Consultation					
	3. आपरेशन व्यय Operation Charges					
	4. आवास (खाने के खर्चों को छोड़कर/मिलाकर) Accommodation (Exl. / Incl. diet charges)					
	5. अन्य प्रभार Any Other Charges				कुल राशि 'A' Total Amount A	
2. दवाइयाँ (प्रति हस्ताक्षरित बिल संलग्न करें) Medicines (Counter Signed Bill to be enclosed)	दिनांक Date	वस्तु Item	राशि / Amount रु.Rs. पै.Ps.	दिनांक Date	वस्तु Item	राशि / Amount रु.Rs. पै.Ps.
					राशि अग्रेनीत Amount Brought forward	
3. डाक्टर का प्रमाणपत्र Doctor's Certificate	अग्रेनीत उप-योग Sub. Total-carried over				कुल राशि ख Total Amount B	
	रोगी रोग से पीड़ित था Patient suffered from				मैं प्रमाणित करता हूँ कि उपरोक्त विवरण सही हैं, और जिस व्यक्ति के लिए उपरोक्त व्यय किए गए हैं, वह पूर्णतया मेरे ऊपर आधिकृत है। I Certify that the details given above are true and that the person for whom the above medical expenses are incurred, is wholly dependent on me.	
5. मूलान के लिए ग्राहिकरण Payment Authorisation	तारीख Date	से From	तक To	दावे की राशि क+ख का योग Amt. claimed Total of A+B	रु.Rs.	
	मैं प्रमाणित करता हूँ कि परामर्श/प्रयोगशाला परीक्षण/दवाइयों जैसा कि ऊपर दावा किया गया है, रोगी के इलाज के लिए आवश्यक थे और रोगी के निवास पर दिया गया परामर्श/इन्जेक्शन के सम्बन्ध में, रोगी की शालत इन्होंने गंभीर थी कि अपने घर में रहने के लिए बाध्य था। I Certify that the consultation/laboratory tests/medicines as claimed above were essential for the treatment of the patient, and that in respect of consultation/injections given at the residence of the patient, the condition of the patient was so serious that he/she was compelled to be confined to his/her residence.				संलग्न बिलों की संख्या No. of Bills enclosed	दावे की तारीख Date of Claim
4. कर्मचारी के लिए विवरण Employee's Declaration						
कर्मचारी के हस्ताक्षर Signature of Employee						
चेक/नकद द्वारा _____ रुपये की धनराशि प्राप्त की। Rece'd. sum of Rs. _____ by cheque/cash.						
6 राशि Receipt						
जो लागू न हो उसे काट दें / Strike whichever is not applicable P 3602 J						
मार्गदर्शन के लिए कृपया पन्नेकी दूसरी ओर पलटें Please turn overleaf for guidelines						
हस्ताक्षर/Signature						

NOTES

1. The bill should be certified by the civil surgeon of Civil Hospital, Ahmedabad; R.M.O. of V.S. Hospital, Ahmedabad; or any other doctor authorised by these hospitals for the purpose, who is not an honorary doctor; or the Institute doctor.
2. Only the cost of medicines not included in the list of inadmissible medicines as prescribed by the Government of India from time to time would be reimbursed by the institute.
3. Medical expenses incurred by the members or their families in Govt. hospital outside Ahmedabad are also reimbursable provided the request for reimbursement is accompanied with a certificate from the hospital that the treatment was taken there. Such certificate should not have been issued by an honorary doctor.
4. Medical expenses incurred under the Ayurvedic/Homeopathic systems are reimbursable, only if the treatment is taken in a recognised hospital and the expenses are certified by the authorised doctor of such hospital. Only the cost of medicines allowed under the Central Govt. Medical Attendance Rules, will be reimbursed.
5. Diet charges are not reimbursable.
6. Cash memos should be countersigned by the doctor signing the certificate.
7. Prescription should be shown to the Institute Doctor on demand and should as far as possible be attached to the bill.
8. Medical expenses must be claimed within six months of incurring them.

CHAPTER 11

ALLOWANCE & BENEFITS

DOMESTIC TRAVEL

SANCTION

A prior sanction is required for any travel (crossing the city limits while on duty). The sanctioning authorities are as follows:

Travel By	Sanctioning Authority
1. Faculty	: Director/Dean
2. RA/ AA	: 1) Project Coordinator/Faculty/ Area Chair with whom the staff works & 2) Dean (P) for AA/Dean (F) for RA
3. Administrative Staff	: 1) Head of the Department & 2) Chief Administrative Officer & 3) Director for international travel
<ul style="list-style-type: none">For obtaining travel sanction, a travel request form is prescribed (in pink colour for Faculty & Administrative Staff and in yellow colour for Research Staff).Any deviation in proposed travel plan concerning Dates / Mode of Travel / Class of Travel / Stay / Head of Account etc. requires a revised travel sanction by the same sanctioning authority.In the absence of travel request form duly approved by sanctioning authority, no travel claim including air booking / train booking by agencies will be allowed.	

MODE AND CLASS OF TRAVEL

Designation	Air	Rail	Road
Faculty	Economy Class	AC 1-class	Taxi / Autorickshaw /Public Bus including AC Bus
Officers and above	--do--	AC 1-class	--do--
Supervisory Staff	--do--	AC 2-tier class	--do--
Below Supervisory Staff & AAs / RAs	NA	First class/ AC 3-tier/ AC Chair Car	Autorickshaw /Any public bus except AC Bus

- In the case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- In case travel by own car prior approval by the sanctioning authority of travel by road using own vehicle is required and the rate of reimbursement per kilometer travel would be as per the prevailing rates approved by the Institute. If a person travels by own car without prior approval in the travel request form, then the entitled class rail fare for the said travel will be reimbursed.
- If a person travels by a higher class (without prior approval in the travel request form) than the one for which he/she is eligible, will be reimbursed only fare for the entitled class.

DAILY ALLOWANCE (D.A.)

Designation	Entitlement for Actual claims supported by Bills/ Receipts			Rates of D.A. without actual bills / receipts**
	Hotel Accommodation* per day (Rs.)	Food# Bill per day (Rs.)	Total Actuals (Hotel+Food) (Rs.)	
Faculty	10,000	2,500	12,500	2,500
Officers and above	7,500	1,875	9,375	1,875
Supervisory Staff	5,000	1,250	6,250	1,250
Below Supervisory Staff & AAs / RAs	3,000	750	3,750	750

* Hotel accommodation includes incidentals like laundry, telephone, internet, Wi-Fi or any other facilities used at hotel.

Payment for tips and hard drinks are not reimbursable.

** This is the upper limit. The amount spent is to be certified and claimed. No bills required.

In case the actual expenditure exceeds the approved limits as above, a special sanction is required as follows:

	Upto 50% of excess exp.	More than 50% of excess exp.
Faculty / RA / AA	Dean (Programmes/Faculty)	Director
Administrative Staff	CAO	Director

DAILY ALLOWANCE WITHOUT BILLS / RECEIPTS

Daily Allowance (without bills / receipts) will be admissible only if there is no claim towards actual for hotel or food. Rate of D.A. without bills / receipts will be calculated as follows for the date of departure from / arrival to Ahmedabad:

Departure	Eligible D.A.
Forenoon	Full
Afternoon	Half
Arrival	Eligible D.A.
Forenoon	Half
Afternoon	Full

CONVEYANCE

For local travel on official duty, the conveyance will be reimbursed on actual basis.

SUBMISSION OF CLAIM

The claim for reimbursement of travel expenses incurred has to be submitted within three months from the last date of return journey failing which the amount of advance shall be recovered from the salary. If the claim is not submitted within three months, then the same will require approval from the travel request sanctioning authority.

PROOF OF TRAVEL TO BE SUBMITTED

Mode of Travel	Requirement
By air	Boarding pass (if tickets are purchased by self) & air-ticket
By train	Train ticket/ticket no., train no., class of travel
By public transport	Ticket

In case of air/rail booking through Institute's travel agents, the bills must be forwarded through the Transport Department. No bills should be forwarded by the faculty or employees directly.

The following charges in respect of travel are reimbursable:

- Reservation charges for seat/sleeper berth.
 - Tatkal Seva charges.
 - Internet / e-ticketing charges for the tickets booked through the website of Indian Railways.
 - Agency charges by the Traveller's service agents recognised by the Zonal Railways are reimbursable.
 - Cancellation charges are reimbursable for official journeys, if done for official reasons.
 - Expenses other than hotel, food and conveyance, would require approval from the travel sanctioning authority.
 - If the hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom (with double occupancy):
 - The person has to certify that there was an official guest accompanying OR
 - Single occupancy (single bed room) tariff certified by the hotel will be reimbursed
- OR
- 50 % of the actual amount will be allowed
 - If food bills mentions sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
 - No separate bill for room service will be entertained. All services at hotel need to be included in the hotel bill. The bill for room service or restaurant, even if included in the hotel bill needs to have a detailed bill attached, else the same will not be paid.

- If the booking of the hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.
- The bills having ink which fades away must be submitted along with their photocopies.

PAYMENT BY CLIENT OF TA / DA CLAIMS IN EXCESS OF APPROVED RATES:

- In case of Projects / Programmes where the client agrees to pay actual expenditure by business class for air travel (for faculty) and on TA / DA in excess of the limit prescribed under these rules, the same can be charged to the project/programme budget that has been approved by the Director. This deviation from Institute practices/ rules need to have specific mention in the budget approved by the Director, and also in the travel request form approved by the Director.

INTERNATIONAL TRAVEL

- Prior sanction of the Director is must for all the international travels.

Mode of Travel	Class of Travel
Air (less than 6 hours of travel)	Economy Class
Air (6 hours or more)	Business Class for faculty* Economy Class for others

***Ticket needs to be booked at least one month in advance and routed through Dean (Faculty)**

- **Per diem**

Per diem as per UNDP rates approved by the Director from time to time will be paid for the days of actual stay.

In case of stay in two cities on the same day, per diem of the later city will be allowed for the full day.

Particulars	Eligible % of per diem
Incidental (without any bills / receipts / claims)	20%
If bills are submitted for actual expenses on boarding ¹ & lodging ²	80% or actual, whichever is lower and 20% (incidental)
If no claim for boarding & lodging submitted	20% with bills and 20% (incidental)
If only boarding is claimed	50% with bills and 20% (incidental)
If only lodging is claimed	30% with bills and 20% (incidental)
If boarding & lodging, both are sponsored	20% incidental only

¹ Boarding here means accommodation, laundry, etc. ² Lodging here means meals

- **Journey Allowance**

While travelling abroad, for journeys up to 12 hours, an allowance of US\$50 (one way) and for journeys more than 12 hours, an allowance of US\$100 (one way) will be paid as journey allowance. This is in addition to the per diem for actual stay. Since the journey allowance is being paid, no expenses during transit to airport, at the airports or in airlines will be reimbursed.

- **Other Expenses (on actual basis)**
 - Visa charges
 - Medical Insurance
 - Local Conveyance
- Accounts Office will admit only those expenses which are claimed explicitly in the Travel Claim Form.
- Expenses other than lodging, boarding and conveyance are included in the incidentals.
- If hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom:
 - The person has to certify that there was an official guest accompanying OR
 - Single occupancy (single bedroom) tariff certified by the hotel will be reimbursed

OR

 - 50 % of the actual amount will be allowed
- If food bills mention sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
- If the booking of hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.
- The claims must be submitted with the classification of expenditure under the heads – lodging, boarding, travel along with dates.

LEAVE TRAVEL CONCESSION

- a) Leave Travel Concession is admissible to any employee of the Institute with one year of continuous service on the date of journey and his/her family for journey performed by self or by the family as the case may be. The concession is admissible once in a period of two calendar years for visiting home town or once in a period of four years for visiting a place anywhere in India to be specified before availing of the concession on each occasion. The block years for the purpose of this calculation shall be calendar years 2022-2025 and so on.
- b) The employees and their families, who are unable to avail themselves of the concession in a block of two or four years, maybe permitted to avail of the concession before the end of the first year of the next block of two or four years. In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.
- c) Home town means the permanent home town as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of home town once made shall be treated final but in exceptional case the Institute may allow one change during the career of an employee on the individual merits of the case.
- d) “Family” for the purpose of leave travel concession means an employee’s wife or husband, as the case may be, two surviving unmarried children or stepchildren wholly dependent on the employee, irrespective of whether they are residing with the employee or not. In addition, it also includes parents and/or, stepparents (stepfather and stepmother), unmarried sisters,

unmarried minor brothers and married daughters who have been divorced, abandoned or separated from their husbands and widowed daughters who are residing with and wholly dependent on the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee).

- e) The restriction of the concession to only two surviving children as indicated above shall not be applicable in respect of (i) those employees who already have more than two children prior to 20-10-1998 (ii) where the number of children exceeds two as a result of second child birth resulting in multiple births.-
- f) Children of sisters who are divorced, abandoned, separated from their husbands or widowed are not included in the term "Family".
- g) A member of the family whose income from all sources, does not exceed the amount of minimum family pension prescribed (i.e. Rs. 9000 p.m.) and Dearness Relief thereon is deemed to be dependent on the employee
- h) Condition of dependency not applicable on the husband and wife. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.
- i) Not more than one wife is included in the term "family" for the purpose of leave travel concession.
- j) In respect of places which are not connected by rail, the employees may travel by steamer/ air where an alternative means of travel is either not available or is more expensive. In such cases, the Institute bears the same proportion of cost as in the case of rail journeys.
- k) The liability of the Institute for the cost of railway fare between Ahmedabad and the home town or a specified place other than the home town is limited to the share of the fare by the shortest route calculated on a through ticket basis.
- l) The concession is restricted to journeys within India.
- m) The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave as the case may be, irrespective of their duration. In the case of the faculty, vacation is treated as leave for the purpose of this concession. The condition of leave shall not apply to the journeys performed by the members of the families of the employees. The concession is not admissible to an employee who proceeds on regular leave and then resigns the job without returning to duty.
- n) **Entitlements of a fresh recruit :** Fresh recruits are allowed to travel to their home town along with their families on three occasions in a block of four years and to any place in India on the fourth occasion. The facility is available for the first two blocks of four years after joining the service for the first time.
 - (i) The first two blocks of four years will apply with reference to the initial date of joining. The first two blocks of four years will be personal to them. On completion of eight years, they will be treated at par with other regular employees.
 - (ii) No carry over of LTC is allowed for a fresh recruit. A fresh recruit whose hometown and headquarters are same cannot avail LTC.

- o) **Instructions on booking of tickets in respect of Leave Travel Concession (LTC):**
 - (i) In all cases of air travel in respect of LTC, air tickets can be booked by employees themselves or through the Travel Centre.
 - (ii) Employees are encouraged to book flight tickets at least 21 days prior to the intended date of travel on LTC, to avail the most competitive fares and minimize burden on the Institute.
 - (iii) Employees will have to choose a flight having the Best Available Fare on their entitled travel class which is the Cheapest Fare available, preferably for Non-stop flight in a given slot, mentioned below, at the time of booking.
 - (a) On the day of travel in the desired 3 hours' slot of following time band - 00:00 hours to 03:00 hours, 03:00 hours to 06:00 hours, 06:00 hours to 09:00 hours, 09:00 hours to 12:00 hours, 12:00 hours to 15:00 hours, 15:00 hours to 18:00 hours, 18:00 hours to 21:00 hours, 21:00 hours to 24:00 hours.
 - (b) With provision of optimizing within a 10 % price band, for convenience and comfort.
 - (iv) In case of self-booking, the employees will have to retain the print-out of the concerned webpage of the airlines having flight and fare details for the purpose of the settlement of the LTC claims; and if the flight tickets are booked by the Travel Centre, the employee should instruct the Travel centre to send the webpage having flight and fare details along with the air tickets for the purpose of settlement of the LTC claims.

If an employee books a flight of their convenience through self-booking or through the Travel Centre other than the clauses mentioned above, the difference of airfare would be borne by the employee.

