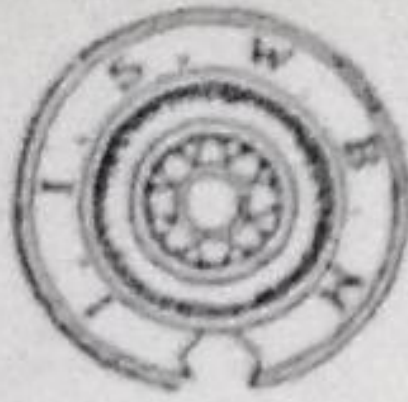


# INDIAN INSTITUTE OF SOCIAL WELFARE AND BUSINESS MANAGEMENT

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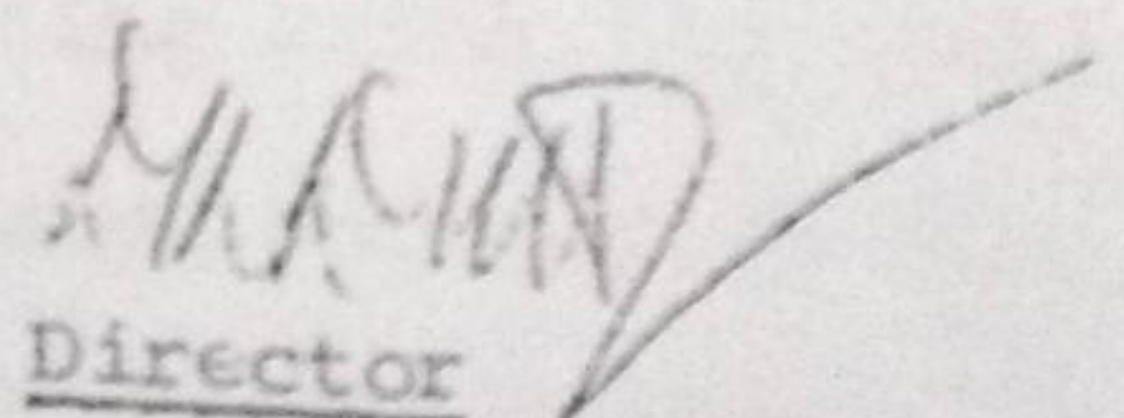
April 26, 1985

To All Members of Staff of the Institute -  
Both Teaching and Non-Teaching.

The following resolution had been adopted by the Council of the All India Institute of Social Welfare and Business Management on June 29, 1954 (later renamed as Indian Institute of Social Welfare and Business Management) :

"Pending the framing of the Institute's own Rules regarding terms of appointment, conditions of Service, Leave, Provident Fund and D.A. the Rules of the University in this regard be adopted for the Institute's employees."

Following the above resolution, the Institute is now gradually adopting its own Rules based on the existing provisions. In this connection, I am circulating the conditions of Service relating to employees of all categories as adopted by the Board of Governors at its meeting held on January 18, 1985, vide item No. 17. Provident Fund Rules as well as Leave Rules of the Institute had been circulated earlier.

  
Director

Enclor:-As stated.



Approved at B.O.G. Meeting on 10

INDIAN INSTITUTE OF SOCIAL WELFARE AND BUSINESS MANAGEMENT

CONDITIONS OF SERVICE RELATING TO EMPLOYEES

A. The Term "employee" covers all employees either whole-time or part-time.

B. APPOINTMENT

B(1) No one who has not passed the H.S. or P.U. Examination or its equivalent examination will be eligible for appointment to posts of Assistants. No one who has not passed a degree examination or its equivalent, should be appointed an Office Superintendent, or appointed directly to any post ranking between Office Superintendent and Junior Assistant. Provided that these rules shall not apply in the case of promotion from the Lower Subordinate Staff to the lower grade Assistant or from the lower-grade Assistant to the higher grade Assistant.

B(ii) The Board of Governors shall prescribe the qualification necessary for appointment to other posts in the Institute.

B(iii) Whenever a permanent vacancy occurs in the cadre of Lower Subordinate Staff the appointing authority shall notify the vacancy to the Employment Exchange and notify the same to the staff of the Institute, to enable candidates to register their names in the manner to be prescribed, for being considered for appointment to any such post. Appointments shall be made on the basis of an interview by the appointing authority.

