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**The Institution of Engineers (India)**  
**SERVICE RULES FOR EMPLOYEES**  
(As amended)\*

**Revised Service Rules – 2021**

(Including all Council Approvals from 2012 and 7<sup>th</sup> PRC  
Report Implementation)

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**CHAPTER I**

**1.0 Short Title and Commencement**

- 1.1 These Rules may be called ‘The Institution of Engineers (India) Employees’ Service Rules, 2021 as amended’.
- 1.2 These Rules are as applicable on 01.07.2021 with amendments in relevant Rules from time to time.\*

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**CHAPTER II**

**2.0 Application**

- 2.1 These Rules shall apply to the permanent employees of the Institution at the Headquarters and Centers of the Institution only unless specified otherwise in the terms of appointment, but shall not apply to any employee who may be appointed by the State/ Local Centres, the peripheral bodies promoted/associated or otherwise established by the Council of the Institution from time to time.
- 2.2 Notwithstanding anything contained in Rule 2.1, the Appointing Authority may, in case of an employee on contract or on deputation, make by an agreement/ special provisions of service as may be necessary, subject to approval by the Council.



## CHAPTER III

### 3.0 Definitions and Interpretation

3.1 In these Rules, unless the context otherwise requires -

- (a) 'Institution' and 'IEI' means The Institution of Engineers (India) incorporated by Royal Charter dated September 09, 1935.
- (b) 'Charter' means the Royal Charter of the Institution dated September 09, 1935.
- (c) 'Headquarters' means the Headquarters of the Institution situated at Kolkata.
- (d) 'Centres' means Centres of the Institution and shall mean State / Local Centres.
- (e) 'Council' means the Council of the Institution constituted under its Bye-Laws.
- (f) 'President' means the President (in office) of the Institution.
- (g) 'Secretary & Director General' means the Secretary & Director General of the Institution as may be appointed by the Council from time to time.
- (h) 'All India Cadre' means the cadre of posts created by the Council for permanent appointment under the Institution and included in **Schedule I**.
- (i) 'Selection Committee' means the Committee, as given in **Appendix I**, appointed by the Council from time to time for selecting personnel for various posts in All India Cadre of the Institution.
- (j) 'Appointing Authority' means the Authority competent to make appointments to the Groups of posts, as given in **Appendix I**, in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.



- (k) ‘Confirming Authority’ means the authority competent to make appointments to the Group of posts, as given in **Appendix I**, in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.
- (l) ‘Disciplinary Authority’ means the authority competent to take disciplinary action against any employee of the Institution and be the ‘Appointing Authority’ with respect to the employee concerned.
- (m) ‘Appellate Authority’ means the authority competent to receive, deal with and dispose of appeals made by an employee of the Institution.
- (n) ‘Employee’ means any person appointed by the Appointing Authority in All India Cadre posted at the Headquarters and the Centres of IEI in the scale as given in **Schedule I** and also include a person appointed by him on contract basis with separate terms and conditions of contract service, including pay and other benefits in any post specified thereat.
- (o) ‘Year’ means Financial Year commencing on 1st day of April of a year and ending on 31st day of March of the succeeding year, except in matters of leave, ‘Year’ means Calendar Year.
- (p) ‘Month’ means a calendar month.
- (q) ‘Day’ means a calendar day, beginning and ending at midnight, but an absence from Headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (r) ‘Family’ includes the spouse of the employee (if the spouse is also not an employee of the Institution



and not entitled to various benefits like HTC, LTC, Medical Insurance as an employee of another organisation), financially dependent parents living permanently with employee and two dependent children of the employee up to the age of 21 years. However, there will be no age bar for physically handicapped dependent children; Maximum two children with disability of permanent nature, duly certified by a Competent Government Medical Specialist, incapacitating him / them from any gainful employment / earning. **Dependent(s) as defined hereinafter Clause 15.19.**

If any employee intends to include the name of his/her spouse who is in employment for Medical Insurance and Home Town Concession / Leave Travel Concession, he is advised to submit a declaration along with a certificate from the employer of the spouse that he is not entitled to such benefits from his employer.

- (s) 'Home Town' means the native place of the employee or such other place as is declared by him at the time of his appointment duly supported by reasons as the place where he would normally reside but for his absence from such a place for service with the Institution and accepted by the Appointing Authority.
- (t) 'Public Conveyance' means a train, steamer, bus or any other conveyance which plies regularly for carrying of passengers.