- p) The employee should inform the designated personnel in the accounts department before undertaking journey for which the concession under this scheme is claimed. They should produce evidence of their having actually performed the journey as claimed by them.
- q) To enable the employees to avail of the concession, they may be granted an advance limited to 90% of the estimated amount which the Institute would have to reimburse in respect of the cost of journey both ways to the home town or any specified place and back. Where the employees and members of the family avail themselves of the concession separately, the advance also may be drawn separately. The advance shall have to be refunded if the outward journey is not commenced within 60 days of the grant of advance.
- r) The time-limit for drawal of LTC advance is 125 days (i.e. 4 months and 5 days) in case of journey by train.
- s) When advance is taken, the claim should be settled within one month from the date of return journey.
- t) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.
- u) In the case of the tickets for air travel booked by the Institute's travel agent, there is no need to submit boarding passes for any travel undertaken for which the travel expenses are settled by the Institute. In all other cases, boarding pass need to be submitted for settling the account.

v) Employees and family as independent units : The family members need not accompany the employees or even travel in the same calendar year in which the employee travels. The members of the family of an employee may either travel together or separately in different groups as may be convenient to them. Where they travel in different groups, at different times, reimbursement of expenditure may be allowed in respect of each group, provided the journey is performed during the currency of the block in respect of which the first group performed its journey. The return journey of each group must be completed within six months from the date of commencement of the outward journey by that group.

w) Entitlements for travel in LTC effective from July 01,2017

Pay Level in Pay Matrix	Travel Entitlements
12 and above	Economy class by air or AC I Class by train
9 to 11	Economy class by air or AC 2nd Class / Chair Car by train
6 to 8	AC 2 nd Class /Chair Car by train
5 and below	AC 3 rd Class/Chair car by train

RELOCATION CHARGES

A newly joined staff member whether Permanent or TBSC joining the Institute from outside Ahmedabad will be reimbursed relocation expenses as per the below table or the actual cost whichever is less, as relocation charges on the production of vouchers, provided no other agency in India bears the cost. In addition to this, they can also reimburse travel expense of spouse and children as per norms.

Sr.	Group	Relocation Expense	Mode of travel for self, spouse and children
01	Group A	Up to Rs. 40,000	
02	Group B	Up to Rs. 30,000	As per Institute policy for domestic travel.
03	Group C	Up to Rs. 20,000	

Also, the staff who leaves the institute within one year, the entire amount paid for relocation will be recovered.

ANNUAL DEVELOPMENT ALLOWANCE

The rates of Annual Development Allowance are as follows:

Officers (Level 12 & Above)	Rs. 50,000
Officers (Level 10 & 11)	Rs. 36,000
Supervisors (Level 8 & 9)	Rs. 24,000
Supervisors (Level 6 & 7)	Rs. 18,000

The Officers/Supervisors can use this allowance to purchase books, subscribe to professional journals, purchase periodicals including newspapers, payment of required fees for professional courses/fee for higher education, purchase of computers and software, purchase of laptop, high end mobiles which provide data and email connectivity, purchase of netbooks and devices equivalent to iPad which would enhance their effectiveness at work. Mobile Accessories (

Headphones, Charger, Power bank, Toughened cover, Cover etc.) /Repairs. For Group A employees who are staying off-campus, can claim the internet charges above Rs. 250 (which is reimbursable) from the annual development allowance.

The balance amount from current year can be carried forward to the next year. To be able to purchase costly items, which exceeds the current balance, advance up to one year's entitlement can be used. Such an advance would be adjusted in the following year.

An officer/supervisor who joins, retires, or resigns during the year will be entitled for pro- rata allowance.

INCENTIVE FOR ACQUIRING HIGHER QUALIFICATION FOR GROUP B/C/D EMPLOYEES

Institute grants one- time opportunity cost of investing in acquiring higher qualification by the employees. The following one-time lump-sum rates as incentive for acquiring fresh higher qualification shall be permissible for courses in fields that are directly related to the employee's job :

Sl.No.	Qualification	Amount (Rs.)
1.	Ph.D. or equivalent	30,000
2.	PG Degree/Diploma of duration more than one year, or equivalent	25,000
3.	PG Degree/Diploma of duration one year or less, or equivalent	20,000
4.	Degree/Diploma of duration more than three years, or equivalent.	15,000
5.	Degree/Diploma of duration three years or less or equivalent.	10,000

The grant of incentive in respect of above qualifications will be subject to fulfilment of the criteria laid down below.

The criteria/guidelines for granting incentive for acquiring fresh higher qualifications are as under :

1. The incentive will not be available for the qualifications which are laid down as essential or desirable qualifications in the recruitment rules for the post.
2. No incentive shall be allowed for acquiring higher qualification purely on academic or literary subjects. The acquisition of the qualification should be directly related to the functions of the post held by him/her, or to the functions to be performed in the next higher post. There should be direct nexus between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the employee.
3. The quantum of incentive will be uniform for all groups from B to D, irrespective of their Classification or grade or the department.
4. The incentive shall not be admissible where the employee is sponsored by the institute, or he/she avails study leave for acquiring the qualification.
5. The incentive would be given only for higher qualification acquired after induction into service.
6. No incentive would be admissible if an appointment is made in relaxation of the educational

qualification. No incentive would be admissible if employee acquires the requisite qualification for such appointment at a later date.

7. The qualifications meriting grant of incentive should be recognized by University Grants Commission, respective regulatory bodies like AICTE, Medical Council of India, etc. set up by Central/State Government or recognized by the Government.
8. The incentive shall be limited to maximum two times in an employee's career, with a minimum gap of two years between successive grants.
9. The incentive will be admissible for above qualifications acquired on or after 01.07.2017.
10. The employee should prefer the claim within six months from the date of acquisition of the higher qualification from henceforth.
11. Employees, who have acquired the fresh higher qualification on or after 01.07.2017 till the date of issuance of this announcement, may also claim these incentives within six months from the date of issuance of this OM.
12. Employees will have to duly fill the attached form along with copy of the certificates to HR Office for claiming the incentive for achieving higher qualification.
13. Department heads/ Supervisors are requested to inform about these recommendations to Group D employees.

The grant of incentive for the qualifications listed above shall be considered by HR Office after ensuring that criteria given above are fulfilled.

PURCHASE OF MOBILE PHONES AND MONTHLY USAGE LIMIT FOR VARIOUS CADRES

Cadre	Eligible Amount	Monthly Usage (Excluding Tax)
Managers	up to Rs. 15000	up to Rs. 500
Assistant Manager	up to Rs. 9000	up to Rs. 300
Executive	up to Rs. 5000	up to Rs. 250
Other Staff	up to Rs. 2500	up to Rs. 150

1. Employees are allowed to buy mobile phones above the eligible limit. Institute will reimburse up to the eligible limit only.
2. Executive and Group D employees have to take prior approval through their supervisor from CAO and Associate Vice President – HR respectively for mobile phone facility.
3. If the employee leaves the Institute within one, two or three years, then 100%, 50% and 25% respectively cost of the reimbursement made will be recovered.
4. The purchase of a new mobile phone will be allowed only after three years. In the case, if the mobile phone is broken/lost within three years' limit, then the expense of a repair or buying a new handset will be made by the employee.
5. On completion of three years of purchasing the mobile phone, the employee can apply for reimbursement of a new handset without submitting the old handset.
6. On retirement, the employee can keep the mobile phone even if 3 years are not completed. The amount, either 100% or 50% or 25% will be recovered from them.

7. Employee has to take SIM card provided by the Institute.
8. Institute will bear up to the monthly mobile usage limit. Any amount above the limit has to be paid by the employee.

CHILDREN EDUCATION ALLOWANCE

1. The scheme will be known as 'Children Education Allowance Scheme'.
2. The Children Education Allowance is admissible only if the children study in the recognised school.
3. The monthly fixed amount for reimbursement of Children Education Allowance is Rs. 2,250 per child.
4. The amount of ceiling of hostel subsidy is Rs. 6750/- per month. To claim reimbursement of the Hostel Subsidy for an academic year, a certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirements that the certificate should mention the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipts (including e-receipts) which should indicate the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 6750/- as mentioned above, whichever is lower, shall be paid to the employee as Hostel Subsidy.
5. The reimbursement of Children Education Allowance for Divyaang children of employees shall be payable at the double the normal rates of CEA prescribed above in clause (b) i.e. Rs. 4500/- per month (fixed).
6. The above rates/ceiling would be automatically raised by 25 % every time the Dearness Allowance on the revised pay structure goes by 50%.
7. Under this Scheme, one can avail the benefit up to a maximum of 2 children.
8. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the employee.
9. The upper age limit for Divyaang children has been set at 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
10. CEA is allowed in case of children studying through "Correspondence or Distance Learning" subject to other conditions laid down herein.
11. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard, and the employee has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
12. The Children Education Allowance or hostel subsidy shall be applicable to the employee while he is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as 'dies non' the employee will not be eligible for the CEA/Hostel subsidy for that period.

13. Reimbursement, as indicated above, will be applicable for expenditure on the education of school-going children only i.e., for children from nursery to twelfth class, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
14. The reimbursement of Children Education Allowance shall have no connection with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall be granted.
15. Under this scheme, reimbursement will be done once a year, after completion of the financial year.
16. In case the spouse of the Institute employee is a Government servant, only one of them can avail the reimbursement under the scheme subject to production of the certificate from the employer of the spouse that he is not claiming reimbursement under the scheme or in any other form.
17. Reimbursement can be made on the submission of the certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt (s) [including e-receipts] confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.

The provisions are effective from July 1, 2017 onwards.

UNIFORM & LIVERIES

The staff in Group-D/Drivers/Employees working in specific roles are provided liveries as per their eligibility criteria, as mentioned herein under:

Sr. No.	Item	No of Set/pair	Duration
1	Uniform	3 Sets	12 Months
2	Shoes	1 Pair	12 Months
3	Shock Proof Shoes (for technician)	1 Pair	12 Months
3	Rainy Sandal	1 Pair	12 Months
4	Summer Cap	2 Caps	12 Months
5	Socks Nylon	3 Pairs	12 Months
6	Woollen Uniform	1 Pair	24 Months
7	Rain Coat	1 Pair	24 Months

HR Department will submit a category and designation wise list of employee to Stores to enable them to procure the items and get them issued.

WASHING ALLOWANCE

Washing allowance at the rate of Rs 90 per month is paid to Group D employees and to employees performing technical duties.

EXTRA DUTY ALLOWANCE

Employees belonging to categories below the supervisory level can be paid Extra Duty Allowance as per the following criteria:

1. Weekly off, Public Holidays and leave taken by the concerned employee, are taken into account while arriving at the eligible hours.
2. Eligible hours = Working days x 8/3
3. Extra Duty Allowance cannot be claimed for 30 minutes immediately preceding or following the regular hours.
4. If an employee has worked for Extra Duty continuously for 8 or more hours, one hour will be deducted for lunch Break.
5. If the claimed hours are exceeding the eligible hours then CAO's sanction is required for the additional hours. In the absence of the same, only eligible hours will be considered.
6. Extra Duty Allowance can be sought to be paid for in cash or can be claimed as compensatory off. If the employee is willing to avail C/Off then it has to be availed within three months. The employee has to submit the C/Off report along with the Extra Duty statement. It is recommended to take compensatory off instead of cash.
7. Extra Duty statement for a particular month should reach the HR Department in the first week of the following month. The payment will be made on 10th of every month.
8. The rates for payment of Extra Duty Allowance are as below:

Pay Level	Rate per Hour
Level 1	Rs. 25/-
Level 2 and Level 3	Rs. 30/-
Level 4, 5 and Level 6	Rs. 35/-

MESS FACILITY

1. Institute has mess facility available within the premises.
2. The lunch provided to the employee is at subsidised rates.
3. While a new staff member joins the Institute, the lunch on the first day is provided by the Institute as a complimentary lunch.
4. There is specially approved rate for casual diners (new joinee, trainees etc.) as announced by the Institute.
5. The Mess facility is maintained by the Mess Committee of the Institute.



INDIAN INSTITUTE OF MANAGEMENT, Vastrapur Ahmedabad - 380 015.

Travel Expense Reimbursement Claim Form

विद्याविभिन्नोगाद्धिकारः

1. Name : _____
2. Post, for which interviewed : _____
3. Contact Number (M) : _____
4. E-mail ID : _____

Instructions:

- 1) Original tickets for the journey must be submitted with this form. For return journey, please submit photocopy of the ticket.
- 2) In case of journey performed by Air, boarding pass must be submitted. For return journey by Air, please send us the scanned copy of the boarding pass to recruitment@iima.ac.in
- 3) Local travel charges paid for taxi, auto or bus will not be reimbursed.
- 4) Bank Account details must be submitted with this form in the name of the applicant only who appeared for the interview.

Details of the Arrival Journey

Sr. No.	Date of Journey	Station From	Station To	Mode of Travel	Class	PNR/Ticket No.	Amount ₹
Total (A)							

Details of the Return Journey.

Sr. No.	Date of Journey	Station From	Station To	Mode of Travel	Class	PNR/Ticket No.	Amount ₹
Total (B)							
Total (A + B)							

Date:

Signature

For Office use only

Mr./Ms. _____ attended interview on _____ for the position of _____. Please pay.

Manager - HR

Assistant General Manager - Accounts

छुट्टी यात्रा रियायत अग्रिम (एलटीसी) के लिए आवेदन / Application for LTC advance

छुट्टी यात्रा रियायत (एलटीसी) अग्रिम मंजूरी के लिए आवेदन (लेखा विभाग के जरिये भेजा जाएगा। यात्रा शुरू करने के 120 दिन पहले भुगतान किया जाएगा) (To be routed through Accounts Department. To be paid 120 days before the commencement of journey)

कर्मचारी का नाम Name of Employee	पदक्रम वेतन Grade Pay		कर्मचारी कूट Employee Code	
पदनाम Designation	ईमेल E-mail	नियुक्ति दिनांक Date of joining	टेलीफोन/एक्स्टेंशन Telephone/Ext.	
छुट्टी का प्रकार Nature of leave : From _____ to _____	या आप यात्रा या अस्थायी है? (अस्थायी की स्थिति में क्या एलटीसी सुविधा मिलती है? मा.से. विभाग द्वारा सत्यापित In case of temporary whether LTC Facility available) verified by HR Department			
सेवा पुस्तिका में दर्ज किए अनुसार गृह नगर/ Home Town as Recorded in the Service Book	निकटतम रेलवे स्टेशन/एयरपोर्ट Nearest Railway Station/Airport			
क्या पत्नी/पति सेवारत हैं ? Whether wife/husband is employed? Yes/No	हाँ/नहीं	यदि हाँ, तो संगठन का नाम बताएँ If yes, state organisation		
और यदि ऐसा है तो एलटीसी के लिए हैं/ & if so whether entitled to LTC Yes/No	हाँ/नहीं	यदि हाँ, तो एनएसोसी लिया है ? If yes, NOC obtained	हाँ/नहीं Yes/No	यदि हाँ, तो कब If yes, when
क्या गृह नगर जाने के लिए एलटीसी का लाभ लेना है ? Whether the LTC is to be availed for visiting Home Town Yes/No	हाँ/नहीं	और यदि लेना है तो जिसमें एलटीसी ले रहे हैं उस ब्लॉक का वर्ष बताएँ and if so Block Year for which LTC is to be availed		ब्लॉक वर्ष Block Year
क्या यह एलटीसी "भारत में किसी भी स्थान" के लिए है? Whether the LTC is to be availed for visiting "Any Where in India" Yes/No	हाँ/नहीं	जहाँ जाना है उस स्थान का नाम बताएँ Indicates the name of the place where to go		ब्लॉक वर्ष Block Year

जिसके लिए एलटीसी का लाभ लेना है उनका व्यौरा / Persons in respect of whom LTC is proposed to be availed :

क्र. सं. Sr. No.	नाम Name	आयु Age	सम्बंध Relationship	पूरा/आधा टिकट Full / Half ticket	श्रेणी जिसमें रेल/ हवाई यात्रा की जाएगी Class in which the rail/airjourney will be performed	मुख्यालय से गृह नगर/ सबसे छोटे मार्ग से जाने के स्थान का किराया Fare from the Headquarter to Home Town/place of visit by shortest route
1						
2						
3						
4						
5						
6						

यदि संस्थान द्वारा टिकट बुकिंग की गई है, तो इसे अग्रिम के रूप में माना जायेगा। यात्रा पूर्ण होने के एक महीने के भीतर, मैं लेखा विभाग/मानव संसाधन विभाग में बोर्डिंग पास सहित एलटीसी द्वारा प्रस्तुत करूँगा/करूँगी।

If the tickets booking done through Institute, it would be treated as advance. Within one month from the completion of trip, I will submit the LTC claim form along with the boarding passes to Accounts Department through HR Department.

