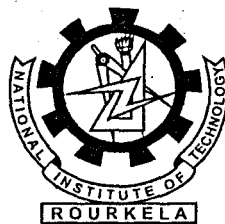


National Institute of Technology Rourkela

MINUTES

21ST MEETING OF BOARD OF GOVERNORS



DATE : 19th June, 2009 (Friday)
Time : 03.00 P.M.
Venue : Conference Hall
Hotel Swasti Plaza, Bhubaneswar.

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**National Institute of Technology
Rourkela – 769 008 (Orissa)**

Minutes 21st Meeting of Board of Governors of National Institute of Technology, Rourkela to be held at 3.00 P.M. on 19.06.2009 (Friday) in the Conference Room of Hotel Swasti Plaza, Bhubaneswar.

Members Present:

- | | | |
|-----|--|---|
| 1. | Shri Drona Rath,
Chairman-Cum-Managing Director
MECON Ltd. & Chairman, BOG., N.I.T., Rourkela
Ranchi, Jharkhand. | Chairman |
| 2. | Shri S. R. Dhal,
Director, Finance,
MHRD, Govt. of India,
(Dept. of secondary & higher education),
Shastri Bhawan, New Delhi | Representative of
Financial Adviser. |
| 3. | Prof. M. Chakrabarty
Deputy Director
Indian Institute of Technology, Kharagpur | Member |
| 4. | Prof. G. C. Mitra,
Retired Works Secretary, Government of Orissa,
A/159, Sahidnagar, Bhubaneswar | Member |
| 5. | Mrs. Bharati Panda
Director
Panda Technology Pvt. Ltd., Bhopal, Madhya Pradesh | Member |
| 6. | Prof. O. N. Mohanty
Vice-Chancellor,
Biju Patnaik University of Technology, Rourkela. | Member |
| 7. | Prof. Sunil Kr Sarangi
Director, N.I.T., Rourkela | Member |
| 8. | Prof. U. K. Mohanty,
Professor, MM Dept., N.I.T., Rourkela | Member |
| 9. | Prof. S. Rauta
Electrical Engg. Dept., N.I.T., Rourkela. | Member |
| 10. | Er. S. K. Upadhyay
Registrar & Secretary, BOG, N.I.T., Rourkela | Secretary |

Members Absent:

- | | | |
|----|---|--------|
| 1. | Mr. N. K. Sinha, IAS
Joint Secretary (Tech.)
MHRD., Dept. of Higher education,
Government of India, Shastri Bhawan, New Delhi. | Member |
| 2. | Mr. S.K. Ray
Joint Secretary & Finance Advisor
MHRD, Govt. of India, Shastri Bhawan,
New Delhi – 110 001. | Member |

Leave of absence was approved for all the members absent.

A. GENERAL AND PROCEDURAL MATTERS.

BOG-21(2009)-01: Welcome to all members and invitees to the meeting by the Chairman.
Chairman welcomed all the members to the meeting.

BOG-21(2009)-02: Confirmation of the minutes of the 20th Meeting of the BOG.
The minutes of the 20th Meeting were sent to the members vide letter No. NITR/RG/2009/205 dt:04.06.2009 for correctness of recording. Comments on the correctness of the recording have been received from member(s) were considered by Chairman. The minutes have been circulated to all members.

The Board confirmed the minutes.

BOG-21(2009)-03: To report on the action taken on the decisions made in the 20th Meeting of BOG held on 17.04.2009 and to discuss matters arising out of the minutes.

A summary of actions taken against the decisions of the BOG in its 20th Meeting held on 17th April, 2009 was presented for Board's consideration.

The Board noted the actions taken on the decisions made in the 20th meeting held on 17th April, 2009. Prof. G. C. Mitra could not visit NIT Rourkela for inspection of ongoing projects as he was out of the country. Chairman advised him to visit NIT Rourkela and submit his report in the next meeting. It was further decided that a presentation shall be made to the Board on the future Plan/Growth Path/ Master Plan/ Enablers for qualitative and quantitative excellence in the next meeting. In the event of differing Rules & Regulations of the Institute, special approval of BOG must be taken prior to its implementation.

(Annexure- A1 , Page No. 11)

B. POLICY AND IMPORTANT ADMINISTRATIVE MATTERS.

BOG-21(2009) – 04: To approve the Statement of Accounts for the Financial year 2008-09.

The Statement of Accounts for the financial year 2008-09 was presented for consideration of the Board.

The Board approved the Statement of Accounts for the financial year 2008-09.

(Annexure- A2, Page No.12-29)

BOG-21(2009) – 05: Recruitment of Faculty.

As per resolution of BOG-20(2008)-18(2) the process of Selection of faculty was undertaken. The list of successful candidates both regular and CAS was placed on the table for consideration of the Board.

The Board approved the list of successful candidates recommended by the selection committee as given in the Annexure. The Board advised the administration to issue appointment letters to faculty members and to advertise for special recruitment drive of SC/ ST/OBC candidates to clear the back log.

(Annexure- A3, Page No. 30 - 35)



BOG-21(2009)-06: Adoption of first Statutes by NIT, Rourkela approved by Visitor (President of India)

A copy of the first statutes of NITs, approved by Visitor (President of India), was put up for adoption by the Board of NIT Rourkela. The Board adopted the Statutes and advised Director to put up proposal for amendment in the next BOG meeting. It was decided that the duties of the Deputy Director will be discharged by the Director [or delegated by him as per clause 17 (item-16)] till a Deputy Director is appointed.

As per the Clause: 15 of the Statutes, the sitting fee of BOG members of the Authorities of the Institute was decided as follows:

- 1) Members of the Board - Rs.4000/- per sitting.
- 2) Members of the FC and BWC -Rs.2000/- per sitting.
- 3) For Senate Members it will be decided later, but external Senate members will continue to get the sitting fee as before.

The above will be effective from the next BOG, FC and BWC Meeting.

(Annexure A4 Page No.36 - 97)

BOG-21(2009)-07: Constitution of Finance and Building Works Committee as per new statutes.

As per the Statutes of NITs, the following Committees were approved by the Board.

Finance Committee:

- | | | | |
|----|--|-----|------------------|
| 1. | Chairperson Board of Governors, Ex-Officio | ... | Chairman |
| 2. | Director (Ex-officio) | ... | Member |
| 3. | Joint Secretary dealing with NITs or his nominee | ... | Member |
| 4. | Financial Advisor (HRD) or his nominee | ... | member |
| 5. | Prof. M. Chakrabarty, BOG, Member | ... | Member |
| 6. | Mrs. Bharati Panda, BOG Member | ... | Member |
| 7. | Registrar (Ex-officio) | ... | Member Secretary |

Building & Works Committee:

- | | | | |
|----|--|-----|------------------|
| 1. | Director (Ex-officio) | ... | Chairman |
| 2. | One member nominated by the Central Govt. not below the rank of Director or Dy. Secretary. | ... | Member |
| 3. | Prof. G. C. Mitra, BOG member | ... | Member |
| 4. | Registrar (Ex-officio) | ... | Member Secretary |
| 5. | Dean (PD) , NIT Rourkela | ... | Member |
| 6. | One expert in Civil from RSP, Rourkela | | |
| 7. | One expert in Electrical, RSP, Rourkela | ... | Member |

Director was advised to write to Managing Director, Rourkela Steel Plant for nominating two senior engineers for the purpose.



BOG-21(2009)-08: Appointment of Deans.

The following Deanship positions were created in accordance with the provisions of the statutes.

Sl. No.	Old Designation	New Designation
1.	Dean (Academic Affairs)	Dean(Academic)
2.	Dean(Students Affairs)	Dean (Student Welfare)
3.	Dean (SRICCE)	Dean (Research & Consultancy)
4.	None	Dean (Faculty Welfare)
5.	Dean (Planning & Development)	Dean (Planning & Development)
6.	Dean (Alumni & Resource Generation)	Dean(Alumni & Resource Generation)
7.	Dean (Administration)	To be abolished

The Board approved the following additional responsibilities in the functions of the Deans as a temporary measure till proper administrative facilities are created.

1. Dean(Academic):

- (a) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard.

2. Dean(Planning and Development)

- (a) He /she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones etc.

3. Dean(Students Welfare):

- (a) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.

4. Dean (Research and Consultancy):

- (a) Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- (b) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- (c) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- (d) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy.

5. Dean (Alumni Relations and Resource Generation):

- a) To keep a record of Alumni and correspond with them.
- b) To provide assistance to Alumni in dealing with Institute in matters of records, certificates etc.
- c) To correspondent with various Alumni Associations.
- d) To seek help from Alumni to enable students to do their projects both inside and outside the country.
- e) To seek help from Alumni for growth of Institute-Industry partnership.
- f) To seek contributions from Alumni and others for the growth and development of the Institute.
- g) Any other matter related to Alumni Relations and Resource Generation.

As per the statutes, HODs can be either Professor or Associate Professor. Till the post of Associate Professor is created by MHRD, it was decided that HODs can be either Professor or Asst. Professor as per present practice.

(Annexure A5 Page No.98 - 100)

BOG-21(2009)-09: Delegation of Financial and Administrative Power:

In order to reduce his work load, the proposal of Director regarding delegation of Administrative and Financial responsibility in accordance with Clause-17 item-16) of the Statues was considered. And the Board decided the following:

<i>Nature of power</i>	<i>Competent authority</i>		<i>Financial limit (Existing)</i>
Purchase/ Works [approval of P.O./W.O.]	Dy. Director		Up to Rs.5,00,000/-
	HODs/ Registrar/ PI(Projects)		Up to Rs.50,000/-
	Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs.1,00,000/
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs.1,00,,000/
	Dean (SW)	Student Activity Fund	Up to Rs.1,00,,000/
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	Up to Rs.1,00,,000/
	Dean (AR)	Alumni Fund	Up to Rs.1,00,,000/
	Director	For all Funds	No Limit
Sanction of cash advance to Officers/ Faculty/ Staff members.	HOD / HOC / PI(Projects) / Registrar		Up to Rs. 15,000/-
	Dy. Director/ Dean (FW) (Till Dy. Director is appointed)	Institute Fund (Plan and Non-Plan except Civil & Electrical Construction and Maintenance).	Up to Rs. 25,000/-
	Dean(PD)/	Civil/ Electrical Maintenance Fund. (Plan and Non-Plan).	Up to Rs. 25,000/-
	Dean (SA)	Student Activity Fund	
	Dean(SRICCE)	Consultancy and Sponsored Research Projects Fund.	
	Dean (AR)	Alumni Fund	
	Director	For all Funds	No Limit
Sanction of Advance to outsider.	Director	For all Funds	No Limit
Sanction of Payment against approved expenditure. [passing of bills]	Registrar		Up to Rs. 50,000/-
	Dean (FW) [till dy. Director is appointed]		Up to Rs.1,00,000/-
	Dy. Director		Up to Rs.2,00,000/-
	Director		No Limit

Delegation of Administrative Power:

<i>Category</i>	<i>Employees</i>	<i>Approving Authority</i>
Permission to Travel within India (Institute Travel Grant, Departmental Operating Grant)	Director/ Deans/ HODs/ Chief Warden/ Registrar/ Librarian.	Director
	Faculty members & Officers	Dean (FW)/ Director
	Examiners, Seminar Speakers	Dean (AA) / Director
	All other staff members	Registrar/ Director
	Other External Guests, Committee Members and outsiders.	Director
	Students on Academic Work	Dean (AA) / Director
	Students on SAC activity (Student Activity Field)	Dean (SW) / Director
Project Fund (Within India)	For all employees	Dean (SRICCE) / Director
Official travel outside India	All (except Director)	Chairman, BOG through Director
Personal Foreign visit	All (except Director)	Director
Establishment/ Personnel Matters (Increment, Leave etc.)	Deans, HODs, Chief Warden & Registrar	Director
	Faculty & Officers except Deans, HODs & Registrar, Chief Warden.	Dean (FW)/ Director
	All other employees	Registrar/ Director
Overseas visits by Director	Director	Ministry of HRD through Chairman, BOG.

Travel Permission to Outside Visitors(TA Bills will be processed as per Institute rules):

<i>Category</i>	<i>Approving Authority</i>
Examiners	Dean (AA)/ Director
Institute Seminars	PIC, Institute Seminars/ Director [institute Travel Grant (without Air Fare)]
Departmental Seminars and Meetings	HOD [From Operative Grant (without Air Fare)] / Director
All academic Invitations (with Air fare)	Director

While the above scheme will be followed generally, Director may re-delegate financial and administrative authority if felt necessary for administrative convenience.

BOG-21(2009)-10: Approval of Leave Rules of N.I.T, Rourkela.

A draft policy on Sanction of Leave to Faculty and staff of the Institute was presented to the Board. The Board accepted the policy in principle, and advised the administration to put the same to the Senate for consideration as an “Ordinance” and the recommendations of the Senate to the BOG for approval.

(Annexure A6 Pg.101- 121’)



BOG-21(2009)-11: Approval of Conduct Rules of N.I.T, Rourkela.

Registrar informed that the draft conduct rules put up to the Board were the exact replica of the conduct rules of IIT Delhi approved earlier by the Board. The following changes have been incorporated. "Any rules not mentioned above, employees will be covered under rules as applicable to Govt. of India employees under Central Civil services (Conduct) Rules, 1964"

The Board approved the conduct rules as proposed.

(Annexure A7 Page No.122 - 126)

BOG-21(2009)-12: To approve the Audit Manual.

As per the decision of BOG vide resolution No.BOG-20(2009)-06, the suggestions from G.M. (Finance) MECON have been incorporated in the Audit Manual.

The Board approved the Audit Manual with the following suggestion:
"The Head of Internal Audit in the institute will be an officer of a rank not below that of an Asst. Registrar and will functionally report to the Director. Administratively, he will report to the Registrar."

(Annexure A8 Page No.127-162)

BOG-21(2009)-13: Report of the Sub-Committee on staff structure and Pay Scale of Non-Teaching employees of NIT Rourkela.

The Board vide resolution No.BOG-19(2008) -03 had appointed a Sub-Committee on staff structure and pay scale of non-teaching employees of NIT Rourkela.

The Chairman, Sub-Committee informed that the committee is examining the Pay Scales of IITs and will submit the revised final report in the next meeting.

C. ACADEMIC MATTER:

It was decided that a summary of the major decisions taken by the Senate on Academic matter will be presented to the Board from the next meeting.

D. ROUTINE ADMINISTRATIVE MATTERS:

BOG-21(2009)-14: Confirmation of Faculty members.

The newly appointed Faculty staff members due for confirmation from the date as mentioned:

Sl. No.	E. Code	Department	Name	Designation	Joined on	Status of Ph. D / P.V/ Medical Fitness
01.	1070860	MA	Dr. Bikash Sahoo	Lecturer	01.10.07	OK
02.	1080871	ME	Dr. Ramjee Repaka	Lecturer	26.03.08	OK
03.	1070865	CR	Dr. Ranabrata Mazumder	Lecturer	29.10.07	OK
04.	1070844	BM	Dr. Subhankar Paul	Lecturer	01.07.07	OK
05.	1070846	BM	Dr. Amit Biswas	Lecturer	01.07.07	OK
06.	1060839	MM	Dr. Suhrit Mula	Lecturer	28.03.07	OK
07.	106781	MN	Dr. Kaushik Dey	Lecturer	30.06.06	OK

Board approved the confirmation of the faculty members.

BOG-21(2009)-15: Personnel issues:**Resignation from the Institute service :**

- 1) Dr. Binod Kumar Sahoo joined this Institute service as a Lecturer in the department of Mathematics on 10.07.06. He has tendered his resignation from the post of Lecturer, department of Mathematics and requested to relieve him from the Institute service w.e.f. 20.07.2009 to enable him to join as Asst. Professor in the School of Mathematical Sciences at National Institute of Science Education and Research (NISER), Bhubaneswar. The resignation tendered by Dr. Binod Kumar Sahoo, is accepted by the Hon'ble Chairman, BOG and he will be relieved from this Institute services w.e.f. 20.07.2009 (AN).
- 2) Dr. Prasant Kumar Sahu joined this Institute service as a Lecturer in the department of Electronics and Communication Engineering on 02.07.08. He has tendered his resignation from the post of Lecturer, department of Electronics and Communication Engineering and requested to relieve him from the Institute service w.e.f. 27.05.2009 to enable him to join as Asst. Professor (Electrical Engineering) at IIT, Bhubaneswar. The resignation tendered by Dr. Prasant Kumar Sahu, is accepted by the Hon'ble Chairman, BOG and he will be relieved from this Institute services w.e.f. 27.05.2009 (AN).

The Board accepted the resignations of Dr. Binod Kumar Sahoo and Dr. Prasant Kumar Sahu.

E. MISCELLANEOUS ITEMS:**BOG-21(2009)-16: PARTICIPATION IN CONFERENCE /TRAINING/ WORKSHOP (Foreign Countries):**

The following faculty members were deputed/allowed for training/ conference/ workshop in foreign countries or on long leave on approval of Chairman, BOG, as per normal Practice.

Sl. No.	Name & Designation	Department	Duration	Training/ Conference	Place of Training / Conference	Country/ Laboratory
01.	Mr. B. Chitti Babu Lecturer	EE	17.05.09 To 20.05.09	International Conference	Wuhan	China
02.	Prof. Ganapati Panda, Professor	EC	18.05.09 To 21.05.09	IEEE International Conference	Trondheim	Norway
03.	Prof. Bidyadhar Subudhi Professor	EE	12.05.09 To 12.07.09	Collaborative Research Work	Univ. of Saskatchewan, Saskatoon	Canada
04.	Prof. H.K. Naik Asst. Professor	MN	04.05.09 To 07.05.09	International Symposium	Lexington, Kentucky	USA
05.	Prof. D.P. Tripathy Professor	MN	23.08.09 To 26.08.09	International Conference	Ottawa	Canada
06.	Prof. K.K. Khatua Asst. Professor	CE	17.06.09 To 19.06.09	International Conference	Massachusetts Institute of Technology, Cambridge, MA	USA

07.	Prof. G. Panda Professor	EC	22.05.09 To 08.06.09	Collaborative research work	Univ. of Edinburgh	UK
08.	Dr. Arvind Kumar Lecturer	CH	12.08.09 To 14.08.09	International Conference	Sabah	Malaysia
09.	Dr. S.K. Sahu Lecturer	ME	24.06.09 To 26.06.09	International Conference	Rome	Italy
10.	Mrs. S. Chinara Lecturer	CS	13.07.09 To 16.07.09	International Conference	Las Vegas, Nevada	USA
11.	Dr (Mrs.) Dipti Patra Asst. Professor	EE	01.07.09 To 03.07.09	International Conference	London	UK
12.	Dr. (Mrs.) S. Das Asst. Professor	EE	01.07.09 To 03.07.09	International Conference	London	UK
13.	Dr. Ranabrata Mazumder Lecturer	CR	23.08.09 To 27.08.09	International Symposium	Xian	China
14.	Dr. Shishir Ku. Sahu Professor	CE	16.09.09 To 17.09.09	International Conference	Newark, Delaware	USA
15.	Dr. Dillip Ku. Pradhan Lecturer	PH	28.06.09 To 03.07.09	International Conference	Suntec Singapore Int. Convention & Exhibition Centre	Singapore

The Board noted the above.

BOG-21(2009)-17: Any other item with the permission of the Chair

- a) **Reconsideration of Application of Dr. Samir Mohanty, Research associate in the NTMIS Nodal Centre Project for a regular position in the Institute and related policy matters.**

During REC era a number of employees appointed in temporary posts of EDP were shifted to regular positions in the college and are serving in NIT, the last such person being Shri R.K. Sinha who was regularized vide BOG-06(2005)-11 dated 28.1.2005 in accordance with MOA between REC and DST, Government of India.

In view of the above circumstances, the matter was reconsidered by the Board in its entirety and the following was decided:

The Board recognized the uniqueness of Dr. Samir Mohanty's case .

On the basis of the above the Board resolved to regularize Dr. Mohanty's services in the Institute adopting the following procedure:

Dr. Samir Mohanty joined the NTMIS Nodal Centre through an internal arrangement. This should be considered as invalid with effect from the date it was made effective (i.e. from 30/12/91). Dr. Mohanty now be deemed to be continuing in the EDP Center in the post of Senior Research Fellow in which he initially joined the Institute.

The EDP Center was absorbed along with its staff in the Institute and placed under the SRICCE vide office order no. NITR/ESTT/2729, Dt.16.03.04 in accordance with the provisions under an MOA between the then R.E.C. and DST, Govt. of India. In lieu of the above Dr. Mohanty should be absorbed in the Institute with retrospective effect.



Considering such de facto regular status of Dr. Mohanty, deemed to be continuing in the Institute as Senior Research Fellow from 1986, his services should be regularized shifting him to a regular position in the Institute.

b) To consider the release of increment of Dr. Somes Jena, Civil Engineering.

Shri Somesh Jena joined this Institute service as a Lecturer in Civil Engineering Department on 01.07.1998. He was granted deputation cum study leave for a period of three years w.e.f. 09.08.2001 to 8.8.2004 to pursue Ph.D. at IIT Kharagpur (under QIP sponsored by Govt. of India). It was ratified by the 101st meeting of BOG held on 22.09.2001 vide resolution No.101-2001-E5. After continuing of Ph.D. studies at IIT, Kharagpur up to 18.01.2002, he decided to continue his Ph.D. studies at Heriot-Watt University Edinburg, U.K. after being offered by the same University. On his request he was granted study leave for a period of 2 years 6 month and 21 days from 19.01.2002 to 08.08.2004 vide Office Order No.RECR/Estt/762 dt.30.01.2002, debiting the period he already availed at IIT, Kharagpur out of the earlier sanctioned period of DCSL for 3 years.

He has accepted the terms and conditions stipulated in the office order No.RECR/762 dt.30.1.2001 which was subsequently ratified vide Board's resolution No.103-2002-E-1 in the 103rd meeting of BOG held on 18.05.2002. He has executed a fresh bond for Rs.3,16,636/- in the prescribed form on Govt. stamp paper and submitted two numbers of surety from two confirmed employees of the Institute in the prescribed format. Further, he has requested to extend his study leave up to April, 2009 vide his application dated 23.06.2004, but did not resume his duty in April, 2005 and requested again to extend his leave up to 31.07.2005. He has resumed his duties in his department at NIT, Rourkela on 01.08.2005m(FN).

In addition to his study leave period i.e. from 09.8.2001 to 08.8.2004 the period from 9.8.2004 to 31.07.2005 is approved as Extra Ordinary Leave (EOL) vide BOG resolution No.BOG-8(2005)-16(ii) dt.17.10.2005.

As per the Bond undertaking executed, he has to successfully complete his study to resume his substantive post at this Institute failing which he will be liable to refund the Institute on demand all money paid to him towards pay and allowances, Leave Salary, cost of travel etc. for pursuing the study not exceeding Rs.3,16,636/- together with interest there on from the date of demand at rates for the time being in force on Central Govt. loans, except when the failure to complete the programme is on medical grounds. Mr. Jena had shifted to the University of Sheffield which was permitted by the Institute.

He has submitted his relieve order from the **University of Sheffield**, where it is stated that he has completed all his experimental work related to his research work but he has to submit his Ph.D. thesis and appear viva voce.

Subsequently Shri Jena has appeared viva voce but has not qualified for the degree. He has now abandoned the programme, and has initiated a fresh Ph.D. Project within the Institute.

Shri Jena's medical record shows physical and mental problems that were aggravated during and shortly after his stay in UK. However, no professional

analysis has been done on its direct link to his poor performance in Ph.D. programme in UK.

The Board considered the following issues:

- i) The question of releasing (or otherwise) the increments withheld since 2001.
- ii) The question of recovery of Rs.3,16,636/- with interest for not completing the Ph.D. programme.

The Board decided the following:

- i) Mr. S. Jena will be allowed to complete his Ph.D. degree at NIT, Rourkela within three years.
 - ii) All increments will be released from the date of his joining in the Institute. His salary will be re-calculated and arrears paid.
 - iii) The recovery of Rs.3,26,636/- with interest for not completing the Ph.D. programme will be kept in abeyance for 3 years to give him an opportunity to complete Ph.D. in the Institute.
- c) The next meeting of the Board will be held in September/October, 2009 and the date will be finalized in consultation with the Chairman, BOG.

The meeting ended with thanks to the Chair.



(S. K. Upadhyay)
Registrar and Secretary
Board of Governors, NIT., Rourkela



(Drona Rath)
Chairman
Board of Governors, NIT, Rourkela

Annexure- A1

ACTION TAKEN ON THE 20TH MEETING OF THE BOARD OF GOVERNORS, NIT ROURKELA, HELD ON 17TH APRIL, 2009 AT BHUBANESWAR.

BOG-20(2009)-04:	Pay Commission Report and various allowances as per Govt. Of India guideline for Pensioners.	Implemented
BOG-20(2009)-05:	Report of the Sub-Committee on staff structure and Pay Scale of Non-Teaching employees of NIT Rourkela.	Under progress
BOG-20(2009)-06:	To approve the Audit Manual.	Revised proposal to be put up in the 21 st BOG Meeting.
BOG-20(2009)-07:	To approve implementation of conduct rules of IIT, Delhi in NIT Rourkela.	New Conduct rules of NIT Rourkela put up for approval of BOG vide Agenda Item No.BOG-21(2009)-11
BOG-20(2009)-08:	Provisional Payment of various allowances to faculty, Academic staff and Officers as recommend by the 6 th Pay Commission.	Implemented
BOG-20(2009)-09:	Discussion on the future plan and direction of growth for the Institute.	Under progress
BOG-20(2009)-10:	Proposal for constitution of various Committees for Academic, Administrative and Development Activities of the Institute.	Implemented
BOG-20(2009)-11:	Proposal for transfer of un-disbursed Scholarship of amount Rs.6.19 lakhs to the Institute Development Fund.	Implemented
BOG-20(2009)-12:	Proposal for extension of contractual services.	Implemented
BOG-20(2009)-13:	Approval of Dr. Samir Patra as visiting Faculty in the Department of Life Science.	Implemented
BOG-20(2009)-16 & 19:	Personnel issues. 1) The Board approved the resignation Dr. Kalyan Gayen, Lecturer, Department of Biotechnology & Medical Engineering w.e.f. 23.08.2007 (AN). 2) Board approved the request of Prof. K. C. Biswal for lien from the Institute for one year and he will be relived on 7 th May, 2009.	Implemented



NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

STATEMENT OF ACCOUNTS
FOR THE FINANCIAL YEAR
2008-2009

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA - 769008

NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8

BALANCE SHEET AS ON 31.03.2009

Particulars	Schedule	Current Year(Rs.)	Previous Year(Rs.)
CORPUS/CAPITAL FUND AND LIABILITIES			
CORPUS/CAPITAL FUND	1	1,159,425,154.00	701,083,262.00
RESERVE AND SURPLUSE	2	8,811,177.00	8,811,177.00
EARMARKED/ENDOWMENT FUND	3	414,646,010.00	377,309,491.00
SECURED LOANS AND BORROWINGS	4	-	-
UNSECURED LOANS AND BORROWINGS	5	-	-
DEFERRED CREDIT LIABILITIES	6	-	-
CURRENT LIABILITIES AND PROVISIONS	7	103,492,513.00	67,876,219.00
TOTAL		1,686,374,854.00	1,155,080,149.00
ASSETS			
FIXED ASSETS	8	815,169,363.00	566,003,260.00
INVESTMENTS-EARMARKED/ENDOWMENT FUND	9	423,655,432.00	363,546,020.00
INVESTMENT- OTHERS	10	5,007,127.00	6,358,310.00
CURRENT ASSETS, LOANS, ADVANCES ETC.	11	442,542,932.00	219,172,559.00
MISCELLANEOUS EXPENDITURE		-	-
TOTAL		1,686,374,854.00	1,155,080,149.00
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON ACCOUNTS	25		



FINANCE OFFICER

FINANCE OFFICER

National Institute of Technology
Rourkela - 769008, Orissa



REGISTRAR

REGISTRAR

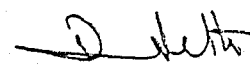
National Institute of Technology
Rourkela - 769008, Orissa



DIRECTOR

DIRECTOR

National Institute of Technology
Rourkela - 769008, Orissa



CHAIRMAN

Chairman

Board of Governors

National Institute of Technology
Rourkela - 769008 (Orissa)



For S.Keshri & Co.
Chartered Accountants



Sunil Kumar Keshri
Partner, M. No 057715

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA - 8
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED ON 31.03.2009

Particulars	Schedule	Current Year(Rs.)	Previous Year(Rs.)
(A) INCOME			
Income from sales/services	12	19,980.00	693,960.00
Grants/Subsidies	13	287,450,000.00	214,000,000.00
Fees/Subscription	14	36,260,621.00	28,823,703.00
Income from Investment(Earmarked/Endowment Fund)	15	9,857,380.00	6,702,451.00
Income from Royalty	16	-	-
Intrest Earned	17	1,041,123.00	1,401,280.00
Other Income	18	3,360,187.00	2,315,729.00
Increase/(Decrease)in stock of finished goods	19	-	-
Prior Period Income		30,000.00	12,950,776.00
TOTAL (A)		338,019,291.00	266,887,899.00
(B) EXPENDITURE			
Establishment Expenses	20	207,089,424.00	158,044,157.00
Other Administrative Expenses etc.	21	84,848,085.00	44,617,645.00
Expenditure on Grants,Subsidies etc.	22	-	1,155,000.00
Intrest	23	-	-
Depreciation(Net Total at the year-end - corresp.Sch.-8	8	79,614,050.00	47,234,920.00
Prior Period Expenditure		750,840.00	785,709.00
TOTAL (B)		372,302,399.00	251,837,431.00
Balance being excess of Expenditure over Income(B-A)		(34,283,108.00)	15,050,468.00
SIGNIFICANT ACCOUNTING POLICIES	24		
CONTINGENT LIABILITIES AND NOTES ON	25		
ACCOUNTS			

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FINANCE OFFICER

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REGISTRAR

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DIRECTOR
DIRECTOR

[Signature]

CHAIRMAN
Chairman

FINANCE OFFICER
National Institute of Technology
Rourkela - 769008, Orissa

REGISTRAR
National Institute of Technology
Rourkela - 769008, Orissa

DIRECTOR
National Institute of Technology
Rourkela - 769008, Orissa

CHAIRMAN
Chairman
Board of Governors
National Institute of Technology
Rourkela - 769008 (Orissa)



For S.Keshri & Co
Chartered Accountants

[Signature]

Sunil Kumar Keshri
Partner, M. No 057715

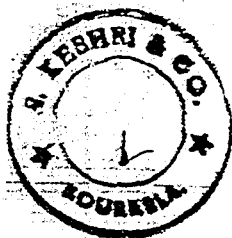
NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE : 01 - CORPUS FUND

Particulars	Current Year (Rs.)	Previous Year (Rs.)
Balance as at the beging of the Year	701,083,262.00	503,332,794.00
Add:Govt.of India - Plan Grant	492,625,000.00	130,000,000.00
Add:TEQIP	-	52,700,000.00
Sub-Total	1,193,708,262.00	686,032,794.00
Add/(Deduct):Balance of net income/(expenditure) transferred from Income and Expenditure Account	(34,283,108.00)	15,050,468.00
Balance as at the Year - End.	1,159,425,154.00	701,083,262.00

SCHEDULE : 02 - RESERVE AND SURPLUS:

Particulars	Current Year (Rs.)	Previous Year (Rs.)
01. GENERAL RESERVE:		
As per last Account	8,811,177.00	8,811,177.00
Addition during the year (Share of Consultancy not added)	-	-
Addition during the year (Share of consultancy)	-	-
Addition during the year (Others)	-	-
Less: Deductions during the year	-	-
Closing Blance	8,811,177.00	8,811,177.00



SCHEDULE-3, EARMARKED/ENDOWMENT FUND

Sl. No.	PARTICULARS	Opening Bal. as on 01-04-2008	Addition to Fund	Total	Refund	Capital Exp	Revenue Exp	Total Exp	Closing Bal. as on 31-03-2009
1	Non-MHRD	19,691,477	33,203,500	52,894,977	-	10,063,137	13,197,327	23,260,464	29,634,513
2	IST	626,492	21,846	648,338	-	202,815	-	202,815	445,523
3	Consultancy	7481974	10983910	18,465,884	-	-	10873948	10,873,948	7,591,936
4	Continuing Education	-38168	4642065	4,603,897	48,547	-	4208092	4,256,639	347,258
5	Activity Fund	314496	723586	1,038,082	-	-	880943	880,943	157,139
6	R&D	3,355,228	188,811	3,544,039	2,935	2,823,538	535,263	3,361,736	182,303
7	SRICCE Fund	12058101	2959972	15,018,073	-	-	5892369	5,892,369	9,125,704
8	EDP School	9,248	-	9,248	-	-	-	-	9,248
9	MIS Recurring (R)	179,177	-	179,177	-	-	-	-	179,177
10	Rail Road Wheel Rail System	309	-	309	-	-	-	-	309
11	Industry Institute Interaction Scheme	8,135	-	8,135	-	-	-	-	8,135
12	EIDP (Impact Project)	(20,736)	-	(20,736)	-	-	-	-	(20,736)
13	Material Science Contingency	409,951	-	409,951	-	-	-	-	409,951
14	Substantiality Support Scheme AEIE	10,368	-	10,368	-	-	-	-	10,368
15	Substantiality Support Scheme CSEA	14,118	-	14,118	-	-	-	-	14,118
	GRANT SANCTIONED BY AICTE								
16	MODROB (MHRD) Replacement of Old Non-Functioning & Outdated Equipment for process Met. Lab.(Dr. R.C. Behera)	4,359	-	4,359	-	-	-	-	4,359
17	Hierarchical Neuro-Fuzzy Hybrid Architecture for Nonlinear control (Dr. J.K. Satpathy)	58,233	-	58,233	-	-	-	-	58,233
18	MHRD (R &D)								
19	Advance DST Techniques for Mobility Management (Shri.R.B.Singh)	(1,295)	-	(1,295)	-	-	-	-	(1,295)
20	Development of Lab,on Machine Vision (Dr.S.K.Acharya)	4,394	-	4,394	-	-	-	-	4,394
21	Infrastructure Development of Software Eng.Lab Dr.S.K.Rath	(4,997)	-	(4,997)	-	-	-	-	(4,997)
	GRANT SANCTIONED BY CSIR								
22	Adhoc grant council Scientific & Industrial Research HRD Grant, CSIR, New Delhi	(40,000)	-	(40,000)	-	-	-	-	(40,000)
23	ISTE Grants, Dr.L.Kar	350	-	350	-	-	-	-	350
24	UGC Teacher Fellowship	5,000	-	5,000	-	-	-	-	5,000
25	National Convention on Env.Engg (Dr.K.K.Mishra)	26,000	-	26,000	-	-	-	-	26,000
26	UGC Career Awards, Dr.J.K.Satpathy	(247,355)	-	(247,355)	-	-	-	-	(247,355)
27	Indo-US Project Other Agency	38,540	-	38,540	-	-	-	-	38,540
	GOVT.OF INDIA/ GOVT.OF ORISSA Scholarship								
28	Birsamunda Tech. stipend,Ranchi	-	90,095	90,095	26,140	-	-	26,140	63,955
29	Financial Assistants IMPACT BBSR Sch.	-	25,000	25,000	25,000	-	-	25,000	-
30	Girls Merit Scholarship	-	36,000	36,000	-	-	-	-	36,000
31	Minority Community scholarship Jharkhand	-	247,000	247,000	247,000	-	-	247,000	-
32	Minority Community scholarship Thiruvanthapuram	-	32,500	32,500	32,500	-	-	32,500	-
33	Nagaland Govt. Scholarship	-	24,500	24,500	24,500	-	-	24,500	-
34	National merit Scholarship	58,300	15,000	73,300	50,800	-	-	50,800	22,500
35	National Scholarship,Srilanka	-	46,800	46,800	46,800	-	-	46,800	-
36	National Scholarship,Yemen	-	93,600	93,600	93,600	-	-	93,600	-
37	NEC Meghalaya	-	7,400	7,400	-	-	-	-	7,400
38	NEC Scholarship Assam	-	10,600	10,600	10,600	-	-	10,600	-



39	PMS Andhra Pradesh	10,325	41,840	62,165	41,840	-	-	41,840	10,325
40	PMS Assam	-	6,240	6,240	6,240	-	-	6,240	-
41	PMS Chattisgarh	2,500	2,500	5,000	-	-	-	-	5,000
42	PMS Karnataka	700	28,880	29,580	28,880	-	-	28,880	700
43	PMS Orissa	3,365,206	3,118,628	6,483,834	2,877,392	-	-	2,877,392	3,606,442
44	PMS Uttarakhand	-	26,880	26,880	26,880	-	-	26,880	-
45	PMS Rajasthan	7,300	3,000	10,300	3,000	-	-	3,000	7,300
46	PMS West Bengal	14,880	14,760	29,640	14,760	-	-	14,760	14,880
47	Sr.Merit Scholarship, Orissa	-	1,200	1,200	-	-	-	-	1,200
48	Visakhapatnam Steel Plant Scholarship	-	18,000	18,000	18,000	-	-	18,000	-
49	GOI, TCS, Colombo	3,010,640	-	3,010,640	-	-	-	-	3,010,640
50	GOI, NTS & NCERT Scholarship	43,968	-	43,968	-	-	-	-	43,968
51	GOO, Laon Stipend, Orissa Student	13,999	-	13,999	-	-	-	-	13,999
52	GOO, DPI Senior Merit Scholarship	(10,905)	-	(10,905)	-	-	-	-	(10,905)
53	GOO, DPI National Loan Scholarship	5,550	-	5,550	-	-	-	-	5,550
54	GOO, DPI National Scholarship Orissa	212,700	-	212,700	-	-	-	-	212,700
55	GOO, TRW Post Martic Scholarship	135,673	-	135,673	-	-	-	-	135,673
56	GOI, Indo-UK Joint Res.Project, Dr.S.Mohapatra (STRR,MSI)	43,126	-	43,126	-	-	-	-	43,126
57	Scholarship Bhilai Steel Plant	3,750	-	3,750	-	-	-	-	3,750
58	Scholarship Bokaro Steel Plant	3,000	-	3,000	-	-	-	-	3,000
59	Scholarship New Delhi, SAIL	4,050	-	4,050	-	-	-	-	4,050
60	Scholarship Paradeep Port Trust	400	-	400	-	-	-	-	400
61	Scholarship Coal India	6,400	-	6,400	-	-	-	-	6,400
62	Scholarship Bank Loan, Orissa	4,452	-	4,452	-	-	-	-	4,452
63	Scholarship Orissa Mining & Geology	300	-	300	-	-	-	-	300
64	Scholarship Govt.Of Assam	85,125	-	85,125	-	-	-	-	85,125
65	Scholarship Govt.Of Tripura	27,600	21,500	49,100	25,100	-	-	25,100	24,000
66	Scholarship Govt.Of Tamil Nadu	5,928	-	5,928	-	-	-	-	5,928
67	Scholarship Govt.Of Punjab & Haryana	7,191	-	7,191	-	-	-	-	7,191
68	Scholarship Govt.Of Jammu & Kashmir	1,480	-	1,480	-	-	-	-	1,480
69	Scholarship Govt.Of Madhya Pradesh	4,930	-	4,930	-	-	-	-	4,930
70	Scholarship Govt.Of Himachal Pradesh	5,400	-	5,400	-	-	-	-	5,400
71	Scholarship Govt.Of Maharashtra	40,530	-	40,530	-	-	-	-	40,530
72	Scholarship Govt.Of New Delhi(NTS)	-	132,000	132,000	102,000	-	-	102,000	30,000
73	Scholarship Govt.Of Pondichery	2,940	-	2,940	-	-	-	-	2,940
74	Scholarship Govt.Of Manipur	40	-	40	-	-	-	-	40
75	Scholarship Girls Merit Scheme, Orissa	30,978	-	30,978	-	-	-	-	30,978
76	Scholarship Foreign Student	294,170	-	294,170	-	-	-	-	294,170
77	Scholarship Govt.Of Arunachal Pradesh	4,800	5,100	9,900	-	-	-	-	9,900
78	PMS Jharkhand	-	57,290	57,290	57,290	-	-	57,290	-
79	Scholarship Govt.Of Uttaranchal	25,400	-	25,400	-	-	-	-	25,400
80	PMS Chandigarh	8,850	-	8,850	-	-	-	-	8,850
81	NBC Shillong	2,631	21,200	23,831	21,200	-	-	21,200	2,631
82	M Tech Stipend	2,250,056	-	2,250,056	2,250,056	-	-	2,250,056	-
83	PMS Uttar Pradesh	40,986	87,420	128,406	87,420	-	-	87,420	40,986
84	PMS Chennai	-	14,810	14,810	16,310	-	-	16,310	(1,500)
85	PMS Maharashtra	21,258	-	21,258	-	-	-	-	21,258
86	PMS Bihar	9,985	21,480	31,465	21,480	-	-	21,480	9,985
87	PMS Kerala	31,748	37,280	69,028	37,280	-	-	37,280	31,748