3.2 Wherever the context of a rule so admits, the masculine gender shall include the feminine and the singular number shall include the plural number and vice versa.

3.3 Where any dispute arises regarding the interpretation of these Rules, it shall be placed before the Council





by the Secretary & Director General for the former's decision which shall be final and binding on every employee.

## CHAPTER IV

### 4.0 Grouping and Classification

4.1 Grouping : The All India Cadre posts under the Institution and their pay scale shall be as specified in **Schedule I** (as may be amended from time to time) and these shall be further grouped as indicated in the same.

#### 4.2 Classification of Appointments / Engagements

- (i) 'Permanent Appointments' shall be those which are made against All India Cadre posts and the incumbents to such post have been confirmed in writing after satisfactory completion of specified probation period(s).
- (ii) 'Temporary Appointments' shall mean those which are made purely on temporary basis for a limited not exceeding 89 (eighty-nine) days on consolidated compensation and include any ad hoc engagements.
- (iii) 'Contract Appointments' shall be those which are made by the Appointing Authority for a specified period and not on a permanent basis with such terms and conditions of service, as mutually agreed upon against All India Cadre post.
- (iv) 'Casual' engagement shall mean those which are made for casual nature of job for a continuous period not exceeding 45 (forty-five) days on payment of daily wages.

#### 4.3 Duties of Posts

The Appointing Authority may from time to time specify the duties attached to the various posts.



## CHAPTER V

### 5.0 Manpower, Recruitment, Seniority and Promotion

#### 5.1 Manpower

The Council may on recommendation of SHMC shall fix, from time to time, the total rationalization of manpower for the Institution, on regular basis, under each Group of posts. The allocation of posts to various Departments / Sections / Cells shall also be indicated in the same. The Secretary & Director General may shift a post allocated in one Department / Section / Cell to another in the interest of work at the Headquarters within the manpower fixed by the Council.

5.1.1 In order to meet unforeseen requirements, temporary appointments may be made and the matter is to be reported to the Council or the Committee of the Centre, as the case may be, at its immediate next meeting by —

(i) Secretary & Director General : In case of IEI Headquarter

(ii) Honorary Secretary : In case of a Centre

5.1.2 A post may be transferred from one department to another department within the Headquarters by the Secretary & Director General, if required, in the interest of maintaining overall efficiency.

5.1.3 Deleted

#### 5.2 Recruitment

Depending upon the needs of the Institution, the recruitment to a post borne in All India Cadre shall be made in accordance with the job specifications as prescribed by the Secretary & Director General and approved by the Council from time to time, the



paramount consideration in recruitment being the necessity to secure the highest standard of efficiency, competence and integrity.

The recruitment shall be made by any of the following methods :

- (i) Promotion of a person already employed in the Institution ;
- (ii) Direct Recruitment.

Secretary & Director General, Deputy Director of Technical, EEA and Membership Departments should be graduate in Engineering. Deputy Director (Finance) and Officers in Finance Dept should be Chartered Accountant. Deputy Director (IT) and Officers in IT Section should be MCA or BE/B.Tech in (Computer Science/IT). Deputy Director (Administration) should be graduate with experience in HR.

Employees of Group 'C' should be graduate with Computer knowledge along with qualification required for the posts which requires special skill/knowledge. In case of Employees of Group 'D' should have passed Higher Secondary.

- (iii) Short Term Contract- SDG appointment as per eligibility criteria as finalized from time to time by Search Committee constituted by the Council.

5.2.1 The recruitment from outside shall be confined to the lowest of the pay scale in each of the Groups. Deviation may be made under exceptional circumstance with the approval of the Council.

5.2.2 Internal candidates possessing the requisite qualification and experience shall also be



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eligible to apply when any post is notified to be filled by open competition and shall be considered along with others.

### 5.3 Selection

All appointments at the Headquarters or at the Centres whether by direct recruitment or by promotion shall be made by the Appointing Authority, on the recommendations of the Selection Committee which shall be composed as given in **Appendix I**.