जाने की यात्रा के लिए प्रस्तावित दिनांक
Proposed date for onward journey

वापसी यात्रा के लिए प्रस्तावित दिनांक
Proposed date for return journey

- (a) मैं छुट्टी यात्रा रियायत अग्रिम लेने के 10 दिनों के अंतर्गत लेखा विभाग को हवाई/रेल/बस टिकट प्रस्तुत करने का वचन देता हूँ।
I undertake to produce to Accounts Office, air/rail/bus tickets within ten days of drawal of LTC advance.
- (b) मैं यात्रा पूरी करने के एक माह के अंतर्गत पूरे विवरण सहित अंतिम बिल प्रस्तुत करने के लिए भी सहमत हूँ।
I also agree to submit the final bill with complete details within one month of completion of the journey.
- (c) मैं एतद् द्वारा सहमत हूँ कि मेरे द्वारा टिकट कम से कम मार्ग की दूरी एवं कम से कम किराये/कीमत पर बुकिंग की गई है।
I hereby agree to book the tickets on a shortest route with low fare/cost available.
- (d) यदि मैं दस दिनों के अंतर्गत सत्यापन के लिए टिकट प्रस्तुत करने में असमर्थ रहता हूँ या वापसी यात्रा करने में असमर्थ रहता हूँ जैसा कि ऊपर बताया गया है, या वापसी यात्रा पूरी करने के एक माह के अंतर्गत पूर्ण विवरण सहित अंतिम बिल प्रस्तुत करने में असमर्थ रहता हूँ तो, मैं इससे सहमत हूँ कि अग्रिम या शेष राशि यदि कोई हो, मेरे द्वारा वापस की जाएगी/मेरे अगले माह के बेतन से दंड स्वरूप व्याज सहित वसूल की जाय।

(क.प.प./P.T.O.)

If I fail to produce the tickets for verification within ten days or fail to undertake onward journey as stated above, or fail to submit the final bill with the full details within one month from the completion of return journey, I agree that the amount of advance or balance, if any, will be refunded by me/may be recovered from my salary for the following month together with penal interest.

- (e) मैं इस यात्रा के लिए संस्थान के माध्यम से उधार पर हवाई यात्रा का टिकट नहीं ले रहा हूँ।
I am not availing of air ticket on credit through the Institute for this trip.
- (f) मैं यह भी घोषित करता हूँ कि उपरोक्त पारिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं।
I also declare that family member/s as mentioned above, are fully dependent on me.
- (g) नवनियुक्तों के लिए: एतद् द्वारा मैं यह घोषणा करता/ती हूँ कि इस यात्रा व्ययों को करमुक्त/करयोग्य के लिए ध्यान में लिया जाए। (जो लागू हो वहाँ चूत बनाएँ।)
For Fresh recruits: I hereby declare that this travel expenses can be considered for exemption /taxable. (Circle whichever is applicable.)

दिनांक/Date : _____

कर्मचारी के हस्ताक्षर/Signature of employee_____

दिनांक/Date : _____

(मा.सं.विभाग द्वारा छुट्टी, आश्रित तथा रेल/हवाई किराये का सत्यापन)
(Leave, Dependent and Railway/Air fare verified by HR Department)

केवल लेखा विभाग के प्रयोग के लिए / FOR ACCOUNT'S USE ONLY

(श्री/सुश्री _____)

ए.ल.टी.सी. ब्लॉक _____ के लिए पात्र हैं / नहीं हैं)

(Mr./Ms. _____ is eligible/not eligible for LTC for the block _____)
यदि अग्रिम पारिवारिक सदस्यों के लिए चाहिए तो ही लागू होगा।

Applicable in case of advance required for family members only.

CHECK LIST (Accounts Section)/जांचसूची (लेखा अनुभाग)

1. राशि के लिए हकदार/Amount entitled for : : किराया _____ रु. (टिकट की संख्या)
Fare Rs. _____ X 2 X (No. of tickets _____)

प्रतिपूर्ति /Reimbursement

2. अग्रिम स्वीकार्य (राशि के 90 प्रतिशत अर्थात् _____ रुपए) / (_____)
Advance admissible (90% of the amount i.e. Rs. _____)
अग्रिम राशि _____ रुपए मंजूर की जा सकता है।
Advance of Rs. _____ may be sanctioned.

3. छुट्टी यात्रा रियायत रजिस्टर पृष्ठ संख्या : _____
LTC Register Page No.

4. ब्लॉक वर्ष : _____
Block Years

5. बकाया अग्रिम : _____
Advance due

क्या पिछली छुट्टी यात्रा रियायत का कोई भी अग्रिम बकाया नहीं है
Is any previous LTC advance is outstanding

भुगतान किए गए रु.
Paid Rs.

चेक संख्या
Cheque No.

दिनांक
Date

लेखापाल
Accountant

प्रबंधक लेखा
Manager Accounts

मु.प्र.अ./डीन/निदेशक
CAO/Dean/Director

छुट्टी यात्रा रियायत दावा / LTC CLAIM

छुट्टी के प्रयोजन के लिए मानव संसाधन विभाग के माध्यम से भेजा जाय / To be routed through HR Department for leave purpose (जिन्होंने छुट्टी यात्रा रियायत अप्रिम नहीं लिया है) / (Those who have not drawn LTC Advance)								
कर्मचारी कूट Empl. Code	कर्मचारी का नाम Name of Employee	पदक्रम वेतन Grade Pay						
स्थान जहाँ की यात्रा की / Place visited : गृह नगर/कहाँ भी / Home Town / Anywhere :		व्यक्ति जिन्होंने यात्रा की / Persons travelled नाम Name						
		सम्बंध Relationship						
		उम्र Age						
छुट्टी की अवधि : _____ से _____ तक Period of leave: From _____ To _____								
कर्मचारी के हस्ताक्षर/ Signature of employee	मा.सं. विभाग/ HR Dept.							
आगे की यात्रा : टिकटों की संख्या : पूरे _____ Onward Journey : No. of Tickets : Full		आधा _____ Half						
यात्रा की तारीख Date of Travel	स्थान / Place से / From तक / To		रेलगाड़ी का नंबर/ यात्रा की अन्य विधि Train No. / Other mode of Travel	*टिकट संख्या Ticket No.	श्रेणी Class	हकदार Entitled Class	किराया रु. Fare Rs.	
					कुल Total			
वापसी यात्रा : टिकटों की संख्या : पूरे _____ Return Journey : No. of Tickets : Full		आधा _____ Half						
यात्रा की तारीख Date of Travel	स्थान / Place से / From तक / To		रेलगाड़ी का नंबर/ यात्रा की अन्य विधि Train No. / Other mode of Travel	*टिकट संख्या Ticket No.	श्रेणी Class	हकदार Entitled Class	किराया रु. Fare Rs.	
					कुल Total			
मैं एतद् द्वारा घोषणा करता हूँ कि / I hereby declare that :								
(i) उपरोक्त परिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं। Family member/s as mentioned above, are fully dependent on me.								
(ii) मेरे द्वारा टिकट कम से कम मार्ग की दूरी पर एवं कम से कम फेर/किमत पर बुकिंग की गई है। The travel booking done by me on a shortest route with low fare/cost available.								
टिप्पणी: 1. छुट्टी यात्रा रियायत दावे का भुगतान के लिए मूल टिकट(रे) लगाना आवश्यक है। हवाइ यात्रा के मामले में बोर्डिंग पास दावे का साथ लगाना आवश्यक है। 2. यदि आपने उच्चतम स्तर ट्रायेल किया है तो उस मामले में आपकी पात्रता एवं मानदंडों के अनुसार भुगतान किया जाएगा।								
Note: 1. Original used ticket(s) should be submitted for claim. In case of Air Travel, boarding pass should be accompanied. 2. In case of travel by a higher class than the entitle class, you will be reimbursed as per your eligibility/norms.								
मैं यह घोषित करता हूँ कि उपरोक्त परिवारिक सदस्य पूर्णतया मेरे ऊपर आश्रित हैं। I hereby certify the above points 1 & 2, are true to my knowledge.								
यह प्रमाणित किया जाता है कि / CERTIFIED THAT -								
1. उपरोक्त जानकारी मेरे ज्ञान व विस्वास के अनुसार सही है; The information as given above is true to the best of my knowledge and belief;								

2. यह कि मेरा जीवनसाथी सरकारी सेवा में नियुक्त नहीं है/यह कि मेरा जीवनसाथी सरकारी सेवा में नियुक्त है तथा संबंधित ब्लॉक वर्ष _____ से _____ वर्ष तक इस रियायत का लाभ उसके द्वारा अलग से स्वयं के लिए नहीं उठाया गया है अथवा परिवार के किसी भी सदस्य के लिए नहीं लिया गया है।
 That my spouse is not employed in Government service/that my spouse is employed in Government service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years _____ to _____.

3. यह भी कि मेरे जीवनसाथी जिसके लिए मैंने एलटीसी दावा किया है, वह _____ में नियुक्त है (कृपया सार्वजनिक क्षेत्र उपक्रम/निगम/स्वायत्त निकाय आदि का नाम दें) जो अवकाश यात्रा रियायत सुविधा तो प्रदान करता है लेकिन मेरे जीवनसाथी ने इसके लिए अपने नियोका के समक्ष इस सुविधा को लेने का कभी प्रस्ताव नहीं किया है और ना ही करेंगे; और
 That my spouse for whom LTC is claimed by me is employed in _____ (name of the Public Sector Undertaking /Corporation/ Autonomous Body etc) which provides Leave Travel Concession facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and

4. यह कि मेरे जीवनसाथी जिसके लिए मैंने एलटीसी दावा किया है, वह किसी भी सार्वजनिक क्षेत्र के उपक्रम/निगम/स्वायत्त निकाय में नियुक्त नहीं है। पूर्णतया अथवा आंशिक रूप से केन्द्र सरकार अथवा स्थानीय निकाय से वित्तपोषित जो अपने कर्मचारियों तथा उनके परिवारों को छुट्टी यात्रा रियायत सुविधाएं प्रदान करता है।
 That my spouse for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body. Financed wholly or partly by the Central Government or a Local Body, which provides Leave Travel Concession facilities to its employees and their families.

कर्मचारी के हस्ताक्षण/Signature of employee _____

मानव संसाधन विभाग द्वारा आश्रितों को सत्यापित / Dependents verified by HR Dept.

केवल कार्यालय के प्रयोग के लिए / For Office use only

क. दावा मंजूर किया गया Claim sanctioned	एल.एफ. संख्या L. F. No.	
a) आगे की मात्रा Onward	ब्लॉक Block	
b) वापसी मात्रा Return	दूरी Distance	
c) कुल Total		
ख. घटाएँ : लिया गया अधिम Less : Advance Taken		
ग. भुतान/वसूल की जानेवाली निबल राशि Net amount to be paid/recovered	लेखाकार Acctt.	ले.अ./मु.प्र. (लेखा) A/c O/Chief Manager (Accounts)

दिनांक _____ का _____ रु. का चेक सं. _____ जारी किया।
Issued cheque No. _____ Dated _____ for Rs. _____

लेखा
Accounts प्रबंधक लेखा
Manager Accounts मु.प्र.अ./डीन/निदेशक
C.A.O./Dean/Director

चेक/नकद द्वारा _____ रु. _____ मात्र
 (रुपये _____) मात्र) प्राप्त किए।
 Received Rs. _____ (Rupees _____ Only)
 By Cheque/Cash

दिनांक / Date : _____ कर्मचारी के हस्ताक्षर / Signature of employee _____

गृह नगर की घोषणा / Declaration of Home Town

कर्मचारी का नाम Name of Employee	कर्मचारी कूट Empl. Code
-------------------------------------	----------------------------

मैं एतद् द्वारा घोषणा करता हूँ कि / I hereby declare that :

- (i) क. मेरा गृह नगर _____ है जो कि _____ जिले में _____
राज्य के अंतर्गत स्थित है।
a. My home town is _____ in the _____ Dist. State of _____.
- ख. निकटतम रेल्वे स्टेशन _____ है।
b. Nearest Railway Station is _____.

- (ii) निम्नलिखित व्यक्ति पूरी तरह से मेरे ऊपर निर्भर हैं :
The following person(s) is/are wholly dependent on me :

क्रम संख्या Sr. No.	नाम Name	जन्म तारीख Date of Birth	कर्मचारी के साथ संबंध Relationship with employee	क्या कर्मचारी के साथ रहते हैं Whether staying with employee

दिनांक/Date :

हस्ताक्षर / Signature _____

नाम / Name _____

अहमदाबाद/Ahmedabad

पदनाम / Designation _____

भारतीय प्रबंध संस्थान

वस्त्रापर, अहमदाबाद - 380 015.



Indian Institute of Management

Vastrapur, Ahmedabad - 380 015.

बाल शिक्षा भत्ता की प्रतिपूर्ति / Reimbursement of Children Educational Allowance

- प्रमाणित किया जाता है कि निम्नलिखित बच्चा/बच्चों जिसके/जिनके संबंध में बाल शिक्षा भत्ता की प्रतिपूर्ति का दावा किया गया है, वह/वे परी तरह से मझ पर निर्भर हैं/हैं:

Certified that the child/children mentioned below in respect of whom reimbursement of Children Educational Allowance is claimed is/are wholly dependant upon me:

इस शुल्क में ट्यूशन, प्रवेश, प्रयोगशाला, विशेष कृषि, इलेक्ट्रॉनिक्स, संगीत या कोई भी अन्य विषय शुल्क, कार्य अनुभव कार्यक्रम के अंतर्गत, संतान के द्वारा किसी भी सहायता या उपकरण के लिए उपयोग के लिए भुगतान, पुस्तकालय, खेल और अतिरिक्त पाठ्यक्रम गतिविधियों के लिए किए गए शुल्क शामिल हैं। Fees includes Tuition fees, Admission, Lab, Special fee charged for Agriculture, Electronics, Music or any other subject, Fees charged for practical work under the programme of work experience, fee paid for the use of any aid for appliance by the child, Library fee, Games/Sports fee and fees for Extracurricular activities.

2. प्रमाणित किया जाता है कि बच्चा/प्रत्येक बच्चे के सामने दिखाये गये शैक्षिक भत्ता वास्तव में मेरे (स्वयं प्रमाणित मूल रसीदें संलग्न हैं) द्वारा भुगतान किया गया है ।
Certified that the Educational Allowance indicated against the child/children had actually been paid by me. (Original self attested receipts enclosed)
3. प्रमाणित किया जाता है कि / Certified that (Put ✓ mark):
- (i) मेरी पत्नी/मेरा पति इस संस्थान/केन्द्रीय सरकार के कर्मचारी नहीं हैं ।
my wife/husband is not an employee of the Institute/a Central Government servant;
 - (ii) मेरी पत्नी/मेरा पति केन्द्रीय सरकार का कर्मचारी है परन्तु वह हमारे बच्चे/बच्चों के संबंध में शिक्षण शुल्क को प्रतिपूर्ति का दावा नहीं करेगा/करेगी । (इस विषय में नियोक्ता से प्रतिपूर्ति योजना के तहत या किसी अन्य रूप में दावा नहीं करने का प्रमाणपत्र प्रस्तुत करें)
my wife/husband is a Central Government servant, but she/he will not claim reimbursement of tuition fee in respect of our child/children. (A certificate from the employer indicating that he/she has not claimed reimbursement/financial assistance for Children's Education for the mentioned academic year)
 - (iii) मेरी पत्नी/मेरा पति * _____ के साथ कार्यरत हैं और वे हमारे बच्चे/बच्चों के संबंध में शैक्षिक भत्ते के लिए किसी भी वित्तीय सहायता के लिए हकदार नहीं हैं।
* केन्द्र सरकार को छोड़कर अन्य नियोक्ता है तो कृपया उसका उल्लेख करें।
my wife/husband is employed with * _____. She/he is not entitled to any financial assistance for education in respect of our child/children.
* Employer other than Central Government to be mentioned.
4. प्रमाणित करता हूँ कि इस दावा में शामिल अवधि के दौरान बच्चा/बच्चे स्कूल (स्कूलों) में नियमित रूप से उपस्थित रहा/रहे हैं और एक महीने से अधिक अवधि के लिए उचित छुट्टी के बिना स्कूल (स्कूलों) में अनुपस्थित नहीं रहा/रहे हैं।
Certified that during the period covered by this claim, the child/children attended the school(s) regularly and did not absent from the school(s) without proper leave for a period exceeding one month.
5. उपर दी गई विवरण में, मैं बच्चा/बच्चे के शिक्षा भत्ते की अपनी पात्रता को प्रभावित करने वाली घटना या परिवर्तन की तुरंत ही सूचना करूँगा तथा यदि कोई भी अतिरिक्त भुगतान होता है तो भुगतान की वापसी करूँगा ।
In the event of any change in the particulars given above which affect my eligibility for Children's Educational Allowance, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

दिनांक/Date: _____

कर्मचारी के हस्ताक्षर / Signature of the employee

नाम स्पष्ट अक्षरों में/Name in block letters _____

पदनाम/Designation _____ कर्मचारी कूट सं./Employee Code No. _____

विभाग/Department _____ दूरभाष एक्सटेंशन/Telephone Extn. _____

संलग्न/Encl.: • स्वयं प्रमाणित मूल रसीदें, बिल/कैश मेमो / Duly self certified original Receipts, Bills/Cash Memo.

• स्कूल से अध्ययन के लिए प्रयुक्त आवश्यक लेखन सामग्री का प्रमाणपत्र ।

Certificate from school indicating list of stationery necessary for study purpose.