88	JMS Mahila Pradash		4,500	4,500	4,500		4,500	
89	Raj Sirde Sahu Maharaja Merit Scholarship Maharashtra		177,000	177,000	177,000		177,000	
90	SC Central Top Class Scholarship		1,024,760	1,024,760	983,600		983,600	41,160
91	ST Central Top Class Scholarship		761,500	761,500	489,500		489,500	272,000
92	Engg. Merit Scholarship, Assam	(5,000)	-	(5,000)	-	-	-	(5,000)
93	Senior Merit Scholarship, Orissa	(600)	-	(600)	-	-	-	(600)
94	Merit Scholarship, Pune	(2,200)	-	(2,200)	-	-	-	(2,200)
95	Students Convocation & Degree	215,417	-	215,417	-	-	-	215,417
96	Students Regn. & Migration	158,847	-	158,847	-	-	-	158,847
97	Students Univ. Exam A/c	129,742	-	129,742	-	-	-	129,742
98	Students Univ. Enrollment & Late Admn A/c	82,046	-	82,046	-	-	-	82,046
99	Students Tech. Univ A/c	1,399,000	-	1,399,000	-	-	-	1,399,000
100	Students Univ. Games & Sports A/c	19,073	-	19,073	-	-	-	19,073
101	Students Insurance	48,883	-	48,883	-	-	-	48,883
102	Students A.V. Subscription	327,485	-	327,485	-	-	-	327,485
103	Students College Blazer	13,630	-	13,630	-	-	-	13,630
104	Students Hostel Fund	49,950	-	49,950	-	-	-	49,950
105	Students SSG Share Money	81,299	-	81,299	-	-	-	81,299
106	Students SSG A/c Subscription	358,333	-	358,333	-	-	-	358,333
107	Students Spring Time	193	-	193	-	-	-	193
108	Students NCC A/c	1,746	-	1,746	-	-	-	1,746
109	Students Additional Cont. Allow	15,000	-	15,000	-	-	-	15,000
110	Sambalpur Univ. Deposit Imprest A/c	2,294	-	2,294	-	-	-	2,294
111	Sambalpur Univ. Exam (Pvt. Cand.)	10,499	-	10,499	-	-	-	10,499
112	Sambalpur Int. College Tournament	7,242	-	7,242	-	-	-	7,242
113	Sambalpur Regn. Of College Teacher	275	-	275	-	-	-	275
114	Indusrtly Institute Interaction Scholarship (GOO)	39,185	-	39,185	-	-	-	39,185
115	Scholarship- PMS Nagpur	14,835	-	14,835	-	-	-	14,835
116	Scholarship- Book Grant, Santika Das, Met Eng	42,400	-	42,400	-	-	-	42,400
117	Student AF Subscription A/c	7,620	-	7,620	-	-	-	7,620
118	National Scholarship, Bangladesh	194,132	57,600	251,732	57,600	-	57,600	194,132
119	TCS Colombo Plan (Nepal)	-	28,800	28,800	28,800	-	28,800	-
120	Nalco Foundation Day Scholarship	200	-	200	-	-	-	200
121	N.E.C Stipend (Shillong)	8,200	-	8,200	-	-	-	8,200
122	National Scholarship (Orissa)	19,320	-	19,320	-	-	-	19,320
123	Scholarship Q.I.P	155,109	-	155,109	551,905	-	551,905	(396,796)
124	Rotary Education day Scholarship	(3,750)	-	(3,750)	-	-	-	(3,750)
125	Board of Trustee (CPF/GPF/Pension), NIT, Rourkela	253,090,582	27,407,694	280,498,276	3,221,842	-	3,221,842	277,276,434
126	Board of Trustee (New Pension Scheme), NIT, Rourkela	3,407,298	5,212,907	8,620,205	16,706	-	16,706	8,603,499
127	Endowment fund (Inst.)	63,639,467	6,195,000	69,834,467	93,000	-	93,000	69,741,467
	Total	377,309,491	97,881,954	475,191,445	11,868,003	13,089,490	35,587,942	60,545,435
								414,646,010



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE:04-SECURED LOANS AND BORROWINGS:

Particulars	Current Year (Rs.)	Previous Year(Rs.)
NIL	NIL	NIL

SCHEDULE:05-UNSECURED LOANS AND BORROWINGS:

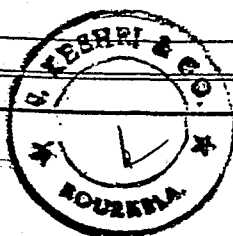
Particulars	Current Year (Rs.)	Previous Year(Rs.)
NIL	NIL	NIL

SCHEDULE:06-DEFERRED CREDIT LIABILITIES:

Particulars	Current Year (Rs.)	Previous Year(Rs.)
NIL	NIL	NIL

SCHEDULE:07 - CURRENT LIABILITIES AND PROVISIONS:

Particulars	Current Year (Rs.)	Previous Year(Rs.)
A. CURRENT LIABILITIES		
1. Advance Received	31,361,935.00	16,850,285.00
2. Liabilities for Expences	15,410,976.00	10,838,199.00
3. Security Deposit	39,757,856.00	21,746,723.00
4. Statutory Liabilities	3,459,595.00	2,046,817.00
6. TEQIP CELL	897,478.00	1,326,249.00
7. Sundry Creditors	3,089,214.00	5,356,283.00
8. BOT (Payable)	4,490,013.00	4,521,533.00
TOTAL	98,467,067.00	62,686,089.00
B. PROVISIONS		
1. Gratuity	1,059,447.00	1,382,320.00
2. Pension	2,723,942.00	2,787,077.00
3. Provision for D.A.	1,242,057.00	1,020,733.00
	5,025,446.00	5,190,130.00
TOTAL (A+B)	103,492,513.00	67,876,219.00



NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA-769008

SCHEDULE-8 FIXED ASSETS (2008-2009)

[Amount in Rs.]

Sl. No.	PARTICULAR	GROSS BLOCK				DEPRECIATION				NET BLOCK	
		As At beginning of year	Additions during the year	Deletions/ adjustments	As at the Year End	As At beginning of year	For the year	Deletions/ adjustments	Upto end of the year	As at the current year	As at the previous year
		(1.00)	(2.00)	(3.00)	(1+2-3=4)	(5.00)	(6.00)	(7.00)	(5+6-7=8)	(4-8=9)	(1-5=10)
	A. FIXED ASSETS										
1	Land	438878	0	0	438878	0	0	0	0	438878	438878
2	Building	238329135	156319645	77865	394570915	109058659	19992586	0	129051245	265519670	129270476
3	Plant, Machinery & Equipment	162388453	129953721	772540	291569634	86306373	27237874	0	113544247	178025387	76082080
4	Plant, Machinery & Equip. TEQIP	116813443	0	0	116813443	0	0	0	0	116813443	116813443
5	Furniture (TEQIP)	4038614	0	0	4038614	0	0	0	0	4038614	4038614
6	Vehicle	568270	0	0	568270	557982	2058	0	560040	8230	10288
7	Furniture & Fixture	26689577	12646615	0	39336192	7590625	2774325	0	10364950	28971242	19098952
8	Office Equipment	68720216	36152	0	68756368	57993024	2686317	0	60679341	8077027	10727192
9	Computer/Peripheral	65288580	13298448	127217	78459811	53656486	11895525	0	65552011	12907800	11632094
10	Electric Installation	52988184	19843466	61650	72770000	21720377	4411822	0	26132199	46637801	31267807
11	Library Books	15336066	10123361	1240	25458187	6603055	2592286	0	9195341	16262846	24465208
12	Tubewell & Water Supply	23298510	1404966	0	24703476	9735125	1456529	0	11191654	13511822	13563385
13	Other Fixed Assets	9800393	310369	0	10110762	8427251	394923	0	8822174	1288588	1373142
14	Books & Learning Resources	6013363	0	0	6013363	0	0	0	0	6013363	6013363
15	Telecom & Networking Inst.	39137731	5570673	95101	44613303	18861737	6169805	0	25031542	19581761	20275994
16	Electric Equipment (TEQIP)	1029955	0	0	1029955	0	0	0	0	1029955	1029955
17	Civil Work (TEQIP)	10028580	0	0	10028580	0	0	0	0	10028580	10028580
	TOTAL	840907948	349507416	1135613	1189279751	380510694	79614050	0	460124744	729155007	476129451
				0							
	B. CAPITAL (WIP)										
1	Building	98404973	106602673	118993290	86014356					86014356	98404973
2	Plant & Machinery	7201033		7201033	0					0	7201033
	TOTAL	105606006	106602673	126194323	86014356					86014356	105606006
	C. TOTAL (A+B)	946513954	456110089	127329936	1275294107	380510694	79614050	0	460124744	815169363	581735457
	D. PREVIOUS YEAR	682458310	249573387	53081314	878950383	333275774	47234920	0	380510694	566003260	339091688



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE:09 - INVESTMENT FROM EARMARKED/ENDOWMENT FUND

Particulars	Current Year (Rs.)	Previous Year(Rs.)
Term Deposits with Schedule Banks(SRICCE)	5,000,000.00	5,000,000.00
Term Deposits with Schedule Banks(institute)	152,605,957.00	121,888,268.00
Term Deposit with scheduled Banks(BOT)	266,049,475.00	236,657,752.00
TOTAL	423,655,432.00	363,546,020.00

SCHEDULE:10 - INVESTMENT OTHERS

Particulars	Current Year (Rs.)	Previous Year(Rs.)
Term Deposits with Schedule Banks	5,007,127.00	6,358,310.00
TEQIP	-	-
TOTAL	5,007,127.00	6,358,310.00

SCHEDULE:11 - CURRENT ASSETS, LOANS & ADVANCES

Particulars	Current Year (Rs.)	Previous Year(Rs.)
<u>Current Assets, Loans & Advances</u>		
1. Security Receivable	4,100.00	4,100.00
2. Advance Receivable	38,232,732.00	17,728,073.00
3. Temporary Advance	69,864.00	69,864.00
4. Cash-in-hand	185.00	3,979.00
5. B/D/Cheques-in-hand	150.00	511,087.00
6. <u>Bank Balances</u>		
a) Current Account	242,160,604.00	89,936,719.00
b) S/B Account	2,615,411.00	4,308,126.00
c) TEQIP	2,327,436.00	4,363,793.00
d) SRICCE	36,021,269.00	32,026,493.00
7. Accrued Intrest	13,391,466.00	5,804,040.00
8. Deferred Revenue Expenditure	-	52,250.00
9. Grant Receivable	83,050,000.00	39,000,000.00
10. Salary Nodal Receivable	349,244.00	1,002,374.00
11. <u>BOARD OF TRUSTEES</u>		
a) Acrued Intrest	11,812,506.00	5,427,662.00
b) Advance Receivable	14,400.00	52,221.00
c) Income Tax Receivable	1,357,111.00	719,371.00
d) Bank Balance	4,973,891.00	8,776,968.00
e) Misc. Exp. not written off	6,162,563.00	9,385,439.00
TOTAL	442,542,932.00	219,172,559.00

SCHEDULE:12 - INCOME FROM SALES/SERVICES

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Income from sale of Application form	7,400.00	489,000.00
2. Sale of Tender Paper	12,580.00	157,960.00
3. TEQIP	-	47,000.00
TOTAL	19,980.00	693,960.00



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE:13 - GRANTS/SUBSIDIES

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Central Govt.	287,450,000.00	214,000,000.00
2. State Govt.	-	-
TOTAL	287,450,000.00	214,000,000.00

SCHEDULE : 14 - FEES/SUBSCRIPTIONS

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Admission Fee	788,390.00	2,872,925.00
2. Hall Admission Fee	354,200.00	-
3. College Certificate	101,610.00	50,140.00
4. College Fine	-	117,934.00
5. Examination & Marks	9,115,650.00	115,500.00
6. Library Fee	-	4,072,187.00
7. Ph.D Enrollment	592,850.00	41,200.00
8. Transcript Fee	200,700.00	-
17. Tuition Fees	24,996,996.00	21,475,217.00
18. Dayscholar Permission Fee	84,225.00	78,600.00
19. TEQIP	26,000.00	-
TOTAL	36,260,621.00	28,823,703.00

SCHEDULE:15 - INCOME FROM RENT

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Rent	797,776.00	254,170.00
2. House Rent(Staff)	726,261.00	941,817.00
3. Vehicle Rent	27,758.00	19,264.00
4. Hall Seat Rent	8,305,585.00	5,487,200.00
TOTAL	9,857,380.00	6,702,451.00

SCHEDULE:16 - INCOME FROM ROYALTY PUBLICATION

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Income from Publication	-	-
2. Book Bank	-	-
TOTAL	-	-



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE :17 - INTREST EARNED

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1.With Schedule Bank	978,201.00	181,374.00
2. Loans & Others	-	-
3.TEQIP	62,922.00	1,219,906.00
TOTAL	1,041,123.00	1,401,280.00

SCHEDULE :18 - OTHER INCOME

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Fees for Misc. Service	-	232,914.00
2. Miscellaneous Income	803,411.00	79,803.00
3.Other Income	2,556,776.00	2,003,012.00
TOTAL	3,360,187.00	2,315,729.00

SCHEDULE :19 - INCREASE/(DECREASE) IN STOCK OF FINISHED GOODS WORK IN PROGRESS.

Particulars	Current Year (Rs.)	Previous Year(Rs.)
Nil	Nil	Nil
TOTAL	Nil	Nil

SCHEDULE : 20 ESTABLISHMENT EXPENSES

Particulars	Current Year (Rs.)	Previous Year(Rs.)
1. Salary & Wages	169,416,603.00	105,228,670.00
2. Allowances & Bonus	2,220,290.00	1,366,325.00
3. Contribution to CPF	-	645,517.00
4. Staff Welfare Expenses	5,698,513.00	7,272,819.00
5. Expenses on Employees'Retiredment &Terminal Benefits	29,754,018.00	42,219,604.00
6. Pension Fund Defined Sch.	-	1,311,222.00
TOTAL	207,089,424.00	158,044,157.00



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE : 21 -OTHER ADMINISTRATIVE EXPENSES.

Particulars	Current Year (Rs.)	Previous Year (Rs.)
1. Advertisement & Publicity	6,629,627.00	4,135,293.00
2. Auditors' Remuneration	290,000.00	-
3. Awards & Prizes	32,172.00	21,148.00
4 . Apprentice Trainee	379,564.00	358,934.00
5..Bank Charges	71,130.00	39,110.00
6.Convocation	530,574.00	245,221.00
7. Conference & Training	1,074,196.00	329,998.00
8. Contingencies Esp	576,591.00	936,161.00
9. Conveyance All.	46,800.00	32,200.00
10.Deferred Revenue Expenditure W/Off	52,250.00	156,750.00
11.Electricity & Power	14,624,751.00	13,691,496.00
12.Electronic Library	931,840.00	-
13. Examination Exp.	-	126,379.00
14.Hirecharges Vehicle	-	230,759.00
15.Hospitality Expenses	290,321.00	567,247.00
16. Holding Tax	232,290.00	209,061.00
17.Honorarium	47,521.00	17,000.00
18.Internet Charges	3,698,362.00	2,972,245.00
19.Labour & Processing	682,647.00	646,564.00
20.Legal Expenses	129,695.00	85,950.00
21.Library Expenses	-	56,400.00
22 Library ELECTRONIC Memb.Charges	-	15,460.00
23.M.Tech.Stipend	23,526,527.00	-
24.Ph.D.Stipend	4,132,867.00	1,465,915.00
25.Postage,Telephone & Communication Charges	330,497.00	386,900.00
26.Printing & Stationary	3,235,211.00	1,538,283.00
27.Professional Charges	605,412.00	115,489.00
28.Remuneration to External Examiners	208,514.00	-
29.Rent,Rate & Tax	57,882.00	489,950.00
30.Repair & Maintenance	13,953,886.00	5,633,232.00
31.Software License Fee	24,594.00	-
32.Student Travel	313,328.00	-
33.Study Tour & Games & Cultural Activity	-	126,939.00
34.TEQIP	1,696,508.00	3,329,607.00
35.Training Teaching & Non-Teaching	782,507.00	253,716.00
36.Traveling & Conveyance Expenses	1,988,408.00	2,019,897.00
37.Tele.Ch.Intercom	2,712.00	48,484.00
38.Telephone Charges	1,697,727.00	1,365,654.00
39.Vehicle Running	571,174.00	170,203.00
40 Water Charges (PHED)	1,400,000.00	2,800,000.00
TOTAL	84,848,085.00	44,617,645.00



NATIONAL INSTITUTE OF TECHNOLOGY , ROURKELA - 8
SCHEDULES FORMING PART OF BALANCE SHEET AS ON 31.03.2009

SCHEDULE:22 - EXPENDITURE ON GRANTS,SUBSIDIES

Particulars	Current Year (Rs.)	Previous Year(Rs.)
Grants to School/Club	-	-
1. Club	-	-
2. Guest House.Delhi	-	1,155,000.00
TOTAL	-	1,155,000.00

SCHEDULE: 23 - INTREST

Particulars	Current Year (Rs.)	Previous Year(Rs.)
NIL	Nil	Nil
TOTAL:	Nil	Nil



SCHDULES 24- SIGNIFICANT ACCOUNTING POLICIES

1 ACCOUNTING CONVENTION

The financial statements are prepared on the basis of historical cost convention, unless otherwise stated and on the accrual method of accounting.

2 INVESTMENTS

Investments are valued at cost.

3 FIXED ASSETS

Fixed Assets are stated at cost of acquisition inclusive of inward expenses and incidental and direct expenses.

Fixed Assets acquired out of TEQIP cell are taken into Account in Fixed Assets at Cost without deducting Depreciation.

4 DEPRECIATION

Depreciation is provided on written down value method as per rates specified in the Income Tax Act, 1961. Depreciation has not been deducted from Assets acquired out of TEQIP cell as per the Directives of Fund Provider (NPTU) vide their letter No-FM/TEQIP/NIT-AUDIT/2007/2206 dated 13/09/2007.

5 GOVERNMENT GRANTS

Government grants received during the year for capital expenditure are treated as Corpus Fund.

Government grants of the nature of contribution towards fixed assets & revenue Expenses for specific projects are treated as Endowment/ Earmarked Fund.

Government grants under non-plan received during the year for revenue Expenditure of the institution are treated as income under head grants/subsidies.

Government grants/subsidies are accounted on accrual basis.



6 RETIREMENT BENEFITS

Liabilities towards gratuity payable on death/retirement of employees is provided based on actual valuation.

Liabilities towards pension payable on retirement of employees is provided based on actual valuation.

Leave encashment benefit to the employee is accounted on cash basis.

SCHEDULE 25-CONTINGENT LIABILITIES AND NOTES ON ACCOUNT

1. CONTINGENT LIABILITIES

Claims against the Institute under suit Rs.nil (Previous Year Rs.nil).

2. NOTES ON ACCOUNT

- a. Corresponding figure for the previous year have been regrouped/rearranged, whenever necessary.
- b. The Audited Financial Statement of Board of Trustee (CPF/GPF/Pension/NPS) has been incorporated for the first time with the financial statement of the Institute to comply the Audit Para No.3.1 of C of SAR of Comptroller and Auditor General of India for the year ending 31st March, 2008.

As a result of such incorporation the previous year Audited figure of Assets and Liability has been re-casted.



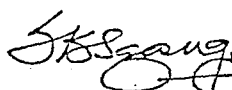
FINANCE OFFICER
FINANCE OFFICER

National Institute of Technology
Rourkela - 769008, Orissa



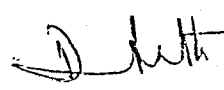
REGISTRAR
REGISTRAR

National Institute of Technology
Rourkela- 769008, Orissa



DIRECTOR
DIRECTOR

National Institute of Technology
Rourkela 769008, Orissa

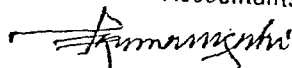


CHAIRMAN
Chairman

Board of Governors
National Institute of Technology
Rourkela- 769008 (Orissa)



For S.Keshri & Co.
Chartered Accountants

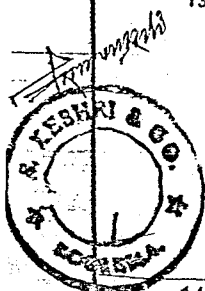


Sunil Kumar Keshri
Partner, M. No 057715

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA-8
RECEIPT AND PAYMENT ACCOUNT FOR THE YEAR ENDED ON 31.03.2009

RECEIPTS

Sl.No	PARTICULARS	AMOUNT IN Rs.	AMOUNT IN Rs.
1	OPENING BALANCE		144,277,731.00
	a)Cash-in-hand(Institute)	3,979.00	
	b)Bank Draft/Cheque-in hand	511,087.00	
	c)Bank Balance(Institute)		
	1)In current Account(Institute)	89,936,719.00	
	2)In savings a/c(Institute)	4,308,128.00	
	d)Bank Balances(TEQIP CELL)	3,714,357.00	
	e)Bank Balances(Endowment Fund)	37,026,493.00	
	f)BOT.	8,776,968.00	
		144,277,731.00	
2	GRANT RECEIVED-(NON-PLAN)		736,025,000.00
	a)Central Govt.(Non-Plan)	243,400,000.00	
3	GRANT RECEIVED -PLAN		
	a)Central Govt.	492,625,000.00	
	b)TEQIP		
		736,025,000.00	
4	EARMARKED/ENDOWMENT FUND		154,395,627.00
	EARMARKED/ENDOWMENT FUND	154,395,627.00	
5	RESERVE & SURPLUS		
6	INCOME FROM SALS/SERVICE		19,980.00
	a)sale of application form	7,400.00	
	b)Sale of Tender Paper	12,580.00	
	c) TEQIP		
		19,980.00	
7	INCOME FROM FEES/SUBSCRIPTION		36,074,786.00
	a)Fees	35,848,086.00	
	b)Transcript Fee	200,700.00	
	c)TEQIP	26,000.00	
		36,074,786.00	
8	INCOME FROM INVESTMENT		9,857,380.00
	a)Rent	9,857,380.00	
		9,857,380.00	
9	INCOME FROM ROYALTY/PUBLICATION		
	a)From Publication	-	
		-	
10	INTREST EARNED		62,922.00
	a)Loans and Others		
	b) TEQIP CELL	62,922.00	
		62,922.00	
	OTHER INCOME		3,390,187.00
	a)Fees & Misc.Receipt	803,411.00	
	b)Others	2,556,776.00	
	c)Prior Period Income	30,000.00	
		3,390,187.00	
12	INVESTMENT - OTHERS		88,106,257.00
	a)Principal Matured	83,246,578.00	
	b)Intrest received on Investment	4,859,679.00	
	c)TEQIP CELL		
		88,106,257.00	
13	OTHER RECEIPTS		204,070,732.00
	a)Advance Received	17,760,986.00	
	b)Statutory Liabilities	59,006,046.00	
	c)Security Deposit	27,119,312.00	
	e)Scholarship	27,765,604.00	
	f)Advance Receivable(Loans & Adv.)	60,537,283.00	
	h)Sundry Creditors	3,088,214.00	
	i)Endowment Fund (Inst)	6,380,835.00	
	j)Salary Receivable (Nodal Centre)	1,002,374.00	
	k)TEQIP	1,409,078.00	
		204,070,732.00	
14	GRAND TOTAL		1,376,280,602.00



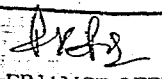
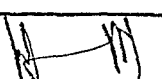
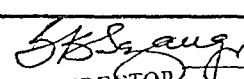

FINANCE OFFICER **REGISTRAR** **DIRECTOR** **Chairman**
 National Institute of Technology Rourkela-8
 Rourkela - 769008, Orissa Rourkela - 769008, Orissa Rourkela - 769008, Orissa Rourkela - 769008, Orissa
 Board of Governors
 National Institute of Technology Rourkela-8

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA-8
RECEIPT AND PAYMENT ACCOUNT FOR THE YEAR ENDED ON 31.03.2009

PAYMENTS

Sl.No	PARTICULARS	AMOUNT IN Rs.	AMOUNT IN Rs.
1	EXPENSES		272,915,841.00
	a) Establishment Expenses	189,428,589.00	
	b) Other Administrative Expenses	81,403,595.00	
	d) Prior Period Expenses	386,840.00	
	e) TEQIP CELL	1,696,817.00	
		272,915,841.00	
2	ENDOWMENT /EARMARKED FUND		154,203,929.00
	i) Capital Expenditure	13,089,490.00	
	ii) Revenue Expenditure	35,587,942.00	
	iii) Refund	105,526,497.00	
		154,203,929.00	
3	FIXED ASSETS		328,780,153.00
	a) Purchsed & Capitalised	222,177,480.00	
	b) Capital Work in Progress	106,602,673.00	
	c) TEQIP CELL	-	
		328,780,153.00	
4	OTHER PAYMENTS		327,893,120.00
	a) Advance Received	14,718,240.00	
	b) Statutory Liabilities	57,593,268.00	
	c) security Deposites	9,108,179.00	
	d) Liability for Exp.	10,819,657.00	
	e) Provisions Paid	4,758,061.00	
	f) Scholarship	29,907,914.00	
	g) Advance Receivable	6,605,781.00	
	h) Loans & Advances	74,520,161.00	
	i) Investment	112,613,084.00	
	j) Sundry Creditors Paid	5,356,283.00	
	k) Endowment Fund(Inst.)Dev.Fund.Paid	93,000.00	
	m) TEQIP CELL	1,799,492.00	
	n) SRICCE	-	
		327,893,120.00	
5	CLOSING BALANCE		292,487,559.00
	a) Cash-in-hand	185.00	
	b) Bank Draft/Cheques in hand	150.00	
	c) Current a/c (Institute)	242,160,604.00	
	d) Savings a/c	2,615,413.00	
		244,776,352.00	
	e) TEQIP CELL		
	i) Canara Bank (SB A/c)	45,098.00	
	ii) SBI NIT(C/A)	1,670,950.00	
		1,716,048.00	
	f) Earmarked/Endowment Fund		
	i) Bank Balance	36,021,269.00	
	ii) SBI NIT (F.D.)	5,000,000.00	
	iii) BOT.	4,973,890.00	
		45,995,159.00	
		292,487,559.00	
	GRAND TOTAL		1,376,280,602.00



 **FINANCE OFFICER**
 **REGISTRAR**
 **DIRECTOR**
 **Chairman**
Board of Governors
National Institute of Technology, Rourkela - 769008, Orissa



**National Institute of Technology
Rourkela – 769 008 (Orissa)**

Sub: Selection of faculty – 28th April – 30th May, 2009

The following candidates are recommended for selection in faculty positions in various departments listed below:

Selection of faculty under Regular positions

Department	Positions	Recommendation of candidates of Selection Committee		
		Name of the candidate	Initial basic pay recommended	Remarks
Computer Science	Professor	-	-	-
	Lecturer	Sri Manmath Narayan Sahoo	Rs.8550/-	On contract for 3 years. To be regularized with pay of Rs.10,200/- on award of Ph.D. degree within a period of 3 years, i.e. June 30, 2012.
Electrical Engineering	Professor	-	-	None found suitable
	Assistant Professor	1. Dr. S. R. Samantaray	As per rules.	[Continuation of present pay]
	Lecturer	1. Mr. Arun Ghosh 2. Mr. Subrata Karmakar	Rs.9100/- pm	[On contract for 3 years. to complete Ph.D. degree]. On receipt of Ph.D. degree, salary to be fixed at Rs.10,200/- pm and regularized. No extra Ph. D. increment.
Electronics Commun Engineering	Professor	-	-	None found suitable
	Assistant Professor	1. Dr. Parthapratim De 2. Dr. Debiprasad Acharya 3. Dr. S. K. Behera (SC)	Rs.14,520/- As per rules As per rules	
	Lecturer	1. Dr. Neti V. L. Narsimha Murthy	Rs.10,475/-	

		2. Mr. Aneek Adhya 3. Mr. Samit Ari	Rs. 9100/- Rs. 9100/-	On contract for 3 years. To be regularized on award of Ph. D. degree with basic pay of Rs.10,200/-per month. No Ph. D. increment.
		4. Mr. Santosh K. Das (SC) 5. Mr. Pyari Mohan Pradhan	Rs. 9100/- Rs.8550/-	On contract for 5 years with major review at the end of 3 years. To be regularized on award of Ph.D. degree. Shall get 2 additional increments for Ph.D. To enroll in Ph.D. programme of NITR.
Mechanical Engineering	Professor	-	-	None found suitable
	Assistant Professor	1. Dr. J. Srinivas	Rs.13,680/-	
	Lecturer	1. Mr. Gautam Dutta	Rs.9375/-	On contract for one year. To be regularized on award of Ph.D. degree, with pay of Rs.10,475/-. No extra Ph.D. increment.
		2. Mr. Soumya Gangopadhyay	Rs.9100/-	On contract for one year. To be regularized on award of Ph.D. degree with pay of Rs.10,200/-. No extra Ph.D. increment.
		3. Mr. Debajyoti Bhaduri	Rs.9100/-	On contract for 5 years, with major review after 3 years. To be regularized on award of Ph.D. degree with pay of Rs.10,200/-. No extra Ph.D. increment.
Industrial Design	Professor	-	-	None found suitable
	Lecturer	-	-	None found suitable

MM Engineering	Professor	-	-	-
	Assistant Professor	1. Dr. Chhail K. Behera (SC)	Rs.12,000/-	-
	Lecturer	1. Dr. Suhrit Mula	Rs.10,200/-	Presently lecturer in MM Dept at lower pay. Pay is rationalized according to nors.
		2. Ms. Archana Mallick (SC) 3. Mr. Santosh K. Sahoo 4. Mr. Krishna Dutta Waiting list Mr. Supriya Bera	Rs.9100/- Rs.9100/- Rs.9100/- Rs. 9,100/-	On contract for 3 years or till award of Ph.D. degree. On award of Ph.D. degree, to be regularized automatically with pay of Rs.10,200/- pm for Ph.D. No extra Ph. D. increment.
Chemical Engineering	Professor	-	-	-
	Assistant Professor	1. Dr. Prakash Biswas (SC)	Rs. 12000/-	On contract for one year; to be regularized only if recommended so by a duly constituted selection committee after formal interview.
	Lecturer	1.Mr. Pradip Choudhury (Waiting List Panel) 2. Dr. Subham Paul	Rs.9100/- Rs.10,200/-	On contract for 3 years. To be regularized on award of Ph.D. degree with basic pay of Rs.10,200/- pm. No extra Ph.D. increment.
Biotech. & Medical Engineering	Professor	Dr. Arabinda Mishra	Rs.16,400/-	On contract; to be regularized after facing a formal Selection Committee.
	Assistant Professor	-	-	None found suitable. Dr. Kunal Pal recommended for regular Lecturer
	Lecturer	1. Dr. Kunal Pal	As per rules	Regularised from

		2. Dr. Mukesh Goel 3. Mr. Amitesh Kumar	Rs.10,200/- Rs.9100/-	contract service. - [On contract till award of Ph.D. or 3 years; to be regularized with pay of Rs.10,200/- on ward of Ph.D.]
Life Science	Professor	None		
	Assistant Professor	Dr. Samir K. Patra	Rs.14,520/-	
	Lecturer	1. Dr. Bibekananda Mallick 2. Dr. Surajit Das Waiting list 1. Dr.Nilamadhab P. I. Das	10,200/- 10,200/- 10,200/-	
Humanities & Social Sciences	Professor	NIL		
	Assistant Professor	None found suitable		
	Lecturer	1. Mr. Jalandhar Pradhan 2. Dr. Nihar Ranjan Mishra 3. Mr. Akshaya Kr. Rath 4. Mr. Narayan Sethi (SC) Waiting list Mrs.Priya Sashidharan (On waiting list if Shri Akshaya Rath does not join)	Present pay to continue. 10,200/- 9,100/- 9,100/- 9,100/-	On contract On contract for two years or award of Ph. D. degree; To join after submission of Ph. D. thesis). To be regularized after award of Ph. D. with pay of 10,200/-
School of Business Management	Professor	None found suitable		
	Assistant Professor	1. Dr. Chandan Ku. Sahoo 2. Mr. Dinabandhu Bag	12,000/- 40,000/- p.m. Consolidated	As visiting faculty with Rs.40,000/ per month (consolidated) till award of Ph. D. degree. On award of Ph. D. to be offered regular faculty position as Assistant Professor with five initial increments (non- compounded)

	Lecturer	None found suitable		
Chemistry	Professor	NIL		
	Assistant Professor	Dr. Saurav Chatterjee Dr. Rupam Dinda Dr. Garudadhvaj Hota	As per rules As per rules As per rules	
	Lecturer	Dr. Ashish Biswas	Rs.10,750/-	Already on contract because he was selected in absentia last year. Now to be regularized with enhanced pay.
		Dr. (Mrs. Usharani Subudhi	Rs.10,200/-	
Mining Engineering	Professor	Nil		
	Assistant Professor	None found suitable		
	Lecturer	None found suitable		
Ceramic Engineering	Professor	NIL		
	Assistant Professor	Dr. Ranabrata Majumdar Dr. Ritwik Sarkar Dr. Dibakar Das	As per rule Rs.13,260/- Rs.13,260/-	[Excellent record + industry experience] [On contract for one year for being selected in absentia; may be regularized only after appearing before a valid selection committee]
	Lecturer	None found suitable		
	Professor	None found suitable		
Civil Engineering	Assistant Professor	Mr. Pradip Sarkar	12,000/-	On contract as visiting faculty, for one year. To be given regular appointment on award of Ph. D. degree.
	Lecturer	Mr. Ujjal Chatarajt } Mr. Kamal Uddin } Ahmed	Rs.9,100/- Rs.9,100/-	

Mathematics	Professor	Prof. S. Chakraborty Prof. K. C. Pati	As per rules As per rules	
	Assistant Professor	Dr. Santanu Saha ray	12,000/- p.m.	
	Lecturer	Dr. Subhendu Ranjan Pattnaik Sri Pappaditya Bhowmick	10,200/- 9,100/-	To produce Ph. D. degree certificate before joining [On contract for one year or till award of Ph. D. degree. To be regularized on award of Ph. D. degree with pay of Rs.10,200/-. No additional Ph. D. increment.]
Physics	Professor	NIL		
	Assistant Professor	Dr. Anjan Kumar Giri Dr. Subhendu Rakshit Dr. Dhruvananda Behera	Rs.12,000/- Rs.12,000/- As per rules	
	Lecturer	Dr. K. Sehthilnathan	As per rules	On contract for one year. [Extension of contract]

SKS



**NATIONAL
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TECHNOLOGY**
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To

No.NITR/RG/2009/ 272
Dt.14.09.2009

Prof. Sunil Kr Sarangi
Director
National Institute of Technology
Rourkela -769 008 (Orissa).

Sub: Minutes of 21st meeting of the Board of Governors, NIT Rourkela held on 19.06.2009 at Bhubaneswar.

Sir,

The minutes of 21st meeting of the Board of Governors, NIT Rourkela held on 19.06.2009 at Bhubaneswar is enclosed herewith for your kind information and records.

With regards,

(S.K. Upadhyay)
Registrar and Secretary,
Board of Governors, NIT., Rourkela.