B(iv) Whenever a permanent vacancy occurs in the cadre of lower grade Assistants, the appointing authority shall likewise issue notification in the Institute Notice Boards and/or in the Press requiring the candidates to register their names in the manner to be prescribed. Appointments shall ordinarily be made on the basis of appropriate tests



B( v ) Appointments to vacancies in the grade of Senior Assistants shall ordinarily be filled by promotion from among the Assistants in the lower grade in accordance with the principles laid down from time to time, provided that the appointing authority may fill not more than 25% of the vacancies in the senior grade through an open competitive examination, which will be open to graduates only. Persons working in a lower post or in any other capacity will not be debarred from registering their names for appointment directly to a post in the higher grade of Assistants, provided they possess the necessary qualifications. Nothing in clauses (i) to ( v ) above shall however affect temporary appointment to posts.

B(vi) Except in the case of contract appointments, no person may be substantively appointed to the Institute service without a medical certificate of physical fitness which must be affixed to the employer's first pay bill. The Board of Governors may make subsidiary rules in this connection.

### C. ATTENDANCE

C(1) Unless otherwise decided by the Board of Governors the normal office hours shall be from 10.30 a.m. to 5.30 p.m. with a recess of half-an-hour from 2.30 p.m. to 3.00 p.m. on Weekdays, provided that the members of the Lower Subordinate Staff shall be required to attend office 15 minutes earlier. The Director or any other official authorised by him shall also have the power to require an employee to attend office earlier or late if exigency arises. Drivers and Cleaners will work in the morning, day, afternoon, or during such hours as may be determined from time to time. Sweepers, Mali, Durwans and such other employees as may be decided by the Director shall be required to work in the morning, mid-day, afternoon or during such hours as may be determined by him, or by any other officer authorised by him.



(1) Continued.

Provided, however, that in no case shall the total number of working hours of an employee exceed the total number of normal working hours per day.

Note:- The above rules may be relaxed in case an employee, who is required to work on over-time or on a holiday on prior requisition.

C(ii) Each employee, on arrival at office will sign the register kept for the purpose.

C(iii) A red line should be drawn by the Office of the Registrar across the place provided for the initial of those employees, who are not present at office at 10.45 a.m. The Attendance Register shall then be sent to the Registrar's Office, and any employee arriving thereafter shall sign the Attendance Register, putting the time of his arrival before the Registrar or any person authorised on his behalf.

C(iv) Five days' late attendance after 10.45 a.m. and before 1.00 p.m. within one month, shall entail forfeiture of one day's leave. No one will be allowed to attend office after 1.00 p.m.

C(v) No employee should leave office during office hours except on official business.

Note:- (a) The rules regarding the late attendance shall not apply in cases where employees have to attend in the morning or in the afternoon.

C(vi) The rules regarding late attendance will not apply to such employees, who may have obtained previous permission of the Head of the Department/Section concerned, to attend office at late hours in view of the special circumstances.

C(vii) In special cases the above rules may be relaxed at the discretion of the Head of the Department/Section.

C(viii) No employee shall be allowed to absent himself from office without prior permission from the Head of

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the Department/Section concerned <sup>except</sup> on application submitted to him on the previous day or earlier; and leave cannot be claimed as a matter of right.

C(ix) If under unavoidable circumstances previous sanction cannot be obtained, the employee shall write to the Director through the Head of the Department on the day on which he absents himself explaining the reasons which prevented him from attending the office. An employee is liable to have his pay forfeited for such period for which he is absent without leave or immediate report.

D. WHOLE-TIME EMPLOYMENT

D(i) The whole time of an employee is at the disposal of the Institute and he may be employed in such hours by the Head of the Department, or the appropriate authority on any day including Sundays and holidays.

D(ii) An employee on substantive appointment to a permanent post acquires a lien on that post.

D(iii) All whole time employees must join the appropriate Provident Fund of the Institute for the benefit of its employees. It shall be governed by the Rules of the Fund. No eligible person may opt out of the Fund.