(जो लागू न हो उसे काट दें - Strike out which is not applicable)

(कार्यालय प्रयोग के लिए - FOR OFFICE USE ONLY)

सत्यापित किया और लेखा विभाग को ₹ _____ रुपये _____ के भुगतान के लिए भेजा गया ।

Verified and passed on to Accounts Department for payment of ₹ _____

(Rupees _____)

यात्रा निवेदन फार्म / TRAVEL REQUEST FORM

प्रेषिती : निदेशक
To : The Director

दिनांक :
Date :

प्रेषक :
From :

(क) यात्रा की योजना
(A) Travel Plan

प्रस्थान Departure		से From	तक To	आगमन Arrival		यात्रा की विधि हवाई/ रेल/रोड Mode of Travel Air/Rail/Road	भ्रमण स्थानों के पते Address in the touring stations
दिनांक Date	समय Time			दिनांक Date	समय Time		

(ख) कृपया यात्रा का उद्देश्य, संक्षिप्त में लिखिए :
(B) Please state briefly, the purpose of travel.

(ग) यदि यात्रा स्वीकार्य श्रेणी से उच्च श्रेणी में की जानी है। उदाहरण के लिए रेल की अपेक्षा हवाई जहाज द्वारा तो कृपया संक्षेप में इसके कारण दीजिए।
(C) If the journey is required to be performed by a class higher than admissible, for instance, by air instead of rail, please state reasons in brief.

(ङ) किराये के लिए वांछित अग्रिम Advance requested for fare	रु. _____ Rs. _____
दैनिक भत्ता _____ दिन के लिए प्रतिदिन रु. _____ की दरसे Daily allowance @ Rs._____ per day for _____ days	रु. _____ Rs. _____
	कुल Total
	रु. _____ Rs. _____

(कृ.प.प./P.T.O.)

- (ई) लेखा शीर्ष के साथ कंप्यूटर कोड सं. भी बताएं जिसके नामे यह व्यय डाला जाना है ।
(E) The head of account along with the computer code No. to which the expenditure is to be debited.

दिनांक/Date :

(हस्ताक्षर / Signature)

वैरा स्वीकृत / अस्वीकृत / चर्चा करें
Tour plan as requested approved / not approved / to be discussed.

दिनांक/Date :

निदेशक / Director

अनुसंधान एसोसिएट / सहायक अपना यात्रा प्रस्ताव फैकल्टी सदस्यों के द्वारा भेजें ।
In respect of Research Associates/Assistants, to be sent through the faculty members.

जांचा गया :
Checked by :

प्रबंधक लेखा
Manager Accounts

रु. _____ मात्र (रूपये _____ मात्र)
का भुगतान दिनांक _____ के चेक द्वारा किया गया ।

Paid by cheque No._____ Dated _____ for Rs. _____
(Rupees _____ only)

कैशियर

प्रबंधक लेखा

मुख्य वित्तीय अधिकारी /
मुख्य प्रशासनिक अधिकारी
डीन / निदेशक

Cashier

Manager Accounts

C.F.O./C.A.O.
DEAN/DIRECTOR

उपरोक्त चेक प्राप्त किया / Recieved the above cheque

दिनांक/Date :

(हस्ताक्षर / Signature)

बाह्य स्टेशनों के दौरे के लिए यात्रा भत्ते का बिल / Travelling Allowance bill for outstation tours

नाम और पदनाम Name & Designation	लेखा शीर्ष और कूट संख्या Head of Account & Code No.
यात्रा का प्रयोजन Purpose of journey	

क्र.सं. Sr.No.	प्रस्थान / Departure			आगमन / Arrival			यात्रा की विधि और श्रेणी Mode & class of travel*	प्रदत्त किराया रु. Fare paid Rs.
	दिनांक / Date	समय / Time	स्थान / Place	दिनांक / Date	समय / Time	स्थान / Place		
1								
2								
3								
4								
5								
6								

*रेलगाड़ी से की गई यात्रा के लिए कृपया रेलगाड़ी नं. और टिकट नं. दीजिए। / In case of train please indicate train No. & ticket No.

सरकारी ड्यूटी पर स्थानीय यात्रा के विवरण जिसके लिए वास्तविक खर्चों का दावा किया गया है। / Particulars of local travel on official duty for which actual expenses are claimed.

क्र.सं. Sr.No.	दिनांक / Date	से / From	तक / To	यात्रा की विधि Mode of Travel	धनराशि Amount रु./Rs.
1					
2					
3					
4					
5					
6					
7					

सरकारी ड्यूटी के लिए दैनिक भत्ता : दिन @ रु.

Daily Allowance for official duty : Days @ Rs.

वास्तविक (बिल और रसीद संलग्न करें) दिनों के लिए

Actual (Bills & Receipts to be attached) for days.

दावे की कुल राशि रु.

Total amount claimed Rs.

घटाएँ : चेक/नकद द्वारा लिया गया अग्रिम दिनांक रु.

Less : Advance drawn by cheque/cash on..... रु.

दावे/धनवापसी की निवल राशि रु.

Net amount claimed / refunded Rs.

दिनांक / Date : हस्ताक्षर / Signature

दिनांक / Date : प्रति हस्ताक्षर / Counter Signature

(कृ.प.प./P.T.O.)

केवल कार्यालय के प्रयोग के लिए / For Office use only		
क. दावा मंजूर किया गया Claim sanctioned	एल.एफ. संख्या L. F. No.	
a) आगे की मात्रा Onward	ब्लॉक Block	
b) वापसी मात्रा Return	दूरी Distance	
c) कुल Total		
ख. घटाएँ : लिया गया अग्रिम Less : Advance Taken		लेखाकार Acctt.
ग. भुगतान/वसूल की जानेवाली निबल राशि Net amount to be paid/recovered		लेखा, प्रबंधक /मुख्य वित्तीय अधिकारी A/c. Manager/ C.F.O.
दिनांक _____ का _____ रु. का चेक सं. _____ जारी किया ।		
Issued cheque No. _____ Dated _____ for Rs. _____		
लेखा Accounts		लेखा, प्रबंधक /मुख्य वित्तीय अधिकारी A/c. Manager/ C.F.O.
चेक/नकद द्वारा _____ रु. _____ मात्र (रुपये _____)		मु.प्र.अ./डीन/निदेशक C.A.O./Dean/Director
Received Rs. _____ (Rupees _____ मात्र) प्राप्त किए । By Cheque/Cash		Only)
दिनांक / Date :		कर्मचारी के हस्ताक्षर / Signature of employee

अतिरिक्त कार्य के घंटों का विवरण / Statement of Extra Duty Hours

नाम/Name _____ माह/Month _____ 200_____

पदनाम/Designation _____ कूट संख्या/Code No._____

माह के दौरान ली गई छुटियाँ _____ सप्ताहिक छुटी/Weekly Off. _____

Leave taken during the month _____

(अ) नकद भुगतान के लिये सिफारिश
(A) Recommended for cash payment

अन्यथा
OR

(ब) विकल्प में दी गई प्रतिपूरक छुट्टी का व्योरा
(B) Details of compensatory offs given

APPLICATION FOR CLAIMING INCENTIVE ON ACQUIRING FRESH HIGHER QUALIFICATIONS

Sr. No.	Particulars	Submission of the applicant
01	Employee Code	
02	Name of the employee	
03	Designation	
04	Group	
05	Department	
06	Name of Qualification	
07	Duration of the course	
08	Name of the Institute	
09	Year of joining the qualification	
10	Year of completion the qualification	
11	Percentage/Grade Achieved	
12	Number of occasions for claiming incentive	First/ Second

Date : _____

Signature _____

EMPLOYEES HOUSING – RULES & REGULATIONS

HOUSES FOR STAFF

The following types of houses are available for staff housing:

Type III	Available for the employees in the Pay level of 11 and above. Total nine houses are available.
Type II	Available for the employees in the Pay Level 10. Total eight houses are available.
Type IIA	Available for the employees in the Pay Level 6 to 9. Total 20 houses are available.
Type I	Available for the employees in Group C in Pay Level 2 to 5. Total 40 houses are available.
Type S	Available for the employees in Group D. Total 55 houses are available.

Consideration for allotment in all the cases is seniority in the respective pay ranges.

GENERAL CONDITIONS

- 01 Out of turn allotment may be made in exceptional situations if, in the judgement of the Director, institutional requirements so demand.
- 02 If a person does not accept the offer of a house, his/her name will be shifted to the bottom of the waiting list. Exceptions to this will be made with respect to the following cases.
 - i) When an institutional commitment has been made; for such a situation, institutional commitment will have priority over seniority in the waiting list.
 - ii) When the Institute decides to change over from one system to another and such a change involves marginal adjustments.
- 03 If a person goes on a leave of absence or on deputation for a period not exceeding one year, he/she can either retain the house for the period of his/her leave or can let the Institute use the house (full or part) during his/her absence. In the latter case, the person concerned will have the right to reoccupy the house when he/she returns.
- 04 If a person goes on leave for a period exceeding one year he/she will have to surrender the house to the Institute from the date the leave commences, but his/her seniority will be kept intact.
- 05 In every case, the allottee shall be deemed to be a licensee and not a tenant.
- 06 HR Department shall monitor the availability of faculty houses periodically and inform the faculty concerned accordingly.

- 07 The allottee will have to enter into an agreement with the Institute for the permissive use of the house allotted to him/her on a non-judicial stamp paper worth Rs. 300/-.
- 08 An employee, who becomes entitled to a higher category of house, will not be displaced from the house under occupation until alternative accommodation in the next category is made available.
- 09 An allottee, whether temporary or permanent or on Tenure Based Scaled Contract, shall cease to draw House Rent Allowance from the date of moving into the allotted house, or in case he/she does not accept the offer, and there is no other claimant for the house.
- 10 In addition to HRA, following license fees will be recovered from the employee:

Type of Houses	House Nos.	Living Area @ IIMA (SQMT)	Category as per Gol	License Fees INR
V	501 to 505	158.88	VI A	1840
IV (Old)	401 to 419 421 to 425	129.28	VA	1490
IV (New)	426 to 434	125.65		
III (Old)	301 to 320	129.28		
III (New)	III-1 to III-9	108.74		
Transit House (New)	T-21 to T-35	108.74		
Transit House (Old)	T-5 to T-20	86.38	IV (Sp.)	790
II	II-1 to II-8	86.38	IV (Sp.)	
II-A	201 to 220	65.24	IV	750
I	111 to 130 141 to 160	44.10	II	370
S	S-1 to S-55	21.75	I	180
Garages	Allotted parking to Type 500, 300, 400, T, III, II-A, I	--	--	50

- 11 If an allottee dies, the allotment shall be cancelled from the date of death. The Director will have the discretion to extend the period of retention of the house by the family of the deceased in appropriate cases for up to 4 months. During such occupation, the rent last paid by the deceased allottee will be payable to the Institute.
- 12 If an allottee retires or resigns or is dismissed or removed from service, the allotment shall be cancelled from the date of such retirement, resignation, dismissal or removal. The Director will have the discretion to extend the period of retention of the house in appropriate cases for up to 4 months, and on such terms and conditions, he deems fit.
- 13 An allottee who wants to vacate the residence shall give at least thirty days' notice in writing to the Institute. In the case of shorter notice, he will be charged rent for the number of days by which the notice falls short of 30 days.

- 14 An employee shall not sublet or transfer the residence allotted to him or her, or any portion thereof.
- 15 The allottee may accommodate guests in his/her house for a period not exceeding three months. For the period exceeding three months, specific approval of the Director needs to be obtained.
- 16 The liability for rent shall commence from the date of occupation of the residence.
- 17 The employee to whom the house is allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the house is under his/her occupation.
- 18 The employee to whom the house has been allotted shall take the possession of the house from the Maintenance/Engineering Office. Likewise, at the time of vacating the house, he/she shall hand over the house to the Maintenance/Engineering Office.
- 19 An allottee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.
- 20 There shall be no improper use of any allotted house. For the purpose of this rule, 'improper use' shall include:
 - (a) Unauthorised addition to/or alteration of any part of the house or premises;
 - (b) using the house/premises or a portion thereof for purposes other than for strictly residential purposes;
 - (c) unauthorised extension from electricity and water supply and other service connections or tampering therewith; and
 - (d) using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus.

Any improper use of a house could lead to a cancellation of the allotment. In case the residents use the house for any commercial activity, the allotment will be cancelled, and possession of the house will be taken over by the Institute forthwith.

- 21 The allottee shall personally be responsible for the loss of or any damage to, beyond fair wear & tear, the building-fixtures, furniture, sanitary fittings, electrical installations, fencing, etc. provided therein, during the period of his or her occupation of the house.
- 22 No cattle shall be kept in the house or in the compound of the house.
- 23 The allottee shall allow the estate staff of the Institute or the workers of authorised contractors to have access to the house at all reasonable hours to inspect the building, the water supply, sanitary or electricity installation, fixtures, and furniture and to carry out such normal repairs thereto as the Estate Supervisor may consider necessary for the proper maintenance of the house.
- 24 The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants, and shall forthwith report to the maintenance staff any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.

- 25 Any incidence of infectious disease in the house must immediately be reported to the Medical Officer/Chief Administrative Officer of the Institute, and all precautions must be taken to prevent the spread of the infection.
- 26 No inflammable material should be stored in the houses.
- 27 The allottee will be responsible for all residents of the house, including servants abiding by these rules.
- 28 The rent payable by an employee for any type of quarter occupied by him/her is decided by the Institute from time to time. There will be additional charges for actual electricity consumption and services like Conservancy, Water Supply, Road & Street Lighting and Government Educational Cess, Municipal Tax etc. These charges will be deducted from the salaries of the occupants each month.
- 29 On any question of interpretation of these rules, the Director's decision will be final.
- 30 The Director will have the authority to modify these rules at any time.
- 31 Houses shall be taken possession of from the engineering department and surrendered to the department upon vacating them.

Other conditions for allotment and use of the house shall be as laid down in the Housing Agreement (see Annex) to be executed with the Institute.

OCCUPATION OF CAMPUS HOUSE BEYOND DATE OF RETIREMENT

The charges for overstay of employees is as follows:

Type of houses	Category	House Nos	Rate for Overstay INR
V	A+	501-505	30000
IV(OLD)	A+	401-419 421-425	24000
IV(NEW)	A+	426-434	24000
III(OLD)	A+	301-320	24000
III(NEW)	A	III-1 TO III-9	20000
TRANSIT HOUSE (NEW)	A+	T-21 TO T-35	20000
TRANSIT HOUSE (OLD)	A+	T-1 TO T-20	16000
II	A	II-1 TO II-8	12000
II-A	B	201-220	10000
I	C	111-130 141-160	6000
S-TYPE	D	S-1 TO S-55	3000

- 01 The telephone facility, if any provided in a house shall be withdrawn after two months of the occupant's retirement even if permission to retain the accommodation for a longer period is granted.
- 02 The retirement benefits such as gratuity, leave salary etc. would be paid to a superannuated employee only on vacating the Institute house if he/she was allotted one. The charges for overstay will be recovered from the retirement dues.
- 03 Looking into the overall interest of the Institute, the Director may use his discretion in these matters.
- 04 Retention of up to two months will be at normal licence fee.
- 05 The above charges will be reviewed as and when desired by the Institute.
- 06 No retention beyond six months will be allowed. If an employee continues to occupy an accommodation without official permission, measures like withdrawal of common facilities will be considered.
- 07 The Institute will write to the superannuating employees one year in advance about their impending retirement and the formalities they are supposed to complete for getting the retirement benefits like CPF/Pension/Gratuity etc. They may also be informed about the norms for keeping the campus accommodation beyond superannuation period in case they are occupying such houses. Employees who wish to stay in the Institute houses beyond the superannuation date should write to the CAO.
- 08 Looking into the overall interest of the Institute, Director may use his discretion in these matters.
- 09 In case of resignation/completion of the tenure for employees appointed on Tenure Based Scaled Contract, the charges for over stay after the last working day will be as per the table. This is subject to approval of the over stay by the competent authority.

USE OF CAMPUS HOUSES FOR SOCIAL/RELIGIOUS PURPOSES

The Institute may allow the employees to use campus houses for social /religious purposes. The charges applicable for the use of the facility will be as follows

Sr. No.	Type of House	Charges per day
1.	Transit house III - series & above	1000
2.	II - series	500
3.	IIA - series	500
4.	I - series	300
5.	S - series	200

Policy and norms for use of the guest house

1. The guest house, if available, may be allotted to any faculty coming from another institute either from India or abroad for collaborative research or on sabbatical or any other purpose. The occupant will be charged an amount of Rs.10000/- month + actual charges for electricity/cable TV/ Telephone

2. After three months' occupant will bear charges for any refills that may be needed for the cooking gas/cylinder
3. If the occupant wishes to avail boarding facility at IMDC, they will be entitled for the same at the prevailing rates for guest coupons (for breakfast, lunch/dinner). The rates are discounted rates and coupons can be obtained by the occupant from reception, IMDC
4. In case any permanent and Tenure Based Scaled Contract employee desires to use these guest houses for family functions such as marriage, for a short duration, then an amount of Rs.2000/- per day will be charged.