Encl: As above



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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मानव संसाधन विकास मंत्रालय

(उच्चतर शिक्षा विभाग)

अधिसूचना

नई दिल्ली, 23 अप्रैल, 2009

सा.का.नि. 280(अ).—केन्द्रीय सरकार, राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 (2007 का 29) की धारा 26 का उप-धारा (1) द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, कुलाध्यक्ष के पूर्व अनुमोदन से सभी राष्ट्रीय प्रौद्योगिकी संस्थानों के लिए निम्नलिखित प्रथम परिनियम विरचित करती है, अर्थात् :—

1. संक्षिप्त नाम, विस्तार और प्रारंभ.—(1) इन परिनियमों का संक्षिप्त नाम राष्ट्रीय प्रौद्योगिकी संस्थानों के प्रथम परिनियम है।

(2) ये सभी राष्ट्रीय प्रौद्योगिकी संस्थानों को लागू होंगे।

(3) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।

2. परिभाषाएं.—(1) इन प्रथम परिनियमों में, जब तक संदर्भ से अन्यथा अपेक्षित न हों,—

(क) “अधिनियम” से राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 अभिप्रेत है;

(ख) किसी संस्थान के संबंध में “प्राधिकारियों”, “अधिकारियों” और “संकाय सदस्यों” से संस्थान के प्राधिकारी, अधिकारी और संकाय सदस्य अभिप्रेत हैं;

(ग) “निर्माण और संकर्म समिति” से प्रथम परिनियम संख्या 12 के अधीन गठित संस्थान की निर्माण और संकर्म समिति अभिप्रेत है;

(घ) किसी संस्थान के संबंध में “केंद्र” से साधारणतः अंतर विषयक प्रकृति के शैक्षणिक क्रियाकलाप (जैसे अध्यापन, अनुसंधान आदि) में लगे हुए संस्थान की कोई शैक्षणिक इकाई अभिप्रेत है;

(ङ) किसी संस्थान के संबंध में “विभाग” से साधारणतः किसी विशिष्ट विद्या या क्षेत्र से संबंधित शैक्षणिक क्रियाकलाप (जैसे अध्यापन, अनुसंधान आदि) में लगे हुए संस्थान की कोई शैक्षणिक इकाई अभिप्रेत है;

(च) “वित्त समिति” से प्रथम परिनियम संख्या 10 के अधीन गठित संस्थान की वित्त समिति अभिप्रेत है;

(छ) “विभाग या केंद्र का प्रमुख” से, जो किसी भी नाम से ज्ञात हो, प्रथम परिनियम संख्या 20 के अधीन, यथास्थिति, विभाग या केंद्र के प्रमुख के रूप में नियुक्त व्यक्ति अभिप्रेत है ;

(ज) “कार्यक्रम” से संस्थान का कोई शैक्षणिक कार्यक्रम अभिप्रेत है ;

(झ) “नियम” से अधिनियम के अध्याय 3 के अधीन बनाए गए नियम अभिप्रेत है ;

(ञ) “अनुसूची” से इन परिनियमों से उपाबद्ध अनुसूची अभिप्रेत है ।

(2) उन शब्दों और पदों के, जो इसमें प्रयुक्त हैं और परिभाषित नहीं हैं, किंतु अधिनियम में परिभाषित हैं, वही अर्थ होंगे जो उस अधिनियम में हैं ।

3. प्राधिकारी-संस्थान के निम्नलिखित प्राधिकारी होंगे, अर्थात् :—

(i) शासक बोर्ड, जो अधिनियम की धारा 11 के अधीन गठित किया जाए ;

(ii) सिनेट, जो अधिनियम की धारा 14 के अधीन गठित की जाए ;

(iii) वित्त समिति, जो प्रथम परिनियम 10 के अधीन गठित की जाए ; और

(iv) निर्माण और संकर्म समिति, जो प्रथम परिनियम संख्या 12 के अधीन गठित की जाए ।

4. शासक बोर्ड और उसके अधिवेशन—(1) बोर्ड के प्रतिनिधियों को नाम निर्दिष्ट या निर्वाचित करने के लिए हकदार निकायों को उस तारीख से, जिसको ऐसे आमंत्रण कुल-सचिव द्वारा जारी किए गए हों, आठ सप्ताह से अधिक की अवधि के भीतर ऐसा करने के लिए उसके द्वारा आमंत्रित किए जाएंगे ।

(2) बोर्ड की आकस्मिक शक्तियाँ उप परिनियम (1) के अधीन विनिर्दिष्ट प्रक्रिया को अपनाते हुए भरी जाएंगी ।

(3) बोर्ड साधारणतः एक कलेंडर वर्ष के दौरान चार बार अधिवेशन करेगा ।

(4) बोर्ड के अधिवेशन अध्यक्ष द्वारा या तो स्वप्रेरणा से या निदेशक के अनुरोध पर या बोर्ड के वार से अन्यून सदस्यों द्वारा हरतद्वारित अध्यापेक्षा पर बुलाए जाएंगे ।

(5) बोर्ड के अधिवेशन के लिए गणपूर्ति छह सदस्यों से होगी :

परंतु यदि अधिवेशन गणपूर्ति में अभाव के कारण स्थगित होता है तो वह आगामी सप्ताह में उसी दिन, उसी समय और उसी स्थान पर या ऐसे अन्य दिन, समय या स्थान पर, जैसा अध्यक्ष अवधारित करे, होगा और यदि ऐसे किसी अधिवेशन में गणपूर्ति, अधिवेशन बुलाए जाने के लिए अनुसूचित समय से आधे घंटे के भीतर, नहीं होती है तो उपस्थित सदस्य से गणपूर्ति होगी ।

(6) बोर्ड के अधिवेशनों में विचार किए गए सभी प्रश्न अध्यक्ष सहित उपस्थित सदस्यों के बहुमत द्वारा विनिश्चित किए जाएंगे और यदि मत समान रूप से विभाजित हो जाते हैं तो अध्यक्ष निर्णायक मत रखेगा ।

(7) अध्यक्ष, यदि उपस्थित है तो, बोर्ड के प्रत्येक अधिवेशन की अध्यक्षता करेगा :

परंतु अध्यक्ष की अनुपस्थिति में, उपस्थित सदस्य अधिवेशन की अध्यक्षता करने के लिए अपने में से एक सदस्य को निर्वाचित करेंगे ।

(8) प्रत्येक अधिवेशन की लिखित सूचना, कुल-सचिव द्वारा प्रत्येक सदस्य को, उसमें अधिवेशन का स्थान, तारीख और समय वर्णित करते हुए अधिवेशन की तारीख से कम से कम पन्द्रह दिन पूर्व, भेजी जाएगी :

परंतु अध्यक्ष, अत्यावश्यक मामलों पर विचार करने के लिए अन्य सूचना पर बोर्ड का विशेष अधिवेशन बुला सकेगा ।

(9) सूचना को बोर्ड के कार्यालय में यथा अभिलिखित प्रत्येक सदस्य के पते पर, दरती परिवार की जा सकेगी या पंजीकृत डाक द्वारा या ई-मेल अथवा फैक्स द्वारा भेजी जा सकेगी और इस प्रकार भेजी गई सूचना को उस समय सम्यक् रूप से परिदत्त किया गया समझा जाएगा जिसकी सूचना डाक के साधारण अनुक्रम में परिदत्त की गई होती ।

(10) कार्यसूची अधिवेशन से कम से कम दस दिन पूर्व सभी सदस्यों को कुल-सचिव द्वारा परिचालित की जाएगी ।

(11) कार्यसूची में किसी मद को सम्मिलित करने के लिए प्रस्ताव सूचना अधिवेशन से कम से कम एक सप्ताह पूर्व कुल-सचिव के पास पहुंच जानी चाहिए :

परंतु अध्यक्ष ऐसी किसी मद के, जिसके लिए सम्यक् सूचना प्राप्त नहीं हुई है, सम्मिलित किए जाने को अनुज्ञात कर सकेगा ।

(12) प्रक्रिया के सभी प्रश्नों के संबंध में अध्यक्ष का विनिर्णय अंतिम होगा ।

(13) बोर्ड के अधिवेशन की कार्यवाही के कार्यवृत्त कुल-सचिव द्वारा तैयार किए जाएंगे और भारत में उपस्थित बोर्ड के सभी सदस्यों को परिचालित किए जाएंगे और उनको प्रस्तावित किसी संशोधन के साथ पुष्टिकरण के लिए बोर्ड के अगले अधिवेशन में उसके समक्ष रखे जाएंगे और कार्यवृत्तों की पुष्टि और अध्यक्ष द्वारा हस्ताक्षरित किए जाने के पश्चात् उनको कार्यवृत्त पुस्तक में अभिलिखित किया जाएगा ।

(14) कार्यवृत्त पुस्तक को कार्यालय समय के दौरान सभी समय पर बोर्ड और परिषद् के सदस्यों के निरीक्षण के लिए खुला रखा जाएगा ।

(15) यदि बोर्ड का कोई सदस्य बोर्ड से अनुपस्थिति इजाजत के बिना लगातार तीन अधिवेशनों में उपस्थित रहने में असफल रहता है तो वह बोर्ड का सदस्य नहीं रहेगा ।

(16) वित्त से संबंधित कोई विषय बोर्ड के समक्ष तब तक नहीं रखा जाएगा जब तक उस पर वित्त समिति द्वारा विचार न कर लिया गया हो ।

(17) कोई ऐसा विषय, जिस पर निर्माण और संकर्म समिति द्वारा पहले विचार किया जाना चाहिए, बोर्ड के समक्ष तब तक नहीं रखा जाएगा जब तक कि उस पर बोर्ड का प्रशासनिक अनुमोदन अभिप्राप्त करने के पश्चात् निर्माण और संकर्म समिति द्वारा विचार न कर लिया गया हो ।

5. बोर्ड की शक्तियाँ-अधिनियम की धारा 13 की उपधारा (1) के अधीन उपबंधित शक्तियों के अतिरिक्त बोर्ड निम्नलिखित के लिए सशक्त होगा :—

(i) संस्थान में किसी पद की नामावली को समाप्त करना, पुनः अभिविष्ट या परिवर्तित करना ;

(ii) समय-समय पर कुलाध्यक्ष की पूर्ण अनुमति से परिनिर्देशन बनाना, उन्हें उपांतरित या समाप्त करना ;

परंतु यह परिनिर्देशन, विद्यमान परिनिर्देशनों में जोड़ा जाना या उनमें संशोधन केवल कुलाध्यक्ष की सहमति के पश्चात् लागू होंगे ; और

(iii) संस्थान की वित्त समिति या सिनेट की सिफारिश पर सभी या किन्हीं अध्यादेशों को इस शर्त के अधीन बनाया जाना, उपांतरित और समाप्त किया जाना कि ऐसा बनाया जाना, उपांतरित और समाप्त किया जाना अधिनियम और (या) परिनिर्देशनों के उत्प्लंघन में नहीं होगा ।

6. बोर्ड के आदेशों का अधिप्रमाणन-बोर्ड के सभी आदेशों और विनिर्देशनों को इस निमित्त बोर्ड द्वारा प्राधिकृत निदेशक या कुल-सचिव या किसी व्यक्ति के हस्ताक्षर द्वारा अधिप्रमाणित किया जाएगा ।

7. सिनेट—(1) सिनेट, जब कभी आवश्यक हो, बुलाई जाएगी किंतु साधारणतः एक कलेंडर वर्ष के दौरान चार बार से कम नहीं बुलाई जाएगी ।

(2) सिनेट के अधिवेशन सिनेट के अध्यक्ष द्वारा या तो अपनी स्वप्रेरणा से या सिनेट के एक बरा पाँच से अल्पतम सदस्यों द्वारा हस्ताक्षरित अध्यक्षता पर बुलाया जाएगा ।

(3) अध्यक्षता अधिवेशन, कार्यसूची की केवल उन मदों पर, जिनके लिए अध्यक्षता दी गई है, विचार-विमर्श करने के लिए विशेष अधिवेशन होगा और उसकी आवश्यक रूप से निदेशक द्वारा अध्यक्षता की जाएगी तथा अध्यक्षता अधिवेशन सिनेट के अध्यक्ष द्वारा सुविधाजनक तारीख और समय पर बुलाया जाएगा ।

(4) सिनेट के कुल सदस्यों के एक-तिहाई सदस्यों से सिनेट के अधिवेशन की गणपूर्ति होगी ।

(5) निदेशक, सिनेट के प्रत्येक अधिवेशन की अध्यक्षता करेगा :

परंतु निदेशक की अनुपस्थिति में, उप निदेशक अध्यक्षता करेगा और निदेशक तथा उप निदेशक, दोनों की अनुपस्थिति में उपस्थित ज्येष्ठतम आचार्य अधिवेशन की अध्यक्षता करेगा ।

(6) कार्यसूची के साथ प्रत्येक अधिवेशन की लिखित सूचना अधिवेशन से कम से कम एक सप्ताह पूर्व सिनेट के सदस्यों को कुल-सचिव द्वारा परिचालित की जाएगी :

परंतु सिनेट का अध्यक्ष किसी ऐसी मद को, जिसके लिए सम्यक् सूचना नहीं दी गई है, सम्मिलित करने के लिए अनुज्ञात कर सकेगा ।

(7) उप परिनिर्देशन (6) के उपबंधों में किसी बात के होते हुए भी, निदेशक, विशेष मामलों पर विचार करने के लिए अल्पसूचना पर सिनेट का कोई आपात अधिवेशन बुला सकेगा ।

(8) प्रक्रिया के सभी प्रश्नों के संबंध में सिनेट के अध्यक्ष का विनिर्णय अंतिम होगा ।

(9) सिनेट के अधिवेशन की कार्यवाहियों के कार्यवृत्त, शैक्षणिक संकाय अध्यक्ष के परामर्श से कुल-सचिव द्वारा तैयार किए जाएंगे और भारत में उपस्थित सिनेट के सभी सदस्यों को परिचालित किए जाएंगे ;

परंतु यदि सिनेट ऐसे परिचालन को संस्थान या भारत सरकार को हितों के प्रतिकूल समझता है तो ऐसा कोई कार्यवृत्त परिचालित नहीं किया जाएगा ।

(10) कार्यवृत्त प्रस्तावित संशोधनों, यदि कोई हों, के साथ सिनेट के आगामी अधिवेशन में पुष्टिकरण के लिए रखे जाएंगे और कार्यवृत्तों की पुष्टि और सिनेट के अध्यक्ष द्वारा हस्ताक्षरित किए जाने के पश्चात् उनको कार्यवृत्त पुस्तक में अभिलिखित किया जाएगा, जो कार्यालय समय के दौरान सभी समय पर सिनेट के सदस्यों, बोर्ड और परिषद् के निरीक्षण के लिए खुली रहेगी ।

8. सिनेट की शक्तियाँ-अधिनियम के उपबंधों के अधीन रहते हुए, सिनेट को निम्नलिखित शक्तियाँ होंगी :--

(i) विभिन्न विभागों और केंद्रों के लिए पाठ्यक्रमानुसार अध्ययनों हेतु पाठ्यचर्या और पाठ्य विवरण को विरचित और पुनर्विलोकित करना ;

(ii) परीक्षाओं के संचालन के लिए व्यवस्थाएं करना, परीक्षकों, अनुसूचकों, सारणीकारों की नियुक्ति करना और परीक्षाओं से संबंधित अन्य विषय ;

(iii) परीक्षाओं के परिणाम घोषित करना या ऐसा करने के लिए समितियों या अधिकारियों की नियुक्ति करना और डिग्री, डिप्लोमा तथा अन्य शैक्षणिक विशिष्टताओं या उपाधियों को प्रदान या अनुदान करने से संबंधित बोर्ड को सिफारिशें करना ;

(iv) विभागों या केंद्रों के कार्य से संबद्ध शैक्षणिक विषयों पर सिफारिशें करने के लिए संस्थान के विभागों या केंद्रों के लिए सलाहकार समितियाँ या विशेषज्ञ समितियाँ या दोनों की नियुक्तियाँ करना ;

(v) ऐसे विनिर्दिष्ट तथा महत्वपूर्ण शैक्षणिक विषयों पर, जो सिनेट द्वारा किसी ऐसी समिति को निर्दिष्ट किए जाएं, सलाह देने के लिए सिनेट के सदस्यों, संस्थान के अन्य शिक्षकों और बाहर से विशेषज्ञों में से समितियाँ नियुक्त करना ;

(vi) विभिन्न विभागों और केंद्रों से संलग्न सलाहकार समितियों और उनकी विशेषज्ञ तथा अन्य समितियों की सिफारिशों पर विचार करना तथा ऐसी कार्रवाई करना (जिसमें बोर्ड को सिफारिशें करना सम्मिलित है), जो प्रत्येक मामले में आवश्यक समझी जाए ;

(vii) विभागों या केंद्रों के क्रियाकलाप का कालिक पुनर्विलोकन करना और समुचित कार्रवाई करना (जिसमें बोर्ड को सिफारिशें करना सम्मिलित है) ;

(viii) संस्थान के पुस्तकालय के कार्य का अधीक्षण करना ;

(ix) संस्थान के भीतर अनुसंधान और शैक्षणिक विकास या क्रियाकलाप का संवर्द्धन करना और उनमें लगे व्यक्तियों से ऐसे अनुसंधान या शैक्षणिक विकास या कार्रवाई पर रिपोर्टें मांगना ;

(x) कक्षाओं, प्रयोगशालाओं, पुस्तकालय और आवासिक होस्टलों के निरीक्षण के लिए उपबंध करना ;

(xi) संस्थान के छात्रों की सह-पाठ्यक्रम क्रियाकलापों को तैयार करना ;

(xii) वृत्तिका, छात्रवृत्ति, भूदक और पुरस्कार प्रदान करना और ऐसी शर्तों के अनुसार अन्य पुरस्कार देना, जो पुरस्कारों से संलग्न की जाएं ;

(xiii) विभागों या कार्यक्रमों या केंद्रों के सृजन या पुनःसंरचना और विद्यमान विभागों या उन्नत केंद्रों की समाप्ति के संबंध में बोर्ड को सिफारिशें करना ;

(xiv) राज्य या देश के विभिन्न भागों या देश के बाहर दूरस्थ शिक्षण रीति के माध्यम से ज्ञान का प्रसार करने के लिए बोर्ड को सिफारिशें करना ; और

(xv) सिनेट के अधिवेशन में नीति या अनुशासनिक विषयों से असंबद्ध सामान्य प्रकृति के विचार-विमर्श के दौरान दो छात्र प्रातिनिधियों तक को आमंत्रित करना ।

9. सिनेट के अध्यक्ष का आपात स्थिति में शक्तियों का प्रयोग किया जाना—यदि सिनेट के अध्यक्ष की राय में कोई ऐसी आपात स्थिति उत्पन्न हो गई है, जिसमें तुरंत कार्रवाई की जानी अपेक्षित है तो वह ऐसी कार्रवाई, जो वह आवश्यक समझे, कर सकेगा और सिनेट के अगले अधिवेशन में उसके अनुमोदन के लिए उसकी रिपोर्ट करेगा ।

10. वित्त समिति—(1) प्रत्येक संस्थान के लिए एक वित्त समिति होगी, जो निम्नलिखित सदस्यों से मिलकर बनेगी, अर्थात् :—

(i) शासक बोर्ड का अध्यक्ष, पदेन अध्यक्ष ;

(ii) निदेशक, पदेन सदस्य ;

(iii) राष्ट्रीय प्रौद्योगिकी संस्थानों से व्यवहार करने वाला संयुक्त सचिव या उसका नाम निर्देशिनी और वित्त सलाहकार (मानव संसाधन विकास) या उसके नामनिर्देशिनी सदस्य ;

(iv) बोर्ड के सदस्यों में से बोर्ड द्वारा नामनिर्देशित दो व्यक्ति : और

(v) कुल सचिव, पदेन सदस्य-सचिव ;

परंतु उपरोक्त के अतिरिक्त अध्यक्ष, निदेशक के परामर्श से एक सदस्य को जब कभी आवश्यक पता है, सहयोजित कर सकेगा ।

(2) वित्त समिति, अधिमानतः शासक बोर्ड के अधिवेशन से पूर्व एक वर्ष में साधारणतः चार बार अधिवेशन करेगी ।

(3) वित्त समिति के तीन सदस्यों से वित्त समिति के अधिवेशन के लिए गणपूर्ति होगी ।

(4) अध्यक्ष, वित्त समिति के अधिवेशन की अध्यक्षता करेगा और उसकी अनुपस्थिति में निदेशक अधिवेशन की अध्यक्षता करेगा ।

(5) अधिवेशन की सूचना, कार्यसूची में मदों को सम्मिलित करने और कार्यवृत्तों की पुष्टि के संबंध में बोर्ड के अधिवेशनों को लागू इन प्रथम परिनियमों के उपबंध, वित्त समिति के अधिवेशन के संबंध में यथासाध्य अनुसरित किए जा सकेंगे ।

(6) वित्त समिति के प्रत्येक अधिवेशन के कार्यवृत्तों की एक प्रति बोर्ड के समक्ष रखी जाएगी ।

(7) सभी वित्तीय प्रस्तावों का विचार और अनुमोदन के लिए बोर्ड के समक्ष रखे जाने से पूर्व वित्त समिति के समक्ष रखा जाएगा ।

11. वित्त समिति की शक्तियां—वित्त समिति को निम्नलिखित शक्तियां होगी :—

(i) निदेशक द्वारा तैयार किए गए संस्थान के वार्षिक बजट की परीक्षा और संवीक्षा करना तथा बोर्ड को सिफारिशें करना ; और

(ii) बोर्ड को या तो बोर्ड या निदेशक की पहल पर या स्वेच्छा से संस्थान को प्रभावित करने वाले किसी वित्तीय प्रश्न पर अपने विचार देना और अपनी सिफारिशें करना ।

12. निर्माण और संकर्म समिति—प्रत्येक संस्थान के लिए एक निर्माण और संकर्म समिति होगी, जो निम्नलिखित सदस्यों से मिलकर बनेगी, अर्थात् :—

(i) निदेशक, पदेन अध्यक्ष ;

(ii) केंद्रीय सरकार द्वारा नामनिर्दिष्ट एक सदस्य जो निदेशक या उप सचिव की पंक्ति से नीचे का न हो ;

(iii) शासक बोर्ड द्वारा नामनिर्दिष्ट एक सदस्य ;

(iv) कुल सचिव, पदेन सदस्य-सचिव ;

(v) संकायाध्यक्ष, योजना और विकास या समान स्थिति पर - सदस्य ; और

(vi) केंद्रीय या राज्य सरकार या प्रख्यात स्वायत्त निकाय के सिविल या इलेक्ट्रिकल इंजीनियरी खंड, प्रत्येक से एक सदस्य - सदस्य ।

(2) निर्माण और संकर्म समिति, जितनी बार आवश्यक हो, अधिवेशन करेगी, किंतु साधारणतः एक वर्ष में चार बार से कम नहीं होगी ।

(3) निर्माण और संकर्म समिति के अधिवेशन के लिए गणपूर्ति तीन सदस्यों से होगी ।

(4) अधिवेशन की सूचना, कार्यसूची में मदों को सम्मिलित करने और कार्यवृत्तों की पुष्टि के संबंध में बोर्ड के अधिवेशन को लागू इन परिनियमों के उपबंध, निर्माण और संकर्म समिति के अधिवेशनों के संबंध में भी यथासाध्य अनुसरित किए जाएंगे ।

(5) निर्माण और संकर्म समिति के प्रत्येक अधिवेशन के कार्यवृत्त की एक प्रति बोर्ड के समक्ष रखी जाएगी ।

13. निर्माण और संकर्म समिति की शक्तियां और कृत्य—(1). निर्माण और संकर्म समिति,—

(i) बोर्ड के निदेशों के अधीन बोर्ड से आवश्यक प्रशासनिक अनुमोदन और व्यय की मंजूरी के पश्चात् सभी प्रमुख कार्यों का सन्निर्माण कराएगी ;

(ii) को संस्थान के अनुमोदित बजट उपबंधों के भीतर लघु कार्यों और मरम्मत और अनुस्क्षण से संबंधित कार्यों के लिए आवश्यक प्रशासनिक अनुमोदन और व्यय मंजूरी देने की शक्ति होगी ;

(iii) भवनों की लागत और अन्य पूंजीगत कार्य, लघु कार्य, मरम्मत, अनुस्क्षण और इसी प्रकार के कार्यों की लागत का प्राक्कथन तैयार करवाएगी ;

(iv) डिजाइन की तकनीकी संवीक्षा करने प्राक्कथनों और सामग्री के विनिर्देशों को, जो आवश्यक समझे जाएं, बनाने के लिए उत्तरदायी होगी ;

(v) उपयुक्त ठेकेदारों की भर्ती और टेंडरों की स्वीकृति के लिए उत्तरदायी होगी तथा जहां आवश्यक हो वहां विभागीय कार्यों के लिए निर्देश देने की शक्ति होगी ;

(vi) को टेंडर के अंतर्गत नहीं आने वाली दरों को तय करने और ठेकेदारों के साथ दावों और विवादों को तय करने की शक्ति होगी ।

(2) यदि, निर्माण और संकर्म समिति के अध्यक्ष की राय में कोई ऐसी आपात स्थिति उत्पन्न हो गई है, जिससे तुरंत कार्रवाई किया जाना अपेक्षित है तो वह ऐसी कार्रवाई करेगा और निर्माण और संकर्म समिति तथा बोर्ड को उनके अगले अधिवेशन में उसकी रिपोर्ट देगा ।

(3) निर्माण और संकर्म समिति ऐसे कृत्य का निर्वहन और ऐसी शक्तियों का प्रयोग भी करेगी जो समय-समय पर बोर्ड द्वारा सौंपी जाएं ।

14. अध्यक्ष, शासक बोर्ड की शक्तियां—अधिनियम में उपबंधित शक्तियों के अतिरिक्त, शासक बोर्ड के अध्यक्ष को निम्नलिखित शक्तियां होंगी,—

(i) वह चयन समिति की सिफारिशों पर अधिनियम के उपबंधों के अधीन उन पदों के संबंध में, जिन पर बोर्ड द्वारा नियुक्तियां की जा सकती हैं, वेतनमान के न्यूनतम स्तर से उच्चतर स्तर पर किसी पदधारी के प्रारंभिक वेतन को नियत करने की शक्ति रखेगा ;

(ii) वह समय-समय पर बोर्ड द्वारा अधिकथित किए गए निबंधन और शर्तों के अधीन रहते हुए, संस्थान के निदेशक के सिवाय, कर्मचारिवृंद को प्रशिक्षण के लिए या प्रशिक्षण के अनुक्रम के लिए भेजने की शक्ति रखेगा । निदेशक के भारत से बाहर आकस्मिक भ्रमण को अध्यक्ष, राष्ट्रीय प्रौद्योगिकी संस्थान परिषद द्वारा अनुमोदित किया जाएगा ;

(iii) वह केंद्रीय सरकार की ओर से संस्थान और निदेशक या उप निदेशक के बीच सेवा संबंधों को निष्पादित करेगा, किंतु वह ऐसी संबंधों के अधीन किसी बात के लिए दायी व्यक्तिगत रूप से नहीं होगा ; और

(iv) आपात मामलों में अध्यक्ष बोर्ड की शक्तियों का प्रयोग कर सकेगा और उसके द्वारा पुष्टिकरण और अनुसमर्थन के लिए की गई कार्रवाई से बोर्ड को सूचित करेगा ।

15. संस्थान के प्राधिकरण के सदस्यों के यात्रा भत्ते—अधिनियम या इन परिणामों के अधीन गठित या बोर्ड और अन्य प्राधिकारियों द्वारा नियुक्त किए गए बोर्ड के सदस्य और संस्थान के अन्य प्राधिकारी तथा समितियों के सदस्य प्राधिकरणों और उनकी समितियों के अधिवेशनों में हाजिर होने के लिए समय-समय पर बोर्ड द्वारा अधिकथित यात्रा भत्ते, दैनिक भत्ता और बैठक फीस के लिए हकदार होंगे ।

16. विभाग और केंद्र—संस्थान उतने विभाग और केंद्र ऐसे नामों से, जैसा बोर्ड द्वारा सिनेट की सिफारिशों पर, समय-समय पर, बजटीय उपबंधों के भीतर अनुमोदित करे, संगठित किए जाएंगे ।

17. निदेशक और उसकी शक्तियां—(1) संस्थान का निदेशक, कुलाध्यक्ष द्वारा, सुविधा आधार पर, उसके द्वारा गठित की गई ऐसी चयन समिति की सिफारिश पर, जो राष्ट्रीय और अंतर्राष्ट्रीय स्तर के अनुभव सहित तकनीकी शिक्षा के क्षेत्र में अनुभव रखने वाले कम से कम पांच सदस्यों से अध्यक्ष सहित मिलकर बनेगी, नियुक्त किया जाएगा ।

(2) निदेशक, पांच वर्ष की अवधि के लिए नियुक्त किया जाएगा और अनुसूची क में विनिर्दिष्ट रूप में संस्थान तथा निदेशक के बीच में किए गए सेवा संविदा के निबंधनों और शर्तों द्वारा शासित होगा ।

(3) विनिर्दिष्ट प्रयोजन के लिए बनाए गए बजट उपबंधों के अधीन रहते हुए निदेशक ऐसी प्रक्रिया के अनुसार, जो अध्यादेशों में अधिकथित की जाए, व्यय उपगत करने की शक्ति रखेगा ।

(4) निदेशक, प्रत्येक मद के लिए केंद्रीय सरकार में विभाग के प्रमुख के लिए विनिर्दिष्ट सीमा तक आवर्ती बजट नियत करते हुए विभिन्न मदों के संबंध में निधियों का विनियोग करने की शक्ति रखेगा :

परंतु ऐसे विनियोग में आगामी वर्षों में, बजट में कोई वृद्धि और कोई दायित्व अंतर्वलित नहीं करेगा :

परंतु यह और कि ऐसा प्रत्येक विनियोग यथाशीघ्र बोर्ड को रिपोर्ट किया जाएगा ।

(5) निदेशक, ऐसे अनुबंधों के जो समय-समय पर बोर्ड द्वारा किए जाएं अधीन रहते हुए दस हजार रुपए की सीमा तक के अप्रतिसंहणीय नुकसान को और पच्चीस हजार रुपए की सीमा तक अन्य टूट-फूट या अप्रयुक्त होने के कारण खोई हुई या सेवा के अयोग्य होने वाली भंडार की ओर के अवसूलीय मूल्य को अपलिखित करने की शक्ति रखेगा ।

(6) निदेशक, ऐसे बेकार उपस्करों या भंडार की वस्तुओं को, जो निदेशक द्वारा इस प्रयोजन के लिए गठित की गई किसी समिति द्वारा पड़वान की जाएं, संस्थान के समीप में किसी शैक्षणिक भवन को, उस सीमा तक, जो समय-समय पर बोर्ड द्वारा विनिश्चित की जाए, संदान देने की शक्ति रखेगा ।

(7) निदेशक, जहां वह नियुक्ति प्राधिकारी है, चयन समिति की सिफारिशों पर इस अधिनियम या इन परिणियमों के उपबंध द्वारा उसमें निहित शक्तियों के अधीन उसके द्वारा की गई नियुक्तियों के पदों के संबंध में, न्यूनतम वेतनमान से उच्चतर क्रम पर किसी पदधारी के प्रारंभिक वेतन को, किंतु पांच वेतनवृद्धियों से अधिक अंतर्वलित न हो, नियत करने की शक्ति रखेगा ।

(8) निदेशक, एक वर्ष से अनधिक के लिए ऐसे पारिश्रमिक पर, जो बोर्ड द्वारा निश्चित किया जाए, समय-समय पर आकस्मिकता के लिए संदत्त प्रयोगशालाओं में अध्यापन सहायक कर्मचारिवृंद, तकनीकी व्यक्तियों या तकनीकी अनुदेशकों और कुशल कर्मकारों का नियोजन करने की शक्ति रखेगा ।

(9) निदेशक ऐसे निबंधनों और शर्तों के अधीन रहते हुए, जो अध्यादेशों द्वारा विनिर्दिष्ट की जाएं, भारत में कर्मचारियों को प्रशिक्षण में भेजने या प्रशिक्षण के अनुक्रम में उपस्थित होने के लिए भेजने की शक्ति रखेगा ।

(10) निदेशक किसी भवन को किसी ऐसे प्रयोजन से भिन्न जिसके लिए उसका सन्निर्माण किया गया था, अस्थायी आबंटन को मंजूर करने की शक्ति रखेगा ।

(11) यदि कुल-सचिव किसी कारण से एक मास से अनधिक की अवधि के लिए अस्थायी रूप से अनुपस्थित है तो निदेशक कुल-सचिव के किन्हीं कृत्यों को, जैसा वह ठीक समझे, ग्रहण कर सकेगा या संस्थान के किसी संकाय-सदस्य या कर्मचारी को समनुदेशित कर सकेगा :

परंतु यदि किसी समय कुल-सचिव की अस्थायी अनुपस्थिति एक मास से अधिक होती है तो बोर्ड, यदि ठीक समझता है तो, निदेशक को एक मास से अधिक की अवधि के लिए कुल-सचिव के कृत्य ग्रहण करने या समनुदेशित करने के लिए प्राधिकृत कर सकेगा ।

(12) संस्थान और निदेशक के बीच की संविदा के सिवाय संस्थान के लिए और उसकी ओर से सभी संविदाएं इस निमित्त पारित बोर्ड के संकल्प द्वारा लिखित में प्राधिकृत की जाएंगी और संस्थान के नाम में अभिव्यक्त करते हुए की जाएंगी तथा ऐसी प्रत्येक संविदा निदेशक द्वारा संस्थान की ओर से निष्पादित की जाएगी किंतु निदेशक ऐसी संविदा के अधीन किसी बात के संबंध में व्यक्तिगत रूप से दायी नहीं होगा ।

(13) निदेशक, मुख्यालयों से अपनी अनुपस्थिति के दौरान विशेष रूप से उप निदेशक को या उसकी अनुपस्थिति में उपस्थित संकाय अध्यक्षों या ज्येष्ठतम आचार्यों में से एक को कर्मचारिवृंदों का यात्रा भत्ता, आकस्मिकता और भित्तिसा उपचार के लिए अग्रिम मंजूरी देने को तथा इस निमित्त विलों पर हस्ताक्षर या प्रतिहस्ताक्षर करने के लिए लिखित में प्राधिकृत कर सकेगा ।

(14) निदेशक, स्वविवेकानुसार से ऐसी समितियां, जो वह संस्थान के कृत्यों को सुचारु रूप से चलाने के लिए समुचित समझे, गठित कर सकेगा ।

(15) अध्यक्ष के पद पर उसकी मृत्यु या त्यागपत्र या अन्यथा किसी कारण से हुई किसी रिक्ति की दशा में या अध्यक्ष के उसकी अनुपस्थिति, बीमारी या किसी अन्य कारण से उसके कृत्यों के निर्वहन में असमर्थ होने की दशा में निदेशक, अधिनियम की धारा 16 के अधीन अध्यक्ष को समनुदेशित कृत्यों का निर्वहन कर सकेगा ।

(16) निदेशक, अधिनियम और परिनियमों के आधार पर उद्योग में मिलित की गई उसकी निम्न शक्ति, प्राधिकार या उत्तरदायित्व को बोर्ड के अनुमोदन से संस्थान के एक या अधिक शैक्षणिक या प्रशासनिक कर्मचारी के को प्रत्यायोजित कर सकेगा।

18. उप निदेशक—(1) उप निदेशक की नियुक्ति कुलाध्यक्ष के पूर्व अनुमोदन से केन्द्रीय सरकार द्वारा गठित की गई ऐसी चयन समिति की, जो अध्यक्ष सहित कम से कम पांच एक सदस्यों से मिलकर बनेगी, जो राष्ट्रीय और अंतर्राष्ट्रीय स्तर पर अनुभव सहित तकनीकी शिक्षा के क्षेत्र में विशेषज्ञ हो, सिफारिश पर कुलाध्यक्ष द्वारा की जाएगी।

(2) ऐसी नियुक्ति प्रारंभिक रूप से तीन वर्ष की अवधि के लिए की जाएगी जो बोर्ड की सिफारिश पर दो बार, प्रत्येक बार एक वर्ष के लिए, विस्तारित की जा सकेगी।

(3) उप निदेशक, अनुसूची (ख) में विनिर्दिष्ट प्रारूप में संस्थान और उप निदेशक के बीच हुए सेवा सविदा के नियमनों और शर्तों द्वारा शासित होगा।

(4) उप निदेशक, संस्थान के निदेशक के पद पर रिक्ति के दौरान निदेशक की सभी शक्तियाँ रखेगा।

(5) उप निदेशक, शैक्षणिक और प्रशासनिक कार्यों तथा उच्चतर शिक्षा और अनुसंधान के अन्य संस्थानों सहित तथा औद्योगिक उपक्रमों और अन्य कर्मचारियों के साथ भी संपर्क बनाए रखने में निदेशक की सहायता करेगा।

19. संकायाध्यक्ष—(1) संस्थान, छह से अधिक संकायाध्यक्षता स्थापित नहीं करेगा।

(2) निदेशक, अध्यक्ष, शासक बोर्ड को सूचना से ही संकायाध्यक्षों की नियुक्ति बनेगा।

(3) संकायाध्यक्ष अपने पद को दो वर्षों के लिए धारित करेगा जिसको एक वर्ष और के लिए विस्तारित किया जा सकेगा।

(4) केवल आचार्य या सहयुक्त आचार्य, संकायाध्यक्ष होने के लिए पात्र होंगे।

(5) संकायाध्यक्षों के बोर्ड कृत्य अनुसूची "ग" में प्रगणित किए गए हैं।

20. विभाग या केंद्र के प्रमुख—(1) संस्थान का प्रत्येक विभाग या केंद्र ऐसे प्रमुख के प्रभार में होगा जिसका निदेशक द्वारा उस विभाग या केंद्र के आचार्यों और सहयुक्त आचार्यों में से चयन किया जाएगा :

परंतु यदि किसी विभाग या केंद्र में कोई आचार्य या सहयुक्त आचार्य नहीं है तो निदेशक उस विभाग या केंद्र के किसी सहायक आचार्य को विभाग या केंद्र के प्रमुख के रूप में नियुक्त कर सकेगा।

(2) विभाग या केंद्र का प्रमुख अपने पद को दो वर्ष की अवधि के लिए धारित करेगा।

परंतु अपने पद की अवधि समाप्ति के पश्चात् वह अपने उत्तरावर्ती की नियुक्ति तक पद पर बसा रहेगा :

परंतु यह और कि कोई व्यक्ति किसी विभाग या केंद्र का लगातार तीन वर्ष से अधिक की अवधि के लिए प्रमुख नहीं होगा जब तक वह कम से कम द्वितीय अवधि के लिए विशेष रूप से नियुक्त न किया गया हो ।

(3) निदेशक छह मास से अनधिक की अवधि के लिए किसी विभाग का अस्थायी प्रभार स्वीकार करेगा या किसी अन्य विभाग के उपनिदेशक या किसी आचार्य के प्रभार का अधीन रखेगा ।

(4) विभाग का प्रमुख, निदेशक के साधारण निर्देशों और अधीक्षण के अधीन रहते हुए विभाग के संपूर्ण कार्य के लिए उत्तरदायी होगा ।

(5) विभाग का प्रमुख यह देखने के लिए कर्तव्य द्वारा आवेष्ट होगा कि संस्थान के कमिश्नरों के और निदेशक के विनिर्देश निष्ठापूर्वक लागू किए जा रहे हैं । वह ऐसे अन्य कर्तव्यों का पालन करेगा जो उसको निदेशक या सिनेट द्वारा समनुदेशित किए जाएं ।

(6) जब विभाग या केंद्र के प्रमुख के पद पर नियुक्ति सम्यक् हो तब निदेशक इस प्रकार नियुक्त होने के लिए प्रमुख के रूप में नियुक्त किए जाने वाले पात्र व्यक्तियों की सूची का सुनिश्चित करेगा और साधारणतः पात्र तथा रजामंद व्यक्तियों में से चक्रानुक्रम द्वारा किसी व्यक्ति का चयन करेगा ।

(7) जब कभी चक्रानुक्रम के सिद्धांत से विचलित होना प्रस्तावित हो तब ऐसी नियुक्ति केवल अध्यक्ष, शासक बोर्ड के पूर्व अनुमोदन से और लेखबद्ध किए जाने वाले कारणों से की जाएगी तथा सिनेट और बोर्ड के आगामी अधिवेशनों में विचलन के कारणों सहित सिनेट और बोर्ड को रिपोर्ट भी किया जाएगा ।

21. कुल-सचिव

(1) कुल-सचिव, प्रतिनियुक्ति या संविदा आधार पर पांच वर्ष से अनधिक की किसी नियत अवधि के लिए नियुक्त होगा ।

(2) कुल-सचिव बोर्ड, सिनेट और ऐसी अन्य समितियों के जिसके लिए वह इस प्रकार कार्य करने को परिनियमों द्वारा अपेक्षित किया जा सकेगा, सचिव के रूप में कार्य करेगा ।

22. कर्मचारिवृंदों का वर्गीकरण

(1) आकस्मिक व्यय से संदत्त कर्मचारियों के मामले के सिवाय संरधान के कर्मचारिवृंद निम्नलिखित रूप में वर्गीकृत होंगे : --

(i) शैक्षणिक कर्मचारिवृंद : निदेशक, उप निदेशक, आचार्य, सहयुक्त आचार्य, सहायक आचार्य, प्राध्यापक, प्रशिक्षण और स्थानन आचार्य और ऐसे अन्य शैक्षणिक पद जो बोर्ड द्वारा समय-समय पर विनिश्चित किए जाएं ;

(ii) तकनीकी कर्मचारी- तंत्र प्रबंधक, तंत्र विरलेषक, कार्यक्रमकर्ता, पुस्तकालय अध्यक्ष, कार्यशाळा अधीक्षक, सहायक कार्यशाळा अधीक्षक, फोरमैन, तकनीकी, प्रशिक्षक, प्रयोगशाला सहायक, मेकेनिक, सर्वेक्षक, तकनीकी सहायक, प्रारूपकार और ऐसे अन्य तकनीकी पद जिन्हें बोर्ड द्वारा समय-समय पर विनिश्चित किया जाए : और

(iii) प्रशासनिक और अन्य कर्मचारिवृंद - कुलसचिव, उपकुलसचिव और सहायक कुल सचिव, विद्या अभिकर्ता, सपरिक्षा अधिकारी, संपदा अधिकारी, कार्यपालक इन्जीनियर, सहायक और कमिश्नर इन्जीनियर, विद्वत्सा अधिकारी, चिकित्सा सहायक, उद्यान-कृषि सहायक/अधिकारी, कार्यालय सहायक, नुस्खा अधिकारी, भंडार अधिकारी, भंडारी, कार्यालय सहायक, आंकड़े प्रविष्टि प्रचालक और ऐसे अन्य प्रशासनिक तथा अन्य कर्मचारी जैसे बोर्ड द्वारा समय-समय पर विनिश्चित किए जाएं।