D(iv) Unless the Board of Governors, in view of the special circumstances of a case, shall otherwise determine, after two years of continuous absence from duty with or without leave, a person ceases to be in the employ of the Institute.

E. OVERTIME AND HOLIDAY WORK

E(i) Every employee of the Institute should try to finish his allotted work within office hours and no one shall be allowed to work beyond office hours or during holidays except under special circumstances, when the Head of the Department concerned thinks that the accumulation of work is such that it cannot be managed within the working hours of the office.



(iii) Whenever there is need for holiday work, the Head of the Office/Department concerned shall assess the number of persons required for working extra hours and also the number of hours for which such persons should be asked to work beyond office hours or to attend office during holidays. He will then make a requisition to the Director explaining the circumstances why the overtime/holiday work could not be avoided and obtain his prior approval before undertaking the same. No employee shall ordinarily be allowed to work beyond office hours for more than two hours a day and 120 hours in a year.

(iii) Employees upto the level of Senior Assistants shall be entitled to holiday or overtime allowance for working beyond office hours or attending office during holidays. Provided further that the above rules shall not apply in cases of employees who are in receipt of any allowance in lieu of duties beyond office hours.

(iv) For working on Saturdays which are closed days for the Institute all employees except teaching faculties, shall be entitled to one day's compensatory leave against each Saturday work.

RE: TRANSFER OF STAFF FROM ONE DEPARTMENT  
TO ANOTHER

Any person under the employment of the Institute may be posted in any of the Sections of the Institute or may be transferred from one Section to another in the interest of efficient services, provided, however, that transfers of any person should not ordinarily be so frequent as to cause hardship. Orders for such posting or transfer shall be passed by the Director and duly reported to the Board of Governors.

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### C. PAY AND ALLOWANCES

G(1) An employee shall begin to draw the pay and allowances attached to a post, to which he has been appointed, with effect from the date he assumes the duties of that post, and shall cease to draw the same when he ceases to discharge those duties.

G(11) Unless otherwise provided in a Contract, on first appointment to a post, pay is fixed at the minimum of the time-scale applicable to that post, provided that if he already holds a lien on any post, he draws, in the new scale pay at the stage next above his present substantive pay; provided further that if he has previously held substantively or officiated in the same post or a post in the same or identical time-scale, then his initial pay shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

G(111) The holder of a post, the scale of pay of which is changed, shall be treated as if transferred to the new scale of pay.

### H. INCREMENT'S

H(1) An increment shall ordinarily be drawn, unless withheld as a punishment. When an efficiency bar has been prescribed in a time-scale, the increment next above, shall not be allowed without the specific sanction of the appointing authority, on the recommendation of the Head of the Department, and in the case of the Heads of Sections on the recommendation of the appropriate authority under whose direct administrative control they work.

H(11) The following provisions prescribe the conditions of the earning of an increment in a time scale :-



- for increment in the
- (i)(b) Officiating or temporary service in another post and leave other than extraordinary leave count for increment in the time-scale applicable to the post on which the person concerned holds a lien.
- (ii)(c) Earned Leave should be taken into account in determining the increment in the time-scale applicable to a post, which the person concerned holds in an officiating or temporary capacity.
- H(ii)(d) No account should be taken of extra-ordinary leave for determining the increment, unless the Board of Governors is satisfied that the extra-ordinary leave was taken on account of illness or for any other reasons beyond the control of the incumbent.
- H(ii)(e) No employee of the Institute may, on a time-scale of pay, be allowed a premature increment.
- H(ii)(f) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that, for which he holds a substantive appointment, he draws as additional 1/5th of the minimum of the scale of pay of higher post, provided that he carries on such duties for a period not less than one month.
- H(ii)(g) An employee of a Department or Branch discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.
- H(ii)(h) An employee of a Department or Section discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.