### 5.4 Age

No person below the age of 18 (eighteen) years shall be eligible for employment in the Institution. Every employee, on his first appointment shall declare his date of birth according to the Christian Era and provide documentary evidence like Matriculation Certificate / School Leaving Certificate and the date once recorded shall not be changed and shall be the evidence of age for purposes of determining the retiring age of the employee. Provided however, that for direct recruitment, the upper limit of ages of various Groups of posts shall be as follows :

Group A	-	55 years
Group B	-	45 years
Group C	-	35 years
Group D	-	30 years

In case of exceptionally meritorious candidate, the Appointing Authority may relax the upper limit of age by not more than three years.

Incumbents working on contractual / adhoc / outsourced manpower basis in the State and Local Centres may be considered for appointment on regular basis through open selection process along with other outside candidates against any existing vacancy at IEI Headquarters meeting



the qualification and experience requirement. However, relaxation of age, if needed, may be given to them to the extent required subject to the condition that they are not more than 55 years as stipulated in the advertisement and they should have completed at least 15 years of working under any of the above categories.

### **5.5 Nature of Appointment**

The appointment shall be made either on permanent or temporary basis under such terms and conditions as may be decided by the Appointing Authority without distinction of race, sex or religion out of candidates who are Indian citizens. The panel of names recommended by the Selection Committees (**Appendix I**) for direct recruitment will normally be valid for one year.

5.5.1. Deleted

### **5.6 Appointing Authority**

The power of appointment to the various posts shall lie with the Appointing Authority as given in **Appendix I**.

### **5.7 Medical Fitness**

Every new entrant on his appointment shall produce medical certificate of fitness issued by Chief Medical Officer, M R Bangur Hospital or an expert nominated by the Appointing Authority prior to his joining duty. The standard of fitness shall be such as may be laid down by the Council.

### **5.8 Deleted**

### **5.9 Date of Appointment**

The appointment of an employee shall take effect from the date of assumption of charge of the post by him and he shall begin to draw the pay and allowances of the post with effect from that date and shall cease to draw them as soon as he ceases to discharge those duties.



### **5.10 Record of Service**

A statement of service shall be maintained for each employee in which all the events effecting appointment letter, pay, promotion, reversion, leave etc shall be promptly recorded. In addition a regular record of work performance in prescribed forms of Performance Evaluation Reports shall be prepared every year in respect of each employee and substance of adverse remarks, if any, shall be communicated to the employee concerned in writing within 90 days from the date of receipt by the Secretary & Director General.

Every employee shall promptly notify to the Institution any change in his personal name, present/permanent address, qualification, marital status, additions to family or any change in the nominee of his Provident Fund, Pension Fund, Gratuity and for other purposes.

### **5.11 Seniority**

Seniority of an employee in a scale shall be reckoned with reference to the date of his appointment in that scale. If there are two or more employee appointed on the same date (from the same panel), then seniority will be as per the merit list (Panel Seniority). In other cases seniority shall be considered from the date of reporting of the candidate for joining.

- (i) The inter-se seniority of employees directly recruited in a batch to any scale shall be reckoned with reference to date of joining the Institution.
- (ii) In case of an employee whose period of probation has been extended in writing, his seniority shall be reckoned from the date of his confirmation in the post.
- (iii) Where an employee recruited / promoted initially on temporary basis is confirmed subsequently, his seniority shall be reckoned from the date of appointment in the permanent post.





- (iv) Permanent employees shall rank senior to those who are officiating.
- (v) Where two or more employees join in same post on the same day, their seniority shall be fixed according to their respective age, the oldest one being the senior most.
- (vi) The seniority of employees will continue to be maintained on promotion and those assuming the duties at a later date than their juniors after issuance of promotion order of a particular selection to a post, will be notionally promoted to the post from the date of order of promotion so that the junior employees do not become senior to them due to assuming charges of the promotional post earlier in the same selection process.
- (vii) The employees will be entitled to higher pay in the promotional post from the date of actual assumption of duties in the promotional post.

## **5.12 Promotion / Upgradation**

### **5.12.1 Promotion from one post to a higher post in Groups C & D**

Subject to availability of vacancy for promotion from one post to the next higher post, employees who have fulfilled the conditions given in **Appendix II** shall be eligible for being assessed for promotion and the promotion shall be based on merit-cum-seniority as assessed by Selection Committee, including appraisal of performance and test/interview designed to determine the employees' skill, aptitude and liabilities for effective functioning in the higher group. In case no internal candidate is found suitable to fill the post, it shall be filled by direct recruitment.