(2) शैक्षणिक कर्मचारिवृंद के रूप में वर्गीकृत पद केवल प्रावक्ताश पद होंगे।

23. नियुक्तियां

(1) संस्थान के पद अखिल भारतीय स्तर पर विज्ञापन द्वारा भर जाएंगे :

परंतु निदेशक या उप निदेशक के पदों से भिन्न पदों के लिए सीधी भर्ती या प्रोन्नति वाले पदों के बीच अनुपात भर्ती नियमों के अनुसार होगा।

(2) पदों का आरक्षण केन्द्रीय सरकार के नियमों के अनुसार होगा।

(3) नियुक्ति के प्रयोजनों के लिए केन्द्रीय सरकार के कर्मचारियों को लागू नियम, लागू होंगे।

(4) संस्थान के कर्मचारिवृंदों में से विज्ञापन द्वारा या प्रोन्नति द्वारा संस्थान के अधीन पदों को (संविदा आधार पर पदों से भिन्न) भरने के लिए चयन समितियों का ऐसी रीति से जो मानव संसाधन विकास मंत्रालय, उच्चतर और माध्यमिक शिक्षा विभाग, भारत सरकार या बोर्ड द्वारा समय-समय पर अध्यादेशों द्वारा अधिकथित की जाएं, गठन किया जाएगा।

(5) संस्थान के कर्मचारिवृंदों में से विज्ञापन द्वारा या प्रोन्नति द्वारा संस्थान के अधीन पदों को (संविदा आधार से भिन्न) भरने के लिए चयन समितियों का निम्नलिखित रीति से गठन किया जाएगा, अर्थात् :-

(क) शैक्षणिक कर्मचारिवृंद की (निदेशक और उपनिदेशक को छोड़कर) सीधी भर्ती के लिए या प्रोन्नति के लिए चयन समिति निम्न प्रकार होगी

- | | |
|---|---------|
| (1) निदेशक या उप निदेशक | अध्यक्ष |
| (2) कुलाध्यक्ष का नाम निर्देशिती | सदस्य |
| (3) बोर्ड के दो नाम निर्देशिती जिसमें एक विशेषज्ञ होगा किंतु बोर्ड के सदस्य से भिन्न- | सदस्य |

- (4) संस्थान से बाहर का सिनेट का एक विशेषज्ञ नामनिर्देशिती-- सदस्य
 (5) संबद्ध विभाग का प्रमुख (आचार्य के पद से भिन्न के लिए) - सदस्य
 (ख) तकनीकी पदों के लिए चयन समिति निम्न प्रकार होगी :

- | | |
|--|---------|
| (1) निदेशक या उप निदेशक | अध्यक्ष |
| (2) संस्थान से बाहर का एक विशेषज्ञ | सदस्य |
| (3) मानव संसाधन विकास मंत्रालय का नाम निर्देशिती - | सदस्य |
| (4) संबद्ध विभाग का प्रमुख-- | सदस्य |
| (5) कुल सचिव- | सदस्य |

(ग) प्रशासनिक और अनुसंधानीय कर्मचारियों के लिए चयन समिति निम्न प्रकार होगी :

- | | |
|--|---------|
| 1) निदेशक या उप निदेशक | अध्यक्ष |
| (2) संस्थान से बाहर का एक विशेषज्ञ - | सदस्य |
| (3) मानव संसाधन विकास मंत्रालय का नाम निर्देशिती - | सदस्य |
| (4) कुल सचिव- | सदस्य |

(घ) ज्येष्ठ प्रशासनिक और प्रशासक तथा उससे ऊपर के वेतनमान वाले अन्य सदृश पदों के लिए चयन समिति निम्न प्रकार होगी :

- | | |
|--|---------|
| (1) निदेशक या उप निदेशक - | अध्यक्ष |
| (2) संस्थान से बाहर का एक विशेषज्ञ - | सदस्य |
| (3) मानव संसाधन विकास मंत्रालय का नाम निर्देशिती - | सदस्य |
| (4) बोर्ड का नामनिर्देशिती- | सदस्य |
| (5) कुल सचिव - | सदस्य |

(6) यदि चयन कुल सचिव या समतुल्य पद के लिए किया जाता है तो कुल सचिव को बोर्ड के दूसरे नाम निर्देशिती से प्रतिस्थापित किया जाएगा ।

(7) उप निदेशक की अनुपस्थिति में निदेशक संस्थान के किसी कर्मचारिवृंद को उसके स्थान पर चयन समिति के सदस्य के रूप में नामनिर्देशित कर सकेगा ।

(8) जहां कोई पद संविदा आधार पर या आमंत्रण द्वारा भरा जाना है वहां बोर्ड ऐसी तदर्थ चयन समिति जैसी प्रत्येक मामले की परिस्थितियों में अपेक्षित हो, गठित कर सकेगा।

(9) जहां किसी पद को संस्थान के सदस्यों में से प्रोन्नति द्वारा या अस्थायी रूप से बारह मास से अनधिक की अवधि के लिए भरा जाना है वहां उसके लिए प्रक्रिया वैसी होगी जो अध्यादेशों द्वारा विनिर्दिष्ट की जाएगी।

(10) इन परिनियमों में किसी बात के होते हुए भी बोर्ड विभाग (विभागों) या केन्द्र (केन्द्रों) की अत्यावश्यकता के लिए उचित विशेष कौशल या ज्ञान रखने वाले व्यक्तियों की नियुक्ति करने की शक्ति रखेगा।

(11) यदि पद को विज्ञापन द्वारा भरा जाना है तो कुल सचिव पद के निबंधन और शर्तों को विज्ञापित करेगा तथा पात्र और सर्वाधिक वांछनीय अभ्यर्थियों को चयनित सूची के प्रयोजन के लिए अनुवेक्षण समिति विज्ञापन में विनिर्दिष्ट तारीख के भीतर प्राप्त सभी आवेदनों का अनुवेक्षण करेगी।

(12) साक्षात्कार के समय चयन समिति ऐसे सभी अभ्यर्थियों के जो साक्षात्कार के लिए बुलाए गए हैं प्रत्यायकों की परीक्षा करेगी, पात्र अभ्यर्थियों का साक्षात्कार लेगी और सर्वाधिक उपयुक्त अभ्यर्थी की नियुक्ति की सिफारिश सक्षम प्राधिकारियों का अनुमोदन के लिए करेगी।

(13) चयन समिति की सिफारिशें साक्षात्कार की तारीख से एक वर्ष की अवधि के लिए विधिमान्य रहेंगी और यदि सिफारिशें किसी कारण से सक्षम प्राधिकारी द्वारा अनुमोदित नहीं की जाती हैं या नियुक्ति आदेश सिफारिशों के अनुमोदन के पश्चात् एक वर्ष की उक्त अवधि के भीतर जारी नहीं किए जाते हैं तो सिफारिशें समाप्त हो जाएंगी और नया विज्ञापन जारी किया जाएगा।

(14) किसी चयन समिति का कोई कार्य या प्रक्रिया केवल चयन समिति के किसी सदस्य या सदस्यों की अनुपस्थिति के आधार पर प्रश्नगत नहीं की जाएगी।

(15) जब तक कि इन परिनियमों के अधीन अन्यथा उपबंध न किया जाए तब तक किसी पद पर नियुक्ति के लिए सिफारिशें करने के प्रयोजन के लिए गठित की गई चयन समिति उस पद के संबंध में अपने कृत्यों का निर्वहन उस पद पर नियुक्ति किए जाने तक जारी रखेगी।

(16) संस्थान में की गई सभी नियुक्तियां बोर्ड के अगले अधिवेशन में उसको रिपोर्ट की जाएंगी।

(17) सुनिश्चित वृत्ति प्रगति (ए.सी.पी.) के अधीन प्रोन्नति के लिए पात्र कर्मचारियों के आवेदन किसी प्रोन्नति या उन्नयन के लिए सिफारिश किए जाने से पूर्व विभागीय प्रोन्नति समितियों द्वारा विचारित किए जाएंगे।

(18) विभागीय प्रोन्नति समितियां निम्न प्रकार होंगी :-

1. निदेशक या उप निदेशक-

अध्यक्ष

- | | |
|-----------------------------------|-------|
| 2. संबद्ध विभाग का प्रमुख - | सदस्य |
| 3. अन्य विभाग से विभाग का प्रमुख- | सदस्य |
| 4. कुल सदस्य | सदस्य |
24. स्थायी कर्मचारियों की सेवा के साधारण निबंधन और शर्तें :

संस्थान के स्थायी कर्मचारी निम्नलिखित निबंधनों और शर्तों द्वारा शासित होंगे

(i) अधिनियम और परिनियमों के उपबंधों के अधीन रहते हुए, संस्थान के अधीन पदों पर सेवा नियुक्तियाँ एक वर्ष की अवधि के लिए परीक्षा पर किए जाएंगे, जिसके पश्चात् वह अवधि, यदि नियुक्त व्यक्ति की जिसकी यदि पुष्टि कर दी जाती है, अधिनियमों और परिनियमों के उपबंधों के अधीन रहते हुए उस मारा की जिसमें उसने यथास्थिति शैक्षणिक पदों के लिए, शैक्षणिक तकनीकी और अनुसंधानीय तथा प्रशासनिक पदों के लिए विहित अधिकतम आय प्राप्त करता है समाप्ति तक अपने पद पर बने रहने के लिए जारी रहेगी :

परंतु नियुक्ति प्राधिकारी, संस्थान के किसी कर्मचारी की परीक्षा की अवधि को ऐसी अवधियों के लिए जैसी वह ठीक समझे, विस्तारित करने की शक्ति रखेगा ।

(ii) अधिवर्षिता की आयु वैसी होगी जो केन्द्रीय सरकार द्वारा संस्थान के कर्मचारियों के विभिन्न वर्गों और प्रवर्गों के लिए विनिर्दिष्ट की जाए ।

(iii) संस्थान के कर्मचारी, केन्द्रीय सरकार के कर्मचारियों के लिए यथा अनुज्ञेय वेतन के अतिरिक्त भत्तों के लिए हकदार होंगे ।

(iv) संस्थान के कर्मचारी, केन्द्रीय सिविल सेवा (चिकित्सीय परिचर्या) नियम, 1944 के अनुसार उनके और उनके कुटुंबों पर उपगत चिकित्सीय व्ययों की प्रतिपूर्ति के लिए हकदार होंगे ।

(v) संस्थान के कर्मचारी केन्द्रीय सिविल सेवा (आचरण) नियम, 1964 द्वारा शासित होंगे ।

(vi) ऐसे कर्मचारी जो 1.1.2004 को या उसके पश्चात् नियुक्त किए गए हैं भारत सरकार द्वारा घोषित नई पेंशन स्कीम द्वारा शासित होंगे ।

(vii) संस्थान के कर्मचारियों के आवेदन का संस्थान के बाहर नियोजन के लिए अनुसूची-घ में विनिर्दिष्ट प्रक्रिया के अनुसार एक वर्ष में केवल तीन बार अग्रेषित किए जाएंगे ।

(viii) संस्थान के कर्मचारी, केन्द्रीय सरकार के कर्मचारियों को यथा अनुज्ञेय छुट्टी यात्रा रियायत (एलटीसी) के लिए हकदार होंगे ।

(ix) अतिरिक्त और रात्रि भत्ता, जैसा केन्द्रीय सरकार के कर्मचारियों को यथा अनुज्ञेय है के अनुसार संस्थान के पात्र कर्मचारियों को संदत्त किया जाएगा ।

25. स्थायी कर्मचारियों के लिए आचार संहिता

कर्मचारियों के लिए आचार संहिता, केन्द्रीय सरकार के परामर्श से प्रत्येक संस्थान द्वारा बनाई जाएगी।

26. निलंबन, शास्तियां, अनुशासनिक प्रक्रियाएं

(1) निदेशक, संस्थान में नियुक्त कर्मचारी को वहां निलंबन के अधीन रख सकेंगा, जहां :-

(i) उसके विरुद्ध कोई अनुशासनिक कार्रवाई अनुध्यात है या लंबित है ; या

(ii) किसी दांडिक अपराध के संबंध में उसके विरुद्ध कोई मामला अन्वेषण, जांच या विचारण के अधीन है :

परंतु जहां कोई कर्मचारी 48 घंटे से अधिक की अवधि के लिए चाहे किसी दांडिक आरोप में या अन्यथा, अभिरक्षा में निरुद्ध किया गया है वहां ऐसा कर्मचारी इस प्रकार उसको निरुद्ध किए जाने की तारीख से निलंबन के अधीन सक्षम अधिकारी के आदेश द्वारा रखा गया समझा जाएगा।

(2) निलंबन की अवधि के दौरान कर्मचारी निम्नलिखित संदायों के लिए हकदार होगा, अर्थात्:-

(क) छुट्टी वेतन के बराबर राशि का निर्वाह भत्ता, जिसे कर्मचारी ने तब प्राप्त किया होता यदि वह अर्धवेतन छुट्टी पर रहा होता और ऐसे छुट्टी वेतन के आधार पर मंहगाई भत्ता, यदि अनुज्ञेय हो :

परन्तु जहां निलंबन की अवधि छह मास से अधिक है, वहां निर्वाह भत्ता निम्न प्रकार होगा :

(i) निर्वाह भत्ते की राशि में पहले छह मास की अवधि के दौरान अनुज्ञेय निर्वाह भत्ते के पचास प्रतिशत से अनधिक की उपयुक्त राशि तक वृद्धि की जा सकेगी यदि सक्षम प्राधिकारी की राय में, निलंबन की अवधि को, लेखबद्ध किए जाने वाले ऐसे कारणों से बढ़ाया गया है जिसे सीधे संबद्ध कर्मचारी के कारण हुआ नहीं माना जा सकता है ;

(ii) निर्वाह भत्ते की राशि में जो पहले छह मास की अवधि के दौरान अनुज्ञेय निर्वाह भत्ते के पचास से अनधिक की उपयुक्त राशि तक कटौती की जा सकेगी यदि सक्षम प्राधिकारी की राय में, निलंबन की अवधि को लेखबद्ध किए जाने वाले ऐसे कारणों से बढ़ाया गया है जिसे सीधे संबद्ध कर्मचारी के कारण हुआ माना जा सकता है ;

(ख) मंहगाई भत्ते की दर उपपरिनियम 2 के अधीन अनुज्ञेय निर्वाह भत्ते की यथास्थिति, बढ़ी हुई या घटी हुई राशि पर आधारित होगी ।

(ग) समय-समय पर अनुज्ञेय कोई अन्य प्रतिकरात्मक भत्ता, जो ऐसे वेतन के आधार पर जिसको कर्मचारी सदस्य ऐसे भत्तों के आहरण के लिए अधिकथित अन्य शर्तों को पूरा करने के अधीन रहते हुए निलंबन की तारीख को प्राप्त कर रहा था ।

(3) तब तक कोई संदाय नहीं किया जाएगा जब तक कि कर्मचारी यह प्रमाण पत्र प्रस्तुत नहीं कर देता है कि वह किसी अन्य नियोजन, कारबार, वृत्ति या व्यवसाय में नहीं लगा हुआ है ।

(4) शासक बोर्ड की यदि यह राय है कि मामले की परिस्थितियों से कर्मचारी के निलंबन का समुचित आधार नहीं है तो ऐसे आदेश को प्रतिसंहारित कर सकेगा ।

(5) किसी कर्मचारी पर निम्नलिखित शास्तियां अधिरोपित की जा सकेंगी :-

(i) परिनिदा ;

(ii) वेतनवृद्धि या वेतन का रोकना ;

(iii) प्रोन्नति का रोकना ;

(iv) उपेक्षा या आदेशों के भंग से संस्थान को कारित हुई किसी घनीय हानि का संपूर्ण या उसके भाग का उसके वेतन से दसूली ;

(v) संचयी प्रभाव के बिना और उसकी पेंशन पर (जहां कहीं लागू हो) प्रतिकूल प्रभाव डाले बिना तीन वर्ष की अवधि के लिए निम्नतर श्रेणी या पद में या निम्नतर काल-वेतनमान में या काल-वेतनमान के निम्नतर क्रम में अवर्तित करना ;

(vi) अनिवार्य सेवानिवृत्ति ;

(vii) सेवा से हटा जाना जो संस्थान के अधीन भविष्य के किसी नियोजन के लिए कोई निरर्हता नहीं होगी ;

(viii) सेवा से प्रवृत्त करना जो साधारणतया संस्थान के अधीन भविष्य के किसी नियोजन के लिए निरर्हता होगी ।

(6) उपरोक्त (v) से (viii) पर विनिर्दिष्ट शास्तियों को किसी कर्मचारी पर अधिरोपित करते हुए कोई आदेश किसी प्राधिकारी द्वारा उस अधीनस्थ के विरुद्ध जिसके द्वारा वह नियुक्त किया गया है, पारित नहीं किया जाएगा और सिवाय कोई जांच किए जाने और कर्मचारी को इस संबंध में की जाने वाली प्रस्तावित कार्रवाई के विरुद्ध कारण दर्शाने का युक्तियुक्त अवसर दिए जाने के पश्चात् ।

(7) उपरोक्त (i) से (iv) पर विनिर्दिष्ट शास्तियों को किसी कर्मचारी पर अधिरोपित करते हुए कोई आदेश किसी प्राधिकारी द्वारा उस अधीनस्थ के विरुद्ध जिसके द्वारा वह नियुक्त

किया गया है, तब तक पारित नहीं किया जाएगा जब तक कि संबद्ध कर्मचारी को नियुक्ति प्राधिकारी को अभ्यावेदन करने का एक अवसर नहीं दिया गया है :

परंतु उप परिनियम (5) और उपपरिनियम (6) के उपबंध निम्नलिखित को लागू नहीं होंगे :-

(क) जहां कोई कर्मचारी ऐसे आचरण के जिससे किसी दंडिक आरोप पर उसका दोषस्तिद्ध होता हो, आधार पर पदच्युत किया गया है या हटाया गया है या पंक्ति में कामों की गई है ;

(ख) जहां किसी व्यक्ति को पदच्युत करने या हटाने या उसको पंक्ति में उसको कम करने के लिए सशक्त प्राधिकारी का यह समाधान हो गया है कि लिखित में उस प्राधिकारी द्वारा अभिलिखित किए जाने वाले कारण से उस व्यक्ति को ऐसा अवसर देना युक्तियुक्त रूप से संभव नहीं है ; या

(ग) जहां कुलाध्यक्ष का समाधान हो गया है कि राज्य की सुरक्षा के हित में उस व्यक्ति को ऐसा अवसर दिया जाना समीचीन नहीं है ।

(8) यदि उपरोक्त ऐसे व्यक्ति के संबंध में कोई प्रश्न उठता है चाहे खंड (घ) के अधीन निर्दिष्ट कोई अवसर दिया जाना युक्तियुक्त रूप से संभव है तो, यथास्थिति, ऐसे व्यक्ति को पदच्युत करने या हटाने या पंक्ति में उसको कम करने के लिए सशक्त प्राधिकारी का उस पर विनिश्चय अंतिम होगा ।

(9) निदेशक द्वारा उसके विरुद्ध पारित शास्ति के अधिरोपण किए जाने वाले किसी आदेश से व्यथित कोई कर्मचारी आदेश के विरुद्ध शासक बोर्ड को अपील किए जाने का हकदार होगा और बोर्ड के विनिश्चय के विरुद्ध कोई और अपील नहीं होगी ।

(10) किसी कर्मचारी पर शास्ति अधिरोपित करने के बोर्ड द्वारा पारित किसी आदेश से व्यथित कोई कर्मचारी ऐसे आदेश के विरुद्ध कुलाध्यक्ष को अपील करने का हकदार होगा ।

(11) यथास्थिति, शासक बोर्ड या कुलाध्यक्ष द्वारा कोई अपील तब ग्रहण की जाएगी जब तक उस तारीख से जिसको अपील किए जाने वाले आदेश की एक प्रति ऐसे आदेश से व्यथित कर्मचारी प्राप्त करता है, तीन मास की अवधि के भीतर की गई हो

परंतु अपील प्राधिकारी उक्त अवधि के समाप्त होने के पश्चात् अपील ग्रहण कर सकेगा यदि उसका यह समाधान हो जाता है कि अपीलार्थी के पास समय से अपील प्रस्तुत न करने के लिए समुचित कारण है ।

(12) प्राधिकारी, जिसको शास्ति अधिरोपित किए जाने वाले किसी आदेश के विरुद्ध कोई अपील की जाती है, निदेशक या बोर्ड से मामले का अभिलेख, स्वप्रेरणा से या अन्यथा मांग सकेगा, ऐसे मामले में पारित किसी आदेश का यथास्थिति पुनर्विलोकन कर सकेगा और ऐसे आदेश पारित कर सकेगा जैसा वह ठीक समझे ।

(13) इस परिनियम में किसी बात के होते हुए भी कुलाध्यक्ष अपनी स्वप्रेरणा से या अन्यथा मामले के अभिलेख को मांगने के पश्चात् ऐसे आदेश का जो इस परिनियम के अधीन किया गया है, पुनर्विलोकन कर सकेगा, और --

(क) आदेश की पुष्टि, उपांतरित या अपास्त कर सकेगा ;

(ख) किसी शास्ति को अधिरोपित कर सकेगा या आदेश द्वारा अधिरोपित शास्ति को अपास्त, कम, पुष्ट या बढ़ा सकेगा !

(ग) और मामले को उस प्राधिकारी को जिसने आदेश किया है विप्रेषित कर सकेगा या किसी अन्य प्राधिकारी को ऐसी और कार्यवाई या जांच का जैसा वह मामले की परिस्थितियों में उचित समझे निदेश देते हुए भेज सकेगा, या

(घ) ऐसा कोई अन्य आदेश जैसा वह ठीक समझे पारित कर सकेगा ;

परंतु किसी शास्ति को अधिरोपित या बढ़ाने वाला कोई आदेश तब तक पारित नहीं किया जाएगा जब तक कि संबद्ध व्यक्ति को किसी ऐसे अभ्यावेदन को जिसको वह ऐसी बढ़ाई गई शास्ति के विरुद्ध करने को इच्छा करे, करने का अवसर न दिया गया हो ।

(14) (क) जब संस्थान का कोई ऐसा कर्मचारी जो पदच्युत, हटाया या निलंबित किया गया है, पुनः स्थापित किया गया हो, पुनःस्थापन के आदेश देने में सक्षम प्राधिकारी निम्नलिखित के संबंध में विचार करेंगे और विनिर्दिष्ट आदेश करेंगे :-

(i) कर्तव्य से अपनी अनुपस्थिति की अवधि के लिए संस्थान के कर्मचारी को संदत्त किए जाने वाले वेतन और भत्ते के संबंध में ; और

(ii) क्या उक्त अवधि को कर्तव्य में बिताई गई अवधि के रूप में माना जाएगा या नहीं ;

(ख) जहां ऐसा सक्षम प्राधिकारी यह धारित करता है कि संस्थान का कर्मचारी पूर्ण रूप से भुक्त हो चुका है या निलंबन की दशा में यह पूर्ण रूप से अन्यायपूर्ण था तो संस्थान के कर्मचारी को ऐसा पूरा वेतन दिया जाएगा जिसके लिए वह हकदार होता यदि वह यथास्थिति पदच्युत, हटाया या निलंबित नहीं किया गया होता और ऐसे किसी भत्ते को भी जिसको उसके पदच्युत, हटाए या निलंबित किए जाने से पूर्व प्राप्त करता, दिया जाएगा ;

(ग) अन्य मामलों में संस्थान के कर्मचारी को ऐसे वेतन या भत्तों को ऐसे अनुपात में दिया जाएगा जो सक्षम प्राधिकारी द्वारा विनिर्दिष्ट किया जाए ;

परंतु खंड (ख) या खंड (ग) के अधीन भत्तों का संदाय ऐसी अन्य शर्तों के अधीन रहते हुए होगा जो ऐसे भत्तों के लिए अनुज्ञेय हैं ;

(घ) खंड (ख) के अधीन आने वाले मामलों में कर्तव्य से अनुपस्थिति की अवधि को सभी प्रयोजनों के लिए कर्तव्य में बिताई गई अवधि के रूप में माना जाएगा ;

(ड) खंड(ग) के अधीन आने वाले मामलों में कर्तव्य से अनुपस्थित रहने की अवधि को कर्तव्य में बिताई गई अवधि के रूप में तब तक नहीं माना जाएगा जब तक कि सक्षम प्राधिकारी विनिर्दिष्ट रूप से ऐसा निदेश नहीं करता है कि उसको किसी विनिर्दिष्ट प्रयोजन के लिए इस प्रकार जाएगा ।

27. अस्थायी कर्मचारियों की सेवा के साधारण निबंधन और शर्तें

(1) अस्थायी कर्मचारियों की सेवाएं या तो कर्मचारी द्वारा नियुक्ति प्राधिकारी को या नियुक्ति प्राधिकारी द्वारा कर्मचारी को लिखित में एक मास की सूचना पर किसी भी समय समापन के अधीन होगी ।

(2) ऐसे कर्मचारी की सेवा के अन्य निबंधन और शर्तें ऐसी होंगी जैसी नियुक्ति प्राधिकारी द्वारा उसके नियुक्ति पत्र में विनिर्दिष्ट की जाएं ।

28. संविदा पर नियुक्तियां

(1) इन परिनियमों में किसी बात के होते हुए भी, कुलाध्यक्ष की पूर्व अनुमति से बोर्ड, विशेष परिस्थितियों में पांच वर्ष से अनधिक की अवधि के लिए संविदा पर किसी विख्यात व्यक्ति को नियुक्त कर सकेगी ।

(2) अधिनियम के उपबंधों के अधीन रहते हुए बोर्ड किसी व्यक्ति को संविदा पर तीन वर्ष से अनधिक की अवधि के लिए विहित वेतनमान में और सुसंगत पद के लिए लागू निबंधन और शर्तों पर नियुक्त कर सकेगा ।

(3) ऐसी नियुक्तियां करने के लिए अध्यक्ष का शासक बोर्ड ऐसी तदर्थ चयन समिति का गठन करेगा जैसा प्रत्येक मामले की परिस्थितियों में अपेक्षित हो :

परंतु समिति के ऐसे गठन की पुष्टि के लिए बोर्ड को रिपोर्ट की जाएगी ।

29. भविष्य निधि और पेंशन स्कीमें

1.1.2004 से पूर्व नियुक्त किए गए संस्थान के कर्मचारी, केन्द्रीय सिविल सेवा (पेंशन) नियम, 1972 और केन्द्रीय भविष्य निधि (केन्द्रीय सेवा) नियम, 1960 द्वारा शासित होंगे तथा 1.1.2004 को या उसके पश्चात् नियुक्त किए गए कर्मचारी केन्द्रीय सरकार की नई पेंशन स्कीम द्वारा शासित होंगे ।

30. पदत्याग

इस प्रथम परिनियमों के पूर्वगामी उपबंधों में किसी बात के होते हुए भी संस्थान का कोई कर्मचारी पदत्याग कर सकेगा यदि :

(i) वह स्थायी कर्मचारी है तो अपने नियुक्ति प्राधिकारी को लिखित में केवल तीन मास की सूचना देने के पश्चात् या उसके स्थान पर तीन मास के वेतन संदत्त द्वारा ; और

(ii) वह स्थायी कर्मचारी नहीं है तो अने नियुक्ति प्राधिकारी को लिखित में केवल एक मास की सूचना देने के पश्चात् या उसके स्थान पर एक मास के वेतन संदत्त द्वारा :

फन्तु ऐसा पदत्याग केवल उस तारीख को जिसको त्यागपत्र, नियुक्ति प्राधिकारी द्वारा स्वीकृत किया गया है, प्रभावी होगा ।

3.1. सेवानिवृत्ति

(1) कोई कर्मचारी अर्हक सेवा के बीस वर्ष पूरे करने के पश्चात् किसी भी समय वह नियुक्ति प्राधिकारी को लिखित में तीन मास से अन्यून की सूचना देकर समय-समय पर केन्द्रीय सरकार द्वारा अपने कर्मचारियों के लिए अधिकथित निबंधनों और शर्तों के अनुसार संवा से सेवानिवृत्त हो सकेगा ।

(2) नियुक्ति प्राधिकारी को, केन्द्रीय सिविल सेवा (सेवानिवृत्ति) नियम, 1964 के उपबंध के अनुसार समयपूर्व सेवानिवृत्ति के रूप में अधिवर्षिता से पूर्व, कर्मचारी को सेवानिवृत्त करने का अधिकारी होगा ।

(3) कोई कर्मचारी, निम्नलिखित शर्तों के अधीन रहते हुए किसी ऐसी शारीरिक या भानसिक्त शैथिल्यता के कारण जो स्थायी रूप से उसको सेवा से असमर्थ करती है, संवा से सेवानिवृत्त हो सकेगा, अर्थात् :-

(i) कर्मचारी, अपना आवेदन रजिस्ट्रार को उचित माध्यम और प्रक्रिया से प्रस्तुत करेगा और एक चिकित्सीय प्रमाणपत्र, ऐसे चिकित्सा प्राधिकारी से जो अध्यादेशों द्वारा विनिर्दिष्ट किया जाए, प्रस्तुत करेगा ;

(ii) यदि चिकित्सा प्राधिकारी किसी निम्नतर पद के लिए आरोग्य प्रमाणपत्र प्रदान करता है तो कर्मचारी यदि इच्छुक है तो केवल ऐसे पद पर जो उपलब्ध है नियुक्त किया जा सकेगा ; और

(iii) स्वास्थ्य रिपोर्ट, सेवानिवृत्त की तारीख से पहले या सम्पाती होनी चाहिए ।

3.2. अधिदाय

संस्थान के स्थायी कर्मचारी, केन्द्रीय सरकार के कर्मचारियों को यथा अनुज्ञेय विभिन्न प्रयोजनों के लिए अधिदाय निकालने की सुविधा रखेंगे ।

3.3. प्रतिनियुक्ति

प्रतिनियुक्ति, लोकहित में (अस्थायी स्थानांतरण) नियुक्ति के लिए राष्ट्रीय प्रौद्योगिकी संस्थान से बाहर अन्य राष्ट्रीय प्रौद्योगिकी संस्थान, केन्द्रीय सरकार, राज्य सरकार, विश्वविद्यालयों या स्वायत्तशासी निकायों में जिनमें सार्वजनिक क्षेत्र के उपक्रम भी सम्मिलित हैं और भर्ती नियमों में विनिर्दिष्ट निबंधनों और शर्तों के अधीन रहते हुए अनुज्ञेय हैं।

34. कर्मचारियों के लिए निवास स्थान

(1) संस्थान के प्रत्येक कर्मचारी को केवल निवासीय उपयोग के लिए संस्थान के परिसर के भीतर एक असुसज्जित घर, यदि उपलब्ध होगा तो, आबंटित किया जा सकेगा जिसमें उससे, ऐसी शर्तों के अधीन रहते हुए जो संस्थान के गृह आबंटन नियमों द्वारा अधिकांशित की जाएं, निवास करने की अपेक्षा जाएगी।

(2) संस्थान के ऐसे कर्मचारी से, जिसको निवासीय उपयोग के लिए घर आबंटित किया गया है, समय-समय पर बोर्ड द्वारा यथा नियत दर पर अनुज्ञप्ति फीस प्रभांशित की जाएगी।

(3) अनुज्ञप्ति फीस के अतिरिक्त, जल, विद्युत और दी गई किसी अन्य सेवा के प्रभार किसी कर्मचारी से वारताविक आधार पर या ऐसी दरों पर जो समय-समय पर बोर्ड द्वारा अवधारित की जाएं, वसूल की जाएंगे।

(4) बोर्ड, यदि संस्थान के हित में ऐसा करना आवश्यक समझता है तो किसी प्रवर्ग के कर्मचारी को कोई अनुज्ञप्ति फीस उद्गृहीत किए बिना या रियायती दरों पर ऐसी फीस उद्गृहीत करते हुए सुसज्जित या असुसज्जित वास सुविधा आबंटित कर सकेगा।

35. छुट्टी और प्रावकाश नियम

संस्थान के सभी कर्मचारियों के लिए छुट्टी केन्द्रीय सिविल सेवा (छुट्टी) नियम, 1972 द्वारा शासित होंगी।

36. छात्रवृत्तियां, अध्येतावृत्तियां, पदक और पुरस्कार

बोर्ड, सिनेट की सिफारिश पर ऐसी छात्रवृत्तियां, अध्येतावृत्तियां, पदक और पुरस्कार जो आवश्यक समझी जाएं, संस्थित कर सकेगा।

37. फीस

संस्थान निम्नलिखित फीस प्रभावित करेगा, अर्थात् :-

(1) अध्यापन और छात्रावास फीस दो भागों में समाविष्ट होगी (क) राष्ट्रीय प्रौद्योगिकी संस्थान परिषद् द्वारा अवधारित फीस जो सभी राष्ट्रीय प्रौद्योगिकी संस्थानों के लिए सामान्य

होगी और (ख) ऐसी फीसों जो संबद्ध शासक बोर्ड द्वारा अवधारित की जाएंगी जो संबद्ध संस्थान पर लागू होंगी।

(ii) अवधान राशि, छात्रों, विद्वानों और अध्येताओं को अंतिम रूप से संस्थान छोड़ने के समय रसंगत देयों की यदि कोई हो, कटौती करने के पश्चात् प्रतिदेय होगी और जहां किसी प्रतिदाय का कोई दावा अंतिम रूप से संस्थान छोड़ने के दो वर्ष के भीतर प्राप्त नहीं हुआ है वहां अवधान राशि को छात्र कल्याण निधि में जमा किया जाएगा।

(iii) ऐसी फीस रियायत आर छात्रवृत्तियां, जो समय-समय पर केन्द्रीय सरकार द्वारा अवधारित की जाएं, सभी राष्ट्रीय प्रौद्योगिकी संस्थानों को लागू होंगी।

38 छात्रों के छात्रावास और छात्रनिवास

(1) प्रत्येक संस्थान एक आवासिक संस्थान होगा और सभी छात्र तथा अनुसंधानविद् इस प्रयोजन के लिए संस्थानों द्वारा निर्मित छात्रावासों और छात्र निवासों में निवास करेंगे :

परन्तु आपवादिक दशा में कारणों को लेखबद्ध करके निदेशक किसी छात्र या विद्वान को अपने मता-पिता या संरक्षक के साथ निवास करने की अनुज्ञा दे सकेगा किन्तु जहां कोई ऐसी अनुज्ञा किसी छात्र या विद्वान को दी गई है वहां यथास्थिति, ऐसा छात्र या विद्वान उसी प्रकार ऐसे सीट किराए के संदाय के लिए दायी होगा जैसा वह छात्रावास में निवास कर रहा होता तो वह सीट किराए के संदाय के लिए दायी होता।

(2) छात्रावासों और छात्र निवासों का प्रत्येक निवासी इस प्रयोजन के लिए संस्थान द्वारा अधिकृत नियमों का पालन करेगा।

(3) प्रत्येक छात्रावास या छात्र निवास के लिए एक वार्डन होगा और उतने सहायक वार्डन तथा अन्य कर्मचारी होंगे जितने समय-समय पर बोर्ड द्वारा अवधारित किए जाएं।

(4) शैक्षणिक कर्मचारिवृन्दों को वार्डन और सहायक वार्डन के रूप में निदेशक द्वारा नियुक्त किया जाएगा।

(5) वार्डन और सहायक वार्डन उस प्रकार के आवास गृह के समान ही जिसके लिए वे सामान्यतया हकदार हैं, किराया मुक्त असुसज्जित आवास गृह के लिए हकदार होंगे।

(6) बोर्ड छात्रावासों और छात्रनिवासों के प्रबंध के लिए नियम अधिकथित करेगा।

39. सम्मानिक उपाधियों का प्रदान किया जाना

संस्थान, कतिपय असाधारण आर प्रतिभाशाली व्यक्तियों को उनके संबंधित क्षेत्रों में उनके प्रख्यात योगदान के लिए सम्मानिक उपाधियों को प्रदान कर सकेगा :

परन्तु सम्मानिक उपाधियों को प्रदान करने के लिए सभी प्रस्ताव सिनेट द्वारा किए जाएंगे और बोर्ड द्वारा अनुमोदित किए जाएंगे।

[सं. फा. 22-5/2006-टीएस. III(भाग)]

एन. के. सिन्हा, संयुक्त सचिव

राष्ट्रीय प्रौद्योगिकी संस्थान

अनुसूची 'क'

[परिनियम 17(2) देखें]

“राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 (जिसे इसमें इसके पश्चात् अधिनियम कहा गया है) की धारा 17(1) और परिनियम 17(2) (राष्ट्रीय प्रौद्योगिकी संस्थान, की दशा में) (जिसे इसमें इसके पश्चात् परिनियम कहा गया है) के निबंधनों में, कुलाध्यक्ष, संस्थान के निदेशक के रूप में पांच वर्ष की संविदा पर नियुक्त व्यक्ति की नियुक्ति का अनुमोदन करते हैं और नियुक्त व्यक्ति ने इसमें इसके पश्चात् कथित निबंधनों और शर्तों पर ऐसी नियुक्ति को स्वीकार कर लिया है। यह विलेख नीचे उल्लिखित बातों का साक्षी है और पक्षकार निम्नलिखित करार करते हैं :—