HOUSING AGREEMENT

Agreement for Permissive User

This agreement made this _____ day of _____ Two Thousand and _____ in favour of Indian Institute of Management, Ahmedabad (hereinafter called the "Employer") by _____ (Emp.ID: _____) of Indian Institute of Management, Ahmedabad (hereinafter called the "Employee").

Whereas the employer has employed the employee in the services on the post _____ from _____ whereas the employee has to discharge the duties of the employer in conformity with the rules of the Institute and whereas the nature of duties require that the employee should be in the vicinity of the employer's Institute and whereas to facilitate such discharge of duties by the employee of the employer, the employee has requested for the permissive use of the premises belonging to the employer and more particularly described in the schedule hereunder written or any premises taken in exchange (hereinafter called the said premises) and the employer has agreed to do so.

It is hereby agreed by and between the parties as under:

1. That the employer has permitted use of the said premises to the employee to enable the employee to properly discharge his duties of his services with the employer while the said premises shall at all-time be deemed to be in possession and ownership of the employer.
2. That the employee is permitted only to make use of premises for the residence purposes and for such use he shall pay license fee as per rules framed by the Institute from time to time for being such permissive user of the said premises.
3. That this permission of permissive use is purely temporary and the employer reserves the right to revoke it at any time by giving one month's notice to the employee of its intention to do so.
4. That this agreement of permissive user does not create any right or interest in the property in favour of the employee as the property of the said premises remains in ownership and control of the employer. The permissive user is permitted by the employer solely with a view to facilitate the employee to properly discharge his duties in the services.
5. That the employee shall not sublet or transfer the residence allotted to him or her, or any portion thereof of the out-houses.
6. That only the family members of the employee are allowed to stay in the campus house (parents, unmarried/dependent children). Any other guest can be accommodated for a maximum duration of one week and beyond that approval of the CAO/Director and issue of Security Pass is necessary.
7. That the employee to whom the house is allotted shall be personally responsible for the rent thereof and for any damage beyond fair wear and tear caused thereto or to services provided therein during the period for which the house is under his/her occupation, also to keep the interior of the Licensed Premises in good condition.
8. That the employee shall not use the house for any purpose except for residing with his/her family and shall maintain the premises and the compound, if any, attached thereto, in a clean and hygienic condition.

9. That the employee shall not be indulged in any improper use of any allotted house. For the purpose of this rule, 'improper use' shall include:
 - (a) unauthorised addition to/or alteration of any part of the house or premises;
 - (b) using the house/premises or a portion thereof for purposes other than for strictly residential purposes;
 - (c) unauthorised extension from electricity and water supply and other service connections or tampering therewith;
 - (d) using the house or any portion in such a way as to be a nuisance to, or as to offend others living on the campus, or using the house in such a way as to detract from the appearance of the campus;
 - (e) Occupation of unauthorised person and subletting shall be strictly prohibited;
 - (f) Conducts himself in a manner which is prejudicial to the maintenance of the harmonious relations with his neighbors.

Any improper use of a house violation of Prohibition Act of the state, such as could lead to cancellation of the allotment. In case the residents use the house for any commercial activity, the allotment will be cancelled and possession of the house will be taken over by the Institute forthwith.

10. That the employee shall not do in the Licensed Premises, any act, deed, matter or thing which may cause or likely to cause nuisance or annoyance to the occupiers of the building or the occupiers of the neighbors;
11. That the employee shall personally be responsible for loss of or any damage to, beyond fair wear & tear, the building-fixtures, furniture, sanitary fittings, electrical installations, fencing, etc. provided therein, during the period of his or her occupation of the house.
12. That the employee shall not keep cattle in the house or in the compound of the said house.
13. That the employee, must immediately report to the Medical Officer/Chief Administrative Officer of the Institute, about any incident of infectious disease in the family and all precautions must be taken to prevent the spread of the infection.
14. That the employee, shall not to store any hazardous or inflammable materials except authorised cooking gas cylinders in the Licensed Premises nor to carry on in the Licensed Premises any illegal activity.
15. That the employee, not to do or omit or suffer to be done anything whereby its right of use of the Licensed Premises or any part thereof is forfeited or extinguished.
16. That the employee shall not to use the Licensed Premises or any part thereof nor permit or suffer the same to be used for illegal, immoral antisocial, obnoxious or improper purposes nor cause or permit or suffer to be done upon the Licensed Premises or any part thereof anything which may offend any law, notification, rules or regulations of the Lessor in the Licensed Premises.
17. That the employee without previous consent in writing of the Lessor, not to make or erect or permit or suffer to be made or erected on the Licensed Premises or any part thereof, any structural alterations or additions or any other alterations which could affect or injure the structure of the walls of the Licensed Premises.

18. That the no employee or his/her spouse or dependent(s) is permitted under any circumstances to carry out any commercial activity from the said premises and keep animals like Cow, Buffalo, Goat, Horse etc. Violating this clause will be treated as misconduct on the part of the employee and the allotment of residence will be liable to be cancelled. In addition to this it will be treated as breach of these rules for which the same penalty or damages will be applicable.
19. That the employee shall pay by way of recovery from salary, the actual charges for electricity and water consumption, service charges and other admissible charges at such rates as may be decided by the Institute from time to time
20. That the employee shall not carry out any additions or alterations in the said premises or electrical or sanitary installations therein and shall not do any damage to the property.
21. That the employee shall make good any damage caused to the said premises and shall be liable for the same to the employer.
22. That the employee shall use the said premises for his personal use and for no other purposes. The employee shall not permit such premises or any part thereof being used by any other person or family members those who are not dependent, they may entertain as guests for any purpose whatsoever. The moment the employee is discharged from the services of the employer, this arrangement of permissive user shall stand terminated and the employer can instantaneously stop the employee from such permissive user.
23. That this arrangement for permissive user in no way would be construed as creating any right whatsoever in favour of the employee in the said premises or any part thereof.
24. That the Institute shall not be responsible or liable for any loss, damage, shortage, theft or destruction of any articles, property or things of any kind or nature whatsoever belonging to the employee and kept in the said Premises.
25. That the employee shall abide by the rules, regulations, bye-laws and executive instructions of the Institute governing occupation of residential accommodation for the staff of the Institute and also comply with all directions given from time to time by Institute with regard to the use of the Licensed Premises or any part thereof.

Schedule of the premises above referred to:

House Type ,No. _____ bearing Municipal Census No: _____ Vastrapur Taluka City Survey No. _____ - _____ of _____ sq.mtr.

(Name of Employee)

Signed and delivered by th employee in the presence of

1. _____
2. _____

Chief Administrative Officer
Indian Institute of Management Ahmedabad

1. _____
2. _____

CHAPTER 13

STAFF CO-OPERATIVE CREDIT & SUPPLY SOCIETY LTD.

IIM Staff Co-operative Credit & Supply Society Ltd Ahmedabad (Registration Number A-1028, Dated 01-12-1964) is a registered Co-operative Society under the Gujarat Co-operative Societies Act, 1961. The society was formed in the year 1964. The Society is established by and for the employees of the Institute. The principal purpose of the society is to provide prompt credit facilities to its members as per the provisions mentioned in the bye laws of the Society. The business of the society is managed by its Managing Committee. Members of the Managing Committee are duly elected by the members of the Society every year. The society has been running successfully for several years.

The important provisions of the Society are highlighted below:

- The permanent employee of the Institute can become a member of the Society after completing the formalities.
- Members contribute towards Share Capital and have savings through Compulsory Savings Scheme. Members can also avail benefit of Recurring Deposit as per the provisions of the Society.
- Members are eligible for Emergency loan (up to Rs.5000/-) three times during the year and full loan (exceeding Rs.5000/- but not more than Rs. 4, 00,000/-) once in a year as per their eligibility.
- Members are given gift out of the profit of the society. Sometimes the Co-operative Society tie-up with companies/agencies and give the goods at special rates/credit facilities to the members of the society.
- Members are paid dividend on their share capital from the profits and given interest towards their compulsory savings.
- On Superannuation/death of any member from the services of the Institute, a lump sum amount Rs. 15,000/- is paid to such member/nominee of the member, as the case may be, from the “Retirement-cum-Death Benefit fund” of the society.
- The business transactions of the Society are liable for yearly audit by the (i) duly approved Chartered Accountant; (ii) Funding bank and (iii) Auditor nominated by the Registrar of the Co-operative Societies.

TRAINING & DEVELOPMENT

1. The training programme shall be categorized as:

1. INDUCTION TRAINING:

Induction for a newly recruited employee shall cover all departments, as appropriate.

2. INTERNAL TRAINING:

Internal training shall cover topics relevant to current job requirements and other related training.

3. SPECIALISED TRAINING

It includes training through external faculty based on the specific need identified by the concerned HoDs.

- 1) Induction Training

1. HR shall impart induction training to a new employee on their joining the Institute.
 2. New employees shall be briefed, among other things, on relevant areas during the induction training.

- 2) Internal Training

1. The HR Department shall, in consultation with CAO, identify the training needs of staff and bring out a training calendar for the year.
 2. In addition to the programmes listed in the training calendar, a special training programme may be conducted as per the instruction of Director/Dean/CAO.
 3. The HR Department shall, in consultation with CAO, identify faculty for the internal training programme and maintain a list of such faculty.
 4. The HR Department will arrange for all the necessary logistic support for the training programme.

- 3) SPECIALISED Training:

1. Concerned departments may identify special training needs for the staff and send a proposal for organizing such a programme to the CAO.
 2. Employee participating in the training shall provide a feedback on the programme to the HR Department.
 3. HR shall maintain records of all specialised training programme.

GENERAL

- 1) HR Department will ensure the full details of the training programme for the employee are sent to the concerned HODs well before the commencement of the programme.
- 2) Re-training may be organised, in consultation with the concerned HOD, for employees whose performance in the training programme is found to be below average.
- 3) **Training report/summary:**

HR Department shall maintain records of all the training programmes organised which will have information on topics covered, training methodology, list of participants and faculty. Wherever appropriate, feedback report and evaluation of participants shall also be maintained.

Training Feedback Form

Personal/Programme Details

Employee Name		Training Topic	
Designation		Faculty Name	
Department		Date	
Employee Code		Duration	

1. Please mention below three usefulness of the training programme

a) _____

b) _____

c) _____

2. What is your assessment of the overall effectiveness of the programme?

5 Excellent	4 V. Good	3 Good	2 Average	1 Poor

3. Please rate various aspects of the programme in general: -

	5 Excellent	4 V. Good	3 Good	2 Average	1 Poor
Usefulness of Training in my work					
Information on course contents					
Relevance to					
Quality of Course Material					
Preparation by HODs					
Level of Interaction					
Overall Learning from training					

4. How will it be useful in your work? (give specific examples)

5. Any Suggestions/Comments/Areas of improvement*:

* In case of more comments use back side of this sheet

Date : _____

Signature of participant : _____

CHAPTER 15

WELFARE ACTIVITIES

The Institute has constituted a Welfare Committee chaired by designated Professor. A Welfare Manager drives the entire activities. Below are the details of the activities carried out by the Welfare Committee:

1. Institute Day Celebrations on December 11

To Commemorate the Institute's foundation day, the "*Institute Day*" is celebrated on December 11th of every year. During the celebrations, awards are presented by the Director to meritorious children and staff members to promote their talents. A cultural programme is also organised every year where children from the community, staff and students perform.

2. Gujarati New Year celebrations

Every year, after the Diwali holidays, the Welfare Committee organizes a get-together to celebrate the Gujarati New Year. The employees and their families are greeted by lamps lit across the campus and flower decoration. Community fireworks are organised and sweet packets are distributed to all who participate in this get-together.

3. International Women's Day Celebrations on March 8

The Staff Welfare committee celebrates the International Women's Day on March 8 every year. The Welfare Committee distributes sweet packets and flowers to all the women engaged with the Institute. They also host a special lunch for all women employees along with the Director, Deans and CAO.

4. Summer Class for IIMA Community Children

The Staff Welfare Committee organises summer classes for children from the IIMA community during summer vacation. Activities such as dance workshops, art & craft workshops, and origami & painting workshops etc. are conducted. The committee also arranges for summer classes at AMA and VASCSC for community children.

5. Employees Annual Health Check-Up

General health check-up for the employees of the Institute and their spouse who are above 35 years is organised by the Staff Welfare Committee at a designated hospital in Ahmedabad.

6. Professor B.H. Jajoo Welfare Committee Medical Scheme

Prof. B.H. Jajoo, voluntarily donated an amount of Rs.25,00,000/- to set up a fund for the medical needs of the retired employees of the Institute. The sub-committee constituted by Prof. Jajoo check the genuine requirement of medical needs and distribute the amount to the retired employees from Group C & D with the help of the Welfare Committee.

Under this, an Annual general health check-up is also sponsored for the retired group C & D employees who have opted for CPF, post-retirement.

7. Higher Education Loan for IIMA Community Children

The Welfare Committee in its mandate to encourage community children to access higher education has been providing interest-free education loans to the children of Group B, C and D employees. This interest-free loan is recovered in 12 monthly instalments.

8. "Sri Ramakrishna – Shradha Medical Fund"

The Staff Welfare Committee created a medical fund in the name of Shri. Ramakrishna Shradha Medical Fund, with a corpus of Rs.5,00,000/- contributed by Prof. Shekar Choudhury, and Ms. Saroja from PGP 1990 Batch. The interest earned from the fund caters to the medical expenses for retired group C & D employees and their spouse.

9. Employees Birthday Celebrations

The Staff Welfare Committee celebrates the birthday of the faculty and staff by wishing them with a greeting card and a packet of sweets.

10. Child Care Centre

Institute has child care centre for the children of the employees of the Institute. It is well maintained with children playing area and a separate facility for children to take nap.

11. Ladies Room

Institute has a dedicated ladies room with basic facilities available in it. The women employees of the Institute can utilize it as a rest room or for any other purpose which deemed fit to the women employees of the Institute.

12. Other Activities

The Staff welfare committee organises various health and wellness related talks on various topics. Besides this, meditation and inspirational talks are also organised.

CHAPTER 16

SARA COMMITTEE

The Institute has constituted the Sports and Recreation Activity Committee chaired by a designated Professor. Following are the main activities of the committee:

1. The SARA committee maintains the fitness centres at the New Campus and the Old Campus. A nominal membership fee is charged for the usage of fitness centres.

Category	Fees per month
PGP/PGPX/PhD students	Family: Rs. 200/month
PhD students (6 th year and onwards)	Individual: Rs. 200/- Family: Rs. 400/-
FDP/AFP participants	Participant: Rs. 400/month Family: Rs. 500/month
Groups A/B	Individual: Rs. 400/month Family: Rs. 500/month
Groups C/D	Individual: Rs. 200/month Family: Rs.400/month
AAs / RAs	Individual: Rs. 200/month Family: Rs.400/month
Alumni	Alumnus: Rs. 500/ month

2. Sports activities are also organised by SARA. Coaching sessions are arranged by SARA for below activities and the charges are as listed below. SARA Membership is compulsory for all activities.

Activity	Days	Timing	Rate
Yoga	Six days a week	One Hour	Rs.100 per month
Tennis Coaching	Three days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST
	Six days a week	One Hour	Rs.2000/ x 3 months = Rs.6000/-+GST
Football Coaching	Five days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST
Squash Coaching	Two days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST
Swimming Coaching	Five days a week	One Hour	Rs.1000/ x 3 months = Rs.3000/-+GST

3. The SARA committee maintains the fitness centre at the Old Campus and the SAB Gym in New Campus. The new Sports Complex in New Campus of the Institute has facilities like Gym, badminton courts, table tennis courts, an eight lane swimming pool, a squash room, a snooker room, Yoga studio, Sauna and Steam rooms and a number of board game options. SARA conducts internal and external sports competitions for IIMA students in this sports complex. The operation of these facilities shall be managed by SARA Committee.
4. Annual Sports Day: SARA committee organises Annual Sports Day in the month of January for all IIMA community members. During the Annual Sports Day various games are organized for IIMA community members.
5. International Yoga Day: SARA committee celebrates June 21 as Yoga divas. It is open for all the community members.

CHAPTER 17

STAFF EVALUATION AND DEVELOPMENT COMMITTEE

The Institute has formed a seven-member staff evaluation and development committee (SEDC), headed by a Chairperson to take decisions with respect to the employees below the level of Managers. Following are the main activities of the committee:

POLICY

- Form or review the procedures applicable to staff.