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### 5.12.2 Time-bound Upgradation

Irrespective of the vacancy, all employees of all groups shall be entitled to time-bound upgradation to the next higher Pay Scale/ Pay Level, as the case may be, after they have completed 10, 20 and 30 years of service in the existing Pay Scale/ Pay Level as on 1st July 2021 and they have rendered 'Satisfactory Service' as mentioned in clause 6.0 in **Appendix-II**. Superintendent (Selection Grade) in the Pay Scale/ Pay Level 7 (Rs.44,900 - Rs.1,42,400) as mentioned in **Schedule-I** shall be considered as regular next available Pay Scale/ Pay Level for the purpose of time-bound upgradation only. This scheme will also be applicable to all the posts of the Institution.

In case the employees borne in Group 'B' posts, the time-bound upgradation shall be admissible up to the Pay Scale / Pay Level 13 (Rs.1,23,100 - Rs.2,15,900).

In time-bound upgradations, any change or otherwise in Pay Scale/Pay Level, as the case may be, shall not result in change in the designation, classification or higher status and these posts shall be personal to the employees concerned and will not create any resultant vacancy subject to exception for the following posts for which time-bound upgradation shall be with designation :

Artist, House Supervisor, Communication Assistant, Liftman, Electrician, Retiring Room Attendant(renamed Multi Tasking Staff), Record Sorter(renamed Multi Tasking Staff), Office Attendant(renamed Multi Tasking Staff), Office Attendant (Security) (renamed Multi Tasking Staff).



5.12.3 The Secretary & Director General may, with the approval of the President, on behalf of the Council, promote an employee to the next higher post through the normal selection procedure, in case the employee is already in that Pay Scale/ Pay Level of the post under the Rule 5.12.2. In such case the post will be personal to the employee so promoted without creating any vacancy on his retirement or for any other reasons.

**Note:** The upgradation allowed prior to implementation of these revised Rules shall be taken into account for the purpose of these rules.

5.12.4 Employees undergoing punishment, those under suspension and employee having ACR weightage less than 70 shall not be considered for promotion during the period of punishment/suspension / till improvement in ACR weightage.

## CHAPTER VI

### 6.0 Salary Structure

6.1 The salary of a person appointed in the Institution shall be fixed by the Appointing Authority in one of the IEI Pay Scales/Pay Levels as given in Schedule I to these Rules, with applicable allowances. In addition, the employees shall be paid Dearness Allowance, Transport and House Rent Allowances at such rates and conditions as may be decided by the Council.

*(Ref: 713<sup>th</sup> Council Meeting at Hyderabad dated 26-27 March 2022)*

### 6.2 Pay on Initial Appointment

Ordinarily the initial basic pay of a person appointed to a post will be fixed at the minimum of the time scale of the post to which he is appointed. However, higher basic pay not exceeding three increments in the scale of the post may be granted on the recommendation of



the concerned Selection Committee in deserving cases under the following circumstances inter-alia :

- (i) Where the candidate is highly qualified and possesses long experience of the type required for the post.
- (ii) Where the candidate is already drawing an equal or higher salary (Basic Pay + DA) than the minimum in the Institution.
- (iii) Where a candidate has to forego certain benefits from his present job to accept the job offered by the Institution.

Pay of a departmental candidate, selected for higher post against open advertisement, shall be fixed in accordance with the rules for fixation of pay on promotion (see Rule 6.3).

### **6.3 Pay on Promotion and Time-bound Upgradation**

6.3.1 One increment equal to 3% of the sum of the pay in the Pay Scale/ Pay Level will be computed and rounded off to the next multiple of 10. This will be added to the existing pay in the Pay Scale/ Pay Level. In cases where promotion / time-bound upgradation involves change in the Pay Scale/ Pay Level also, the same methodology will be followed. However, if the pay in the Pay Scale/ Pay Level after adding the increment is less than the minimum of the higher Pay Scale/ Pay Level to which promotion / time-bound upgradation is to take place, pay in the Pay Scale/ Pay Level will be stepped up to such minimum pay.

6.3.2 (a) In case the Employee opts to get his pay fixed from his date of next increment, then, on the date of promotion, pay in the Pay



Scale/ Pay Level shall continue unchanged, but the next higher Pay Level of the higher post will be granted. Further re-fixation will be done on the date of his next increment, i.e., 1st July. On that day, he will be granted two increments – one annual increment and the second on account of promotion. While computing these two increments, basic pay prior to the date of promotion shall be taken into account.