- (1) इस सेवा करार के संबंध में यह माना जाएगा कि उसे सभी समयों पर अधिनियम के और समय-समय पर स्थायी पुष्टिकृत कर्मचारियों को लागू यथा प्रवृत्त संस्थानों को सम्मिलित करने वाले परिनियमों के उपबंधों के अधीन किया गया है।
- (2) नियुक्त व्यक्ति पदभार ग्रहण करने की तारीख से पांच वर्ष की अवधि के लिए करार के अधीन सेवा पर होगा। परंतु यदि ऊपर उल्लिखित सेवा की अवधि की समाप्ति पर नियुक्त व्यक्ति 65 वर्ष से कम आयु का है, तो उसकी सेवा उस वर्ष के 30 जून तक जारी रहेगी, जिसमें नियुक्त व्यक्ति सेवा की उक्त अवधि को पूरा करता है या जब तक वह 65 वर्ष की आयु पूरी करता है, दोनों में से जो भी पूर्वतः हो।
- (3) नियुक्त व्यक्ति संस्थान का प्रधान शैक्षणिक और कार्यकारी अधिकारी होगा और वह उक्त अधिनियम तथा परिनियमों में उपबंधित शक्तियों और कर्तव्यों के साथ संस्थान के पूर्णकालिक निदेशक के रूप में सेवा करेगा।
- (4) नियुक्त व्यक्ति अपना पूर्ण समय संस्थान की सेवा को समर्पित करेगा और वह आचरण नियमों और उक्त अधिनियम तथा परिनियमों के अन्य उपबंधों के अधीन होगा। नियुक्त व्यक्ति द्वारा सेवा के दौरान या सेवा के संबंध में प्राप्त की गई किसी जानकारी और उसके द्वारा किए गए किसी कार्य को गुप्त और गोपनीय माना जाएगा और नियुक्त व्यक्ति को सभी प्रकार से समय-समय पर यथा संशोधित भारतीय शासकीय गुप्त बात अधिनियम, 1923 के अधीन माना जाएगा।
- (5) नियुक्त व्यक्ति अपनी सेवा की अवधि के दौरान, सिवाय निलंबन की किसी अवधि और साथ ही बिना वेतन की छुट्टी की किसी अवधि के, भारतीय आयकर के अधीन रहते हुए रुपए के वेतनमान में रु. के आरंभिक वेतन का हकदार होगा, परंतु यदि किसी भी समय नियुक्त व्यक्ति भारत से बाहर प्रतिनियुक्त व्यक्ति पर जाता है तो उसकी प्रतिनियुक्त व्यक्ति की अवधि के दौरान उसका वेतन और भत्ते वे होंगे, जो शासक बोर्ड द्वारा विनिश्चित किए जाएं। इसके अतिरिक्त, नियुक्त व्यक्ति महंगाई भत्ता, नगर प्रतिकारात्मक भत्ता आदि जैसे भत्तों का आहरण करेगा, जो संस्थान के नियमों के अनुसार समय-समय पर अनुज्ञेय हों।
- (6) इस विलेख के अधीन अपनी सेवा के दौरान नियुक्त व्यक्ति परिनियमों में किए गए उपबंधों के अनुसार और इन उपबंधों में ऐसे उपांतरणों के, जिन्हें समय-समय पर किया जाए, अधीन संस्थान की अभिदायी भविष्य निधि - सह - उपदान में अभिदाय करेगा और साथ ही वह परिनियमों के अनुसार स्थायी पुष्टिकृत कर्मचारियों को यथा लागू संस्थान के अभिदाय का भी हकदार होगा। नियुक्त व्यक्ति के किसी अन्य राष्ट्रीय प्रौद्योगिकी संस्थान का नियोजक होने और उसके द्वारा अभिदायी भविष्य निधि - सह - उपदान स्कीम या साधारण भविष्य निधि - सह - पेंशन - सह - उपदान स्कीम का फायदा लिए जाने की दशा में, वह परिनियमों के अधीन यथा अनुज्ञेय इस एकत्रण के स्थानांतरण के साथ संस्थान की तत्समान स्कीम का अभिदायी बनेगा। उस दशा में, जहां नियुक्त व्यक्ति संस्थान का कर्मचारी है तो वह अभिदायी भविष्य निधि - सह - उपदान स्कीम या साधारण भविष्य निधि - सह - पेंशन - सह - उपदान स्कीम द्वारा उसी रूप में शासित होता रहेगा, जिस प्रकार वह इस संविदा नियुक्ति के तुरंत पूर्व शासित होता था और वह परिनियमों के अनुसार संस्थानों के अन्य स्थायी कर्मचारियों की भांति इस संविदा के अधीन अपनी सेवा की अवधि में स्कीम के फायदों के लिए हकदार होगा।
- (7) इसमें इससे पूर्व अंतर्विष्ट किसी बात के होते हुए भी, जब तक कि संस्थान द्वारा अन्यथा विनिश्चय न किया

जाए, नियुक्त व्यक्ति वेतनमान के पुनरीक्षण और ऐसे सेवानिवृत्ति फायदों में, जिन्हें संस्थान द्वारा संस्थान की शाखा के सदस्यों की सेवा, ऐसी सेवा, जिससे वह तत्समय संबंध रखता है, के निबंधनों और शर्तों में इस विलेख की तारीख के अधीन रहते हुए प्रभावी किया गया हो, किन्हीं सुधारों के फायदों का, संस्थान द्वारा यथा अवधारित रूप में पूर्ण रूप से या भाग रूप में प्राप्त करने का हकदार होगा और नियुक्त व्यक्ति की सेवा के निबंधनों और शर्तों में ऐसे सुधार के संबंध में संस्थान का विनिश्चय इस प्रकार प्रवृत्त होगा जिससे कि इस विलेख के उपबंधों को उस सीमा तक उपांतरित किया जा सके।

(8) नियुक्त व्यक्ति, परिनियमों के अधीन संस्थान के स्थायी गैरआवकाश कर्मचारियों को यथा अनुज्ञेय छुट्टी के लिए हकदार होगा।

(9) नियुक्त व्यक्ति संस्थान के शासक बोर्ड द्वारा यथा स्वीकृत रूप में संस्थान के परिसर में अनुज्ञापित शुल्क रहित सुरक्षित कार्यालय-सह आवास का हकदार होगा।

(10) नियुक्त व्यक्ति, परिनियमों में उपबंधित किए गए अनुसार चिकित्सीय परिचर्या और उपचार के संबंध में विशेषाधिकार का पात्र होगा।

(11) नियुक्त व्यक्ति को संस्थान में पदभार ग्रहण करने के लिए, नियुक्त व्यक्ति की नियुक्ति को लोक हित में स्थानांतरण पर मानने हुए केंद्रीय सरकार के स्थानांतरण यात्रा भत्ते नियमों के अधीन केंद्रीय सरकार के समतुल्य पक्ति के किसी अधिकारी को यथा अनुज्ञेय यात्रा भत्ते का संदाय किया जाएगा।

यदि नियुक्त व्यक्ति से संस्थान के किसी कार्य के हित में यात्रा करने की अपेक्षा की जाती है तो वह समय-समय पर प्रवृत्त संस्थान के यात्रा भत्ते नियमों में उपबंधित यात्रा भत्ते और मान का हकदार होगा। इसी प्रकार नियुक्त व्यक्ति संस्थान के नियमों के अनुसार अपने गृह नगर की यात्रा करने के लिए छुट्टी यात्रा रियायत का हकदार होगा।

(12) नियुक्त व्यक्ति द्वारा, उसकी लागत पर उसके द्वारा प्रकाशित पुस्तकों और लेखों से प्राप्त होने वाली किसी रकम को उस क्षेत्र में उसे कार्य करते रहने के लिए प्रोत्साहन के रूप में नियुक्त व्यक्ति को दे दिया जाएगा। उसे समय-समय पर बोर्ड द्वारा अधिकथित नियमों के अनुसार परामर्शी सेवा और उसके फायदों को धारित करने की अनुज्ञा भी दी जाएगी।

(13) संविदा की अवधि के दौरान नियुक्त व्यक्ति की सेवा को संस्थान द्वारा किसी भी समय इस संविदा के अधीन सेवा के दौरान किसी भी समय तीन कलेंडर मास की लिखित सूचना देकर, बिना कोई कारण बताएं समाप्त किया जा सकेगा। परंतु संस्थान सदैव अपने उपबंधित सूचना के स्थान पर नियुक्त व्यक्ति को तीन मास की मूल वेतन की रकम के समतुल्य राशि का संदाय कर सकेगा। नियुक्त व्यक्ति संस्थान को तीन कलेंडर मास की लिखित सूचना देकर अपनी सेवा समाप्त कर सकेगा।

(14) नियुक्त व्यक्ति को उसके विशेषज्ञता के विभाग में आचार्य की हैसियत अनुज्ञात की जाएगी और उसे उसकी सुविधानुसार उक्त विभाग में अध्यापन और अनुसंधान में भाग लेने की अनुज्ञा दी जाएगी।

(15) ऐसे किसी विषय के संबंध में, जिसके लिए इस कथार में कोई उपबंध नहीं किया गया है, नियुक्त व्यक्ति उक्त राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 या तत्समय प्रवृत्त उसके किसी उपांतरण और तद्धीन बनाए गए तत्समय प्रवृत्त परिनियमों द्वारा शासित होगा।

इसके साक्षी स्वरूप ऊपर लिखित तारीख को संस्थान के शासक बोर्ड के अध्यक्ष और नियुक्त व्यक्ति ने इस पर अपने-अपने हस्ताक्षर किए हैं।

संस्थान के शासक बोर्ड के अध्यक्ष द्वारा

राष्ट्रीय प्रौद्योगिकी संस्थान के लिए

हस्ताक्षरित और परिदत्त किया गया

साक्षियों के हस्ताक्षर, पते सहित, की उपस्थिति में

उक्त नियुक्त व्यक्ति द्वारा हस्ताक्षरित और परिदत्त किया गया

..... साक्षियों के हस्ताक्षर, पते सहित की उपस्थिति में

निदेशक, राष्ट्रीय प्रौद्योगिकी संस्थान, ”

अनुसूची 'ख' [परिनियम 18 (3) देखें]

उपनिदेशक के पद के लिए सेवा संविदा

आज तारीख एक पक्षकार के रूप में (जिसे इसमें इसके पश्चात् नियुक्त व्यक्ति कहा गया है) और दूसरे पक्षकार के रूप में राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 (2007 का 29) के अधीन निर्गमित राष्ट्रीय प्रौद्योगिकी संस्थान के बीच किया गया सेवा हेतु करार :

“राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 (जिसे इसमें इसके पश्चात् अधिनियम कहा गया है) की धारा 18(3) और परिनियम 17(2) (राष्ट्रीय प्रौद्योगिकी संस्थान, की दशा में) (जिसे इसमें इसके पश्चात् परिनियम कहा गया है) के निबंधनों में, कुलाध्यक्ष, संस्थान के उप-निदेशक के रूप में प्रारंभ में तीन वर्ष की अवधि के लिए, जिसे बोर्ड की सिफारिश पर एक वर्ष के लिए दो बार विस्तारित की जा सकेगी, संविदा पर नियुक्त व्यक्ति की नियुक्ति का अनुमोदन करते हैं और नियुक्त व्यक्ति ने इसमें इसके पश्चात् कथित निबंधनों और शर्तों पर ऐसी नियुक्ति को स्वीकार कर लिया है। यह विलेख नीचे उल्लिखित बातों का साक्षी है और पक्षकार निम्नलिखित करार करते हैं :-

(1) इस सेवा करार के संबंध में यह माना जाएगा कि उसे सभी समयों पर अधिनियम के और समय-समय पर स्थायी पुष्टिकृत कर्मचारियों को लागू यथा प्रवृत्त संस्थानों को सम्मिलित करने वाले परिनियमों के उपबंधों के अधीन किया गया है।

(2) नियुक्त व्यक्ति तारीख (जो पदमार ग्रहण करने की तारीख है) से तीन वर्ष की अवधि के लिए, जो वर्ष दर वर्ष आधार पर दो वर्ष के लिए विस्तारणीय है, करार के अधीन सेवा पर होगा। परंतु यदि ऊपर उल्लिखित सेवा की अवधि की समाप्ति पर नियुक्त व्यक्ति 65 वर्ष से कम आयु का है, तो उसकी सेवा वर्ष के 30 जून तक जारी रहेगी, जिसमें नियुक्त व्यक्ति सेवा की उक्त अवधि को पूरा करता है या जब तक वह 65 वर्ष की आयु पूरी करता है, दोनों में से जो भी पूर्वतर हो।

(3) नियुक्त व्यक्ति अधिनियम तथा परिनियमों में उपबंधित शक्तियों और कर्तव्यों के साथ संस्थान के पूर्णकालिक उप-निदेशक के रूप में संस्थान की सेवा करेगा। वह अपने कर्तव्यों के निर्वहन में निदेशक को रिपोर्ट करेगा।

(4) नियुक्त व्यक्ति अपना पूर्ण समय संस्थान की सेवा को समर्पित करेगा और वह आचरण नियमों और उक्त अधिनियम तथा परिनियमों के अन्य उपबंधों के अधीन होगा। नियुक्त व्यक्ति द्वारा सेवा के, दौरान या सेवा के संबंध में प्राप्त की गई किसी जानकारी और उसके द्वारा किए गए किसी कार्य को गुप्त और गोपनीय माना जाएगा और नियुक्त व्यक्ति को सभी प्रकार से समय-समय पर यथा संशोधित भारतीय शासकीय गुप्त बात अधिनियम, 1923 के अधीन माना जाएगा।

(5) नियुक्त व्यक्ति अपनी सेवा की अवधि के दौरान, सिवाय निलंबन की किसी अवधि और साथ ही बिना वेतन की छुट्टी की किसी अवधि के, भारतीय आयकर के अधीन रहेगा रुपए के वेतनमान में रु. के आरंभिक वेतन का हकदार होगा परंतु यदि किसी भी समय नियुक्त व्यक्ति भारत से बाहर प्रतिनियुक्त व्यक्ति पर जाता है तो उसकी प्रतिनियुक्त अवधि की अवधि के दौरान उसका वेतन और भत्ते वे होंगे, जो शासक बोर्ड द्वारा विनिश्चित किए जाएं। इसके अतिरिक्त, नियुक्त व्यक्ति महंगाई भत्ता, नगर प्रतिकारात्मक भत्ता आदि जैसे भत्तों का आहरण करेगा, जो संस्थान के नियमों के अनुसार समय-समय पर अनुज्ञेय हों।

(6) इस विलेख के अधीन अपनी सेवा के दौरान नियुक्त व्यक्ति परिनियमों में किए गए उपबंधों के अनुसार और इन उपबंधों में ऐसे उपांतरणों के, जिन्हें समय-समय पर किया जाए, अधीन संस्थान की अभिदायी भविष्य निधि - सह - उपदान में अभिलेख करेगा और साथ ही वह परिनियमों के अनुसार स्थायी पुष्टिकृत कर्मचारियों को यथा लागू संस्थान की अभिदायी भविष्य निधि - सह - उपदान का भी हकदार होगा। नियुक्त व्यक्ति के किसी अन्य राष्ट्रीय प्रौद्योगिकी संस्थान का नियुक्त होना और उसके द्वारा अभिदायी भविष्य निधि - सह - उपदान स्कीम या साधारण भविष्य निधि - सह - उपदान स्कीम का फायदा लिए जाने की दशा में, वह परिनियमों के अधीन यथा अनुज्ञेय इस एकत्रण के स्थानांतरण के साथ संस्थान की तत्समान स्कीम का अभिदायी बनेगा। उस दशा में, जहां नियुक्त व्यक्ति संस्थान का कर्मचारी है तो वह अभिदायी भविष्य निधि - सह - उपदान स्कीम या साधारण भविष्य निधि - सह - उपदान स्कीम

उपदान स्कीम द्वारा उसी रूप में शासित होता रहेगा, जिस प्रकार वह इस संविदा नियुक्ति के तुरंत पूर्व शासित होता था और वह परिनियमों के अनुसार संस्थानों के अन्य स्थायी कर्मचारियों की भांति इस संविदा के अधीन अपनी सेवा की अवधि में स्कीम के फायदों के लिए हकदार होगा।

(7) इसमें इससे पूर्व अंतर्विष्ट किसी बात के होते हुए भी, जब तक कि संस्थान द्वारा अन्यथा विनियमन न किया जाए, नियुक्त व्यक्ति वेतनमान के पुनरीक्षण और ऐसे सेवानिवृत्ति फायदों में, जिन्हें संस्थान द्वारा संस्थान की शाखा के सदस्यों की सेवा, ऐसी सेवा, जिससे वह तत्समय संबंध रखता है, के निकटनों और शर्तों में इस दिक्कत की तारीख के अधीन रहते हुए प्रभावी किया गया हो, किन्हीं सुधारों के फायदों का, संस्थान द्वारा यथा अवधारित रूप में पूर्ण रूप से या भाग रूप में प्राप्त करने का हकदार होगा और नियुक्त व्यक्ति की सेवा के निबंधनों और शर्तों में ऐसे सुधार के संबंध में संस्थान का विनियमन इस प्रकार प्रवृत्त होगा जिससे कि इन दिक्कतों के उपबंधों को उस सीमा तक उपांतरित किया जा सके।

(8) नियुक्त व्यक्ति, परिनियमों के अधीन संस्थान के स्थायी प्रावकाश कर्मचारियों को यथा अनुज्ञेय छुट्टी के लिए हकदार होगा।

(9) नियुक्त व्यक्ति, संस्थान के शासक बोर्ड द्वारा यथा स्वीकृत रूप में संस्थान के परिसर में अनुज्ञापि शुल्क रहित सुसज्जित वास सुविधा का हकदार होगा।

(10) नियुक्त व्यक्ति, परिनियमों में उपबंधित किए गए अनुसार चिकित्सीय परिचर्या और उपचार के संबंध में विशेषाधिकार का पात्र होगा।

(11) नियुक्त व्यक्ति को संस्थान में पदभार ग्रहण करने के लिए, नियुक्त व्यक्ति की नियुक्ति को तोक दित में स्थानांतरण पर नियुक्ति मानते हुए केंद्रीय सरकार के स्थानांतरण यात्रा भत्ते नियमों के अधीन केंद्रीय सरकार की समतुल्य पक्ति के किसी अधिकारी को यथा अनुज्ञेय यात्रा भत्ते का सदाय किया जाएगा।

यदि नियुक्त व्यक्ति से संस्थान के किसी कार्य के हित में यात्रा करने की अपेक्षा की जाती है तो वह समय-समय पर प्रवृत्त संस्थान के यात्रा भत्ते नियमों में उपबंधित यात्रा भत्ते और मान का हकदार होगा। इसी प्रकार नियुक्त व्यक्ति संस्थान के नियमों के अनुसार अपने गृह नगर की यात्रा करने के लिए छुट्टी यात्रा सियायत का हकदार होगा।

(12) नियुक्त व्यक्ति द्वारा, उसकी लागत पर उसके द्वारा प्रकाशित पुस्तकों और लेखों से प्राप्त होने वाली किसी रकम को उस क्षेत्र में उसे कार्य करते रहने के लिए प्रोत्साहन के रूप में नियुक्त व्यक्ति को दे दिया जाएगा। उसे समय-समय पर बोर्ड द्वारा अधिकथित नियमों के अनुसार परामर्शी सेवा और उसके फायदों को धारित करने की अनुज्ञा भी दी जाएगी।

(13) संविदा की अवधि के दौरान नियुक्त व्यक्ति की सेवा को संस्थान द्वारा किसी भी समय, इस संविदा के अधीन सेवा के दौरान किसी भी समय तीन कलेंडर मास की लिखित सूचना देकर, बिना कोई कारण बताए समाप्त किया जा सकेगा। परंतु संस्थान सदैव इसमें उपबंधित सूचना के स्थान पर नियुक्त व्यक्ति को तीन मास की मूल वेतन की रकम के समतुल्य राशि का सदाय कर रहेगा। नियुक्त व्यक्ति संस्थान को तीन कलेंडर मास की लिखित सूचना देकर अपनी सेवा समाप्त कर सकेगा।

(14) नियुक्त व्यक्ति को उसकी सुविधानुसार विभाग में अध्यापन और अनुसंधान में भाग लेने के लिए उसकी विशेषज्ञता के विभाग में आचार्य की हैसियत अनुज्ञात की जाएगी।

(15) ऐसे किसी विषय के संबंध में, जिसके लिए इस करार में कोई उपबंध नहीं किया गया है, नियुक्त व्यक्ति उक्त राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम, 2007 या तत्समय प्रवृत्त उसके किसी उपांतरण और तदधीन बनाए गए तत्समय प्रवृत्त परिनियमों द्वारा शासित होगा।

इसके साक्षी स्वल्प ऊपर लिखित तारीख को संस्थान के शासक बोर्ड के अध्यक्ष और नियुक्त व्यक्ति ने इस पर अपने-अपने हस्ताक्षर किए हैं।

संस्थान के शासक बोर्ड के अध्यक्ष द्वारा
राष्ट्रीय प्रौद्योगिकी संस्थान के लिए
हस्ताक्षरित और परित्त किया गया

साक्षियों के हस्ताक्षर पते सहित, की उपस्थिति में
उक्त नियुक्त व्यक्ति द्वारा हस्ताक्षरित और परित्त किया गया
..... साक्षियों के हस्ताक्षर, पते सहित की उपस्थिति में,
उप निदेशक, राष्ट्रीय प्रौद्योगिकी संस्थान"

अनुसूची 'ग'
[परिनियम 19(5) देखिए]
संकायाध्यक्षता

संस्थान में छह से अधिक संकायाध्यक्ष पद नहीं हो सकेंगे । शासक बोर्ड के अनुमोदन से
राष्ट्रीय प्रौद्योगिकी संस्थान में निम्नलिखित संकायाध्यक्ष पद हो सकेंगे :

- संकायाध्यक्ष शैक्षणिक
- संकायाध्यक्ष योजना और विकास
- संकायाध्यक्ष छात्र कल्याण
- संकायाध्यक्ष संकाय कल्याण
- संकायाध्यक्ष (अनुसंधान और परामर्श)

संकायाध्यक्ष पद कार्यात्मक पद है न कि प्रशासनिक पद और उसका इसकी उचित भावना
से निवर्हन किया जाए । आचार्यों/सह आचार्यों में से ही संकायाध्यक्ष को निदेशक द्वारा नामनिर्देशित
किया जाना चाहिए किन्तु विभागाध्यक्ष द्वारा नहीं होना चाहिए ।

संकायाध्यक्ष पद का कार्यकाल साधारणतया दो वर्ष का होगा जिसे एक और वर्ष के लिए
बढ़ाया जा सकेगा । परन्तु निदेशक, अध्यक्ष शासक बोर्ड के अनुमोदन से ऐसी अवधि से पूर्व किसी
या सभी संकायाध्यक्षों को कार्यमुक्त कर सकेगा ।

संकायाध्यक्षों के कर्तव्य तथा उत्तरदायित्व

संकायाध्यक्षों को निम्नलिखित कर्तव्य और उत्तरदायित्व सौंपे गए हैं ।

1. संकायाध्यक्ष (शैक्षणिक)

वह निदेशक को निम्नलिखित पर
..... देगा/देगी :

- (क) छात्रों के प्रवेश तथा उनके नामांकन ;
- (ख) शैक्षणिक कैलेंडर, समय सारणियों, पाठ्यक्रम कार्य तथा परीक्षाओं के लिए छात्रों का
रजिस्ट्रीकरण, कक्षा कक्ष व्यवस्था तथा कक्षा कार्य के उचित संचालन के लिए सभी अन्य अपेक्षाओं
को अन्तिम रूप देना ;
- (ग) कक्षा परीक्षाओं को संचालित करना और सत्र के मूल्यांकनों को अन्तिम रूप देने को समन्वित
करना तथा समय पर परिणामों की घोषणा सुनिश्चित करने के लिए ;

- (घ) सभी प्रवर्गों के छात्रों के अद्यतन शैक्षणिक अभिलेखों के रखरखाव का पर्यवेक्षण ;
- (ङ) पाठ्य विवरण का प्रकाशन और वितरण ;
- (च) सभी संस्थान स्तरीय शैक्षणिक निकायों की बैठकें आयोजित करना ;
- (छ) छात्रों के लिए सभी शैक्षणिक प्रमाण-पत्रों, पदकों तथा पुरस्कारों को प्रदान करने के लिए व्यवस्था करना ;
- (ज) उग परीक्षाओं को संचालित करने की व्यवस्था करना जिन्हें संस्थान के विनियमों में अनुबंधित किए गए अनुसार संस्थान द्वारा संचालित किया जाना है ,
- (झ) अनुसंधान के संचालन के लिए नीतियां बनाना और साराफ बोर्ड/सिनेट के विनिश्चय को धार्यान्वित करके उपयुक्त मानक बनाए रखने के लिए उपाय करना ;
- (ञ) स्नातकोत्तर, पीएचडी और अन्य अनुसंधान कार्यक्रमों के, जिनमें शोध-प्रबंध की परीक्षा भी सम्मिलित है, संचालन में सिनेट की नीति को निष्पादित करना ;
- (ट) दोक्षांत समारोह के संचालन को समन्वित करना ;
- (ठ) शिक्षण कार्यक्रमों में परिवर्तन करने के लिए सभी प्रस्तावों पर बीओएस द्वारा विचार किया जाएगा जिसके लिए संकायाध्यक्ष (शैक्षणिक) अर्थात् अध्यक्ष और यदि अनुमोदित किया जाता है, उन्हें औपचारिक अनुमोदन के लिए सिनेट को भेजा जाएगा ।
- (ड) प्रायोजित प्रारंभिक संकाय प्रवेश कार्यक्रमों तथा अभ्यर्थियों के क्वालिटी सुधार कार्यक्रम को स्वीकार करना ;
- (ढ) उच्च शैक्षणिक मानकों के लिए प्रयास करने के लिए समय-समय पर उपयुक्त कदम उठाने हेतु निदेशक को सुझाव देना.

2. संकायाध्यक्ष (योजना और विकास)

वह निदेशक को निम्नलिखित में सलाह देगा/देगी :-

- (क) संस्थागत क्रियाकलापों के विस्तार तथा विविधता की योजना और सिविल, वैद्युत, संकर्म, स्वच्छता, नेटवर्क प्रणाली, आदि से संबंधित योजना तथा प्राक्कलनों के प्रस्तुत किए जाने की सीमा तक सभी विकासात्मक प्रस्तावों को तैयार करना ।
- (ख) मानव संसाधन विकास मंत्रालय और अन्य अभिकरणों को भेजे जाने वाली आवधिक रूप से अपेक्षित विभिन्न रिपोर्टों के संकलन के लिए अपेक्षित योजना एवं परियोजना संबंधी सभी आवश्यक सांख्यिकीय आंकड़ों का रखरखाव ।
- (ग) वास्तविक लक्ष्यों को मानिटर करने तथा परियोजनाओं और परामर्श की बाबत निधियों का उपयोग तथा प्रगति रिपोर्टों को प्रस्तुत करने के लिए सुसंगत कागज पत्रों को तैयार करना ;

- (घ) नए पाठ्यक्रमों के प्रस्ताव तैयार करने और इस संबंध में इस प्रयोजन के लिए संकाय सदस्यों और बाह्य विशेषज्ञों की बैठकें आयोजित करना ;
- (ङ) संस्थान की परामर्श, परीक्षण एवं प्रायोजित अनुसंधान के क्रियाकलापों का विस्तार करने और उन्हें मानिटर करने का प्रयास करने तथा प्रगति रिपोर्टों की प्रस्तुति सुनिश्चित करना ;
- (च) अनौपचारिक तथा सतत शिक्षा और विस्तार कार्यक्रमों को तैयार करने एवं उनके संचालन को समन्वित करना ;
- (छ) परियोजनाओं तथा परीक्षण एवं परामर्श संबंधी उपस्करों के उपापन के लिए बैठक का कार्यवृत्त और उसके आयोजन की व्यवस्था करना ;
- (ज) रजिस्ट्रार को निर्माण और संकर्म समिति के लिए बजट तथा नए प्राक्कलनों एवं योजनाओं के लिए आवश्यक आंकड़े उपलब्ध कराना ।

3. संकायाध्यक्ष (छात्र कल्याण)

- (क) वह छात्र परामर्श आयोजन करने में निदेशक को सलाह देगा/देगी ;
- (ख) वह छात्र पत्रिकाओं, समाचार बुलेटिन, समाचार पत्रों आदि के प्रकाशन के लिए जिम्मेदार होगा/होगी ;
- (ग) वह छात्र, अनुशासन तथा कल्याण संबंधी विषयों में निदेशक को सलाह देगा/देगी ;
- (घ) वह छात्र संघ/संगम/परिषद संबंधी विषयों में निदेशक की सहायता करेगा/करेगी ;
- (ङ) वह एनसीसी, एनएसएस, खेल, तरणताल, क्रीडा, सांस्कृतिक और छात्रों की पाठ्यक्रम के साथ तथा पाठ्यक्रयातीत गतिविधियों को समन्वित करेगा/करेगी ;
- (च) वह पूर्व छात्रों का अभिलेख रखेगा/रखेगी और उनके साथ पत्राचार करेगा/करेगी ;
- (छ) वह अनुशासनहीनता में संलिप्त छात्रों की जांच कराएगा/कराएगी ;
- (ज) वह छात्रों के माता पिता/संरक्षकों से उनकी प्रगति एवं व्यक्तिगत समस्याओं/कल्याण के बारे में पत्राचार करेगा/करेगी ।

4. संकायाध्यक्ष कल्याण

वह निम्नलिखित से संबंधित विषयों पर निदेशक को सलाह देगा/देगी :

- (क) क्वालिटी सुधार कार्यक्रम के अधीन विभिन्न संस्थाओं को, उन्हें लागू नियमों के अधीन, संकाय की प्रतिनियुक्ति ;
- (ख) वह विभिन्न सम्मेलनों, सेमिनारों, अल्पावधि पाठ्यक्रमों, प्रशिक्षण कार्यक्रमों, विदेशी शिक्षण/प्रशिक्षण समनुदेशन आदि के लिए संकाय सदस्यों की प्रतिनियुक्ति के लिए निदेशक को सलाह देगा/देगी ;
- (ग) वह संकाय सदस्यों द्वारा सम्मेलनों/सेमिनार में प्रस्तुत किए गए या प्रस्तुत किए जाने वाले कागजपत्रों की मूल्यांकन समिति की बैठकों की अध्यक्षता करेगा/करेगी ;
- (घ) वह संकाय के लिए प्रशिक्षण कार्यक्रम आयोजित करने में निदेशक की सहायता करेगा/करेगी ;

(ड) वह भदनों, सड़कों, जलप्रदाय, स्वच्छता, घास के मैदानों तथा उद्यानों, संसूचना नेटवर्क, वाटर कूलरों, वातानुकूलकों, टेलीफोनों आदि के संनिर्माण और रखरखाव के पर्यवेक्षण में निदेशक की सहायता करेगा/करेगी ;

(च) वह विभिन्न विभागों और संकाय सदस्यों के बीच अनुशासन तथा कार्य लोकाचार को बनाए रखने में निदेशक की सहायता करेगा/करेगी ;

(छ) वह संस्थान में उच्च शैक्षिक मानकों को बनाए रखने तथा शैक्षिक उत्कृष्टता को प्राप्त करने में निदेशक की सहायता करेगा/करेगी ;

(ज) संकाय अनुशासन, समग्रता और प्रतिबद्धता का पर्यवेक्षण ।

5. संकायाध्यक्ष (अनुसंधान और परामर्श)

वह निम्नलिखित से संबंधित विषयों में निदेशक को सलाह देगा/देगी :

(क) औद्योगिक रूप से प्रायोजित अनुसंधान और परामर्श के लिए नियम बनाना ;

(ख) संकाय विशेषज्ञता के संबंध में डाटा बेस सृजित करना और उसे बनाए रखना ;

(ग) अनुसंधान/परामर्श कार्य प्रायोजिता कर्मचारिवृद्ध की भर्ती करने के लिए आवश्यक उपस्कर उपाप्त करने में उसके कार्यालय संकाय के माध्यम से सुकर बनाना ;

(घ) छात्रों के लिए पाठ्यक्रम के साथ की गतिविधियों (तकनीकी उत्सव, प्रश्नोत्तरी आदि) को समन्वित करना ;

(ङ) ऐसे अगिकरणों जैसे विज्ञान और प्रौद्योगिकी विभाग (डीएसटी), भाभा परमाणु अनुसंधान केन्द्र (बीएआरसी), राष्ट्रीय विज्ञान अनुसंधान बोर्ड (बीआरएनएस), भारतीय अन्तरिक्ष अनुसंधान संगठन (इसरो), रक्षा अनुसंधान और विकास संगठन (डीआरडीओ), वैमानिकी अनुसंधान और विकास बोर्ड (एआरएंडडीबी), सूचना प्रौद्योगिकी मंत्रालय आदि को वित्त प्रीक्षण के लिए प्रस्ताव प्रस्तुत करने के लिए मार्गदर्शन प्रदान करना ।

अनुसूची 'घ'

[परिनियम 24(7) देखिए]

अन्यत्र नियोजन के लिए आवेदनों का अग्रेषण

शासक बोर्ड द्वारा अनुमोदित सन्नियमों के अनुसार ही नियोजन के लिए आवेदन अग्रेषित किए जाएंगे :

सभी कर्मचारियों से उनकी सेवा के निबंधनों के अधीन अपेक्षा की जाती है कि वे सरकारी/प्राइवेट या अन्यत्र में अन्य नौकरियों के लिए आवेदन करने के लिए निम्नलिखित सन्नियमों का पालन करें :-

1. साधारण सिद्धान्त :

(i) अच्छी प्रोन्नति सम्भावनाओं वाला स्थायी कर्मचारी अपने पद के कर्तव्यों के प्रति पूरे मन से अपनी शक्ति लगाने के लिए सामान्य बाध्यताधीन है यह अनुचित नहीं होगा यदि अन्य नियोजनों के लिए उसका आवेदन रोक लिया जाता है और अग्रेषित नहीं किया जाता है ।

(ii) किसी अस्थायी कर्मचारी का आवेदन तब तक न रोका जाना चाहिए जब तक ऐसे अस्थायी कर्मचारी के लिए अभिलिखित तथा उसे संसूचित किए जाने वाले बाध्यकारी आधार न हों ।

किसी ऐसे अस्थायी कर्मचारी से प्राप्त आवेदन पर, जिसकी सम्यक अनुक्रम में स्थायी होने की अच्छी संभावनाएं हों, गुणागुण के आधार पर कार्रवाई की जानी चाहिए ।

(iii) ऐसे कर्मचारियों को, जिन्हें सरकारी/संस्थान के खर्चे पर कोई तकनीकी प्रशिक्षण दिया गया है, कम से कम बन्धपत्र अवधि तक संस्थान में सेवा करते रहना चाहिए और ऐसे किसी मामले में आवेदन रोकना औचित्यपूर्ण है । बोर्ड ऐसे मामलों में नीति का विनिश्चय कर सकेगा ।

(iv) जहां किसी कर्मचारी को हस्तगत महत्वपूर्ण कार्य को गम्भीर नुकसान पहुंचाए बिना कार्यमुक्त नहीं किया जा सकता है, वहां उसके आवेदन को रोका जा सकता है ।

2. सघ लोक सेवा आयोग द्वारा विज्ञापित पदों के लिए आवेदन

संस्थान के कर्मचारी सघ लोक सेवा आयोग द्वारा विज्ञापित पदों के लिए सीधे आवेदन पत्र कर सकते हैं परन्तु उन्हें इसकी सूचना विभागाध्यक्ष और निदेशक को देनी चाहिए ; तत्पश्चात् उसे ऐसी नियुक्ति के लिए, किन्तु साक्षात्कार के लिए उपस्थित होने से पूर्व, अनुज्ञा प्राप्त करनी चाहिए ।

3. अन्य राष्ट्रीय प्रौद्योगिकी संस्थानों/केन्द्रीय विश्वविद्यालयों और अन्य तुल्य उच्चतर शिक्षा संस्थाओं में पद :

(क) स्थायी कर्मचारी से प्राप्त आवेदन पत्र के साथ यह वचनबंध-संलग्न होना चाहिए कि वह या तो संबंधित राष्ट्रीय प्रौद्योगिकी संस्थान में पुनः पद ग्रहण करेगा या तीन वर्ष के पश्चात् राष्ट्रीय प्रौद्योगिकी संस्थान में उसके द्वारा धारित पद से त्यागपत्र देगा ।

(ख) अस्थायी कर्मचारी को उसके चयन और नई नियुक्ति की स्वीकृति की दशा में त्यागपत्र देने का एक वचनबंध देना चाहिए ।

खुले विज्ञापनों के संबंध में विदेशी समनुदेशन :

(क) कर्मचारी, अध्यक्ष, शासक बोर्ड की पूर्व अनुज्ञा से आवेदन कर सकता है जिसकी पुष्टि शासक बोर्ड द्वारा की जाए ।

(ख) यदि समय का अभाव है, तो एक अग्रिम प्रति संबद्ध अभिकरण को, उचित माध्यम से अनुमोदन के लिए अध्यक्ष, शासक बोर्ड को प्रति देते हुए, भेजी जा सकती है ।

(ग) ऐसे कर्मचारी पर संबद्ध राष्ट्रीय प्रौद्योगिकी संस्थान के शासकीय नामनिर्देशिती के रूप में विचार नहीं किया जाएगा ।

वे पद जिन्हें विज्ञापित या परिचालित नहीं किया गया है :

आवेदन अग्रेषित नहीं किया जाएगा ।

रोजगार कार्यालय में रजिस्ट्रीकरण

अस्थायी कर्मचारी अनुमति लेकर नाम रजिस्टर करा सकते हैं किन्तु उन्हें चयन हो जाने पर त्यागपत्र देना चाहिए ।

स्थायी कर्मचारी अपना नाम निम्नलिखित दशाओं में रजिस्टर करा सकता है :

- (क) केवल सरकारी/पब्लिक सेक्टर उपक्रम/स्वायत्त निकाय के अधीन उच्चतर पद के लिए हो,
- (ख) राष्ट्रीय प्रौद्योगिकी संस्थान से अनापत्ति प्रमाण पत्र प्रस्तुत किए जाने पर और
- (ग) एक वचनबद्ध देकर कि वह नए पद को ग्रहण करने के तीन वर्ष पूर्ण हो जाने पर या तो संबद्ध राष्ट्रीय प्रौद्योगिकी संस्थान में पुनः पद ग्रहण करेगा या उससे त्यागपत्र देगा ।
- (घ) जब कोई कर्मचारी अपने मूल कार्यालय में पुनः पद ग्रहण करता है तो उसे रोजगार कार्यालय में पुनः अपना नाम रजिस्टर कराने के लिए तीन वर्ष की अवधि तक “अनापत्ति प्रमाण पत्र” प्रदान नहीं किया जाएगा ।

ऐसा कर्मचारी जो निलंबनाधीन है या जिससे आरोप पत्र जारी किया गया है :

कोई आवेदन अग्रेषित नहीं किया जाना चाहिए यदि कर्मचारी निलंबनाधीन रहता है या उसे आरोप पत्र जारी किया गया है/ आरोप पत्र न्यायालय में फाइल किया गया है या उसके अभियोजन के लिए मंजूरी दी गई है ।

ऐसे कर्मचारी जिसका आचरण अन्वेषणाधीन है :

ऐसे किसी कर्मचारी का आवेदन, जिसका आचरण अन्वेषणाधीन है, अभिकथनों की प्रकृति पर संक्षिप्त टिप्पणियों सहित और इस टिप्पण के साथ कि उसे तब तक मुक्त नहीं किया जाएगा यदि कर्मचारी निलंबित किया गया है या उसे आरोप पत्र जारी किया गया है/ आरोप पत्र न्यायालय में फाइल लिया गया है या उसके अभियोजन के लिए मंजूरी उसके चयन से पूर्व प्रदान की गई है, अग्रेषित किया जा सकेगा ।

MINISTRY OF HUMAN RESOURCE DEVELOPMENT
(Department of Higher Education)
NOTIFICATION

New Delhi, the 23rd April, 2009

G.S.R. 280(E).—In exercise of powers conferred by sub-section (1) of section 26 of the National Institutes of Technology Act, 2007, (29 of 2007) the Central Government, with the prior approval of the Visitor, hereby frames the following First Statutes for all National Institutes of Technology, namely:-

1. SHORT TITLE, EXTENT AND COMMENCEMENT

- (1) These Statutes may be called The First Statutes of the National Institutes of Technology.
- (2) They shall apply to all National Institutes of Technology.
- (3) They shall come into force on the date of their publication in the Official Gazette.

2. DEFINITIONS

- (1) In these First Statutes, unless the context otherwise requires, -

- (a) "Act" means the National Institutes of Technology Act, 2007;
- (b) "Authorities", "Officers" and "Faculty Members" in relation to an institute mean, respectively, the authorities, officers and faculty members of the Institute;
- (c) "Building and Works Committee" means the Building and Works Committee of the Institute constituted under First Statute No 12.
- (d) "Centre" in relation to an Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc.) generally of an inter-disciplinary nature;
- (e) "Department" in relation to an Institute means an academic unit of the Institute engaged in academic activities (like teaching, research, etc) generally relating to a particular discipline or area;
- (f) "Finance Committee" means the Finance Committee of the Institute constituted under First Statute No. 10;
- (g) "Head of a Department or Centre", by whatever name called, means the person appointed to head the Department or Centre, as the case may be, under First Statute No. 20;
- (h) "Programme" means an academic programme of the institute;
- (i) "rules" means the rules made under Chapter-III of the Act;
- (j) "Schedule" means Schedule annexed to these Statutes.