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- (n) All duty in a post on a time-scale counts for increment in that time-scale.
- (11)(b) Officiating or temporary service in another post and leave other than extraordinary leave count for increment in the time-scale applicable to the post on which the person concerned holds a lien.
- (11)(c) Earned Leave should be taken into account in determining the increment in the time-scale applicable to a post, which the person concerned holds in an officiating or temporary capacity.
- H(11)(d) No account should be taken of extra-ordinary leave for determining the increment, unless the Board of Governors is satisfied that the extra-ordinary leave was taken on account of illness or for any other reasons beyond the control of the incumbent.
- H(11)(e) No employee of the Institute may, on a time-scale of pay, be allowed a premature increment.
- H(11)(f) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that, for which he holds a substantive appointment, he draws as additional 1/5th of the minimum of the scale of pay of higher post, provided that he carries on such duties for a period not less than one month.
- H(11)(g) An employee of a Department or Branch discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.
- H(11)(h) An employee of a Department or Section discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.



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All categories of the employees of the Institute shall be granted

- (i) House Rent Allowance
- (ii) Dearness Allowance,
- (iii) Medical Allowance according to the rate and rules of the Government of West Bengal as adopted from time to time, and
- (iv) Such other allowances as may be granted by the Institute from time to time

The above payments will not however, be made to an employee, whose case the Board of Governors of the Institute determines consolidated pay/salary.

See J - Promotion - Page 9.



Promotion.

(i) Promotion to the upper grade of Assistants will ordinarily be made on consideration of seniority, efficiency, attendance and on confidential report of the Head of the Department concerned.

I(ii) A permanent member of the Lower Subordinate Staff shall be eligible for promotion to the post of lower grade Assistant, provided he has passed S.F. Examination or its equivalent and such promotion will ordinarily be granted within 2 years from the date of passing the S.F. Examination on consideration of seniority among such eligible persons, attendance, and recommendation of the Head of the Department concerned, subject to the availability of vacancies.

I(iii) In case of the members of the Lower Subordinate Staff, promotion to the senior grade will ordinarily be made on consideration of seniority and attendance provided he is recommended by the Head of the Department concerned.

I(iv) Any adverse marking is to be communicated by the Head of the Department to the employee concerned, who shall be required to sign and return to the Head of the Department intimation of such adverse marking, and the employee may, if he so desires, send his own observations.

K. DISCIPLINE AND CONDUCT.

(1) All employees must employ themselves to the duties of their office with the utmost diligence and implied obedience to orders and directions as may be issued by the Director and the Board of Governors from time to time.

K(ii) Every employee of the Institute shall at all time -

(a) maintain absolute integrity, and

(b) do nothing which is unbecoming of an employee of the Institute.

K(iii) No employee shall, in the performance of his official duties or exercise of power conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.

K(iv) No employee of the Institute shall join or continue



... member of an association, the objects of which are  
... to the interest of the Institute or public order or morality.  
... question arises whether the provision of this Rule has been  
... travened in a particular case, the matter shall be referred to  
... Director whose decision on the point shall be final, and the  
... matter should be reported by the Director to the Board of Governors.

Nothing in this Rule will affect the Trade Union rights of  
an employee.

K(v) Save in cases mentioned below no employee of the Institute  
shall serve in, or give evidence before any committee or commission  
without obtaining prior permission of the Director.

K(vi) No employee of the Institute shall divulge to an outsider,  
either directly or indirectly, any official secrets concerning the  
Institute.

K(vii) No employee of the Institute shall, without the previous  
permission of the Board of Governors, take part in the registration,  
promotion or management of any bank or other company.

K(viii) An employee of the Institute shall so manage his private  
affairs as to avoid habitual indebtedness or insolvency. An  
employee against whom any legal proceeding is instituted for the  
recovery of any debt due from him or for adjudging him as an  
insolvent, shall forthwith report the full facts to the Director.

Note: The burden of proving that the insolvency or indebted-  
ness was the result of circumstances which, with the exercise of  
ordinary prudence, the employee could not have foreseen, or over  
which he had no control, and had not proceeded for extravagant or  
dissipated habits shall be upon the employee himself.

K(ix) No employee of the Institute shall, except with the  
previous sanction of the Board of Governors, 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 attack  
of a defamatory character.

Note: Nothing in this Rule prohibits an employee of the  
Institute from vindicating his private character or any act done  
in his private capacity. Where any action is taken in such a case



employee of the Institute, he shall forthwith report the same to the Board of Governors.