- (b) In case the Employee opts to get his pay fixed in the higher grade from the date of his promotion, he shall get his first increment in the higher grade on the next 1st July if he was promoted between 2nd January and 30th June of a particular year, he shall get his increment on 1st July of next year.

#### **6.4 Pay on Reversion**

In case of reversion of an employee from higher grade/post to a lower grade/post, his pay will be fixed in the lower grade in such a manner that he does not draw lower than what he would have drawn had he continued in the lower scale, but for promotion to the higher grade/scale.

#### **6.5 Pay on Alternative Appointment**

In case an employee is given alternative appointment due to medical disqualification, the pay last drawn by him will be protected subject to the condition that it will not exceed the maximum of the Pay Scale/ Pay Level in which he is appointed on medical grounds.

#### **6.6 Pay on Officiating Appointment**

An employee required to officiate in a higher post shall be entitled to an officiating or acting allowance at



the rates given below if appointments are made for a period of not less than 30 (thirty) days.

- (a) When officiating in a higher post, the officiating allowance shall be either the difference of the existing pay and the minimum of the next higher post or 20% of the minimum of the next higher post, whichever is less.
- (b) When required to do work in the higher post in addition to own work, the officiating/acting allowance shall be 20% of the minimum of the next higher grade, provided it does not exceed 50% of the existing pay of the employee.

Note: (i) In case the employee officiating in the higher grade already draws the salary which is higher than the minimum of the next higher grade and if he is required to do the work of the higher post in addition to his own work, the officiating or acting allowance shall be 20% of the minimum of the next higher grade provided it does not exceed 50% of the existing salary of the employee.

- (ii) Where officiating period is more than six months and there is no immediate plan for posting an employee in the appropriate scale on a permanent basis, the selection of the employee to be posted on an officiating basis shall be made taking into consideration seniority, suitability or availability and the normal rule in such cases will be that the official selected for officiating the position shall be the one





who is eligible for promotion to the next higher scale at least in the next promotion process.

### **6.7 Increments**

Annual increments @3% in the total of the Pay Scale/ Pay Level shall accrue as a matter of course on 1st July every year. The date of annual increment in all cases shall be on 1st July. Employees who have rendered not less than 6 months of service as on 1st July of a year will be eligible for annual increment. From Assessment Year 2019-2020 onwards Annual Increment shall be purely based on performance in line with the Performance Linked Increment (PLI).

### **6.8 First Increment**

In the revised IEI Pay Scale/Pay Level, employees who have rendered less than 6 months of service as on 1st July of a year will not be eligible to draw increment on that day and their date of increment will fall 12 months later on the next 1st of July. Accordingly, all employees who join posts in a particular grade on account of promotion/appointment, etc. on 1st January of a year will be eligible to draw their annual increment on 1st July of that year. However, those who join the posts between 2nd January and 30th June will not be eligible for the same.

If an employee is eligible to join a post in a Pay Scale/ Pay Level on appointment/promotion on 1st January of a year but could not do so only because 1st January of the year happen to be a Saturday/Sunday or holiday, the incumbent joining the post on the first working day in a year will be treated to have completed six months of service on 1st July of that year for the purpose of granting annual increment.



## **6.9 Subsequent Increments**

Subsequent increments (with effect from 01.07.2021) shall be granted to the employee on every subsequent year on 1st July provided the service rendered prior to 1st July is not less than 6 months.

## **6.10 Pay Scale/Pay Level Upgradation**

In case where an employee reaches the maximum of his Pay Scale/ Pay Level, shall be placed in the next higher Pay Scale/ Pay Level after one year of reaching such a maximum. At the time of placement in the higher Pay Scale/ Pay Level, benefit of one increment will be provided. Thereafter, he will continue to move in the higher Pay Scale/ Pay Level till his pay scale reaches the maximum of Rs.1,23,100-Rs.2,15,900 (Pay Level 13) for posts up to Group B, after which no further increments will be granted.

## **6.11 Bonus, Ex-gratia Payments, Honorarium and Fee**

An employee shall be entitled to Bonus as admissible and as per rules specified by the Central Government. Those employees who are not covered by these rules shall be entitled to ex-gratia payment, the quantum of which shall be decided by the Council from time to time based on the financial health of the Institution.