- (2) Words and expressions used herein and not defined but defined in the Act, shall have the meanings respectively assigned to them in the Act.

3. AUTHORITIES

The following shall be the authorities of the Institute, namely:-

- (i) the Board of Governors as constituted under Section 11 of the Act;
- (ii) the Senate as constituted under section 14 of the Act;
- (iii) the Finance Committee, as constituted under First Statute 10; and
- (iv) the Building and Works Committee as constituted under First Statute No 12.

4. BOARD OF GOVERNORS AND MEETINGS THEREOF

- (1) The bodies entitled to nominate or elect representatives of the Board shall be invited by the Registrar to do so within a period not exceeding eight weeks from the date on which such invitations are issued by him.
- (2) Casual vacancies on the Board shall be filled up by following the procedure specified under sub-statue (1).
- (3) The Board shall ordinarily meet four times during a calendar year.
- (4) Meetings of the Board shall be convened by the Chairperson either on his own motion or at the request of the Director or on a requisition signed by not less than four members of the Board.
- (5) Six members shall form a quorum for a meeting of the Board :
provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week at the same time and place or on such other day, time and place, as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the scheduled time for holding a meeting, the members present shall form the quorum.
- (6) All questions considered at the meetings of the Board shall be decided by a majority of the votes of the members present including the Chairperson and if the votes be equally divided, the Chairperson shall have a casting vote.
- (7) The Chairperson, if present, shall preside over every meeting of the Board :
Provided that in the absence of the Chairperson, the members present shall elect a member from amongst themselves to preside at the meeting.
- (8) A written notice of every meeting shall be sent by the Registrar to every member at least fifteen days before the date of the meeting mentioning therein the place, date and time of the meeting :
Provided that the Chairperson may call a special meeting of the Board at short notice to consider urgent issues.
- (9) The notice may be delivered either by hand or sent by registered post or E mail or Fax, at the address of each member as recorded in the office of the Board and if so sent, shall be deemed to be duly delivered at the time at which notice would be delivered in the ordinary course of post.
- (10) Agenda shall be circulated by the Registrar to all members at least ten days before the meeting.
- (11) Notices of motions for inclusion of any item on the agenda must reach the Registrar at least one week before the meeting :
Provided that the Chairperson may, permit inclusion of any item for which due notice has not been received.
- (12) The ruling of the Chairperson with regard to all questions of procedure shall be final.
- (13) The minutes of the proceedings of a meeting of the Board shall be drawn up by the

Registrar and circulated to all members of the Board present in India and the same along with any amendment suggested shall be placed before the Board in its next meeting for confirmation and after the minutes are confirmed and signed by the Chairperson, they shall be recorded in the minute book.

- (14) The minute book shall be kept open for inspection of the members of the Board and the Council at all times during office hours.
- (15) If a member of the Board fails to attend three consecutive meetings without leave of absence from the Board, he shall cease to be a member of the Board.
- (16) No matter concerned with finance shall be placed before the Board unless the same has been considered by the Finance Committee.
- (17) No matter which should be first considered by the Building and Works Committee shall be placed before the Board unless the same has been considered by the Building and works Committee after obtaining the administrative approval of the Board.

5. POWERS OF THE BOARD

In addition to the powers provided under sub-section (1) of section 13 of the Act, the Board shall be empowered :-

- (i) to abolish, re-designate or change the nomenclature of any post in the institute;
- (ii) to make, modify or cancel the statutes with the approval of the visitor from time to time :

Provided that the new Statute, additions or amendments of existing Statutes shall be applicable only after the assent of the visitor; and

- (iii) to make, modify and cancel all or any ordinances on recommendation of the Finance Committee or Senate of the Institute subject to the condition that making, modification and cancellation shall not be in contravention of the Act and (or) Statutes.

6. AUTHENTICATION OF ORDERS OF THE BOARD

All orders and decisions of the Board shall be authenticated by the signature of the Director or Registrar or any person-authorised by the Board in this behalf.

7. SENATE

- (1) The Senate shall meet as often as necessary, but ordinarily not less than four times during a calendar year.
- (2) Meetings of the Senate shall be convened by the Chairman of the Senate either on his own motion or on a requisition signed by not less than one fifth of the members of the Senate.
- (3) Requisition meeting shall be a special meeting to discuss only those items of agenda for which requisition is given and shall necessarily be chaired by the Director and the requisition meeting shall be convened by the Chairman of the Senate on convenient date and time.
- (4) One third of the total number of members of the Senate shall form a quorum for a

meeting of the Senate.

- (5) The Director shall preside over every meeting of the Senate:

Provided that in absence of the Director, Deputy Director shall preside and in the absence of both the Director and the Deputy Director, the senior most professor present shall preside at the meeting.

- (6) A written notice of every meeting together with the agenda shall be circulated by the Registrar to the members of the Senate at least a week before the meeting:

Provided that the Chairman of the Senate may permit inclusion of any item for which due notice has not been given.

- (7) Notwithstanding the provisions of sub-statute (6), the Director may call an emergency meeting of the Senate at short notice to consider urgent special issues.

- (8) The ruling of the Chairman of the Senate with regard to all questions of procedure shall be final.

- (9) The minutes of the proceedings of a meeting of the Senate shall be drawn up by the Registrar in consultation with Dean Academics and circulated to all the members of senate present in India:

Provided that any such minutes shall not be circulated if the Senate considers such circulation prejudicial to the interests of the Institute or the Government of India.

- (10) The minutes, along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Senate and after the minutes are confirmed and signed by the Chairman of the Senate, they shall be recorded in a minute book which shall be kept open for inspection of the members of the Senate, the Board and the Council at all times during office hours

8. POWERS OF THE SENATE

Subject to the provisions of the Act, the Senate shall have the power to:-

- (i) frame and revise curricula and syllabi for the courses of studies for the various Departments and Centres;
- (ii) make arrangements for the conduct of examinations; appointment of examiners, moderators, tabulators and other matters relating to the examinations;
- (iii) declare the results of the examinations or to appoint Committees or Officers to do so and to make recommendations to the Board regarding conferment or grant of degrees, diplomas and other academic distinctions or titles;
- (iv) appoint Advisory Committees or Expert Committees or both for the Departments or Centres of the institute to make recommendations on academic matters connected with the working of the Departments or Centres;
- (v) appoint Committees from amongst the members of the Senate, other teachers of the Institute and experts from outside to advise on such specific and important

- academic matters as may be referred to any such Committee by the Senate;
- (vi) consider the recommendations of the Advisory Committees attached to various Departments or Centres and that of Expert and other Committees and take such action (including the making of recommendations to the Board) as warranted by each case;
- (vii) make periodical review of the activities of the Departments or Centres and take appropriate action (including the making of recommendations to the Board);
- (viii) supervise the working of the Library of the Institute;
- (ix) promote research and academic development or activity within the Institute and seek reports on such research or academic development or activity from the persons engaged therein;
- (x) provide for the inspection of the class rooms, Laboratories, Library and the Residential Hostels;
- (xi) plan co-curricular activities of the students of the Institute;
- (xii) award stipends, scholarships, medals and prizes and make other awards in accordance with such conditions as may be attached to the awards;
- (xiii) make recommendations to the Board with regard to the creation or restructuring of Departments or Programmes or Centres and the abolition of existing Departments or centres thereof;
- (xiv) make recommendations to the Board to disseminate knowledge through distance learning mode to various parts of the State or country or abroad; and
- (xv) invite up to two student representatives during discussion of general nature not involving policy or disciplinary matters in the Senate meetings.

9. CHAIRMAN OF THE SENATE TO EXERCISE POWERS IN EMERGENCY

If, in the opinion of the Chairman of the Senate, any emergency has arisen which requires immediate action, he may take such action as he deems necessary and shall report the same for approval to the Senate in its next meeting.

10. FINANCE COMMITTEE

- (1) There shall be a Finance Committee for each Institute consisting of the following members, namely:-

- (i) the Chairperson Board of Governors, ex-officio Chairman;
 - (ii) the Director, ex-officio member;
 - (iii) Joint Secretary dealing with National Institutes of Technology or his nominee and Financial Advisor (Human Resource Development) or his nominee members;
 - (iv) two persons nominated by the Board from amongst its members; and
 - (v) the Registrar, ex-officio, Member-Secretary:
- Provided that in addition to the above, the Chairman may, in consultation with the Director, co-opt a member as and when found necessary.

- (2) The Finance Committee shall meet ordinarily four times in a year preferably before the meeting of the Board of Governors.
- (3) Three members of the Finance Committee shall form a quorum for a meeting of the Finance Committee.
- (4) The Chairman, shall preside over the meetings of the Finance Committee and in his

absence the Director shall preside over the meetings.

- (5) The provisions in these First Statutes regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, so far as practicable may be, followed in connection with the meetings of the Finance Committee.
- (6) A copy of the minutes of every meeting of the Finance Committee shall be placed before the Board.
- (7) All financial proposals shall be placed before the Finance Committee prior to being placed before the Board for consideration and approval.

11. POWERS OF THE FINANCE COMMITTEE

The Finance Committee shall have power to:-

- (i) examine and scrutinize the annual budget of the Institute prepared by the Director and make recommendations to the Board; and
- (ii) give its views and make its recommendations on any financial question affecting the Institute to the Board either on the initiative of the Board or of the Director, or on its own motion.

12. BUILDING AND WORKS COMMITTEE

- (1) There shall be a Building and Works Committee for each of the Institute, consisting of following members, namely:-
 - (i) the Director, ex-officio Chairman;
 - (ii) one member nominated by the Central Government not below the rank of Director or Deputy Secretary;
 - (iii) one member nominated by the Board of Governors;
 - (iv) Registrar, ex-officio, Member Secretary;
 - (v) Dean, planning and development or similar position - Member; and
 - (vi) one expert each from Civil and Electrical Engineering Wing of Central or State Government or any autonomous body of repute - Member.
- (2) The Building and Works Committee shall meet as often as necessary but ordinarily not less than four times a year.
- (3) Three members shall form a quorum for a meeting of the Building and Works Committee.
- (4) The provisions in these Statutes regarding notice of meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meeting of the Board shall, as far as practicable may be followed in connection with meetings of the Building and Works Committee also.
- (5) A copy of the minutes of every meeting of the Building and Works Committee shall be placed before the Board.

13. POWERS AND FUNCTIONS OF THE BUILDING AND WORKS COMMITTEE

- (1) The Building and Works Committee shall,-
 - (i) under the directions of the Board shall carry on construction of all major works, after the necessary administrative approval and expenditure sanction from the

Board:

- (ii) have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to repair and maintenance, within the approved budgetary provision of the Institute.
 - (iii) cause to prepare estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like;
 - (iv) be responsible for making technical scrutiny of the design, estimates and specifications of the material as may be considered necessary;
 - (v) be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary;
 - (vi) have the power to settle rates not covered by tender and settle claims and disputes with contractors;
- (2) If, in the opinion of the Chairman of the Building and Works Committee, any emergency has arisen which requires immediate action to be taken, he shall take such action and report the same to the Building and Works Committee and the Board at their next meeting.
- (3) The Building and Works Committee shall also perform such function and exercise such powers as may be entrusted by the Board, from time to time.

14. POWERS OF THE CHAIRPERSON, BOARD OF GOVERNORS

In addition to the powers provided in the Act, the Chairperson of the Board of Governors shall have the following powers, namely:-

- (i) he shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which the appointments can be made by the Board under the provisions of the Act;
- (ii) he shall have the power to send members of the staff, except the Director, of the Institute for training or for a course of instruction, outside India subject to such terms and conditions as may be laid down by the Board from time to time. Incidentally, the visit abroad by the Director shall be approved by the Chairman, National Institutes of Technology Council;
- (iii) he shall execute the contract of service between the Institute and the Director or Deputy Director on behalf of the Central Government, but he shall not be personally liable of anything under such contract; and
- (iv) In emergent cases, the Chairperson may exercise the powers of the Board and inform the Board of the action taken by him for confirmation and ratification.

15. TRAVELLING ALLOWANCES OF MEMBERS OF THE AUTHORITIES OF INSTITUTE

Members of the Board and other authorities of the Institute and members of the Committees constituted under the Act or these Statutes or appointed by the Board and other authorities shall be entitled to traveling allowance, daily allowance and sitting fee for attending the meetings of the authorities and their Committees as laid down by the Board from time to time.

16. DEPARTMENTS AND CENTRES

The Institute shall be organized into such number of Departments and Centres, to be

known by such names, as the Board may, within the budgetary provision, approve from time to time, on the recommendations of the Senate.

17. THE DIRECTOR AND HIS POWERS

- (1) The Director of the Institute shall be appointed by the Visitor on contract basis on the recommendation of a Selection Committee constituted by him consisting of atleast five members including the Chairman who are experts in the field of technical education with experience at national and international level.
- (2) The Director shall be appointed for a period of five years and shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Director in form specified in Schedule-A.
- (3) Subject to the budget provisions made for the specific purpose, the Director shall have the power to incur expenditure in accordance with the procedure as may be laid down in the ordinances.
- (4) The Director shall have the power to appropriate funds with respect to different items constituting the recurring budget up to a limit specified for the Head of Department in the Central Government for each item:
 Provided that such appropriation shall not involve any increase in the budget and any liability in future years:
 Provided further that every such appropriation shall, as soon as possible, be reported to the Board.
- (5) The Director shall have the power to write off irrecoverable losses up to a limit of ten thousand rupees and of irrecoverable value of store items lost or rendered unserviceable due to normal wear and tear or obsolete up to a limit of twenty five thousand rupees subject to such stipulations as may be made by the Board from time to time.
- (6) The Director shall have the power to donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute up to such limits as may be decided by the Board from time to time.
- (7) The Director, where he is the appointing authority, shall have the power to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale, but not involving more than five increments, in respect of posts to which appointment can be made by him under the powers vested in him by the provision of the Act or these statutes.
- (8) The Director shall have the power to employ Teaching Supporting Staff in the Laboratories, Technicians or Technical Instructors and Skilled Workmen, paid from contingencies from time to time, for not more than one year on such remuneration as may be decided by the Board.
- (9) The Director shall have the power to send members of the staff for training or to attend course of instruction inside India subject to such terms and conditions as may be specified by the ordinances.
- (10) The Director shall have the power to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (11) If for any reason the Registrar is temporarily absent for a period not exceeding one month, the Director may take over or assign to any faculty member or member of staff of the Institute, any of the functions of the Registrar as he deems fit:
 Provided that if at any time the temporary absence of the Registrar exceeds one month, the Board may, if it thinks fit, authorise the Director to take over or

assign the function of the Registrar, for a period exceeding one month.

- (12) All contracts for and on behalf of the Institute except the one between the Institute and the Director shall when authorised by a resolution of the Board passed in that behalf be in writing and be expressed to be made in the name of the Institute and every such contract shall be executed on behalf of the Institute by the Director, but the Director shall not be personally liable in respect of anything under such contract.
- (13) The Director may, during his absence from headquarters, specifically authorise in writing the Deputy Director or in his absence, one of the Deans or the Senior most Professor present to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and counter-sign bills on his behalf.
- (14) The Director may, at his discretion, constitute such committees, as he may consider appropriate for smooth functioning of the Institute.
- (15) In the event of the occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise or in the event of the Chairperson being unable to discharge his functions owing to absence, illness or any other cause, the Director may discharge the functions assigned to the Chairperson under section 16 of the Act.
- (16) The Director may, with the approval of the Board delegate any of his powers, authorities or responsibilities vested in him by virtue of the Act and Statutes to one or more members of Academic or Administrative Staff of the Institute.

18. THE DEPUTY DIRECTOR

- (1) The appointment of the Deputy Director shall be made by the Visitor on the recommendation of the Selection Committee constituted by the Central Government with prior approval of the Visitor consisting of at least five members including the Chairman who are experts in the field of technical education with experience at National and international level.
- (2) The appointment shall be for a period of three years initially which may be extended by two times for one year each on recommendation of the Board.
- (3) The Deputy Director shall be governed by the terms and conditions of the Contract of Service entered into between the Institute and the Deputy Director in the form specified in Schedule-B.
- (4) The Deputy Director shall have all the powers of the Director during the vacancy in the post of Director of the Institute.
- (5) The Deputy Director shall assist the Director in academic and administrative work and in maintaining liaison with other institutions of higher learning and research, and also with industrial undertakings and other employers.

19. DEANS

- (1) The Institute shall establish not more than six Deanships.
- (2) The Director shall appoint the Deans with intimation to the Chairperson, Board of Governors.
- (3) The Dean shall hold his post for two years extendable by one more year.
- (4) Only Professors or Associate Professors shall be eligible for becoming Deans.
- (5) Broad functions of Deans are enumerated in the Schedule 'C'.

20. HEAD OF THE DEPARTMENT OR CENTRE

- (1) Each Department and Centre of the Institute shall be placed in charge of a Head, who shall be selected by the Director, from amongst the Professors and Associate Professors of that Department or Centre:
 Provided that if a Department or Centre has no Professor or Associate Professor, the Director may appoint an Assistant Professor of that Department or Centre to head the Department or Centre.
- (2) The Head of a Department or Centre shall hold his post for a term of two years :
 Provided that after the expiry of his term of office, he shall continue to hold office till the appointment of his successor:
 Provided further that no person shall head a Department or Centre continuously for a period exceeding three years, unless he is specially appointed at least for a second term.
- (3) The Director may himself take temporary charge of a Department or place it under the charge of the Deputy Director or a Professor from another Department for a period not exceeding six months.
- (4) The Head of Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Director.
- (5) The Head of Department shall be duty bound to see that the decisions of the authorities of the Institute and of Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director or Senate.
- (6) When appointment to the post of Head of Department or Centre becomes due, the Director shall ascertain the willingness, of the persons eligible to be appointed as Head, for being so appointed, and shall generally select a person by rotation from among eligible and willing persons.
- (7) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with the prior approval of the Chairperson, Board of Governors and for reasons to be recorded in writing and shall also be reported to the Senate and the Board, along with reasons for deviation, in their next meetings.

21. REGISTRAR

- (1) The Registrar shall be appointed for a fixed term of not exceeding five years on deputation or contract basis.
- (2) The Registrar shall act as Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes to act as such.

22. CLASSIFICATION OF THE MEMBERS OF THE STAFF

- (1) Except in the case of employees paid from contingencies, the members of staff of the Institute shall be classified as under :-
 - (i) **Academic staff :-** Director, Deputy Director, Professor, Associate Professor, Assistant Professor, Lecturer, Professor Training and Placement, and such other academic posts as may be decided by the Board from time to time;
 - (ii) **Technical staff :-** System Manager, System Analyst, Programmer, Librarian, Workshop Superintendent, Assistant Workshop Superintendent, Foreman, Technician, Instructor, Laboratory Assistant, Mechanic, Overseer, Technical Assistant, Draftsman, and such other technical posts as may be decided by the Board from time to time; and
 - (iii) **Administrative and others staff :-** Registrar, Deputy Registrar and Assistant

Registrar, Accounts Officer, Audit Officer, Estate Officer, Executive Engineer, Assistant and Junior Engineer, Medical Officer, Medical Assistant, Horticultural Assistant/ Officer, Office Superintendent, Security Officer, Stores Officer, Store Keeper, Office Assistants, Data Entry Operators and such other Administrative and other staff as may be decided by the Board from time to time.

- (2) Posts classified as **Academic staff** shall be vacation posts only.

23. APPOINTMENTS

- (1) The posts at the Institute shall be filled by advertisement on all India basis :
Provided that the ratio between the Direct Recruitment and Promotion posts for posts other than that of the Director or the Deputy Director shall be as per the recruitment rules

- (2) The reservation of posts shall be in accordance with the rules of the Central Government.
- (3) For the purposes of appointments, the rules applicable to of the Central Government employees shall apply.
- (4) The Selection Committees, for filling posts under the Institute (other than the posts on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute, shall be constituted in such manner as laid down by Ministry of Human Resource Development, Department of Higher and Secondary Education, Government of India or Board from time to time by ordinances.
- (5) Selection Committees for filling up of posts under the Institute (other than on contract basis) by advertisement or by promotion from amongst the members of staff of the Institute shall be constituted in the following manner, namely:-

- (a) the Selection committee for recruitment of Academic Staff (excluding the Director and the Deputy Director), or for promotion shall be as under:

- | | |
|--|------------|
| (1) Director or Deputy Director | - Chairman |
| (2) Visitor's Nominee | - Member |
| (3) two nominee of the Board one being an expert, but other than a member of the Board | - Member |
| (4) one expert nominee of Senate from outside the institute | - Member |
| (5) Head of Department concerned
(for other than the post of Professor) | - Member |

- (b) The Selection Committee for Technical posts shall be as follows:

- | | |
|---|------------|
| (1) Director or Deputy Director | - Chairman |
| (2) one Expert from outside the Institute | - Member |
| (3) Nominee of Ministry of Human Resource Development | - Member |
| (4) Concerned Head of Department | - Member |
| (5) Registrar | - Member |

- (c) The Selection Committee for Administrative and Ministerial Staff shall be as under:

- | | |
|---|------------|
| (1) Director or Deputy Director | - Chairman |
| (2) one Expert from outside the Institute | - Member |
| (3) Nominee of Ministry of Human Resource Development | - Member |
| (4) Registrar | - Member |

- (d) The Selection Committee for Senior Administrative and other comparable posts carrying pay scale of Lecturer and above shall be as under:-
- | | |
|---|------------|
| (1) Director or Deputy Director | - Chairman |
| (2) one Expert from outside the Institute | - Member |
| (3) Nominee of Ministry of Human Resource Development | - Member |
| (4) Nominee of Board | - Member |
| (5) Registrar | - Member |
- (6) The Registrar shall be substituted by another nominee of the Board in case the Selection is made for the Registrar or the equivalent post.
- (7) In the absence of the Deputy Director, the Director may nominate any member of the staff of the Institute to be the member of the Selection Committees in his place.
- (8) Where a post is to be filled on contract basis or by invitation, the Board may, constitute such Adhoc Selection Committee, as circumstances of each case may require.
- (9) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the procedure for the same shall be as specified by ordinances.
- (10) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons having special skill or knowledge to suit the emergent need of the department(s) or centre(s).
- (11) If the post is to be filled by advertisement, the Registrar shall advertise the terms and conditions of the post and the screening committee for the purpose of short listing the eligible and most desirable candidates and shall screen all applications received within the date specified in the advertisement.
- (12) At the time of interview, the Selection Committee shall examine credentials of all candidates who have been called for the interview, interview the eligible candidates and recommend the appointment of the most suitable candidate to the competent authority for approval.
- (13) The recommendations of the Selection Committee shall remain valid for a period of one year from the date of interview and if for any reason the recommendations are not approved by the competent authority or appointment orders not issued after the approval of recommendations within the said period of one year, the recommendations shall lapse and fresh advertisement shall be issued.
- (14) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee.
- (15) Unless otherwise provided for under these Statutes, the Selection Committee constituted for the purpose of making recommendations for appointment to a post shall continue to exercise its functions in relation to that post till the appointment is made against that post.
- (16) All appointments made at the Institute shall be reported to the Board at its next meeting.
- (17) The applications of the employees eligible for promotion under Assured Career Progression (ACP) shall be considered by the Departmental Promotion Committees before any promotion or up-gradation is recommended.
- (18) The Departmental Promotion Committee shall be as follows:
- | | |
|---|------------|
| 1. Director or Deputy Director | - Chairman |
| 2. Concerned Head of Department | - Member |
| 3. Head of Department from other Department | - Member |
| 4. Registrar | - Member |

24. GENERAL TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEES

Permanent employees of the Institute shall be governed by the following terms and conditions:-

- (i) Subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall be made on probation for a period of one year after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Act and the Statutes, till the end of the month in which he attains the prescribed maximum age for **teaching posts, for technical non-teaching and ministerial and administrative posts** as the case may be:
Provided that the appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as may it may deem fit.
- (ii) The age of superannuation shall be as specified for various classes and categories of the employees of the institute by the Central Government.
- (iii) The employees of the Institute shall be entitled to allowances in addition to pay, as admissible to Central Government Employees.
- (iv) The employees of the Institute shall be entitled to reimbursement of medical expenses incurred on themselves and their families as per Central Civil Services (Medical Attendance) Rules, 1944.
- (v) The employees of the Institute shall be governed by the Central Civil Services (Conduct) Rules, 1964.
- (vi) The employee appointed on or after 01.01.2004 shall be governed by the new pension scheme announced by the Government of India.
- (vii) The application of the employees of the Institute shall be forwarded for employment outside the Institute only three times in a year in accordance with the procedure specified in Schedule-D.
- (viii) The employees of the Institute will be entitled to Leave Travel Concession (LTC) as admissible to Central Government Employees.
- (ix) Overtime and night allowance shall be paid to the eligible employee of the Institute as is admissible to the Central Government Employees.

25. CODE OF CONDUCT FOR PERMANENT EMPLOYEES

The code of conduct for employees shall be made by each Institute in consultation with the Central Government.

26. SUSPENSION, PENALTIES, DISCIPLINARY PROCEEDINGS

- (1) The Director may place a member of the staff appointed at the Institute under suspension:-
 - (i) where a disciplinary proceeding against him is contemplated or is pending;
or
 - (ii) where a case against him in respect of any criminal offence is under investigation, inquiry or trial :

Provided that where a member of the staff is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours, such member of the staff shall be deemed to have been placed by an

order of the competent authority under suspension with effect from the date on which he was so detained.

- (2) During the period of suspension, the member of the staff shall be entitled to the following payments, namely:-

- (a) a subsistence allowance at an amount equal to the Leave Salary which the staff member would have drawn had he been on leave on half pay and Dearness Allowance, if admissible on the basis of such leave salary:

Provided that where the period of suspension exceeds six months, the Subsistence Allowance shall be as follows:

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Competent Authority the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the employee concerned;
- (ii) the amount of subsistence allowance may be reduced by a suitable amount, not exceeding fifty percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the Competent Authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the employee.

- (b) The rate of dearness allowance will be based on the increased or as the case may be the decreased amount of subsistence allowance admissible under sub-statute 2.

- (c) Any other compensatory allowance admissible from time to time on the basis of pay of which the staff member was in receipt of on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.

- (3) No payment shall be made unless the staff member furnished a certificate that he is not engaged in any other employment, business, profession or vocation.

- (4) The Board of Governors may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the member of the staff, revoke such order.

- (5) The following penalties may be imposed on any employee:-

- (i) censure;
- (i) withholding of increments or pay;
- (iii) withholding of promotion;
- (iv) recovery from his pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
- (v) reduction to lower grade or post or to a lower time-scale of pay, or to a lower stage in a time-scale for a period of three years without cumulative

- effect and not adversely affecting his pension (where ever applicable) ;
- (vi) compulsory retirement;
 - (vii) removal from service which shall not be a disqualification for future employment under the Institute;
 - (viii) dismissal from service, which shall ordinarily be a disqualification for future employment under the Institute;
- (6) No Order imposing on any member of the staff any of the penalties specified at (v) to (viii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause against the action proposed to be taken in this regard.
- (7) No order imposing on any member of the staff any of the penalties specified at (i) to (iv) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the appointing authority:

Provided that the provisions of sub-statute (5) and (6) shall not apply to the following :-

- (a) where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;
 - (b) where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person such opportunity; or
 - (c) where the Visitor is satisfied that in the interest of the security of the State, it is not expedient to give to that person such opportunity.
- (8) If, in respect of such person as aforesaid, any question arises whether it is reasonably practicable to give to an opportunity referred to under clause (b), the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case may be, shall be, final.
- (9) A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to Board of Governors against the order and there shall be no further appeal from the decision of the Board.
- (10) A member of the staff aggrieved by any order passed by the Board inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against such order.
- (11) No appeal shall be entertained by the Board of Governors or the Visitor, as the case may be, unless it is made within a period of three months from the date on which member of the staff aggrieved by such order receives a copy of the order appealed against:
- Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

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- (12) The authority to whom an appeal against an order imposing penalty lies may, of its own motion or otherwise call for the records of the case from the Director or the Board, as the case may be, review any order passed in such a case and pass such orders as it deems fit.
- (13) Notwithstanding anything contained in this Statute, the Visitor may, on his own motion or otherwise after calling for the records of the case, review any order which is made under this Statute, and-
- (a) confirm, modify or set aside the order;
 - (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
 - (c) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or
 - (d) pass such other orders as he deems fit:
- Provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.
- (14) (a) When a member of the staff of the Institute who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order: -
- (i) regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his absence from duty; and
 - (ii) whether or not the said period shall be treated as a period spent on duty;
- (b) where such competent authority holds that the member of the staff of the Institute has been fully exonerated or in case of suspension, that it was wholly unjustified, the member of the staff of the Institute shall be given the full pay to which he would have been entitled had he not been dismissed, removed or suspended, as the case may be, together with any allowance of which he was in receipt prior to his dismissal, removal or suspension;
- (c) In other cases, the member of the staff of the Institute shall be given such proportion of such pay and allowances as the competent authority may specify:
- Provided that the payment of allowances under clause (b) or clause (c) shall be subject to all other conditions under which such allowances are admissible;
- (d) In cases falling under clause (b) the period of absence from duty shall be treated as a period spent on duty for all purposes;
- (e) In cases falling under clause (c) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

27. GENERAL TERMS AND CONDITIONS OF SERVICES OF TEMPORARY EMPLOYEES

- (1) The services of a temporary employee shall be liable to termination at any time by notice of one month in writing given either by the employee to the appointing authority, or by the appointing authority to the employee.

- (2) The other terms and conditions of service of such employee shall be such as may be specified by the appointing authority in his letter of appointment.

28. APPOINTMENTS ON CONTRACT

- (1) Notwithstanding anything contained in these Statutes, the Board with the prior approval of the Visitor may in special circumstances appoint an eminent person on contract for a period not exceeding 5 years.
- (2) Subject to the provisions of the Act, the Board may appoint any person on contract in the prescribed scales of pay and on terms and conditions applicable to the relevant post for a period not exceeding 3 years.
- (3) For making such appointments, the Chairperson, Board of Governors shall constitute such adhoc Selection Committee, as the circumstances of each case may require.
Provided that such constitution of committee shall be reported to the Board for confirmation.

29. PROVIDENT FUND AND PENSION SCHEMES

Employees of the Institute appointed prior to 1.1.2004 will be governed by Central Civil Services (Pension) Rules, 1972 and Central provident Fund (Central Services) Rules, 1960 and the Employees appointed on or after 1.1.2004 will be governed by New Pension Scheme of Central Government.

30. RESIGNATION

Notwithstanding anything contained in the foregoing provisions of these first Statutes, a member of the staff of Institute may resign:

- (i) if he is a permanent employee, only after giving three months' notice in writing to his appointing authority, or by paying three months salary in lieu thereof; and
- (ii) if he is not a permanent employee, only after giving one month's notice in writing to the appointing authority or by paying one month's salary in lieu thereof.
Provided that such resignation shall take effect only on the date on which the resignation is accepted by the appointing authority.

31. RETIREMENT

- (1) At any time after an employee has completed twenty years qualifying service, he may, by giving notice, of not less than three months, in writing to the appointing authority, retire from service as per the terms and conditions laid down by the Central Government, from time to time, for its own employees.
- (2) The appointing authority has the right to retire the employee before superannuation as premature retirement in accordance with the provision of Central Civil Services (Retirement) Rules, 1964.
- (3) An employee can retire from service on account of any bodily or mental infirmity that permanently incapacitates him from service subject to the following conditions, namely :-
 - (i) The employee shall submit his application to the Registrar through proper channel and produce a medical certificate from medical authority as may be

- specified by the ordinances;
- (ii) If the medical authority grants fitness certificate for a lower post, the employee, if willing may be appointed on such post only if available; and
 - (iii) The medical report should precede or coincide with the date of retirement.

32. ADVANCES

The permanent employees of the Institute shall be having facility of drawing advances for various purposes as admissible to Central Government Employees.

33. DEPUTATION

Deputation is permissible for appointment (temporary transfer) in public interest outside National Institute of Technology to other National Institute of Technology, Central Government, State Government, Universities or Autonomous Bodies including Public Sector undertaking and subject to the terms and conditions specified in the recruitment rules.

34. RESIDENTIAL ACCOMMODATION FOR EMPLOYEES

- (1) Every employee of the institute may be allotted an unfurnished house within the campus of the Institute for residential use only, if available, in which he shall be required to reside, subject to such conditions as may be laid down by the House Allotment Rules of the Institute.
- (2) An employee of the Institute who has been allotted house for residential use, shall be charged license fee at the rate as fixed by the Board from time to time.
- (3) In addition to the license fee, water, electricity and charges for any other service rendered shall be recovered from an employee on actual basis or at such rates as may be determined by the Board from time to time.
- (4) The Board may, allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the Institute.

35. LEAVE AND VACATION RULES

The leave for all the employees of the Institute shall be governed by the Central Civil Services (Leave) Rules 1972.

36. SCHOLARSHIPS, FELLOWSHIPS, MEDALS AND PRIZES

The Board may, on the recommendation of the Senate institute such scholarships, fellowships medals and prizes as it may consider necessary.

37. FEES

The Institute shall charge the following fees, namely:-

- (i) The tuition and the hostel fee shall comprise of two parts (a) fees determined by the National Institutes of Technology Council which shall be the common for all National Institutes of Technology and (b) fees which will be determined by the

- concerned Boards of Governors which shall be applicable to the concerned institute.
- (ii) the Caution Money shall be refundable to student, scholars and fellows at the time of finally leaving the Institute, after deduction of relevant dues, if any and where no claim for a refund is received within two years of finally leaving the Institute, the Caution Money shall be credited into the Student Welfare Fund.
 - (iii) The fee concession and scholarships as may be determined by the Central Government from time to time shall be applicable to all National Institutes of Technology.

38. STUDENTS' HOSTELS AND HALLS

- (1) Every Institute shall be a residential institution and all students and research scholars shall reside in the hostels and halls of residence built by the Institutes for the purpose:
Provided that in exceptional cases, for reasons to be recorded in writing, the Director may permit a student or scholar to reside with his parent or guardian, but where any such permission is accorded to a student or scholar, such student or scholar, as the case may be, shall be liable for the payment of such seat rent as he would have been liable for the payment of seat rent had he resided in the hostel.
- (2) Every resident in the hostels and halls shall conform to rules laid down by the Institute for the purpose.
- (3) For each hostel or hall of residence there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Board from time to time.
- (4) The members of the Academic Staff shall be appointed by the Director as Warden and Assistant Warden.
- (5) Wardens and Assistant Wardens shall be entitled to rent free unfurnished quarters corresponding to the type of quarters to which they are normally entitled.
- (6) The Board shall lay down rules for the management of the hostels and halls of residence.

39. CONFERMENT OF HONORARY DEGREES

The Institute may confer honorary degrees for a few exceptional and outstanding persons for their illustrious contribution in their respective fields:

Provided that all proposals for the conferment of honorary degrees shall be made by the Senate and shall be approved by the Board.

[No. F. 22-5/2006-TS. III (Pt.)]

N. K. SINHA, Jt. Secy.

THE NATIONAL INSTITUTES OF TECHNOLOGY

SCHEDULE 'A' [See Statute 17(2)]

"WHEREAS in terms of Section 17 (1) of the National Institute of Technology Act, 2007 (hereinafter called the Act) and Statute 17(2) (in case of NIT, _____) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of the appointee as the Director of the Institute on contract for five years and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

- [1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institutes as in force from time to time as applicable to permanent confirmed employees.

[2] The appointee shall be on service under the agreement for a period of five years with effect from date of joining the post. Provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30th June of the year in which the appointee concludes the said period of service or till he attains the age of 65 whichever is earlier.

[3] The appointee shall be the Principal academic and Executive Officer of the Institute and shall be the Institute as the whole time Director of the Institute with powers and duties provided in the said Act and Statutes.

[4] The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes. Any information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.

[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India, his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors. In addition, the appointee shall draw allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.

[6] During his service under these presents the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other National Institute of Technology and enjoying the benefits either under Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statutes.

[7] Notwithstanding anything hereinbefore contained, the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of Institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.

[9] The appointee shall be entitled to furnished free of license fee office cum residential accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.

[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.

[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowances Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.

If the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance and the scale provided for in the T. A. Rules of the institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.

[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.

[13] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.

[14] The appointee will be allowed the status of Professor of the Department of his speciality and take part in teaching and research in the said Department subject to his Convenience.

[15] In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology Act, 2007 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the
National Institute of Technology,
by the Chairperson,
Board of Governors of the Institute

In the presence of Signature of Witnesses with addresses Signed and delivered by the said
appointee In the presence of Signature of
..... witnesses with addresses
Director, NIT

SCHEDULE 'B'
[See Statute 18(3)]

CONTRACT OF SERVICE FOR THE POST OF DEPUTY DIRECTOR

An AGREEMENT for service made this.....day..... date of
.....one thousand nine hundred between
..... (herein after called the appointee) of the one part and the National
Institute of Technology incorporated under the National Institutes of Technology Act, 2007 (29
of 2007).

"WHEREAS in terms of Section 17(1) of the National Institute of Technology Act, 2007 (hereinafter called the Act) and Statute 18(3) (in case of NIT, _____) (hereinafter called Statutes), the Visitor has been pleased to approve the appointment of the appointee as the Deputy Director of the Institute on contract for a period of three years initially which may be extended by two times for one year each on the recommendation of the Board and the appointee has accepted such appointment upon the terms and conditions hereinafter appearing. NOW THESE PRESENTS WITNESSETH and the parties hereto respectively agree as follows:-

[1] This agreement of service shall be deemed to have been entered into subject at all times to the provisions of the Act, and Statutes covering the Institutes as in force from time to time and applicable to permanent confirmed employees.

[2] The appointee shall be on service under the agreement for a period of three years extendable by two years on year to year basis with effect from (that is date of joining the post) provided that if the appointee on conclusion of the period of service mentioned above is below 65 years of age, his service shall continue till the 30th June of the year in which the appointee concludes the said period of service or till he attains the age of 65, whichever is earlier.

[3] The appointee shall serve the Institute as the whole time Deputy Director of the Institute with powers and duties provided in the Act and Statutes. He shall report to the Director for discharge of his duties.

[4] The appointee shall devote his whole time to the service of the Institute and will be subject to the Conduct Rules and other provisions of the said Act and the Statutes. Any information obtained by appointee during or in connection with his service and the work upon which he is engaged shall be treated as secret and confidential and appointee shall be deemed in all respects to be subject to the Indian Officials Secrets Act, 1923, as amended from time to time.

[5] During the period of his service except in respect of any period of suspension and also of any period of leave without pay, the appointee shall be entitled subject to the Indian Income Tax to an initial pay of Rs..... in the scale of Rs..... provided that if any time the appointee proceeds on deputation out of India his pay and allowances during the period his deputation will be such as may be decided by the Board of Governors. In addition the appointee shall draw

allowances like Dearness Allowance, City Compensatory Allowance etc. as may be admissible from time to time as per rules of the Institute.

[6] During his service under these presents the appointee shall subscribe to the Contributory Provident Fund-cum-Gratuity of the Institute according to the provisions made in the Statutes and subject to such modifications in these provisions as may be made from time to time and shall also be entitled to the contribution of the Institute as admissible to the permanent confirmed employees as per the Statutes. In the event of the appointee being employer of any other National Institutes of Technology and enjoying the benefits either under Contributory Provident Fund -cum- Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme, he shall join the corresponding Scheme of the Institute with transfer of this accumulation as admissible under the Statutes. In case the appointee is the employee of the Institute he shall continue to be governed by Contributory Provident Fund-cum-Gratuity Scheme or General Provident Fund-cum-Pension-cum-Gratuity Scheme as immediately prior to this contract appointment and shall be entitled to benefits of the scheme for the period of his service under this contract like other permanent employees of the institutes as per the Statutes.