- (x) For either of the following reasons such as (a) neglect of duty or (b) want of due diligence in the performance of duties,
- (c) violation of orders regarding attendance and office discipline,
- (d) insubordination or disregard or violation of the orders of superior Officers, or (e) violation of any of the provisions of this Rules, or (f) conviction by a criminal court for moral turpitude, or performance of an offence such as theft, or sufficient proof to justify the charge of obtaining bribe, or proof of tampering with official records with definite motive,
- (i) loss of confidence on justifiable grounds but which cannot be established on papers; or (j) act subversive of discipline,

any one or more of the following punishments may be meted out depending on the gravity of offence or misconduct committed by an employee :

- (i) Censure; or
- (ii) Withholding of increments not affecting promotion; or
- (iii) Recovery of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders; or
- (iv) Removal or dismissal from service for offences numbers (f) to (j).

Explanations :

- I. The termination of employment of
  - (a) a person appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment; or
  - (b) a temporary employee on the expiry of the period of his appointment ; or
  - (c) a person engaged on contract in accordance with the term of his contract
 shall not be treated as removal or dismissal from service.

II. Stoppage of an employee at an efficiency bar in the pay scale of his pay on the ground of his being unfit to cross the bar does not amount to withholding of increments or promotion in the meaning of this Rule.



Institute at least three months' notice if he wants to resign his appointment in the Institute.

M. Premises of the Institute : Permission to reside

(i) A building or buildings owned or leased by the Institute or any portion thereof may, by general or special order of the Board of Governors, be allowed to be used as residence of the incumbent of any post, on conditions as may be laid down by the Board of Governors from time to time.

N. GENERAL.

Rule 22. In any case not expressly provided for in these Rules, the Board of Governors shall give such directions as may be necessary in the special circumstances of the case.

Rule 23. The power of interpreting these Rules is reserved to the Board of Governors.



Special Terms Applicable to the Teaching Staff of the  
Indian Institute of Social Welfare and Business Management

- (1) Teachers appointed by the Board of Governors of the Institute, shall, except in the case of temporary appointment, be on probation ordinarily for a period of one year. The period of probation shall, in no case, exceed two years.
- (2) Appointments of teachers in whole-time/permanent vacancies shall not be treated as temporary for more than two years.
- (3) Teachers may be required, from time to time, to co-operate and assist in carrying out the functions relating to the educational responsibilities of the Institute (such as assisting in appraising applications for admission, advising or counselling students and assisting the Institute in conducting examinations including supervision thereof.)
- (4) No whole-time teacher of the Institute is entitled to accept, with or without remuneration, any employment, engagement or continuing commitment including private tuition, in addition to his normal work in the Institute, except with the previous permission in writing of the Director. Any teacher contravening this provision shall be liable to disciplinary action.
- (5) Any permission granted to a teacher for accepting any employment, engagement or continuing commitment including private tuition referred to in paragraph (4) above, shall be for a specific period not exceeding one academic year at a time, which shall be entered in the service book of the teacher concerned. Any such permission may be cancelled by the Director before the expiry of the specified period, if he considers such cancellation necessary in the interests of the Institute.
- (6) Subject to the terms and conditions of any existing contract, no permanent teacher of the Institute shall be entitled to terminate his service by voluntary resignation without filing in writing with the Director notice of his intention to resign and such notice shall be filed -

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- (a) in the case of a resignation at the end of an academic year, at least one month in advance, or
- (b) in the case of resignation at any other time, at least three months in advance.

Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the Director similar notice in writing at least one month in advance :

Provided that in special circumstances the Governing Body, on the recommendation of the Director, may accept a notice of intention to resign for a shorter period.

Any contravention of the provisions of paragraph (6) shall, at the discretion of the Governing Body, entail forfeiture of salary for the period by which the notice falls short of the requirement of clause (a) or clause (b) of paragraph (6) in addition to such disciplinary action as may be taken for such contravention.

- (i) In any case not expressly provided for in these Rules, the Board of Governors shall give such directions as may be necessary in the special circumstances of the case.
- (ii) The power of interpreting these Rules is reserved to the Board of Governors.