MANPOWER REQUISITION AND RECRUITMENT

- Review the workforce requirement in various department
- Sanction additional workforce
- Be involved in the selection process

PROMOTION

- Finalization of number of vacancies
- Announcement of the promotion exercise
- Preparation of written paper and conducting the promotion examination
- Conducting interviews of staff
- Finalisation of marks for the promotion exercise
- Announcement of results

ANNUAL INCENTIVE/DIRECTOR SPECIAL INCENTIVES

- Finalization of the amount of annual incentive / director's special incentive
- Seek nominations from the department heads for director special incentive
- Finalisation of awardees

EXTENSION OF TENURE FOR EMPLOYEES APPOINTED ON TENURE BASED SCALED CONTRACT

- Extension of tenure based on performance evaluation of staff appointed on Tenure Based Scaled Contract.

MONTHLY HONORARIUM

- Based on the additional responsibilities handled by the staff, SEDC decides the amount of honorarium to be paid.

OFFICERS' EVALUATION AND DEVELOPMENT COMMITTEE

The Institute has formed a three-member officers' evaluation and development committee (OEDC), headed by a Chairperson to take decisions concerning the Managers. Following are the main activities of the committee:

POLICY

- Form or review the policies applicable to Managers.

OFFICER REQUISITION AND RECRUITMENT

- Review requirement of Managers in various department
- Be involved in the selection process of the Manager

PROMOTION

- Finalisation of number of vacancies
- Announcement of the promotion exercise
- Preparation of the written paper and conducting the promotion examination
- Conducting interviews of Managers
- Finalisation of marks for the promotion exercise
- Announcement of results

ANNUAL INCENTIVE/DIRECTOR SPECIAL INCENTIVES

- Finalisation of the amount of annual incentive / director's special incentive
- Seeking nominations from department heads for director special incentive
- Finalisation of the awardees

EXTENSION OF TENURE FOR EMPLOYEES APPOINTED ON TENURE BASED SCALED CONTRACT

- Extension of tenure based on performance evaluation of officers' appointed on Tenure Based Scaled Contract

MONTHLY HONORARIUM

- Based on the additional responsibilities handled by the officer, OEDC decides the amount of honorarium to be paid.

CHAPTER 19

ENTERPRISE RESOURCE PLANNING (ERP)

The Institute has implemented SAP in various departments with the help of Yash Technologies as the SAP partner.

The HR activities have also undergone changes on the implementation of SAP. The Employees through the Employee Self Service (ESS) portal now have access to various details earlier available only with or through the HR. Employees can raise requests through the portal. The following HR activities are digitised through ESS:

- i. Personal Information – The personal information such as addresses, family dependent details, PAN number, official email id, contact number, date of birth, marital status, bank account details will be maintained under ESS.
- ii. Leave Management – Employees can apply leave, view leave history, cancel the applied leave, check the leave balance through ESS. Any action on leave will go to the supervisor for approval.
- iii. Time Management – Employees can view their in-time/out-time. In case the employees come late to the office, for every third instance in a month, half CL will be deducted. In case the CL balance is zero, Earned Leave will be deducted. This can be regularised by the HR Department based upon the approval from the Head of the Department.
- iv. Payment – Through ESS, employees can view their monthly salary slip.

The employees with reportees under them, will be given access to the Manager Self Service (MSS). Through MSS, the employees can approve/reject the request of their reportees.

GRIEVANCE POLICY

STATEMENT

The Institute is committed to providing a productive and conducive work environment where grievances are dealt fairly and promptly. It aims to facilitate a work culture where no grievances exist as it will help in improving the performance and productivity of the staff and Managers.

THE SYSTEM

- 1) A senior Manager of the Institute will be designated as Grievance Manager who will coordinate and administer the grievance handling process in addition to documenting the same.
- 2) The Staff Grievances Redressal Committee will be responsible for addressing all the grievances submitted to the Grievance Manager.
- 3) The committee may, if required, refer cases to the Dean for dealing with the same.
- 4) In cases where the Director's intervention is required, the Dean may forward the grievance case to the Director. The Director will be the final authority on all staff and Managers' grievance matters.

PROCESS & PROCEDURE:

1. At the first instance, the affected staff/Manager should submit the grievance (in writing) to his/her supervisor/head of department. The supervisor/head of the department should acknowledge the receipt of the grievance, if possible, immediately. The supervisor/head of department could seek CAO's intervention to get the grievance redressed. In case of policy-level matters, the CAO would forward the grievance to the Director or Dean or committees dealing with such issues. Employee specific grievances will be addressed and responded to by the CAO. The process should, desirably, not exceed more than two weeks.
2. The staff/Manager if not satisfied with the response from the CAO can submit the grievance along with the CAO's response to the Grievance Manager. The Manager will provide a written acknowledgement of the receipt of the grievance.
3. The Grievance Manager takes the grievance to the Grievance Redressal Committee.
4. The Grievance Redressal Committee will seek relevant feedback from the system.
5. Based on a careful analysis of the grievance in light of feedback and views of the members of the committee, the Grievance Committee will make its recommendation and send it to the CAO/Dean/Director for appropriate action. The Grievance Manager will write to the employee

concerned that the committee has perused the grievance and appropriate recommendation has been made to the Institute.

6. The process should be, as far as possible, over by three weeks.
7. Initially, the Grievance Redressal Committee could meet as frequently as possible and take up cases that were submitted to the committee so that grievances start getting addressed faster at the Institute. As far as possible, the grievance would be dealt with within three months.

THE OFFICE

One Senior Manager will be designated by the Institute as the Grievance Manager. He will hear out the grievances of individuals and counsel them. If the grievance still persists, he may advise them on the further course of action within the Institute. A formal grievance would be lodged as explained above and forwarded to the Staff Grievances Redressal Committee.

REPORTING

The Grievance Committee will report to the Dean/Director. A quarterly written report of grievances handled will be submitted to the Director. At the end of the year, an annual report shall be compiled and submitted to the Director.

It is also envisaged that the annual report will include a section on recommendations to facilitate the Director on formulating policies to reduce grievances at the Institute.

SUMMARY

The Institute is committed to provide a fair and grievance-free work environment for the staff and Managers of the Institute. In the formulation of the Grievance Policy, the Institute intends not only to handle grievances of the staff and Managers but also look at ways and means of reducing the grievances at the Institute.

RETIREMENT, RESIGNATION ETC.

1. RETIREMENT

- a) The age prescribed for retirement on superannuation is 65 years for faculty members and 60 years for other employees of the Institute.
- b) Retirement is effective from the afternoon of the last day of the month in which the age of superannuation is attained.
- c) *Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- d) The day of retirement on superannuation and premature/voluntary retirement will be deemed as a working day.
- e) *Relinquishment of charge on a Holiday:* An employee retiring on superannuation should formally relinquish charge of the office on the afternoon of that day itself even if it happens to be a holiday. The cash, stores, etc., may be handed over by the retiring Manager on the previous working day. The actual relinquishment of charge of office in the prescribed form can be done on the last day of service for which the physical presence of the Manager in the office need not be insisted.
- f) *Regulation of claims to pension or family pension:* Any claim for CPF/Pension/Gratuity/Family Pension benefits will be regulated based on the rules in force on the date on which the employee ceases to be in service due to retirement or death.
- g) *Pension subject to future good conduct:* Future good conduct of an employee is an implied condition for every grant of pension and its continuance. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority, whether permanently or for a specified period.
- h) *Right of the Institute to withhold or withdraw pension:* The Director has the right to withhold a pension or gratuity or both or withdraw a pension or part thereof. He can also order recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Institute, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service.
- i) *Employment after retirement under a Foreign Government:* A pensioner, who immediately before his retirement was a Group A employee should not accept any

employment under any Government outside India without the prior sanction of the Institute. No pension is payable during the period of such appointment taken without prior permission or for a longer period as may be ordered by the Institute.

Retirement general provisions

- *Limitation on the number of pensions:-* The employee is not eligible for two pensions in the same service or post at the same time or by the same continuous service. A pensioner receiving superannuation or retiring pension and re-employed subsequently is not eligible for separate pension and gratuity for the period of his re-employment.

Period counted as a qualifying service

- Qualifying service of an employee commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
- Duty and periods treated as 'duty'.
- All kinds of leave with leave salary.
- Extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to the inability of the employee to join/re-join duty on account of civil commotion or for pursuing higher technical and scientific studies. This period automatically counts as qualifying service without express sanction for this purpose
- Service on probation followed by a confirmation
- The suspension followed by a minor penalty

Period counted as a non-qualifying service

- i) Service rendered before attaining the age of 18 years.
- ii) Service as Apprentice *except SAS Apprentice.*
- iii) Unauthorised absence treated as '*dies non*'.
- iv) Overstay on leave/joining time not regularised as leave with leave salary.
- v) Extraordinary Leave without medical certificate
- vi) Suspension followed by a major penalty, if the reinstating authority does not order that it shall count as qualifying service.

2. RESIGNATIONS

Employees of the Institute may resign from the Institute as per the provisions contained in their appointment letter. While the Institute is interested in settling all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.

CLEARANCE CERTIFICATE FOR STAFF

Name of the employee :	Department :
Designation :	Date :
Certified that he/she has returned all the materials.	
He/She may be relieved of his/her duties w.e.f -----after office hours.	
_____ Head of the Department	

P.N: The Concerned HODs are requested to fill in details and certify.

Department	Amount to be Recovered	Remarks, if any	Sign of HOD with Date
Central Stores and Purchase - All Stationery and other Items received <input type="checkbox"/> Yes <input type="checkbox"/> No			
Computer Centre 1) P.C. and its accessories received <input type="checkbox"/> Yes <input type="checkbox"/> No 2) IP Telephony <input type="checkbox"/> Yes <input type="checkbox"/> No 3) Mobile SIM Card Instrument Returned <input type="checkbox"/> Yes <input type="checkbox"/> No			
Library			
Catering Service			
IIM Staff Co-operative Credit & Supply Society Ltd			
Electrical Department			
Housing Facility at Campus 2) Housing House No _____ <input type="checkbox"/> Vacated On _____ <input type="checkbox"/> Not Vacated			
House Keeping Office 1) Office vacated <input type="checkbox"/> Yes <input type="checkbox"/> No 2) Keys surrendered <input type="checkbox"/> Yes <input type="checkbox"/> No			
SARA Co-coordinator			

INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

- Effective date of her term over is _____
- Identity Card No. _____ issued to him / her has been / not been returned.
- He / she has _____ days Earned Leave to his / her credit.
- _____ days salary may be recovered from him/her as he/she has availed of days advance leave.

Date :

HR - Manager

Associate Vice President - HR

- Certified that no amount is outstanding against him / her.
- An amount of Rs. _____/- may be recovered from him / her.

Date:

Assistant General Manager, Accounts

----- PLEASE FILL THE FOLLOWING INFORMATION FOR RECORDS -----

Current Address with Phone No	Permanent Address with Phone No, E-mail ID after resignation / retirement/ voluntary retirement and leaving the Institute
	Phone No. :
Phone No :	E-mail

SUPERANNUATION BENEFITS

Employees who joined the Institute on or before 31st December 2003 and have opted explicitly for pension would be covered by the General Provident Fund-cum-Pension-cum-Gratuity Scheme of IIMA. All other employees will be covered under the Contributory Provident Fund-cum-Gratuity Scheme.

CONTRIBUTORY PROVIDENT FUND-CUM-GRATUITY RULES

Short Title

- 01 These rules may be called the Indian Institute of Management, Ahmedabad, Contributory Provident Fund-cum-Gratuity Rules.

Definitions

- 02 In these rules, unless the context otherwise requires -

- i) "Board" means the Board of Governors of the Institute;
- ii) "Chairman" means the Chairman of the Board of Governors;
- iii) "Director" means the Director of the Institute;
- iv) "Family" means:
 - (a) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow or widows and children of a deceased son of the subscriber:

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

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

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

Note I: Children means legitimate children.

Note II: An adopted child shall be considered to be a legitimate child when the Secretary is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

- v) "The Board of Trustees" means, a Board created for the purpose of administration and control of the provident fund.
- vi) "Foreign Service" means service in which the Institute employee receives his pay and allowances with the sanction of the Institute from a source other than from the Institute's funds.
- vii) "Fund" means the Contributory Provident Fund-cum-Gratuity of the Institute.
- viii) "Institute" means the Indian Institute of Management, Ahmedabad.
- ix) "Leave" means any variety of leave provided for in the Institute Rules as may be applicable to the subscriber;
- x) "Salary" means the amount drawn monthly by an employee of the Institute whether on duty or during leave, as pay including Dearness Pay, special and personal pay but excluding all other remuneration by way of allowances or otherwise.
- xi) "Secretary" means the Member Secretary of the Board of Trustees.
- xii) "Subscription" means the amount paid by the subscriber and "Contribution" means the amount contributed by the Institute.
- xiii) "Year" means a financial year.
- xiv) All words and expressions used but not defined in these regulations and defined in the Provident Fund Act 1925 (19 of 1925) shall have the meaning assigned to them in the said Act.

CONSTITUTION AND MANAGEMENT OF THE FUND

- 03 i) The Fund shall be constituted with subscription paid by the subscribers and contributions made by the Institute and shall include accrued interest or profit realised on investment or any part thereof.
- ii) Management of the Fund is vested with a Board of Trustees so created for this purpose. The Board of Trustees will administer and control the Fund. The composition of the Board of Trustees will be as follows:
 1. Director of the Institute or ex-Officio Chairman
 2. A member of the Faculty nominated by the PPC of the Institute
 3. Chief Administrative Officer
 4. Finance and Accounts Officer - Member-Secretary
 5. A representative of the staff nominated by the Officers and Supervisors forum.Terms of functionaries in Sr.No.2 & 5 will be for 3 years.

- iii) The Fund shall be deposited, in the name of the Fund, with the State Bank of India or with any other Bank as may be directed by the Board of Trustees. The deposits shall be made as soon as possible after the monthly accounts are closed.
 - iv) The Institute may, from time to time, invest such part of the Fund, as may be considered expedient, in the National Defence Certificate and/or other investments covered by Section 20 of the Indian Trusts Act 1882 (2 of 1882) as the Board of Trustees may determine.
All investments and securities shall be held in the name of the Institute.
 - v) If an employee admitted to the benefit of the Fund was previously a subscriber to any Contributory/Non-Contributory Provident Fund of the Central Government/ State Government or of a body corporate owned or controlled by Government or an autonomous organisation registered under the Societies Registration Act, 1860, the amount of his accumulations in such Contributory or the Non-Contributory Provident Fund, shall be transferred to his credit in the fund.
- 04 These rules shall apply to every employee of the Institute who is permanently appointed and is covered under contributory provident fund.

NOMINATION

- 05 i) A subscriber shall, as soon as, maybe after joining the Fund, send to the Secretary a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid.
Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.
Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund, shall, if the amount to his credit in such other fund has been transferred to his credit in this fund, be deemed to be a nomination only made under this rule until he makes a nomination in accordance with this rule.
- ii) If a subscriber nominates more than one person under sub rule (i), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount, that may stand to his credit in the fund at any time.
 - iii) Every nomination shall be in such one of the Forms set forth in the Second Schedule as is appropriate in the circumstances.
 - iv) A subscriber may, at any time cancel his nomination by sending a notice in writing to the Secretary.
Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of this rule.
 - v) A subscriber may provide in a nomination:

- (a) in respect of any specified nominee that in the event of his nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination.
 Provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members, where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.
 Provided further that if at the time of making the nomination, the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.
- vi) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (v) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (v) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of this rule.
- vii) Every nomination made and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect, on the date on which it is received by the Institute.
- viii) An up-to-date Register shall be maintained by the Institute to record all nominations.

SUBSCRIBER'S ACCOUNTS

- 06 An account shall be opened in the name of each subscriber in which shall be credited:
- i) the subscriber's subscription;
 - ii) contributions made under Rule 10 by the Institute to his account;
 - iii) interest as provided by Rule 11;
 - iv) advance and withdrawals from his account.

CONDITIONS AND RATES OF SUBSCRIPTIONS

- 07 i) Every subscriber shall subscribe monthly to the Fund when on duty or foreign service but not during the period of suspension.
 Provided that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one sum or in instalments, any sum not exceeding the maximum amount of arrears of subscriptions permissible for that period.

ADDITIONAL / MISCELLANEOUS SUBSCRIPTION

A subscriber may at his option, make additional / miscellaneous subscription by way of cheque/ cash not exceeding five times during the course of a year, provided that total subscription including additional / miscellaneous subscription shall not exceed gross annual emoluments. For Additional / Miscellaneous subscription, emoluments shall include all such components of allowances like, DA, HRA, CCA, Transport Allowance, etc. which are not defined in the term salary [Refer Clause 2(x)].