[7] Notwithstanding anything hereinbefore contained the appointee shall unless otherwise decided by the Institute be entitled to receive the whole or in part as may be determined by the Institute the benefits of any improvements in the revision of scale of pay and in retirement benefits that may be affected by the Institute subject to the date of these presents in the terms and conditions of the service of members of the branch of institute, service to which he may for the time being belong, the decision of the Institute in respect of such improvement in the terms and conditions of their service of appointee shall operate so as to modify to that extent the provisions of these presents.

[8] The appointee shall be entitled to leave as admissible to permanent non-vacation employees of the Institute under the Statutes.

[9] The appointee shall be entitled to furnished free of license fee accommodation in the campus of the Institute as may be sanctioned by the Board of Governors of the Institute.

[10] The appointee shall be eligible for privilege in relation to medical attendance and treatment as provided for in the Statutes.

[11] The appointee shall be paid travelling expenses for joining the Institute as admissible to an officer of the Central Government of equivalent rank under the Transfer Travelling Allowance Rules of the Central Government deeming the appointment of the appointee as on transfer in the public interest.

If the appointee is required to travel in the interest of Institute work, he shall be entitled to travelling allowance on the scale provided for in the T. A. Rules of the institute in force from time to time. Similarly the appointee shall be entitled to leave travel concession for visiting his hometown as per the Rules of the Institute.

[12] Any amount received by the appointee from books and articles published by him at his cost shall be left to him as an encouragement for continuing his work in that line. He would also be allowed to do consultancy and retain benefits of the same as per rules laid down by the Board from time to time.

[13] The service of appointee may during the period of contract, be terminated by the Institute at any time by three calendar months notice in writing given at any time during service under this contract without any cause assigned. Provided always the Institute may in lieu of the notice herein provided to give the appointee a sum equivalent to the amount of his basic pay for three months. The appointee may terminate his service by giving to the Institute three calendar months notice in writing.

[14] The appointee will be allowed the status of Professor of department of his specialization to the part in teaching and research in the Department of subject to his Convenience.

[15] In respect of any matter for which no provision has been made in this agreement the appointee will be governed by the said National Institutes of Technology Act, 2007 or any modification thereof for the time being in force and the Statutes made thereunder for time being in force.

IN WITNESS WHEREOF on the day and the year first above written, the Chairman of the Board of Governors of the Institute has hereinto set his hand and the appointee has hereinto set his hand.

Signed and delivered for the
National Institute of Technology,
by the Chairperson,
Board of Governors of the Institute
In the presence of

Signature of Witnesses with addresses

Signed and delivered by the said appointee

In the presence of Signature of witnesses with addresses

Deputy Director, NIT

SCHEDULE 'C' [See Statute 19 (5)]

DEANSHIPS

The institute may have not more than six deanships. There may be following Deanships in National Institute of Technology with the approval of the Board of Governors:

- Dean Academic
- Dean Planning and Development
- Dean Student Welfare
- Dean Faculty Welfare
- Dean (Research and Consultancy)

Deanship is of functional position and not administrative one and such be discharged in its right spirit. Dean must be nominated by the Director only from amongst the Professors/Associate Professors, but should not be Head of the Department.

The Tenure of Deanship shall ordinarily be two years extendable by one more year, but Director with the approval of the Chairperson, Board of Governors may relieve any or all Dean before such period.

DUTIES AND RESPONSIBILITIES OF DEANS

The following duties and responsibilities have been entrusted to the Deans

1. Dean (Academic)

He/she will advise the Director in:

- (a) Admission and enrolment of students;
- (b) Finalisation of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work;
- (c) Conduct of class tests and co-coordinating the finalization of session's evaluations and for ensuring the timely declaration of results;
- (d) Supervision of the maintenance of up-to-date academic records of all categories of students;
- (e) Publication and distribution of the syllabi;
- (f) Organizing meeting of all the Institute level academic bodies;
- (g) Arranging the issue of all academic certificates, medals and prizes to the students;
- (h) To arrange for conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations.
- (i) To formulate policies for the conduct of research and steps to maintain suitable standard by implementing the Board of Governors/Senate decision.
- (j) To execute the policy of the Senate in the conduct of P.G., Ph.D. and other research programmes including the examination of the thesis.
- (k) To co-ordinate for the conduct of Convocation.
- (l) All proposals to modify the teaching programmes will be considered by BOAC, for which Dean (Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval.
- (m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- (n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.

2. Dean (Planning and Development)

He/she will advise the Director in the following:

- (a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to Civil, electrical, Works, sanitary, network system, etc.
- (b) Maintenance of all necessary statistical data regarding plan & projects required for compilation of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.
- (c) Monitoring the physical targets and utilisation of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- (d) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard;
- (e) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- (f) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- (g) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy.
- (h) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.

3. Dean (Students Welfare)

- (a) He/she will advise the Director in organising the students' counseling.
- (b) He/she will be responsible for the publication of students' Magazines, News Bulletins, News letters etc.
- (c) He/she will advise the Director in matters related to students; discipline and welfare.
- (d) He/she will assist the Director in matters related to the Students Union/Association/Council.
- (e) He/she will co-ordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- (f) He/she will keep a record of Alumni and correspond with them.
- (g) He/she will conduct the enquiries of students indulged in indiscipline.
- (h) He/she will correspond with Parents/Guardians of Students about their progress and individual problems / welfare.

4. Dean Faculty welfare

He/she will advise the Director in matters related to:

- (a) Deputation of faculty to various institutions under Quality Improvement Programme under rules applicable to them.
- (b) He/she will advise the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignments etc.
- (c) He/she will chair the committee meetings of the evaluation of papers submitted or to be submitted to the conferences / seminar by the faculty members.
- (d) He/she will assist the Director in organizing training programmes for faculty.
- (e) He/she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones, etc.
- (f) He/she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- (g) He/she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution..
- (h) Supervision over faculty discipline, integrity and commitment.

5. Dean (Research and Consultancy)

He/she will advise the Director in matters related to:

- (a) Frame rules for industrial sponsored research and consultancy.
- (b) Create and maintain database regarding faculty expertise.
- (c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research/consultancy work, recruitment of project staff.
- (d) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.
- (e) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre (BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defense Research and Development Organisation (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology, etc.

SCHEDULE 'D'
[See Statute 24(vii)]

FORWARDING OF APPLICATIONS FOR EMPLOYMENT ELSEWHERE

Applications for employment shall be forwarded only as per the norms approved by the Board of Governors:

All employees are under terms of their service, required to observe following norms for applying for other jobs in Government / private or elsewhere:

1. General Principles:
 - (i). A permanent employee, having good promotion prospects, is under a normal obligation to devote his energies whole-heartedly to the duties of his post. It will not be unjust if his application for other employment is withheld and not forwarded.
 - (ii). Application of a temporary employee should not be withheld unless there are compelling grounds to be recorded and communicated to such temporary employee. Application from a temporary employee, who may have good prospects of being made permanent in due course, should be dealt with on merits.
 - (iii). Employees who have been given some technical training at Government / Institute expense, should continue to serve the institute at least for the bond period and withholding of application in such a case is justifiable. Board may decide the policy in such cases.
 - (iv). Where an employee cannot be spared without serious detriment to important work in hand, his application can be withheld.
2. Application for posts advertised by Union Public Service Commission
Institute employees can apply directly to posts advertised by Union Public Service Commission but should keep the Head of the Department and Director informed. Subsequently, he should seek the permission for such appointment, but before appearing for the interview.
3. Posts in the other National Institutes of Technology / Central Universities and other comparable Institutions of Higher Education:
 - (a) The application from permanent employee should accompany with an undertaking that he will either join back to the concerned National Institutes of Technology or resign from post held by him in that National Institute of Technology after 3 years.
 - (b) Temporary employee should give an undertaking to resign in the event of his selection and acceptance of the new appointment.

Foreign assignments against open advertisements:

- (a) The employee can apply with prior permission of the Chairperson, Board of Governors to be confirmed by the Board of Governors.
- (b) If the time is short, an advance copy can be sent to the concerned agency with a copy to the Chairperson, Board of Governors for approval through proper channel.
- (c) Such employee shall not be considered as an official nominee of National Institute of Technology concerned.

Posts not Advertised or Circulated.

The application shall not be forwarded.

Registration with Employment Exchange.

Temporary employees can register with permission, but should resign when selected.

Permanent employee can register:

- (a) only for higher post under the Government/Public Sector Undertaking/Autonomous Body,
- (b) on production of a No Objection Certificate, from the National Institute of Technology, and
- (c) an undertaking that he will after the completion of three years of joining the new post either rejoin to the concerned National Institute of Technology or resign.
- (d) when an employee rejoins his parent office, he will not be granted a "no objection certificate" for a period of three years to register his name with the Employment Exchange again.

Employee under Suspension or Charge Sheeted.

No application should be forwarded if the employee is under suspension or a charge sheet has been issued/filed in the court or sanction for his prosecution has been accorded.

Employees whose conduct is under Investigation.

An application of an employee whose conduct is under investigation may be forwarded with brief comments on the nature of allegations and with a note that he would not be released if the employee is placed under suspension or a charge sheet is issued / filed in the court or sanction for his prosecution is accorded before his selection.

DUTIES AND RESPONSIBILITY OF DEANS

The following duties and responsibilities have been entrusted to the Deans.

Dean(Academic):

He / She will advice the Director in:

- a) Admission and enrollment of students;
- b) Finalisation of Academic Calendar, time-table, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work.
- c) Conduct of class tests and coordinating the finalization of session's evaluations and for ensuring the timely declaration of results.
- d) Supervision of the maintenance of up to date academic records of all categories of students;
- e) Publication and distribution of the syllabi;
- f) Organizing the meeting of all the Institute level academic bodies;
- g) Arranging the issue of all the academic certificates, medals and prizes to the students;
- h) To arrange for conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations.
- i) To formulate policies for the conduct of research and steps to maintain suitable standards by implementing the Board of Governors/ Senate decision.
- j) To execute the policy of the Senate in the conduct of P.G., Ph.D and other research programmes including the examination of the thesis.
- k) To co-ordinate for the conduct of Convocation.
- l) All proposals to modify the teaching programmes will be considered by BOAC for which Dean(Academic) i.e. the Chairman and if approved will be sent to the Senate for formal approval.
- m) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
- n) To suggest the Director to take suitable steps from time to time to strive for the high academic standards.
- o) Formulating proposal for new courses and in organizing meetings of faculty members and external experts for this purpose in this regard.

Dean(Planning and Development)

He / she will advice the Director in the following:

- a) Planning the expansion and diversification of institutional activities and preparation of all developmental proposals, to the extent up to submission of plan & estimates related to Civil, Electrical, Works, Sanitary, network system etc.
- b) Maintenance of all necessary statistical data regarding plan & projects required for completion of various reports periodically required to be sent to Ministry of Human Resource Development and other agencies.

- c) Providing necessary data for the budget and new estimates & plans to the Building & Works Committee to the Registrar.
- d) He /she will assist the Director in the supervision of the construction and the maintenance work of buildings, roads, water supply, sanitation, lawns and gardens, communication networks, water coolers, air conditioners, telephones etc.

Dean(Students Welfare):

- a) He / she will advice the Director in organizing the students' counseling.
- b) He/she will be responsible for the publication of students' Magazines, News, Bulletins, News letters etc.
- c) He / she will advise the Director in matters related to the students; discipline and welfare.
- d) He/she will assist the Director in matters related to the Students Union /Association/ Council.
- e) He/she will coordinate the NCC, NSS, Games, Swimming Pool, Sports, Cultural and Co-curricular and Extra-curricular activities of the students.
- f) He/she will conduct the enquires of students indulged in indiscipline.
- g) He/she will correspond with parents/Guardians of students about their progress and individuals problems / welfare.
- h) Coordinate co-curricular activities (technical festivals, quizzes etc.) for the students.

Dean (Faculty welfare):

He / she will advice the Director in matters related to:

- a) Deputation of faculty to various institutions under Quality improvement Programme under rules applicable to them.
- b) He /she will advice the Director for deputation of the faculty members to various conferences, seminars, short-term courses, training programmes, foreign teaching / training assignments etc.
- c) He/she will chair the committee meetings of the evaluations of papers submitted or to be submitted to the conferences / seminar by the faculty members.
- d) He/she will assist the Director in organizing training programs for faculty.
- e) He /she will assist the Director in maintaining the discipline and work ethos among the various departments and between the faculty members.
- f) He /she will assist the Director in maintaining the high academic standards and achieving academic excellence in the institution.
- g) Supervision over faculty discipline, integrity and commitment.

Dean (Research and Consultancy):

He /she will advice the Director in matters related to:

- a) Frame rules for industrial sponsored research and consultancy.
- b) Create and maintain database regarding faculty expertise.
- c) Facilitate through his/her office faculty in procuring equipments necessary to conduct research / consultancy work, recruitment of project staff.
- d) Provide guidance for submitting proposals to funding agencies such as Department of Science and Technology (DST), Bhabha Atomic Research Centre(BARC), Board of Research in Nuclear Sciences (BRNS), Indian Space Research Organisation (ISRO), Defense Research and Development Organization (DRDO), Aeronautics Research and Development Board (AR&DB), Ministry of Information Technology etc
- e) Monitoring the physical targets and utilization of funds in respect of Projects & Consultancy and in the preparation of relevant papers for submission of progress reports.
- f) In the efforts to expand and monitor the activities of consultancy, testing and sponsored research of Institute and to ensure submission of progress reports;
- g) In coordinating the formulation and conduct of non-formal and continuing education and extension programmes.
- h) To arrange for the agenda and organization of the meeting for procurement of equipments related to projects and testing & consultancy.

Dean (Alumni Relations and Resource Generation)

He /she will advice the Director in matters related to:

- a) To keep a record of Alumni and correspond with them.
- b) To provide assistance to Alumni in dealing with Institute in matters of records, certificates etc.
- c) To correspondent with various Alumni Associations.
- d) To seek help from Alumni to enable students to do their projects both inside and outside the country.
- e) To seek help from Alumni for growth of Institute-Industry partnership.
- f) To seek contributions from Alumni and others for the growth and development of the Institute.
- g) Any other matter related to Alumni Relations and Resource Generation.

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**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA**



**POLICY ON SANCTION OF LEAVE
TO FACULTY AND STAFF OF THE INSTITUTE**

NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA

Policy on for sanction of Leave to faculty and staff members.

1. Applicability :

The provisions contained in these policies shall apply to the faculty and staff of the Institute, some of the provisions being applicable only to members of the faculty. If any provision of these policies is in conflict with the provisions of the NIT ACT, the statutes or any applicable directive of the Government of India, the latter provisions will prevail over those of these policies.

2. General:

- a) Leave and vacation should always be applied and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- b) Any temporary service rendered to the Institute prior to getting a regular position shall not count towards computation of leave.
- c) In case of long leave (EOL, lien or sabbatical), an employee must return to the institute within the sanctioned leave period, including travel time, if any. Failure to do so will be counted as gross indiscipline leading to automatic termination of service and consequent financial penalties.
- d) An employee of the Institute entitled to vacation shall be eligible for pay and allowances at full rates and increments during the period of vacation.
- e) Salary, allowances and increments during periods of leave shall be governed by corresponding provisions of the Government of India.
- (f) Faculty members granted leave may apply, if required, for extension of leave so as to reach the Institute at least 3 months prior to the expiry of the leave granted earlier. Non-receipt of reply of such an application shall not be accepted as a valid reason for not joining the Institute on the scheduled date after the completion of original period of leave granted.
- (g) Leave sanctioned must be used for the purposes for which it has been sanctioned and at the place for which it has been approved. Changes, if needed, both in respect of the purposes and/or place shall have to be justified by the Faculty members and approved by the sanctioning authority. If these are done without specific and written approval of the sanctioning authority, the leave is liable to be cancelled.

3. Right to Leave :

- (a) Leave cannot be claimed as a matter of right and, when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave or a higher authority.
- (b) Members of the faculty and all officers must, on their own, ensure before applying for leave, that adequate arrangement is made in advance towards carrying out their tasks in their absence. If such arrangement is not done by the employee or if the higher authorities are not satisfied with the arrangement, leave can be denied or an employee can be called back before completion of sanctioned leave period.

4. Authority empowered to sanction Leave;

- (a) Leave (except EOL, sabbatical and lien) to any member of the faculty or staff except the director may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- (b) Extraordinary leave, sabbatical and lien can be granted to employees only by the same authority that has power to make appointment at that level, when no other kind of leave is admissible or when other leave being admissible, the member of the staff concerned specifically applied in writing for the grant of extraordinary leave. In case of faculty and Group A officers, such leave may be sanctioned by the Board (or Chairman on its behalf) on recommendation of the director, while in case of junior personnel, director will be the sanctioning authority.
- (c) The director may sanction his own leave up to one month under intimation to the Chairman, BOG. Leave exceeding one month or extra ordinary leave of any duration may be sanctioned to the director by the BOG or the Chairman BOG on its behalf.
- (d) When leave is accompanied with travel abroad on personal work, Director can approve the leave for all employees except himself. If the travel involves academic or administrative work, the travel shall need the sanction of Chairman BOG, as provided by the statutes. Any travel abroad by the Director shall be governed by the rules set by the Government of India.

5. Commencement and Termination of Leave:

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- (b) Sundays and other holidays or vacation may be prefixed as well as suffixed to leave without being counted as leave.
- (c) But when holidays or vacation is contained fully within a leave period, they will be counted as leave, except in case of casual leave and special casual leave.

6. Combination of leave:

Except as otherwise provided in these policies, any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases. Casual leave and special casual leave may not be combined with other kinds of leave or vacation. No leave except vacation is admissible to a vacation staff during vacation period, if vacation is due to him.

7. Grant of Leave beyond the Date of Retirement and in the event of Resignation:

- (a) No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- (b) In case of reappointment or extension of service, the provisions of Government of India shall be applicable.
- (c) If an employee of the Institute resigns, he shall not be granted, either prior or subsequent to his resignation, any leave due to his credit provided that the director may, on case to case basis, grant leave to an employee prior to his resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

8. Conversion of one kind of leave into another kind:

- (a) At the request of a member of the staff the sanctioning authority may convert any kind of leave including extra-ordinary leave, retrospectively, into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave, but the member of the staff cannot claim such conversion as a matter of right.
- (b) If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave

salary and allowance paid or amount overdrawn recovered, as the case may be.

9. Rejoining of Duty on return from Leave on Medical Grounds:

A member of the staff who has been granted leave on medical ground shall be required to produce a medical certificate of fitness before resuming duty.

10. Rejoining of Duty before the Expiry of Leave:

Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

11. Kinds of Leave:

The following kinds of leave shall be admissible to members of the staff

- (a) Casual Leave
- (b) Special Casual Leave
- (c) Earned Leave
- (d) Half-Pay Leave
- (e) Commuted Leave
- (f) Leave not due
- (g) Maternity/ Paternity Leave
- (h) Hospital Leave
- (i) Sabbatical Leave
- (j) Extraordinary Leave and Lien
- (k) Vacation

12. Casual Leave:

- (a) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum as declared by the Government of India from time to time.
- (b) Casual leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including Saturdays, Sundays and other holidays intervening, prefixed or suffixed shall not ordinarily exceed nine days at a time. Weekends and holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- (c) Casual leave cannot be combined with any kind of leave
- (d) Casual leave can be availed in units of "half day". Other leave have to be taken in units of full day.

13. Special Casual Leave:

- (a) Special casual leave, not counting towards ordinary casual leave, may be granted to a member of the faculty when is –
- (i) Summoned to serve as a Juror or Assessor or to give evidence before a court of law as a witness in a civil or a criminal case in which his private interests are not at issue;
 - (ii) Invited by a reputed academic, R &D or Government Institution to serve as a member of a selection committee, the admissible institutions being decided solely by the director,
 - (iii) Invited by a reputed institute or university to serve as an examiner of postgraduate or doctoral students, the admissible institute being decided solely by the director.
 - (iv) Invited by a reputed institute, university, Central or State Government, AICTE, UGC or similar organization to serve as member of a committee, the admissible organisations and committees being decided solely by the Director.
 - (v) Participating in a major national or international sporting or cultural event or a national delegations going abroad, the admissible event being decided solely by the director,
 - (vi) Invited to serve as a senior functionary of a professional society of repute, the society being recognized for the purpose by the senate at least one year prior to the date of application.
 - (vii) Required to be absent for any other purpose approved by the Board of Governors.
- (b) The total periods of special casual leave admissible in a year shall not exceed fifteen days.
- (c) Weekends and holidays intervening, suffixing or prefixing special casual leave shall not be counted as leave.
- (d) Special casual leave shall include days of business plus travel time, no other kind of leave can be combined with special casual leave,
- (e) Special casual leave is always given to render service to another organization, on reciprocal basis whenever appropriate. While admitting, or not admitting, an inviting Institution, the Director shall take into consideration the possibility of their faculty and officers being invited to NIT Rourkela for a similar purpose.

14. Earned Leave:

- (a) The earned leave admissible to a member of the staff other than vacation staff, shall be 30 days in a calendar year. The leave account of every such employee shall be credited with earned leave in advance in two installments of 15 days each on First January and First July every year.
- (b) The leave at the credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit specified by the Central Government.
- (c) During the period of a calendar year, the period of vacation for a member of the faculty (except Director and Professor of Training & Placement) entitled to it will be 60 days.
- (d) In case such a member of staff is required to return on duty during the whole or any part of the vacation, he shall be eligible to the following amount of earned leave on full pay:
$$\text{Leave earned} = \frac{60 - \text{Number of days of vacation availed}}{2}$$

The E.L. earned will be calculated and credited to leave account at the end of the summer and winter vacations, provided further that the leave at the credit of a faculty member does not exceed the maximum specified by the Government.
- (e) A member of the staff shall cease to earn leave when the accumulated earned leave in his account exceeds the limit specified by the Central Government.
- (f) The maximum amount of earned leave that can be granted to a member of the staff at a time shall be 120 days. Earned leave may be granted for a period exceeding 120 days at the discretion of the director, when such leave is appended to Sabbatical Leave, study leave or extraordinary leave taken for academic purpose.
- (g) Members of the faculty and technical staff attached to laboratories will normally not be granted earned leave exceeding one week during active class periods. Director may, however, grant such leave if satisfied about the nature of the exigencies.
- (h) Earned leave shall normally be used for availing LTC. In case of members of faculty and technical staff attached to laboratories, LTC

on earned leave will not be admissible except outside active class periods. Any exception must be specially approved by the director with full justification.

15. Half Pay and Commuted Leave:

- (a) The half pay leave admissible to a member of the staff in respect of each completed year of service shall be as per norms approved by the Central Government.
- (b) Half pay leave may be granted to a member of the staff on medical ground or on private affairs.
- (c) Commuted leave not exceeding half the amount of half pay leave may be granted on medical ground at discretion of the Director to a member of the staff subject to the following conditions.
 - (i) When commuted leave is granted, twice the amount of such leave shall be debited against half pay leave due.
 - (ii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed a specified number of days (180 days) provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.
- (d) Half pay leave up to a maximum of specified number (180) days may be allowed to be commuted during the entire service where such leave is utilized for an approved course of study such as a course which is certified to be in public interest by the leave sanctioning authority.
- (e) Half pay or commuted leave on medical ground may be sanctioned on recommendation of Institute medical officer. Leave in excess of two weeks not involving hospitalization can be approved by Director only. If the employee was treated by an outside doctor or hospital all medical papers – prescriptions, laboratory reports, X-ray, medicine purchase receipts must be submitted before the Institute doctor for his recommendation. All cases of illness treated by outside doctors shall need approval of Director.

16. Leave Not Due:

- (a) Save as in the case of leave preparatory to retirement, leave not due may be granted to a permanent member of staff both on medical ground and on private affairs for a period not exceeding 360 days

during his entire service out of which not more than 180 days in all can be on private affairs.

- (b) Leave not due shall be granted to a member of staff only if the sanctioning authority is satisfied that there is reasonable chance of the member of staff returning to duty on expiry of leave and shall be limited to half pay leave which he is likely to earn thereafter.
- (c) Leave not due is admissible when no other kind of leave is due and admissible.
- (d) A member of staff while on leave not due is entitled to the same leave salary as during half pay leave.

17. Maternity and Paternity Leave:

- (a) Maternity leave for every child birth may be granted to a woman member of the staff on full pay for a period as notified by Government of India.
- (b) Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by medical certificate and related evidence.
- (c) Maternity leave shall not be debited to the leave account.
- (d) Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a certificate of need from Institute medical officer.
- (e) Paternity leave may also be given to male employees as per norms announced by the Government of India.

18. Hospital Leave:

- (a) Hospital Leave may be granted to a member of the staff under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of his official duty. This concession will be available to such members of the staff, the nature of whose duties exposes them to such illness or injury and whose appointing authority is the Director.
- (b) Hospital leave may be granted on leave salary, either average or half average as the authority granting it may consider necessary.
- (c) Member of staff eligible for Hospital leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be

granted for such period as is considered necessary by the authority competent to grant it.

19. Sabbatical Leave:

(a) Sabbatical leave may be granted to members of the faculty (Lecturer to Professor) only for one or more of the following objects.

- (i) To conduct research or advanced studies in India and abroad,
- (iii) To write text books , standards, scientific works and other literature,
- (iv) To visit or work in industrial concerns and technical departments of Government to gain practical experience in one's respective fields,
- (v) To visit or work in a university, industry or Government research laboratory in India or abroad, and for R & D work.
- (vi) Any other purpose contributing to academic development of the staff member, as approved by the Board of Governors.

(b) Sabbatical leave is not available to non-teaching personnel including academic staff such as scientific officers, Librarians and Sports Officers etc.

(c) The grant of sabbatical leave shall be subject to the following conditions :

- (i) The period of sabbatical leave shall not exceed one year at a time including vacations, if any. But the Board may grant in addition any other leave up to a maximum of 180 days which the member might have earned during the service at the Institute, and EOL for the rest, the total period of absence not exceeding 2 years.
- (ii) A member of the academic staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he shall not be entitled to any travelling allowance or any extra allowances in India or abroad.
- (iii) No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty.
- (iv) A member of the faculty shall not undertake during the period of sabbatical leave, any regular or temporary/

contractual appointment under any other organization in India or abroad; he shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than an employment involving salary, fee or compensation for work.

- (v) A member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty, failing which the salary drawn by him during the leave period needs to be refunded with interest on pro rata basis.
- (d) Sabbatical leave can be availed only after six years of continuous service in the Institute after availing the last long leave (sabbatical or EOL).
- (e) Director's decision on whether a particular payment is a salary (or fee or any other compensation for service) or a fellowship (or scholarship, stipend, associate ship etc.) shall be binding. There shall be no limit on the quantum of money received as a scholarship.
- (f) If a faculty member stays on campus (e.g. for writing a book) he can carry on with his academic work, guide student projects, carry on sponsored research and consultancy work etc., can teach assigned courses at his discretion, but cannot hold administrative positions such as Dean, HOD, or member of committees.

20. Vacation:

- (a) The Institute, by decision of the Senate, shall declare vacation during summer and winter breaks.
- (b) Members of the faculty, except Director and Professor T & P can avail 60 days of vacation in a year, irrespective of the vacation duration.
- (c) In case of faculty members availing less number of days of vacation, he will earn EL at the rate:

$$\text{No. of days of EL earned} = \frac{60 - \text{No. of vacation days availed}}{2}$$

2

- (e) Vacation can be availed by faculty members at their discretion during the period permitted by the Senate, subject to restrictions imposed under Clause 2 and other provisions of these policies.
- (f) Vacation is not a matter of right and can be refused by the sanctioning authority. Prior approval of authority is needed for availing vacation.

21. Extraordinary Leave:

- (a) The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.
- (b) Sanction of extraordinary leave to members of faculty and staff shall be subject to limitations described later in these policies.
- (c) Extraordinary leave shall always be without pay and shall not qualify for earning EL or HPL. The employees on EOL are, however, permitted to receive salary, fee, fellowship, scholarship or any other compensation from other sources during the period of EOL, if EOL is granted for such a purpose.
- (d) The period of extraordinary leave shall not count for increment or pension except when such leave is granted due to sickness on medical grounds or for pursuing higher studies, research or for gaining relevant experience in industries with a scholarship, fellowship, associateship, stipend, bursary or honorarium. A faculty or staff member earning a salary or a fee while on EOL will not be entitled to increment or pensionary benefits for the leave period. [These benefits can be earned by availing lien in lieu of EOL] In case of doubt whether the purpose of seeking extraordinary leave is academic or not, and whether the money to be earned during the period of EOL is a salary /fee or a fellowship/ honorarium, the decision of the sanctioning authority shall be final.

The quantum of earning during the leave period will not be considered while making a decision.

22. Detailed provisions for Extraordinary Leave and Lien:

Extraordinary leave can be availed either for (i) taking up alternative employment (ii) taking up a prestigious time bound contractual appointment, (iii) studying for a degree or (iv) for carrying out research in a different university or organization, (v) for gaining relevant experience in industry or (vi) when no other kind of leave is available.

- (a) Leave for taking up alternative regular employment is highly discouraged in view of the small number of faculty posts sanctioned. If EOL for taking up alternative employment is granted by the BOG as a very special case, the period spent on EOL (i) shall be limited to 2

years including journey time, (ii) shall be without pay or allowances and (iii) shall not qualify for earning leave, increment or pension.

(b) Extraordinary leave without pay up to two years can be sanctioned to faculty members for taking up prestigious time bound contractual positions in reputed Government or private organizations in India or abroad, when, in the opinion of the Director, such appointment is beneficial to the academic programme of the Institute. In case of assignment as Head of an autonomous Institute or Laboratory of repute e.g. director of NIT, IIT, IIM, CSIR Laboratory, Vice Chancellor of a national or State university or comparable position) EOL can be granted for the duration of the assignment, not exceeding 5 years. This period (either 2 or 5 years) will not qualify for salary, earning leave or pension. [These benefits can be earned by availing lien in lieu of EOL]. But when an employee returns to his post at the Institute, his pay will be fixed at the same level as it would have been had the employee not proceeded on leave.

(c) As an alternative to EOL, employees coming under sub-clauses (a) and (b) above may opt for LIEN, where their new employer must contribute leave salary contribution, pension contribution and other lien charges as per rules of Government of India. In such cases, the employee shall be eligible for increment and pension, as per provisions of Government of India regulations. There is, however, obligation to serve the Institute for one year at the end of a lien period. Lien charges must be paid by the employer; it will not be accepted from the employee.

It should be noted that like EOL, lien for taking up alternative regular employment is discouraged and will not normally be granted.

(d) In case of employees proceeding on EOL for higher degree, carrying out research or gaining relevant experience in industry, the leave period shall qualify for increment and pension in the same way as if the employee had not proceeded on leave. He will however, earn no EL or HPL during this period.

(e) When a faculty member is granted lien or EOL for academic purpose or for a temporary contractual appointment, for a year or less, he may normally retain his office in the department, supervisory responsibilities of students and residential accommodation. But for

longer appointments, unless specifically exempted by the Director, he is required to surrender these facilities. Non cooperation may lead to cancellation of leave. In case of persons granted EOL or lien to seek alternative regular employment, irrespective of the duration, departmental office and residential accommodation must be surrendered before proceeding on leave.

- (f) In case of EOL for purpose of education, research, or industrial experience there shall be no requirement of minimum service rendered to the Institute before availing EOL for the first time.

For subsequent long leave (EOL of duration exceeding six months) for academic purposes, he must put in at least three years of continuous service before availing a long leave of one year or less, and 5 years before of availing leave of duration greater than one year. A number of faculty or staff must render at least 10 years of service to the Institute (not counting periods of sabbatical, EOL or lien) before being eligible for EOL/Lien to seek alternative regular or contractual employment.

- (g) When EOL of duration greater than one year is requested for academic purpose (education, research or industrial experience), leave will be granted for one year initially, which may be extended for maximum one more year in deserving cases.
- (h) Any long leave (EOL, lien or sabbatical) must start and end at semester boundaries, unless specifically exempted by the sanctioning authority.
- (i) Before availing long leave (duration exceeding six months) a faculty member must, at his own initiative, make alternative arrangement for his project/thesis supervision, sponsored research projects and other assignments. He will be relieved only on production of proof of such transfer duly certified by the concerned Head of the Department or by the Director.

23. Leave for working for a doctoral degree:

- (a) Leave for this purpose shall be granted very rarely and only under special circumstances provided the following conditions are fulfilled:
 - i) the field of research is of relevance to the Institute from the point of view of its development plans;

- ii) facilities for doing doctoral research in the field are not available at the Institute or in nearby institute when a faculty member case study under a mutual arrangement.
 - iii) application for admission to the doctoral programme of the Institute of advanced learning, where the staff member wishes to work is made with the specific and written approval of the Institute and
 - iv) the faculty is in receipt of a firm offer of admission from the Institute concerned.
- (b) The type of leave admissible shall be EOL without leave or leave salary, but with increments and pension
 - (c) The maximum duration of the leave admissible for this purpose shall be three years.
 - (d) Leave shall be sanctioned for two years in the first instance. Permission for further extension shall require satisfactory progress of work to be certified by the identified supervisor of the faculty. The Head of the Department/Centre shall obtain this report confidentially from the supervisor concerned, evaluate it and send his recommendation to the Dean (Faculty & Welfare).
 - (e) The faculty member shall not change the field of his research or the Institution where he is working without the prior approval of the Director.
 - (f) Earned leave, Summer Vacation or any other type of paid leave may be prefixed/suffixed to the EOL granted for this purpose subject to the condition that the total period of absence from the Institute including all Earned leave/ Vacation availed does not exceed 3 years.

24. Secondment for faculty development:

- (a) Normally proposals for secondment in connection with Faculty development will be made by the Head of the Department/Centre in consultation with other Professors of the Department/Centre. Alternatively a proposal can originate from a faculty member and be forwarded by the Head of the Department. Ordinarily such programmes are under the collaborative programmes of the Institute and sponsorship by Institute under the Government of India schemes.
- (b) Members of staff seconded for higher training under collaborative arrangements will be treated as "on duty" and will be entitled to usual pay and allowance during the period of deputation.

- (c) During the period of training, leave rules of the Organization (where staff member is under training) would apply and no credit of leave for this period will, therefore be given at the Institute. No credit will be given for vacations falling within secondment periods.
- (d) The staff members will execute a bond to serve the Institute for a minimum period of one year on return from the assignment.
- (e) Members of staff awarded scholarship for studies/training under the schemes administered through the Government of India, not covered by collaborative programmes of the Institute, can be considered as being 'Sponsored' to avail of the scholarship. They shall be eligible for the same terms and conditions as applicable to the staff deputed for higher training covered under this section.
- (f) Staff members not sponsored by the Institute, even while availing Government of India scholarships, can apply for sabbatical or EOL as applicable.
- (g) A member of staff, who has been granted leave earlier, will not be granted such secondment unless 3 years have elapsed from the date of his return from the previous leave.
- (h) During the period of leave/secondment, the staff members concerned may retain the Institute accommodation on terms and conditions approved by BOG under the House Allotment Rules.

25. Policy on percentage of staff members who could be deputed/granted leave at any given time:

- (a) Ordinarily not more than 15% of the faculty based on the sanctioned strength be allowed to be out of the Department at any given time under any scheme, including visiting appointments abroad, for periods of over 6 months in each case, No such restriction shall apply to cases where the period of deputation/leave is up to 6 months.
- (b) The slots occupied by faculty members on deputation against the 15% quota would stand vacated after the expiry of two years or the deputation period even if the faculty member has not returned to the Institute.
- (c) Exception to these rules can be made by the Director, where, in his judgment, a greater interest of the department /institute will be served by the additional skills a faculty member will bring to the Institute.

26. Study leave for Technical/Ministerial/Administrative staff:

- (a) Subject to the conditions specified in these rules, study leave may be granted to an Institute employees with due regard to exigencies of service to enable him to undergo in India or abroad a special course of study, consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duty.
- (b) Study leave shall not be granted unless it is certified to the satisfaction of the Director by the Head of the Department/Centre to which the employee is attached that the proposed course of study or training shall be a definite advantage from the point of view of the interest of the Institute, and that no relief would be required during the period of the absence of the employee.
- (c) Study leave shall not ordinarily be granted to an employee of the Institute who has rendered less than five years of service, or who is due to retire from the Institute service within 5 years after return from such leave.
- (d) The maximum amount of study leave, which may be granted to an Institute employee shall be :
 - (i) Twelve months for those employees who have completed an uninterrupted service of five years at the Institute.
 - (ii) Twenty four months for those employees who have completed an uninterrupted service of ten years at the Institute and have not previously been granted any study leave.
- (e) No salary is admissible during period of study leave.
- (f) Allowance and Residential Accommodation
 - (i) No separate allowance including TA/DA would be admissible to the employee for the period of the study leave.
 - (ii) An employee granted study leave shall be entitled to keep the residential accommodation allotted to him/her in the campus for the period of the study leave on payment of usual license fee.
 - (iii) An employee shall not undertake, during the period of leave, any regular or part time appointment under another organization; he shall however be free to receive a scholarship, fellowship or part time job or any other form of assistance other than regular or part time appointment.

(a) **Maximum Number of staff on Study Leave**

The maximum number of employees belonging to the ministerial cadre sanctioned study leave shall not exceed 15% of the strength of the individual cadre at any point of time on the Institute basis, inclusive of staff on deputation; assignments /seconments abroad.

(g) **Leave to enroll in higher courses within the Institute**

A member of the non-teaching staff may avail leave up to 3 years to work full time in a sponsored R & D project and simultaneously be enrolled in the Institute's Ph. D. or M. Tech. (Res) programme. As a special case, the Institute may pay up to 50% of his salary if he continues to render technical services to the undergraduate and postgraduate laboratories.

(h) An employee will not be entitled to extra increment or any other benefit for the degree earned at the end of the leave period.

27. Cash payment in lieu of Unutilised Earned Leave:

An employee may be paid cash equivalent of leave salary admissible in respect of the period of earned leave at his credit at the time of retirement on superannuation or during LTC as per corresponding rules of the Government of India.

28. Deputation of faculty to Industry for gaining Practical Experience:

In order to make the academic programme of the Institute more relevant to industry, the Institute encourages faculty members and technical staff attached to laboratories to gain practical experience in Industry. For the purpose of this section, "industry" means any manufacturing, design, consultancy or R & D Centre where engineering graduates and postgraduates are normally employed in good numbers and in professional capacity. The Institute encourages its faculty members to spend time in these organisations not only to foster industry-institute interaction, but also to identify R & D problems for active research in future. The following policies shall control the process of deputation of faculty and technicians to industry.

(a) Proposal for deputation to industry may originate with a faculty member himself, the group coordinator, HOD or the director. In case of technical staff, the proposal must originate from his faculty supervisor.

(b) The period of deputation for faculty members will range from 1 to 12 months and will be limited to 10% of faculty strength of the Institute at

any particular time, not counting those cases where the period of deputation is fully covered within vacations. For technicians the period will be limited to 3 months total, extendable to six months in deserving cases.

- (c) The Industry should be apprised by the HOD of the expertise and consultancy capabilities of the faculty members of the Institute through suitable correspondence and Information bulletins.
- (d) The faculty member or technicians will be paid full pay and allowances during this period. The period will be counted to be "on duty" except that available vacation will be consumed for the purpose.
- (e) The faculty member or technician, apart from pay and allowances, will be paid to and fro travel cost and a reasonable allowance for accommodation and incidental expenses by the Institute. In addition, he is allowed to receive additional grants from the industry as mutually agreed upon.
- (f) To and fro travelling allowance for the family members of the faculty members should also be allowed in case the faculty member is deputed to the industry for practical experience for a period of six months or more. This to-and-fro TA for the family members may be allowed only once during the deputation. In addition to the to and fro TA for family of faculty on deputation of 6 months or more, moving allowance as per actual may also be allowed.

29. Deputation of faculty to overseas Institutions during vacations:

The Institute encourages faculty members to spend vacations up to a total duration of 3 months in a year in reputed laboratories and industry overseas. The following policies will apply.

- (a) The period of travel shall cover a maximum of 3 months including travel time.
- (b) This facility can be availed every year.
- (c) It is the responsibility of the faculty member to make arrangement for his academic obligations – project supervision, examination and grades and classes at the beginning of next semester. The Institute shall provide no financial assistance; but the faculty member is permitted to receive any support from outside sources in India or abroad.
- (d) All overseas travel shall need approval of the Chairman, BOG.

- (e) Entitlement of other long and short leave will not be affected by these visits during vacation. The staff member has to give an undertaking that he/she will not extend his/her stay beyond the period of vacation granted to him/her. In case the member overstays, the entire period of his/her absence may be treated as on Extra Ordinary Leave without pay, increment, leave and pension. Furthermore, he/she will also not be permitted to avail either the facility of professional visits abroad during vacation or any short or long leave for the next five years, notwithstanding any other action which the Institute may initiate against him/her for unauthorized absence as per rules. Such visit can be made by any faculty member – confirmed, on probation or contractual, irrespective of the duration served by him. No bond needs to be furnished for such visits. Such visits will not count towards 15% quota of surplus staff. Faculty members may be allowed to avail of Summer Vacation up to a maximum of 60 days at a time in an academic year, the balance being earned leave or extraordinary leave without pay but with increment leave and pension etc.

30. Leave for temporary and contractual staff:

- (a) Temporary and contractual employees are not entitled to the various kinds of leave available to regular employees. They can avail 2.5 days of leave for every month of service rendered including the current month for which pay will be released at the end of the month.
- (b) Leave can be accumulated to maximum of 30 days, beyond which any leave earned lapses.
- (c) Leave cannot be carried forward beyond the contract period, even when an incumbent receives a fresh contract. In case of extension of contract, e.g. that in a project post, accumulated leave can be carried forwarded to the extension period, within the 30 days accumulation limit. There is no provision of leave encashment for contractual employees.
- (d) An exception to the above are persons employed on contract who are on deputation from other organisations or are holding statutory posts, e.g. that of the Registrar. In their cases provisions of the Government of India leave rules shall apply.

31. Bond on grant of sabbatical leave extraordinary leave or Lien:

- a) A faculty member proceeding on sabbatical leave or any staff member proceeding on extraordinary leave or lien must execute a bond to return to the Institute before expiry of the leave sanctioned and to serve the institute for a definite period after his return.

- (b) The compulsory period of service to the Institute on return from leave shall be as follows:

Sabbatical leave:	3 years
EOL not more than 1 year:	2 years
EOL more than one year:	3 years
Lien of any duration	1 year

- (c) The Bond amount shall be:

Sabbatical Leave: Amount of salary paid during leave period with interest, plus two months pay and allowances.

Extraordinary leave up to 1 year: 2 month's pay and allowances

Extraordinary leave more than 1 year: 3 month's pay and allowances

Lien of any duration 2 months' pay and allowances

If an employee renders service for a portion of the bond period, recovery will be made on pro rata basis for the period not served.

- (d) Before proceeding on long leave, an employee shall explicitly authorize the Institute to recover the money from his salary, allowances, provident fund or any other dues payable to him by the Institute. In addition, he will provide two sureties who will individually undertake to pay the full bond money in case recovery is not possible from the employee proceeding on leave.

- (e) The requirement of sureties for bond can be waived for those employees whose institute subscription to the Provident Fund is sufficient to cover the full amount and who furnish (a) a loan application to the institute requesting withdrawal of the amount and crediting to his bank and (b) post dated cheques drawn in the name of institute, and (c) a confirmation from his bank that the account will not be closed before the specified date.

32. Exception:

Notwithstanding anything contained in these policies, the appointing authority can sanction or deny leave to an employee as it thinks fit in greater interest of the Institute. Details of such considerations shall always be recorded and made available to the Board.

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NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

Conduct Rules

1. Application

The provisions contained in this Schedule shall apply to all employees of the Institute.

2. Definitions

In this Schedule unless the context otherwise requires

(a) "Competent authority" means:

- (i) "The Board of Governors" in the case of Director.
- (ii) "The Director" in the case of all other employees.

(b) "Members of the family" in relation to an employee includes:

- (i) the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and
- (ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the Institute.

3. General

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays, These duties inter alia shall include attendance at meetings of committees to which he may be appointed by the Institute.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and / or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employees shall leave station except with the previous permission of proper authority, even during leave or vacation.

- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of the Department, the address where he would be available during the period of his absence from station.

4. Taking Part In Politics and Election

- (i) No employees shall take in politics or be associated with any party or organization which takes part in political activity, nor shall he subscribe in aid or assist in any manner any political movement or activity.
- (ii) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to legislative body or local authority.

Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

5. Connection with Press or Radio or Patents

- (1) No employees shall, except with the previous sanction of the competent authority, own wholly or in part or conduct, or participant in the editing or managing of any newspaper or other periodical publications.
- (2) No employee shall except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note : Subject to the restrictions noted below members of the staff are at liberty, without any sanction as contemplated in paragraph 5(2) above, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the articles they want to publish previous sanction of the competent authority will be necessary.

Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters. They shall be free from all political things.

Publication of articles relating to India's boundary areas and the tribal population in such area is prohibited without previous permission of the competent authority.

6. Criticism of the Institute

No employees shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion—

- (i) Which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or
- (ii) Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organisation or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

7. Evidence before Committee or any other Authority

(1) Same as provided in sub-paragraph (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-paragraph (1) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any state Government.

(3) Nothing in this paragraph shall apply to—

- (a) evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given in any departmental enquiry ordered by the Institute authorities.

8. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

9. Gifts

No employees shall except with the previous sanction of the competent authority, accept or permit his wife or any other member of his family to accept from any

person other than relation any gift or more than trifling value. The interpretation of the term instilling value shall be the same as laid-down in the Government Servants Conduct Rules.

10. Private Trade Employment

No employee shall, except with the previous permission of the competent authority engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to as regards acceptance of remuneration as may be laid down by the Board.

11. Investments, Lending & Borrowing

(1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

12. Insolvency, Habitual Indebtedness and Criminal Proceedings

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.

(2) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 8 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the Head of the Institute.

13. Moveable, Immoveable and Valuable Property

Every member or the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit return in such form as the Institute may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name any other person.

14. Vindication of Acts and Character of Employees.

No employees shall, except with the previous sanction of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

15. Marriage etc.

An employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the competent authority.

No employee who has wife living shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him and violation of these rules will lead to immediate dismissal from the Institute service.

16. Representations.

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

17. Punishment, Appeals etc.

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

18. Interpretation.

Any rules not mentioned above, employees will be covered under rules as applicable to Govt. of India employees under Central Civil services (Conduct) Rules, 1964.

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.

INTERNAL AUDIT MANUAL

[Including Checklists]



NATIONAL INSTITUTE OF TECHNOLOGY

ROURKELA – 769 008 [ORISSA]

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PART - I

1. INTRODUCTION

Internal audit is an independent appraisal activity seeking to provide the management of the organization a reasonable assurance regarding the following:-

- 1.1. That all assets of the organization are safeguarded against all kinds of losses and misuses.
- 1.2. That management policies, decisions, and guidelines issued from time to time are duly followed.
- 1.3. That the accounting controls designed to ensure the reliability of financial records are actually in operation.
- 1.4. That the financial and other operating controls are actually in operation.

2. INTERNAL AUDIT IN NITR

Internal audit in National Institute of Technology, Rourkela [NITR] is an administrative function under the registry aiming to support the other offices and departments of the institute in carrying out their respective functions while maintaining a balanced co-ordination among them. The Internal Audit Office is under the administrative control of the Registrar and is headed by an Assistant Registrar.

3. SCOPE OF INTERNAL AUDIT IN NITR

3.1. Scope of Internal Audit in NITR will have the following broad components:-

- a. Vetting of all Purchase and Work proposals,
- b. Justification for new Fixed Asset purchase,
- c. Vetting of proposals for procurement of goods/ services and awarding of works on the basis of Single Tender Enquiry [STE],
- d. Pre-payment audit of all bills/invoices,
- e. Pre-payment audit of all reimbursement to the staff,
- f. Audit of GPF/CPF/NPS accounts of the staff,
- g. Physical stock verification of consumables, durables and fixed assets, and reconciliation with appropriate Stock/Asset Register,
- h. Audit of administrative activities of the sections, departments, hostels, Guest House, etc.
- i. Cost analysis and cost reduction programme related to Revenue expenditure.

3.2. Its activities in these regards will be directed to ensure that

- a. the assets of the institute are adequately safeguarded against losses and misuses,

- b. the accounting and other information generated, are accurate and reliable,
- c. that the prescribed systems and procedures are being followed in the day to day operations of the institute,
- d. the management's policies, decisions, directives, and guidelines are being adhered to,
- e. transactions and the operations in the various sections and departments are carried out with reasonable efficiency and effectiveness,
- f. the resources are utilized with maximum efficiency, responsibility, and dignity to attain the objectives of the institute,
- g. propriety and integrity is observed in all purchases, contracts and other financial transactions.

3.3. The scope of Internal Audit as enumerated at Para # 3.1 may be reviewed from time to time by the management who may add to, delete from, or amend these as and when necessary.

3.4. The Internal Audit may also be required to take up special investigative assignments on behalf of the management.

4. ~~INTERNAL AUDIT VS. INTERNAL CONTROL~~

Fields of internal audit and internal control are distinct. Any system of internal audit presupposes the existence of a system of proper and effective internal checks. Internal check is the responsibility of the line supervisors in all departments. The appraisal of these internal checks will be one of the functions of internal audit. However, internal check systems may be developed in consultation with the Internal Auditor.

5. ~~INDEPENDENCE OF INTERNAL AUDIT~~

To ensure effective and un-biased discharge of above functions, it is essential that Internal Audit be objective and has the necessary organizational status as follows:-

5.1. Objectivity

To ensure objectivity, Internal Auditor will not be given line authority over any operational or financial functions or become involved in the preparation of records (although it may advise in these matters) or be considered as a source of temporary staff for other work (notably finance and accounts work) of the institute.

5.2. Organizational Status

The Head of Internal Audit in the institute will be an officer of a rank not below that of an Asst. Registrar and will functionally report to the Director. Administratively, he will report to the Registrar.

6. RIGHTS AND RESPONSIBILITIES

6.1. Internal Audit will have full right of access to all records, assets and personnel of the institute for performance of its activities as defined above. However, the audit staff shall be discreet in the use of confidential information acquired in the course of their work and shall not use the same for their personal gain nor use them in a manner detrimental to the interest of the institute and the welfare of its employees

6.2. Internal Auditor will be free to review and critically appraise any activity in any Section/ Department but this will not relieve the Heads of the Section/ Department of their responsibilities as internal auditing is only a staff or advisory function.

6.3. The Internal Audit will be informed [for their record] of all changes in internal control procedures prior to their implementation.

8. FREQUENCY OF INTERNAL AUDIT ,

8.1. Regarding frequency of internal audit, there is no fixed or general pattern. Frequency of audit in a particular area or of a particular department will depend on a number of factors like nature of operations, transactions, management's needs, materiality, etc. However, it will be ensured that the major departments are covered at least once in each year except the Central Library which will be covered once in every 3-4 years.

8.2. The priority of each area and the intensity of audit therein will depend on the materiality concept, e.g. (a) budget allotted, (b) percentage of utilization of fund, (c) number of sub-units covered, and (d) the effectiveness of the internal control system. Whereas budget allotted and percentage of utilization permit objective treatment, considerable discretion and judgment has to be exercised in evaluating the prevailing internal control in the units/areas.

8.3. The examination of the Internal Audit would be more detailed in the units/areas where the internal controls are observed to be comparatively weak.

9. REVIEW OF INTERNAL CONTROL

9.1 A broad review of internal control system will be made at the commencement of each financial year to take note of changes effected in the system and procedures since the previous review was undertaken. The adequacy of controls imbibed in the flow and custody of various assets, documents and information will be assessed through study of respective system flowcharts on each area. Evidently, all laxities of the system may not be equally vital and the Internal Audit will assess the gravity of individual defects observed during the review.

9.2. An internal control evaluation report will be prepared showing the Internal Audit vis-à-vis Department's views of the internal controls and the suggestions on the inadequacies of the system.

10. PREPARATION FOR FIELD AUDIT

10.1. Before the commencement of the audit of a unit/department, each member of internal audit will be explained and will familiarize himself with the functions of the department / activity / system under audit,

organization chart showing the authority and responsibility, observations/findings in the previous reports and follow up thereon and the procedures followed. This will help in working out/updating the plan of individual audits including the extent of checks to be carried out and audit techniques to be used. It will also help in locating fields which are comparatively weak in internal control and hence require a thorough checking. The audit plan need not be rigid and will have flexibility for modifying it in the course of audit in the light of observations and findings.

10.2. The Annual audit Programme will be circulated to all Units/Departments at the commencement of each year. In addition to that, audit schedule will be intimated to the particular Unit/Department concerned by about a week in advance of commencement of audit of that Unit/Department, except in case of surprise checks. The Unit/Department may also be informed of the work to be undertaken and the records which will be required for audit.

11. INTERNAL AUDIT REPORT

11.1. The Internal Audit report will specify name of the

Unit/Department under audit and the period covered by the audit, the extent of checking, including the limitations, if any, under which the audit was carried out, the observations (set out in order of their relative importance) being lapses, lacunae and discrepancies observed and noted in the course of the audit, suggestions for improvement and the points raised in the earlier reports and the suggestions made therein.

11.2. Minor discrepancies/lacunae will be brought to the notice of the departmental heads through on-spot suggestions [verbal/written]. Observations resolved/complied through discussion may be dropped. Only material discrepancies remaining unresolved/uncomplied may be incorporated in the Audit Report.

11.3. In cases where the unit/department has not agreed with the audit observation the report will contain the views of the unit/department along with views of the Internal Audit and its further observations.

11.4. The Audit Report will contain four parts as follows:-

- a. Part – I [Introductory] containing a description of the Department/Unit covered, name and designation of the Head, the scope and period covered by audit.

- b. Part — II containing records examined and/or areas covered during the course of audit.
 - c. Part — III containing the major positive findings [appreciations] observed during the audit, and
 - d. Part — IV containing major audit observations with suggestions for improvement.
- [A sample Audit Report is given in Annexure — V]

11.5. The Audit Report will be prepared in quadruplicate — first copy will be submitted [along with a covering letter] to the Head of the Unit/Department within 15 days of the completion of audit for necessary action with a copy to the Registrar and the Director for information. One copy will be kept as Office Copy in the Audit Report File maintained for each financial year.

[Format of covering letter is given in Annexure — IV]

11.6. In addition to the usual reporting, the Internal Audit will submit Memos, highlighting important lacunae which will require immediate management attention, as and when such lacunae are observed.

12. FOLLOW-UP & REVIEW

12.1. It will be the responsibility of Internal Audit to

verify particularly, whether or not the units/departments have implemented its suggestions, and generally, whether any follow-up action has been taken. If some follow-up action has been taken, though not on the lines suggested, Internal Audit will examine the adequacy of the alternative action taken.

12.2. Internal Audit will take up with Head of Units/ Departments for the un-complied items of the reports as a follow-up action after 90 days of submission of the Audit Report.

12.3. In addition to the quarterly follow-up action, Internal Audit will also prepare a report, at Quarterly and/or half-yearly intervals, on the follow-up action taken by the Units/Departments. This report will indicate areas on which follow-up action has been taken on the lines suggested by it, areas in which its recommendations have not been accepted but some adequate alternative action has been taken, and areas where no follow-up action has been taken by the Units/Departments.

12.4. While Quarterly Follow-up Reports, if any will be submitted to the respective Heads, Half-yearly Review Reports will be submitted to the Director.

PART - II

CHECKLIST FOR PRE-PAYMENT AUDIT OF BILLS OF OUTSIDE AGENCIES, CONTRACTORS, Etc.

1. Common Checks for all types of bills

- ✓ Certification by concerned HOD/PIC/OIC,
- ✓ Appropriate Stock/Service entry certification,
- ✓ Appropriateness of Forwarding Form,
- ✓ Acceptable format of the bill regarding Serial Number, Date, Name and address of the agency,
- ✓ Arithmetical accuracy of the calculations,
- ✓ Originality and authenticity in general,
- ✓ Compliance with contract clause(s),
- ✓ Requirement and validity of BG, if any.

2. Minor work/maintenance under Rate Contract

- ✓ Initial proposal by concerned authority,
- ✓ Estimate/Proposal by JE and approval of competent authority in appropriate form,
- ✓ Work Order by the AEE (C),
- ✓ Measurement by JE and certification by PIC,
- ✓ Certificate of satisfaction by the user (who may be same as proposing authority) authority,

- ✓ Rates billed by the agency match with Rate Contract,
- ✓ Deduction of TDS [IT and/or VAT] as applicable.

3. Major works [Running Bills]

- ✓ Certification of Measurement Sheet and bill,
- ✓ Rates billed by the agency match with the W.O,
- ✓ Arithmetical accuracy of the calculations,
- ✓ Proper adjustment of previous running bills and/or advances, if any,
- ✓ Fulfillment of all contractual obligations,
- ✓ Compliance of statutory requirements like EPF/ESIC, royalty on MRM, etc. as applicable,
- ✓ Deduction of TDS [IT and VAT].

4. Major works [Final Bills]

- ✓ All checks as for running bills,
- ✓ Completion within time or approval for extension with/with-out waiver of L.D charges,
- ✓ Cumulative amount billed within contract value,
- ✓ Justification by PIC and/or Dean (PD) for extra items, deviations, etc. and approval of Director to the same, if any.

5. Out-sourced Services

- ✓ Bill amount and frequency matching with contract/agreement,
- ✓ Compliance of statutory requirements like EPF/ESIC, as applicable,

6. Procurement without Tender [Direct Purchase]

- ✓ Gross value of bill within the stipulated limit,
- ✓ Probability of splitting in order to keep each related bill within the stipulated limit,
- ✓ Reason and frequency of such procurement,
- ✓ Proprieties of the procurement,
- ✓ Competitiveness of the rates,

7. Procurement through Tender [National]

- ✓ Availability of Purchase Order,
- ✓ Comparison of the bill/invoice with P.O,
- ✓ Delivery within scheduled [extended] date,
- ✓ Recommendation for deduction of L.D charges, if applicable,
- ✓ Tax/Statutory [Excise/Customs/VAT/CST/ST/ET] related issues, if any,
- ✓ Entry in Major Asset Register, if applicable.

8. Procurement through Tender [Foreign]

Due to their varied and complicated nature, cases of foreign procurement are checked case to case basis.

9. Bills of specific nature

9.1 Printing Services

- ✓ As per Rate Contract in case of enlisted agency,
- ✓ Approval and comparatively lower rate in case the agency is not enlisted,

9.2 Vehicle/Transport Services

- ✓ Purpose of hiring the service and existence of approval for same, if applicable,
- ✓ Hired vehicle type and rate as per Rate Contract,
- ✓ Renewal of Rate Contract at least after each year.

9.3 Bills of authorized medicine shops

- ✓ Bills supported by prescription of the treating doctor [Institute/IGH/CWSH],
- ✓ Alternative medicines only if approved by the prescribing doctor,
- ✓ Signature of the employee/dependant on the bill,
- ✓ Correctness of the abstract bill,

9.4. Bills from tie-up hospitals

- ✓ Authorization by AMA in case of local hospitals,
- ✓ Referral by authorized Medical Board and Office Order in case of referral hospitals,
- ✓ Admissibility of billed amount under CGHS and/or CS (MA) Rules for determining amount recoverable from the employee,
- ✓ In case of in-patient treatment, whether the hospital is exempted from Income Tax.

9.5 Bills of institute Canteen/GH

- ✓ Availability of proper requisition and or approval,
- ✓ Rates billed as per approved/standard rates,
- ✓ Approval for deviation from standard menu/rate,
- ✓ Acknowledgement of guest, if applicable.

CHECKLIST FOR PRE-PAYMENT AUDIT OF REIMBURSEMENT BILLS OF STAFF

10. Traveling Allowance

- ✓ Office Order authorizing the travel,
- ✓ Original ticket and/or boarding pass in support of journey undertaken,
- ✓ Correctness/Completeness of the TA bill,

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- ✓ Original receipt in support of stay at guest house or hotel, local transport and food bills, if any,
- ✓ Calculation of TA/DA based on eligibility,
- ✓ Compliance of specific requirements, if any, e.g. delivery of seminar talk, submission of attendance certificate from host organization, etc.,

11. Leave Travel Concession

- ✓ Office Order authorizing the travel,
- ✓ Original ticket and/or boarding pass in support of journey undertaken for self and dependents,
- ✓ Correctness/Completeness of the LTC bill/claim, and submission of bill within stipulated (extended) time,
- ✓ Calculation of point-to-point fare as admissible.

12. Medical expenses

- ✓ Prescription of authorized doctor,
- ✓ Essentiality Certificate by the prescribing doctor,
- ✓ Cash Memo/Receipt for medicine, tests, fees, etc.,
- ✓ Post-treatment recommendation of institute doctor for treatments at places other than IGH/CWSH,
- ✓ Admissibility of the claim under CGHS and/or CS (MA) Rules.

13. Specific entitlements

13.1 Telephone/Inter-com expense

- ✓ Declaration of official calls in proper form giving full details as required,
- ✓ Recommendation of the HOD,
- ✓ Exempted amount restricted as per approved limit.

13.2 Mobile expenses

- ✓ Used RCV's and/or money receipt for payment of bills or purchase of RCV's,
- ✓ Claimant and claim restricted as per approved list,
- ✓ Periodicity of the claim.

13.3 Fuel expenses

- ✓ Declaration of actual expense in appropriate format,
- ✓ Approval of Dean (PD) / PIC / Registrar / Director,
- ✓ Claimant and claim restricted as per approved list,

13.4 Book Grant

- ✓ Cash Memo in support of purchase of books,
- ✓ Claim restricted as per approved limit,

- ✓ Periodicity of the claim.

13.5 Membership Grant

- ✓ Money receipt or copy of Credit Card Statement in support of payment of membership fee,
- ✓ Claim restricted as per approved limit,
- ✓ Periodicity of the claim.

13.6 Summer Course

- ✓ Specific approval of the Director for the course,
- ✓ Details of classes taken and name of the faculty members recommended by the HOD,
- ✓ Amount payable as per approved rate.

13.7 SRICCE Vouchers

- ✓ Certification by the P.I and concerned HOD,
- ✓ Stock/Service entry in the Project Register,
- ✓ Other Checks as applicable to F&A vouchers

14. Miscellaneous Claims

Claims not covered above and claims of miscellaneous nature will be examined on case to case basis depending upon specific circumstances, approval, etc.

**CHECKLIST FOR VETTING OF
PURCHASE AND WORKS REQUISITIONS**

15. STE Proposal

- ✓ Enquiry sent to the original manufacturer or copy-right/patent holder of the intended goods/services,
- ✓ In case the proposed firm is not the original manufacturer or copy-right/patent holder of the intended goods/services, the firm should be an authorized dealer/distributor of the intended goods/services,
- ✓ Proper justification for STE in Form— 1G and 1H,
- ✓ Approval of the Director.

16. Comparative Statement

- ✓ Quotations valid in all respects only are considered,
- ✓ Statutory compliance and registration of the bidders,
- ✓ Commercial terms and conditions of all the bidders should be identical w.r.t. that of the inquiry, or deviations should be converted into financial value and Gross Value arrived accordingly,
- ✓ Comparison has been made on the basis of Gross Value [F.O.R. – NIT Campus] inclusive of all taxes and freight, etc.,

- ✓ Entry Tax has been included for out-side Orissa firms,
- ✓ Similar make/model quoted by different bidders are not accepted for few and rejected for the rest,
- ✓ Signature of all members of the Dept. Purchase Committee in case proposal value exceed Rs. 1.0 lakh,
- ✓ Validity period of any quotation has not expired on the date of preparation of Comparative Statement, and validity period of the quotation of selected firm(s) has not expired as on date of placing Purchase Order,
- ✓ Recommendation has been made separately for each item/work based on lowest price,
- ✓ Proper justification [mainly technically un-suitability] has been given for not recommending lowest price.
- ✓ Name and address of bidders given overleaf or in a separate sheet attached to the Comparative statement

17. **Draft Purchase Order**

- ✓ P.O is prepared on basic price and all applicable taxes and other charges like freight, etc. are shown separately with respective rates/amount,
- ✓ Delivery period is by specific date [e.g. dd/mm/yyyy],
- ✓ Terms of payment is clear and as per institute rule or as specifically approved for the case,

- ✓ There should be no ambiguous/confusing/mis-interpretable term in the order.

18. Draft Work Order

- ✓ W.O is prepared for gross value clearly containing rates for different types of items [Schedule of Rates],
- ✓ Completion period and free maintenance, and/or guarantee period is clearly specified [e.g. 12 months],
- ✓ Stipulations for deposit of ISD and/or deduction of SD and conditions for release of same is specific,
- ✓ Terms of payment including release of [mobilization] advance is clear and as per institute rule or as specifically approved for the case,
- ✓ Terms for settlement of deviations and/or extra items are clear and specific,
- ✓ Escalation clause, if any must be clear and specific,
- ✓ Legal jurisdiction, arbitration clause, and mode of settlement in case of any disputes is clear and specific,
- ✓ Requirement of signing any agreement before commencement of work is clearly specified,
- ✓ Compliance to safety norms and payment/recovery of statutory levies are clearly specified,
- ✓ There should be no ambiguous/confusing/mis-interpretable term in the order.

✓ Responsibility at/of work-site, use of institute resources, and mode of handing over after completion is clearly specified.

19. Purchase/Works Requisition

General Checklist for vetting of Purchase/Works Requisitions is as per Form - IA / 01 and Form - IA / 02 as given in Annexure - II and III, respectively.

**CHECKLIST FOR AUDIT OF ACTIVITIES OF
DEPARTMENTS/ SECTIONS**

20. Departments/Centers/Halls

- ✓ Proper stock entry for all purchases,
- ✓ Proper accounting entry of issue, transfer, loss, and disposal, etc. in the Stock Registers,
- ✓ Initial of the Faculty-in-Charge or H.O.D. against the entries in the Stock Registers,
- ✓ Identification of obsolete and unserviceable items,
- ✓ Verification of stock at physical location and matching with Stock Register(s),
- ✓ Proper maintenance of permanent advance, if any,

- ✓ Proper maintenance of Leave and Attendance Registers.

[List of units and maximum days are given in Anx. - I]

21. Establishment Section

- ✓ Proper calculation and maintenance of Leave Accounts/ Records of all employees,
- ✓ Regularity in making entries in the Service Books and their cross-checking with the Acquittance Roll by F&A Section at fixed intervals,
- ✓ Fixation of initial basic pay on new appointments and internal promotions,
- ✓ Processing of Orders for payment and/or release of terminal benefits on retirement, resignation, etc.,
- ✓ Restoration of commuted value of pension and enhancement of basic (family) pension,
- ✓ Scrutiny of LTC Orders and Claims [admissibility, eligibility, etc.],
- ✓ Issue of Medical/Health Book to employees and dependants [eligibility, category, etc.]

22. Technical Services Section

- ✓ Allotment of vehicle against proper requisition,

- ✓ Maintenance of Log Book for use of vehicles,
- ✓ Allotment of accommodation in the Guest House against proper booking and/or approval,
- ✓ Classification of guests in to proper category and fixation of charges accordingly,
- ✓ Occupancy vis-a-vis allotment of accommodation,
- ✓ Proper realization of charges and timely deposit of same at Cash Section.
- ✓ General monitoring and supervision of materials handed over to the Contractor.

23. P.F Section

- ✓ Monthly reconciliation of number of subscribers with number of employees as per salary statement,
- ✓ Amount of deduction on account of PF/NPS from salary should match with monthly remittance,
- ✓ Proper and timely posting of contributions, recoveries, refunds, and disbursements [PFW/TA], etc. in individual accounts of the beneficiaries,
- ✓ Correctness of calculation of interest on accumulations in individual subscriber accounts,
- ✓ Correctness of Annual Statements,
- ✓ Correctness of calculation of Final Payments.

24. Cash & Cheque Section

- ✓ Surprise checking of physical cash balance,
- ✓ Cash Vault Insurance and Transit Insurance,
- ✓ Authentication of the Cash Book and Scroll,
- ✓ Undelivered/Cancelled/Blank M.R's and Cheques,
- ✓ Register to note cheque-books received,
- ✓ Register to note custody of Cash Vault key(s),
- ✓ Timely deposit of statutory deductions [from salary and bills] and proper filing of Tax Returns,
- ✓ Scrutiny of Personal Ledgers of parties

25. SRICCE

- ✓ Sanction letter from the sponsoring agency vis-à-vis actual receipt of grant,
- ✓ Proper classification of the expenditures,
- ✓ Compliance regarding restrictions in adjustment and/or re-allocation among different budget heads,
- ✓ Vouching of major expenditures,
- ✓ Correctness of the format and figures of the U.C.

**LIST OF AUDITEE UNITS AND TENTATIVE (MAXIMUM) DAYS
FOR PREPARATION OF ANNUAL AUDIT PLAN**

Sl. No.	NAME OF THE UNITS	MAX. DAYS
TEACHING DEPARTMENTS		
1	Bio-Medical & Bio-Technology	5
2	Ceramic	5
3	Chemical	5
4	Civil	8
5	Computer Science	8
6	Electrical	8
7	Electronics & Communication	8
8	Mechanical	8
9	Metallurgy	5
10	Mining	5
11	Chemistry	3
12	Humanities	1
13	Life Science	3
14	Management	3
15	Mathematics	2
16	Physics	3
COMMON FACILITIES		
1	Central Workshop	5
2	Computer Center	5
3	Library	5
4	Student Activity Center	5
5	Training & Placement Cell	5
6	Library Books [once in 3-5 years]	20
HALLS OF RESIDENCE		
1	J R D Tata Hall	5
2	M Visweswaraya Hall	5
3	G D Birla Hall	5
4	Dhirubhai Ambani Hall	5
5	M S Swaminathan Hall	5
6	C V Raman Hall	5
7	Homi Bhabha Hall	5
8	Kiran Majumdar Shaw Hall	10
OTHER UNITS		
1	Registry [Important Sections]	20
2	Estate Maintenance	20
3	Chief Warden's Office	4
4	Dispensary	1
5	Special Audits and Follow-ups	35
Total days available in a year for audit (apx.)		230



APPENDIX-II
NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA - 769 008

FORM-IA/01
CHECKLIST FOR VETTING OF PURCHASE REQUISITIONS

Sl. No.	PARTICULARS OF CHECKS REQUIRED	CHECKING BY DEPTT.	VETTING BY IA
[1]	[2]	[3]	[4]
1	In case of STE, enquiry sent to the manufacturer	OY/ON/ONA	OY/ON/ONA
	If No, copy of dealership certificate of the agency attached	OY/ON/ONA	OY/ON/ONA
2	In case of LTE, enquiry sent to at least SIX firms,	OY/ON/ONA	OY/ON/ONA
	If No, reason recorded and approved by competent authority	OY/ON/ONA	OY/ON/ONA
3	Required time allowed for submission of quotations	OY/ON/ONA	OY/ON/ONA
	If No, reason recorded and approved by competent authority	OY/ON/ONA	OY/ON/ONA
4	In case of LTE, at least THREE quotations received	OY/ON/ONA	OY/ON/ONA
5	No quotation received directly from any vendor by hand	OY/ON/ONA	OY/ON/ONA
6	Any quotation received after due date but not opened	OY/ON/ONA	OY/ON/ONA
7	Quotations opened on due date and time as fixed	OY/ON/ONA	OY/ON/ONA
8	Quotations opened in presence of at least 2 members of DPC	OY/ON/ONA	OY/ON/ONA
9	All members present signed on envelopes and quotations	OY/ON/ONA	OY/ON/ONA
10	Comparative Statement prepared based on price inclusive of all taxes as applicable, freight, etc. for all firms	OY/ON/ONA	OY/ON/ONA
11	Recommendation in favor of lowest bidder [L ₁]	OY/ON/ONA	OY/ON/ONA
	If No, justification for rejection noted in the C.S.	OY/ON/ONA	OY/ON/ONA
12	Recommendation for different items made separately	OY/ON/ONA	OY/ON/ONA
13	In case of procurement of foreign items, P.O to be placed on the foreign agency [may be through Indian agent]	OY/ON/ONA	OY/ON/ONA
	If No, payment [to Indian agent] to be made in INR only	OY/ON/ONA	OY/ON/ONA
14	Terms of payment recommended as per institute rule	OY/ON/ONA	OY/ON/ONA
	If No, reason recorded and approved by competent authority	OY/ON/ONA	OY/ON/ONA
15	P.R. No., [Budget] A/c Head and ID mentioned correctly	OY/ON/ONA	OY/ON/ONA
16	All required forms are properly filled and signed	OY/ON/ONA	OY/ON/ONA
17	All papers including a draft P.O are arranged properly [based on "DATE"] in one file and this Checklist is put on top.	OY/ON/ONA	OY/ON/ONA
18	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as 01.	OY/ON/ONA	OY/ON/ONA
19	P.R. No., Name of Department, etc. mentioned on file cover	OY/ON/ONA	OY/ON/ONA

[Faculty/Officer-in-Charge]

[H.O.D/H.O.C]

[Dealing Asst./ Accountant]

[Asst. Registrar (IA)]



APPENDIX - III

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA- 769 008

FORM - IA / 02

CHECKLIST FOR VETTING OF WORKS REQUISITIONS

Sl. No.	PARTICULARS OF CHECKS REQUIRED	CHECKING BY DEPTT.	VETTING BY IA
[1]	[2]	[3]	[4]
1	Original Proposal from the concerned authority enclosed	OY/ON/DNA	OY/ON/DNA
2	Drawings, Estimate and Proposal prepared and approved	OY/ON/DNA	OY/ON/DNA
3	Mode [STE/LTE/OTE] of tendering approved	OY/ON/DNA	OY/ON/DNA
	In case of LTE, enquiry sent to at least SIX [regd.] firms	OY/ON/DNA	OY/ON/DNA
4	If No, reason recorded and approved by the authority	OY/ON/DNA	OY/ON/DNA
5	In case of OTE, advertisement released in at least one local and one national daily and also hosted at institute web-site	OY/ON/DNA	OY/ON/DNA
	Minimum time allowed for submission of quotations/bids	OY/ON/DNA	OY/ON/DNA
6	If No, reason recorded and approved by the authority	OY/ON/DNA	OY/ON/DNA
7	In case of LTE, at least THREE quotations received	OY/ON/DNA	OY/ON/DNA
8	Any quotation received directly from any agency by hand	OY/ON/DNA	OY/ON/DNA
9	Any quotation received after due date but not opened	OY/ON/DNA	OY/ON/DNA
10	Quotations opened on due date and time as fixed	OY/ON/DNA	OY/ON/DNA
11	All members [min. 2] present signed on envelopes and bids	OY/ON/DNA	OY/ON/DNA
	Whether single-stage bid system followed	OY/ON/DNA	OY/ON/DNA
12	If No, Price bids of only technically acceptable firms opened	OY/ON/DNA	OY/ON/DNA
	EMD was asked and submitted by all firms	OY/ON/DNA	OY/ON/DNA
13	If No, quotations with-out EMD rejected	OY/ON/DNA	OY/ON/DNA
	Lowest bidder was recommended	OY/ON/DNA	OY/ON/DNA
14	If No, reason recorded and approved by the authority	OY/ON/DNA	OY/ON/DNA
	Whole work recommended in favor of only one agency	OY/ON/DNA	OY/ON/DNA
15	If No, distribution at L ₁ rate and in prescribed ratio	OY/ON/DNA	OY/ON/DNA
16	W.R No., [Budget] A/c Head and ID mentioned correctly	OY/ON/DNA	OY/ON/DNA
17	All required forms are properly filled and signed	OY/ON/DNA	OY/ON/DNA
18	LOI issued before vetting and/or fund booking	OY/ON/DNA	OY/ON/DNA
19	All papers including a draft W.O are properly filed [based on "DATE"] and this Checklist is put on top of main file.	OY/ON/DNA	OY/ON/DNA
20	All papers including envelopes are serially numbered in ascending order starting from copy of enquiry as 01.	OY/ON/DNA	OY/ON/DNA
21	W.R. No., Name of work, etc. mentioned on file cover	OY/ON/DNA	OY/ON/DNA

[CE(P) / Jr. Engr. / Stp. Eng.]

[AE(E) / AEE(C) / V.P / P.L.C]

[Dealing Asst. / Accountant]

[Asst. Registrar (IA)]



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA - 769 008**

INTERNAL AUDIT OFFICE

No. - NITR/IA/YY/M/

Date- DD/MM/YY

HOD, XYZ

**Sub: Report on Internal Audit & Physical Stock Verification of
the Department of XYZ for the year 20XX-YY.**

I am to forward the Report on Internal Audit & Physical Stock
Verification of the Department of XYZ for the year 2008-09.

It is requested that the Audit Suggestion(s) given at Part-IV of the report
may please be implemented within one month of receipt of the report
and Follow-up Requirements listed at Part-V of the report may please
be complied within the date stipulated therein.

The implementation and/or compliance status will be verified on DD /
MM / YY for submission of report to the competent authority.

Asst. Registrar (IA)

Encl. - As above

CC

1. Registrar for information.
2. Secretary to Director for kind information of the Director.

APPENDIX - V

**REPORT ON INTERNAL AUDIT AND PHYSICAL STOCK VERIFICATION OF THE
DEPARTMENT OF XYZ FOR THE YEAR 20XX-YY**

PART-I: INTRODUCTORY

- A. Name of the HOD : Prof. ABC, Professor
- B. Period of Audit : 20XX – 20YY
- C. Scope of Audit : i. Physical Stock Verification
ii. Checking of Permanent Advance
iii. Checking of Stock Entry
iv. Checking CL A/c and Attendance Register
- D. Name of the Auditor : i. Sri KLM, Designation

PART-II: RECORDS EXAMINED

The Department produced the following records and Stock Registers for verification.

1. Master Stock Registers
2. Permanent Advance Register/ Cash Book
3. Laboratory Stock Registers
4. Leave Register and Attendance Register

PART-III: AUDIT APPRECIATIONS

1. The unserviceable/unused materials including those available with the department but not in any Stock register, were written off and disposed by following appropriate procedures.
2. CL Account of the staff-members were verified with Attendance Register and found to be in order.

PART-IV: AUDIT SUGGESTIONS

1. During the course of physical stock verification, it was found that the items written-off and disposed were not deducted from the Stock Registers. It is advised that the written off materials may be deducted from the Stock Registers to regularize the current stock position.
2. It is advised that Stock Registers as specified in the new purchase procedure may be maintained. The stock of the balance materials need not be carried over to the new Stock Registers.

PART-V: FOLLOW-UP REQUIREMENT

Sl. No	Follow-up Action / Compliance Required	By Date
1		
2		
3		

Asst. Superintendent (IA)

Asst. Registrar (IA)