Formula for calculating additional subscription for Provident Fund

GROSS ANNUAL SALARY* (after adjustment of LWP)			
LESS:	1. Income Tax 2. Professional Tax 3. LIC 4. GSLIS 5. HRA/License Fee (including Municipal Tax) 6. Any other statutory deduction		
NET ANNUAL SALARY			
LESS:	Regular Provident Fund Subscription through Salary		
MAXIMUM ADDITIONAL SUBSCRIPTION			

*Excluding Income from Consultancy

In the Formula for calculating the additional subscription for PF for any employee who is on Leave Without Pay (LWP) during the year, the words Gross Annual Salary be replaced with Gross Notional Annual Salary and the words Net Annual Salary be replaced with Net Notional Annual Salary.

- ii) A subscriber may at his option, not subscribe during any period of leave other than earned leave of less than 30 days duration as the case may be, by sending a notice in writing to the Secretary before or soon after proceeding on leave. Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under the sub para shall be final.
 - iii) A subscriber who has withdrawn the amount of subscription and interest thereon, shall not subscribe to the fund after such withdrawal, unless he returns to duty.
- 08 i) The amount of subscription shall be fixed subject to the conditions:
- (a) It shall be expressed in whole rupees (50 paise and above counting as the next higher rupee).
 - (b) It shall be a sum representing ten per cent in the case of CPF subscribers and six per cent in the case of GPF subscribers.
 - ii) For the purpose of sub-rules (i) (b) the salary of a subscriber shall be:
 - (a) In the case of subscriber who was in service of the Institute on the 31st March of the preceding year, the salary to which he was entitled on that date;

- (b) In the case of a subscriber who was not in service of the Institute on the 31st March of the preceding year, the salary to which he was entitled on the first day of his service.
- iii) The amount of subscription so fixed may be enhanced or reduced not more than three times during the course of a year.
Provided that if a subscriber is on duty for a part of a month and on leave for the remainder of the month and if he has elected not to subscribe during the leave, the amount of subscription payable shall be proportionate to the number of days spent on duty in the month.
- iv) As per the amended provisions of the GPF Rules, 1960, as mentioned in the office memorandum F.No.3/6/2021-P&PW(F) dated 11th October 2022, the limit of subscription under GPF in a financial year by a subscriber shall not exceed the threshold limit (Rupees Five Lakh).

REALISATION OF SUBSCRIPTION

- 09 The recovery of subscription and of the principal and interest on advances shall be made from the monthly salary.

The additional / miscellaneous subscription and the recovery of principal and interest on advance may be received by way of cheque/cash.

CONTRIBUTION BY THE INSTITUTE

- 10 i) The Institute shall, with effect from the 31st March of each year, make a contribution to the account of each subscriber.

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

- ii) The contribution shall be a sum representing such per cent of the salary of the subscriber as may be declared by the Government of India from time to time; drawn on duty during the year or for a period in the year as the case may be. (Resolution dated 1.12.2004)
- iii) Should a subscriber elect to subscribe during leave, the salary drawn by him during leave for the purpose of this rule, be deemed to be salary drawn on duty.
- iv) The amount of contribution payable shall be rounded to the nearest whole rupee (50 paise and above counting as the next higher rupee).

INTEREST

- 11 i) The Institute shall pay to the credit of the account of a subscriber interest at such a rate as the Board of Trustees may, from time to time, prescribe.
- ii) Interest shall be credited with effect from 31st March of each year in the following manner:
- (a) on the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year - interest for twelve

months.

- (b) on sums withdrawn during the current year - interest from the 1st April of the current year upto the last day of the month preceding the month of withdrawals;
- (c) on all sums credited to the subscriber's account after the 31st March of the preceding year - interest from the date of deposit upto the 31st March of the current year;
- (d) the total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-rule (iv) of rule 10;

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

- iii) For the purpose of this rule the date of credit shall be deemed to be the first day of the month in which it is credited.
- iv) In all cases interest will be paid in respect of balance at the credit of a subscriber upto the close of the month preceding that in which payment is made or upto the end of the six months in which such amount becomes payable whichever of these periods be less.
*
- v) Subject to the provisions of sub-rule (iv) no interest shall be paid in respect of any period after the date which the Secretary has intimated to that person or his agent as date on which he is prepared to make payment.

*Following deleted from 11-06-2018

In the case of ceased members retiring from the Institute on Superannuation/voluntary retirement/special VRS, interest will be credited for three years.

ADVANCE FROM THE FUND

12 A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the authority specified in rule 13 subject to the following conditions:

The appropriate sanctioning authority may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding an amount of three months pay or half the amount of subscriptions and interest thereon standing to the credit of the subscriber in the fund, whichever is less, for one or more of the following purposes:

- i) to pay expenses in connection with the illness or disability including where necessary, the travelling expenses of the subscriber or any person actually dependent on him;
- ii) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him in the following cases; namely:
 - (a) for education outside India for an academic, technical professional or vocational

- course beyond the High School stage; and
- (b) for any medical, engineering or other technical or specialised course in India beyond the High School stage; provided that the course of study is for not less than three years.
- iii) to pay obligatory expenses, on scale appropriate to the status which by customary use, the subscriber has to incur in connection with marriages or other ceremonies of himself or of his children or of any other person actually dependent on him;
 - iv) to pay expenses in connection with the prolonged illness or confinement of the applicant or any person actually dependent on him;
 - v) to meet the cost of his defence where the subscriber is prosecuted by the Government or Institute in any court of law or where the subscriber engages any legal practitioner to defend him in any enquiry in respect of any alleged official misconduct on his part;
 - vi) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegations made against him in respect of any act done or purporting to have been done by him in the discharge of his official duty;
 - vii) to meet the cost of plot or construction of a house or a ready built flat for his residence or to make any payment towards the allotment of a plot or a ready built flat by a State Housing Board or House Building Cooperative Society;
 - viii) to meet the cost of consumer durables such as TV, VCR/VCP, washing machines, cooking range, geysers, computers etc.
- Provided that the condition of actual dependence shall not apply in the case of a son or daughter of the subscriber.
- Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of the parent of a subscriber.
- ix) An advance shall not, except for special reasons, exceed three months' salary and shall in no case exceed the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund.
 - x) An advance shall not, except for special reasons be granted until at least twelve months after the final repayment of all previous advances together with interest thereon.
- 13 i) A temporary advance from the Fund to the subscribers other than the Director will be sanctioned by Director. In the case of administrative staff the advance may be sanctioned by the Chief Administrative Officer.
- ii) A temporary advance from the Fund to the Director shall require the sanction of the Board of Trustees.
- 14 i) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four. In special cases where the amount of advance exceeds three months' pay of the subscriber under sub-rule (viii) of Rule 12, the sanctioning authority may fix such number of instalments to be more than twenty four but in no case more than thirty six.

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

- ii) Recovery shall be made in the manner provided in Rule 9 for the realisation of subscription and shall commence on the first occasion after the advance is made on which the subscriber draws salary for a full month.
- iii) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.
- iv) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate of one-fifty per cent of the principal for each month or broken portion of a month during the period between the drawal and complete repayment of the principal.
- v) Interest shall ordinarily be recovered in one instalment in the month after complete payment of the principal; but if the period referred to in sub-rule (iv) exceeds twenty months interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-rule (ii). Payment shall be rounded to the nearest rupee in the manner provided in sub-rule (iv) of Rule 10.
- vi) Recoveries made under this rule shall be credited as they are made, to the account of the subscriber in the Fund.

WITHDRAWALS FROM THE FUND

- 15 i) Subject to the conditions specified hereunder, withdrawals may be sanctioned by the Board of Trustees, in the case of a withdrawal by the Director, and by the Director in the case of Faculty, and by the Chief Administrative Officer in any other case, at any time;
 - (A) after the completion of fifteen years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of his retirement on superannuation whichever is earlier from the amount of subscription and interest thereon standing to the credit of the subscriber in the Fund for one or more of the following purposes, namely;
 - i) for meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases namely:
 - (a) for education outside India for academic, technical, professional or vocational course beyond the High School stage, and
 - (b) for any medical, engineering or technical or specialised course in India beyond the High School stage;
 - ii) for meeting the expenditure in connection with the betrothal/marriage of the subscriber or his sons or daughters, and any other female relation

- actually dependent on him;
 - iii) for meeting the expenses in connection with illness including where necessary, the travelling expenses, of the subscriber and members of his family or any person actually dependent on him;
 - iv) to meet the cost of Consumer durables such as TV, VCR/VCP, Washing Machines, Cooking Range, Geysers, Computers, etc.
- (B) during the service of a subscriber from the amount of subscription and interest thereon standing to his credit in the Fund for one or more of the following purposes, namely:
- i) for constructing or acquiring a suitable house or a ready built flat for his residence including the cost of the land;
 - ii) for repaying an outstanding amount on account of loan expressly taken for constructing or acquiring a suitable house or a ready built flat for his residence;
 - iii) for purchasing a plot of land for constructing a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
 - iv) for reconstructing or making additions or alterations to a house or a ready built flat already owned or acquired by the subscriber;
 - v) for renovating, making additions or alterations or upkeep of an ancestral house at a place other than the place of duty or to a house built with the assistance of loan from Government at a place other than the place of duty;
 - vi) for constructing a house on a plot of land purchased under clause (iii)
- (C) within six months before the date of the subscriber's retirement, from the amount standing to his credit in the Fund for the purpose of acquiring a farm land or business premises or both.

Note 1: A subscriber who has availed himself of an advance for house building purpose or has been allowed any assistance in this regard from any other Government source, shall be eligible for the grant of final withdrawal under sub clauses (i), (iii), (iv) and (vi) of clause B for the purpose specified therein and also for the purposes for the payment of any loan taken under aforesaid scheme subject to the limits specified in sub-para 1 of para 17.

The actual withdrawal from the fund shall be made only on receipt of an authorisation from the Accounts Officer who shall arrange this as soon as the formal sanction of the sanctioning authority has been issued.

- 16 A subscriber who has already drawn or may draw in future an advance under para 12 for any of the purposes specified in para 15 may convert at his discretion, by written request addressed to the Chief Administrative Officer through the sanctioning authority the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in para 15.
- 17 i) Any sum withdrawn by a subscriber at any one time for one or more of the purpose specified in paragraph (15) from the amount standing to his credit in the Fund shall

not ordinarily exceed one-half of the amount of the subscriptions and interest thereon standing to the credit of the subscriber in the Fund or 6 months' pay whichever is less. The sanctioning authority may, however, sanction the withdrawal of an amount in excess of this limit up to three-fourths in the case of withdrawal under sub-clause (A) and 90% in the case of withdrawal under sub-clause (B) of clause (i) of Rule 15 of the amount of subscriptions and interest thereon standing to the credit of the subscriber having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber and (iii) the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund.

- ii) A subscriber who has been permitted to withdraw money from the Fund under paragraph (15) shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilised for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum as withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum together with interest thereon by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such manner of monthly instalments, as may be determined by the Institute.

CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE

- 18 When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under Rule 21 become payable to him.
- 19 When a subscriber -
- i) has proceeded on leave preparatory to retirement, or
 - ii) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service,
- the amount of subscriptions and interest thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Director, become payable to the subscriber.
- 20 Subject to any deduction under Rule 21, on the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable, before payment has been made.
- i) When the subscriber leaves a family -
 - (a) If a nomination made by the subscriber in accordance with the provisions of rule 5 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
 - (b) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any

nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to -

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

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

Note: Any sum payable under these rules to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Fund Act, 1925.

- ii) when the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 5, in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

Note: When a nominee is a dependent of the subscriber as defined in clause (c) of section 2 of the Provident Fund Act, 1925, the amount vests in such nominees under subsection (2) of section 3 of that Act.

- iii) when the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and sub-clause (ii) of clause (c) of sub-section (1) or section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

- 21 Subject to the conditions that no deduction may be made which reduces the credit by more than the amount of any contribution by the Institute with interest thereon credited under rules 10 and 11 before the amount standing to the credit of subscriber in the Fund is paid out of the Fund, the Board of Trustees may direct the deduction there from the payment to the Institute of -

- i) any amount, if a subscriber has been dismissed from the service for grave misconduct;
- ii) any amount, if a subscriber resigns his employment with the Institute within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service,

except in the case of those who take employment in Indian Institute of Management at Ahmedabad, Bangalore, Calcutta, Lucknow, Indore and Kozhikode or in any of IITs established by Government of India in which case the entire amount at the credit of employee including the share of the Institute, shall be transferred to the employee's new Provident Fund account in the IIMs and IITs concerned.

- iii) any amount due under a liability incurred by the subscriber to the Institute.
- 22 i) When the amount standing to the credit of a subscriber in the Fund or the balance thereof after any deduction under rule 21 becomes payable, it shall be the duty of the Secretary after satisfying himself, when no such deduction has been directed under that rule, that no deduction is to be made, to make the payments as provided in section 4 of the Provident Fund Act, 1925.
- ii) If the persons to whom, under these rules, any amounts to be paid is a lunatic for whose estate a manager has been appointed in this behalf, the payment will be made to such manager, and not to the lunatic.
- iii) Any person who desires to claim payable under this rule shall send a written application in that behalf to the Director. Payment of amounts withdrawn shall be made in India only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in India.

Note: When the amount standing to the credit of a subscriber has become payable under rules 18, 19 or 20, the Institute shall make arrangement for prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

PROCEDURE

- 23 Accumulation in the Fund of which payment has not been taken after they become payable under these rules shall be transferred to "Deposits" after the 31st March of the year and treated under the ordinary rules relating to deposits.
- 24 i) As soon as possible after the 31st March of each year and after the Fund accounts have been audited, the Institute shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 1st April of the year, the total amount of deposits during the year, the total amount of interest credited as on the 31st March of the year, total amount of withdrawals during the year and the closing balance on that date.
- ii) Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Institute within one month from the date of receipt of the statement. If no intimation is received from the subscriber within this period it shall be assumed that he has accepted the statement.
- iii) Where errors in the annual statement are brought to notice, it shall be the responsibility of the Institute to reconcile the same for settlement to the satisfaction of the subscriber.
- 25 Indemnity Clause

"Any loss or diminution in the value of the investment of the fund from whatever cause or

source shall be borne by the fund alone and the members of the Board of Trustees, jointly or severally, shall incur no responsibility by reason or on account thereof."

"No member of the Board of Trustees shall be responsible or chargeable save and except for monies actually received by him notwithstanding his having signed any receipts for the sake of conformity or otherwise nor shall he be responsible or chargeable for the acts, defaults or neglects of his co-Trustees nor of any bankers, brokers, auctioneers or other persons with whom or into whose hands any trust monies or securities may be deposited or come, nor for the insufficiency or deficiency of any securities nor for any other loss unless the same shall happen through his own wilful default or gross negligence."

GRATUITY

01 (a) Gratuity shall be granted for good, efficient and faithful service to whole-time employees of the Institute and shall exclude the following:

- i) Casual and non-regular employees;
- ii) employees on deputation; and
- iii) apprentices and trainees, and Note (1)

Note 1: Persons who retired before attaining the age of normal retirement of 60 years and who have not received the maximum amount of gratuity in their earlier service in any civil or military department or central government or from services of any local funds administered by the government or from any other institution prior to re-employment in the Institute may be eligible for benefits of gratuity rules of the Institute.

(b) It shall be granted in the following circumstances:

- i) discharge on the abolition of post;
- ii) permanent incapacity due to bodily or mental infirmity;
- iii) superannuation at the age of 60 years; and
- iv) after completion of five years of service at the Institute in case of retirement/ resignation or term over.

Provided that -

- i) Gratuity shall not be admissible to an employee whose services are terminated for misconduct, insolvency or inefficiency.
- ii) Except in the case of death, the gratuity will be admissible only after five years of qualifying service.

(c) Qualifying services shall mean all service rendered in the Institute after completion of 18 years of age, except periods of service rendered as Apprentice and extra-ordinary leave without leave salary.

- (d) i) Gratuity shall be equal to one-fourth of the monthly emoluments for each completed six monthly periods of service subject to a maximum of 16½ times of the emoluments or Rs. 20 lacs whichever is less.
- ii) In case of death, the amount of gratuity shall be calculated under (i) or as worked out below, whichever be more:

	Length of Service	Death Gratuity payable to family
1.	Less than one year	2 times of 'emoluments'
2.	One year or more but less than 5 years	6 times of 'emoluments'
3	5 years or more but less than 11 years	12 times of monthly 'emoluments'
4.	11 years or more but less than 20 years	20 times of monthly 'emoluments'
5.	20 years or more	Half of monthly emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times the 'emoluments'.

- iii) If an employee who has become eligible for payment of the Institute's share of contribution to the Contributory Provident Fund under rules of the Institute dies within a period of 5 years after he/she retires from the service of the Institute and the sums actually received by him/her at the time of death on account of Institute share of contribution to contributory provident fund together with gratuity under rule 01(d)(i) is less than the amount equal to 12 times the emoluments, a gratuity equal to the deficiency shall be granted to the person or persons nominated by him.

Explanation: For the purpose of this paragraph, 'emoluments' means pay including dearness pay, if any, leave remuneration of the nature of pay (including dearness pay, if any) received in respect of the foreign service, immediately before his retirement or relinquishment of service subject to a maximum of Rs. 9000/- per month.

- 02 i) Every employee shall make a nomination in the Common Nomination form conferring on one or more persons of his family the right to receive the gratuity in the event of his death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each member. In the case of an employee having no family, the nomination may be made in favour of a person, or persons, or a body of persons, corporate or incorporate.
- ii) In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below:
- (a) If there are one or more surviving members of the family as in (i) to (iv) below, it may be paid to all such members other than any such member who is widowed daughter, in equal shares.
- (b) If there are no such surviving members of the family but there are one or more surviving widowed daughters and/or more surviving members of the family as in (v) to (ix) below, the gratuity may be paid to all such members, in equal shares.

Explanation: For the purpose of this paragraph, 'family' shall include the following:

- i) wife in the case of a male employee;
 - ii) husband in the case of female employee;
 - iii) sons including step children and adopted children;
 - iv) unmarried and widowed daughters;
 - v) brothers below the age of 18 years and unmarried and widowed sisters including step brothers and step sisters;
 - vi) father;
 - vii) mother;
 - viii) married daughters; and
 - ix) children of a pre-deceased son.
- 03 When an employee of an educational institution under the control of the Ministry of Education, Government of India is permanently absorbed at IIMA the past service will count for retirement benefits at IIMA provided the transfer is certified to be in the public interest and also subject to the following conditions:
- (a) The transfer is made with the consent of parent institution;
 - (b) IIMA shall be the sole judge to decide as to whether the absorption is in the public interest or not;
 - (c) The parent institution pays the capitalised value of pension and gratuity in respect of past service of the employee in that institution to IIMA at the time of his permanent absorption; and
 - (d) In case the employee in question is on CPF Scheme, the accumulations in the CPF account and the capitalised value of gratuity to be transferred by the parent organisation to the IIMA.

04 Gratuity under National Pension System

- The staff members covered under NPS are admissible for service gratuity, retirement gratuity and death gratuity.
- The service gratuity is admissible on completion of minimum of five years of qualifying service at the Institute.

B NATIONAL PENSION SYSTEM

The Central Government has introduced the Defined Contribution based Pension System known as the National Pension System (NPS) replacing the existing system of Defined Benefit Pension with effect from January 01, 2004 vide its notification Ministry of Finance (Department of Economic Affairs) OM No 5/7/2003 PR Dt 22/12/2003.

National Pension System (NPS) is a contributory pension system whereby contributions from subscribers along with matching contributions from the Institute, are collected and accumulated in an individual pension account of the employee. NPS is mandatory to all employees joining the services of the Institute on or after 1st January 2004.

भविष्य निधि से ऋण / अंतिम आहरण के लिए आवेदन फार्म
Application form for Loan/Final withdrawal from Provident Fund for Consumer durables

पूरा नाम Name in Full	:		
पदनाम Designation	:	आवेदन पर कार्यवाही करने वाले व्यक्ति नोट करें हस्ताक्षर करें Person processing the application to note & sign	
भविष्य निधि लेखा संख्या P.F. A/c. No.	:	स्थापना अनुभाग नोट करें और हस्ताक्षर करें Establishment Section to note & sign	
कर्मचारी कूट संख्या Emp. Code No.	:	कैशियर वसूली के लिए नोट करें और हस्ताक्षर करें Cashier to note for recovery & sign	
ग्रेड पे Grade Pay	:		
ऋण के प्रकार / Loan type			
@ 1. गृह निर्माण के लिए ऋण Loan for housing purpose	()	सही बॉक्स पर निशान लगाएं Tick in appropriate box	
2. अन्य प्रयोजनों के लिए ऋण Loan for other purposes	()		
@ 3. अंतिम आहरण Final withdrawal	()		
प्रयोजन / Purpose :			
*माँगी गई धनराशि रु./Amount Required Rs. _____ किश्तों की संख्या/ No. of installments _____			
ग्रेड पे / Grade Pay			
1. 5400 और इससे अधिक / and above	()	सही बॉक्स पर निशान लगाएं Tick in appropriate box	
2. 4200	()		
3. 2800	()		
2400	()		
4. 2400 से नीचे / below 2400	()		
*केवल मकान बनाने के लिए भविष्य निधि ऋण पर लागू / Applicable to PF loan for housing purpose only.			
मैंने "जमा से जुड़े हुए बीमा योजना" के सम्बंध में स्थापना अनुभाग का दिनांक 21.7.92 का परिपत्र संख्या का परिपत्र इस्ट-II/053/92/1023 पढ़ लिया है।			
I have read in circular No. EST-II/053/1023 dated 21.7.92 regarding the "Deposit Linked Insurance Scheme."			
मुझे जात है कि यदि मैं न्यूनतम शेष नहीं रखूँगा तो मैं जमा से जुड़ी हुई बीमा योजना के अंतरगत उपलब्ध लाभों का पात्र नहीं हूँगा।			
I am aware that I will not be eligible for the benefits available under the Deposit Linked Insurance Scheme, if I do not keep the minimum balance.			
मैं अपने अंशदायी भविष्य निधि खाते में न्यूनतम शेष रखूँगा I want to keep minimum balance in my CPF account.	हाँ () No ()	सही बॉक्स पर निशान लगाएं Tick in appropriate box	
@ नोट : यदि आवेदन ऋण / मकान बनाने के प्रयोजन के आहरण के लिए है तो कृपया पीछे दी गई सूचना शीट भरें। Note : If the application is for Loan/Withdrawal for housing purpose, please fill up information sheet on the reverse.			

दिनांक : / Date :

हस्ताक्षर / Signature

(कृ.प.प./P.T.O.)

भविष्य निधि से मकान बनाने के लिए ऋण / अंतिम आहरण के आवेदन के साथ वांछित सूचना

Information required with application for Loan/Final withdrawal from P.F. for housing

1. कर्मचारी का नाम Name of Employee	: _____	कर्मचारी कूट संख्या / Employee Code No.
2. पदनाम Designation	: _____	भविष्यनिधि लेखा संख्या P.F. A/c No.
3. मकान/फ्लैट का पूरा पता Full address of the house/flat	_____	
4. मकान/फ्लैट के अभिग्रहण की लागत : Cost of acquisition of the house/flat	_____	
5. तारीख जिस दिन निर्माण आरम्भ किया गया / आरम्भ किया जाना है : Date on which construction commenced/to be commenced	_____	
6. तारीख जिस दिन निर्माण पूरा हुआ / पूरा होने वाला है : Date on which construction completed/to be completed	_____	
7. संस्थान से उपलब्ध भवन निर्माण अग्रिम HBA availed from Institute	दिनांक / Date :	राशि रु. / Amount Rs.
1. संस्थान से लिया गया कुल अग्रिम From HBA Fund of IIMA	_____	
2. अपने भविष्यनिधि खाते से From own P.F.	_____	
8. अब तक लिया गया कुल अग्रिम : Total advance drawn so far	_____	
9. अग्रिम की पात्रता राशि (4-8) Eligible amount of advance (4-8)	_____	
10. यदि आवेदित आहरण वर्तमान मकान/फ्लैट को बढ़ाने/परिवर्तित करने के लिए है तो इस प्रकार के बढ़ाने/परिवर्तन की अनुमानित लागत । In case withdrawal requested is for addition/alteration of existing house/flat estimated, cost of such addition/alteration. (कृपया म्यूनिसिपैलिटी/पंचायत की मंजूरी के साथ बढ़ाने/परिवर्तन को दर्शानेवाले इंजीनियर के प्रमाणपत्र की प्रमाणित प्रतिलिपि संलग्न करें) (Please attach certified copy of Engineer's certificate showing details of addition/alteration along with approval from Municipality/Panchayat.)	_____	
11. मकान बनाने के लिए पहले ही प्राप्त अंतिम आहरण : Final withdrawal already availed for housing	दिनांक / Date :	राशि रु. / Amount Rs.
12. कृपया भवननिर्माण का लिखित प्रमाण संलग्न करें : Please attach documentary proof of house building	_____	

हस्ताक्षर / Signature



PENSION FORMS

Attach recent passport size photograph

Name of the Retiring Employee : _____

Date of Joining : _____

Date of Retirement : _____

Employee code : _____

Form 5 – DETAILS OF THE RETIRING EMPLOYEE

1. Full name of the Employee	
2. Date of Birth	
3. Date of Joining	
4. Date of Retirement	
5. Present Designation	
6. Department /Area	
7. Present Address	<hr/> <hr/> <hr/> <p>Contact No: _____</p> <p>Email ID : _____</p>
8. Address after Retirement	<hr/> <hr/> <hr/> <p>Contact No: _____</p> <p>Email ID : _____</p>
9. Name and address of the Public Sector Bank through which the Employee wants to draw his pension	
10. Savings Account no:	

Place : _____

Signature of Retiring Employee: _____

Date : _____

Form 3 – DETAILS OF FAMILY OF RETIRING EMPLOYEE

DETAILS OF THE MEMBERS OF THE FAMILY* As on : _____

No.	Name of the Members of the Family *	Date of Birth	Relationship with the Employee	Remarks

I hereby undertake to keep the above particulars up to date by notifying to HR Manager about any addition or alteration.

Place : _____

Signature of the retiring employee _____

Dated the _____

Name of the Retiring employee _____

*Family means the person's -

- (i) Spouse.
- (ii) Unmarried son(s), unmarried daughter(s), widowed/divorced daughter(s) (including legally adopted son/daughter), all below the age of 25 years.
- (iii) Parents who were wholly dependent on the employee when he/she was alive provided the deceased employee had left behind neither a widow nor a child. The earnings of the parents should not exceed Rs. 9000/- p.m.

OPTION OF COMMUTATION

I _____, am retiring on superannuation on _____. I have opted for the pension scheme at the Institute. I would like to commute 40 % of the Pension eligible with effect from 01 _____, 20_____ for lump sum payment.

Place : _____

Signature of the retiring employee _____

Dated the _____

Name of the Retiring employee _____

DECLARATION

I declare that –

1. (a) I have been re-employed from _____ (date) and * receiving /* not receiving medical facilities.
 - (b) I am not re-employed anywhere after my retirement from the Institute. However, I undertake to inform IIMA as and when I am re-employed with medical facilities.
-
2. (a) I am not availing IIMA Dispensary consultancy facilities for self, hence would like to draw the Medical Allowance
 - (b) I would like to avail of IIMA Dispensary consultancy facilities for self and would not draw the Medical Allowance.

* Tick whichever is applicable.

Place : _____

Signature of the retiring employee _____

Dated the _____

Name of the Retiring employee _____

Place : _____

Signature of Manager – HR : _____

Date : _____

NOMINATION FORM**FORM 5**

Central Civil Services (Commutation of Pension) Rules 1981
(Rule 7)

Indian Institute of Management
Vastrapur
AHMEDABAD 380 015

I, _____ hereby nominate the person named below, (name of the pensioner in capital letters) under Rule 7 of the Central Civil Services (Commutation of Pension) Rules 1981.

Name and address of the Nominee	Relationship with Pensioner	If the nominee is minor	
		Date of Birth	Name and address of person who may receive the said commuted value during the nominee's minority
Name : _____ Address : _____ _____ _____			

Name and address of other nominee in case the nominee under column (1) above pre-deceased the pensioner	Relationship with Pensioner	If the nominee is minor	
		Date of Birth, if the nominee is minor Birth	Contingency on happening of which nomination shall become invalid
Name : _____ Address : _____ _____ _____			

Signature of the Witness : _____ Name and Address of the Witness : _____ _____ _____	Signature of the Pensioner : _____ Name and Address of the Pensioner : _____ _____ _____
--	--

Place : _____

Signature of Manager – HR: _____

Date : _____

FORM A
Payment of Arrears of Pension (Nomination) Rules 1983
(Rule 5)

Indian Institute of Management
Vastrapur
AHMEDABAD 380 015

I, _____ hereby nominate the person named below, (name of the pensioner in capital letters) under Rule 5 of the payment of Arrears of Pension (Nomination) Rules 1983.

Name and address of the Nominee	Relationship with Pensioner	If the nominee is minor	
		Date of Birth	Name and address of person who may receive the said commuted value during the nominee's minority
Name : _____ Address : _____ _____ _____			
Name and address of other nominee in case the nominee under column (1) above pre-deceased the pensioner	Relationship with Pensioner	If the nominee is minor	
Name : _____ Address : _____ _____ _____		Date of Birth, if the nominee is minor Birth	Contingency on happening of which nomination shall become invalid

Signature of the Witness : _____	Signature of the Pensioner : _____
Name and Address of the Witness : _____ _____ _____	Name and Address of the Pensioner : _____ _____ _____

Place : _____

Signature of Manager – HR _____

Date : _____

Enclosures to Pension Application

Name of the Retiring Employee	
Designation	
Department/Area/Group/Centre	
Specimen Signature	1: _____ 2: _____ 3: _____
Copy of Passport size photograph with his /her spouse duly attested	Photograph of the Retiring Employee
Left hand thumb and other fingers impressions attested	<p><i>Physical Identification details</i></p> <p>Height : _____ (_____ cms)</p> <p>Weight : _____ kgs</p> <p>Identificationmarks :</p> <p>1.</p> <p>2.</p>
Attested by Manager – HR:	Attested by the Doctor:

Enclosures to Pension Application (2)

Name of the Retiring Employee	
Designation	
Department/Area/Group/Centre	
Name of Spouse	
Date of Birth of spouse (Please attach an attested copy of proof of date of birth of spouse.)	
Paste a recent Passport size Photo of Spouse	

Attested by: Manager – HR _____

UNDERTAKING

I hereby undertake that any excess payment that may be found to have been made or any excess payment detected in the light of discrepancies noticed subsequently will be refunded by me to the Institute either by adjustment against future payments due to me or otherwise.

Signature : _____

Name : _____

Designation : _____

Emp. Code : _____

Date :

Place :

Attachments to be attached with the Forms:

- 1) Copy of Date of Birth of Spouse/Nominee (Any one as per below)
(*Birth Certificate, School Leaving Certificate, PAN Card, Driving License, Voters Id card*)
- 2) *Copy of Savings Bank Account of the Pensioner through which he or she wishes to draw the pension.*
- 3) *Institute ID Card has to be submitted back to HR Department.*

CHAPTER 23

RETENTION OF DOCUMENTS

Files and records in the HR Department have been classified into three categories based on an assessment of how long they are needed to be retained. These are as follows:

I. A Category: (To be kept permanently)

- 1 Files & service records (personal, CR/evaluation, G Series) of all employees including those who have retired/expired but excluding those mentioned in B Category
- 2 Files of policy decisions
- 3 Files of House Building Advance
- 4 Files of Minutes of all the Committees including Recruitment/Selection/ Evaluation/ Promotion/ Policy Decisions
- 5 Files of Government Orders
- 6 Government correspondence
- 7 Advertisement files
- 8 Legal files
- 9 Files of various returns/questionnaires filed with government departments
- 10 Files of correspondence with Labour Commissioner/any other Judicial Authority
- 11 Documents about RTI related matters
- 12 Files related to orders of pay commissions and pay revision
- 13 Files of house allotment
- 14 Agreements
- 15 Files on various labour contracts
- 16 Files on various labour registration
- 17 Chief Vigilance Officer files
- 18 Budgeting & related files
- 19 Minutes of Faculty Recruitment Committee
- 20 All Policy related files
- 21 Minority Community file

- 22 SC/ST file
- 23 Pension file
- 24 Group Insurance Scheme
- 25 Mediclaim file
- 26 Standing Guard files

II. B Category: (To be kept for 5 years)

- 1 Files (Personal, CR/ Evaluation, G Series) of all the Temporary employees including TAA/ AAs who have left/ resigned from the Institute services
- 2 Documents relating to Project Staff Appointment

III. C Category: (To be kept for 02 years)

- 1 Leave applications
 - 2 Overtime documents
 - 3 Applications for job (either permanent or Tenure Based Scaled Contract or Temporary and Academic or Administrative Positions).
2. Depending upon the situation and future requirement, subject to the change in the law and subsequent approval of the Competent Authority, the existing category of the files could be changed as follows:
- New category could be created/deleted
 - Change of category
3. The documents/files identified for permanent storage need to be binded in a special way to ensure that they are preserved forever.