## **6.12 Disbursement of Salary**

The pay and allowances in respect of a month shall become payable on the last working day of the month. Where the last working day of a month happens to be Holiday, disbursement shall be made on the previous working day. An employee resigning from the service of the Institution without the notice shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but drawn provided that the pay not allowed to be so drawn shall not exceed the pay of the period of notice.



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## CHAPTER VII

### 7.0 Tenure of Appointment

#### 7.1 Probation

An employee appointed in the Institution by direct recruitment shall be on probation for a period of one year, extendable up to one more year, provided that Appointing Authority may, in exceptional circumstances of any case curtail or dispense with the period of probation for reasons to be recorded in writing. If during the period of probation (including the period of extension), an employee remains on deputation for training, his probation may be extended with the approval of the Appointing Authority to the extent of his training period. During this period, no kind of leave will be granted except one day casual leave for each completed month of service he has rendered.

In case of promotion of an employee, the probation period shall be of six months, extendable up to six months more, provided his services are not found satisfactory.

Where during the period of probation (including the period of extension), the performance, progress and general conduct of the employee are not found satisfactory or up to the standard required for the post, the Appointing Authority may —

- (i) In the case of direct appointee, terminate his services without notice and without assigning any reason and such discharge of a probationer shall not amount to penalty of removal or dismissal from service;
- (ii) In the case of a promotee, revert him to the post from which he was promoted and such reversion shall not amount to a penalty of reversion.



For contract services, the terms and conditions may be decided by the Appointing Authority at the time of appointment.

## **7.2 Confirmation**

An employee, on his completing the period of his probation to the satisfaction of the Appointing Authority, will be confirmed with the approval of that authority provided no disciplinary proceeding or enquiry is pending against him. An employee will be regarded as having been confirmed unless any order is issued to him in writing to the contrary ahead of the date of completion of the period of probation.

## **7.3 Termination of Services**

The services of a temporary employee may be terminated by the Appointing Authority without assigning reasons by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's basic pay and dearness allowances. Without prejudice to the foregoing, the services of a temporary employee shall stand automatically terminated —

- (i) if his appointment is made for a specific period or specific job, on the expiry of such period or on completion of such work; or
- (ii) if his appointment is made against a temporary post, on its abolition or on the expiry of the period, for which the post is created.

Except as a measure of punishment the services of a permanent employee may be terminated by the Appointing Authority / if he is declared medically unfit on account of any ailment disabling him from discharging his normal duties by a Medical Board appointed by Competent Authority, by giving him



one month notice or in lieu thereof on payment of basic pay and dearness allowance for one month or for such period as the notice fall short of one month.

#### **7.4 Resignation**

A permanent employee shall not leave or discontinue service with the Institution, without giving notice in writing of 1 (one) month of his intention to do so, or in lieu thereof to pay to the Institution an amount equivalent to basic pay and dearness allowance for the notice period. The Appointing Authority may, if it deems proper in any special circumstances permit an employee to resign from the service of the Institution by notice of less than required period or to allow to set-off the privilege leave due as admissible to him on the date of leaving service towards the notice period. The resignation shall become effective only after the same has been accepted and the employee shall be eligible to be relieved of his duties only after he has formally handed over charge and produced 'No Dues Certificate'. The Institution will, however, have the discretion to insist on full notice instead of accepting salary in lieu thereof. If the circumstances so warrant, the Institution may not accept the resignation of an employee and/or relieve him from service, even on the expiry of the notice period, if disciplinary proceedings are pending (whether he is placed under suspension or not), or when he is under suspension.

#### **7.5 Retirement**

##### **7.5.1 Superannuation**

An employee shall normally retire from service of the Institution on completion of the age of 60 years. The retirement shall take effect from the afternoon of the last date of the month in which the employee attains the age of superannuation.



### **7.5.2 Medical Grounds**

An employee may be retired earlier than the date of his superannuation on his being declared by the Medical Officer or Board recognized by the Institution as completely and permanently incapacitated for service.

### **7.5.3 Voluntary Retirement**

An employee who has put in continuous uninterrupted service for at least 20 years in the Institution and has attained the age of 55 years may request for voluntary retirement by giving three months notice in writing, in which case his date of retirement shall be the date of his release. If his request is accepted by the Appointing Authority, he shall be entitled to encashment or availing of the privilege leave that may be to his credit; in case he opts for availing the leave, he shall continue to avail of all other benefits as he would have got had he retired on superannuation.

### **7.5.4 Compulsory Retirement of Employees**

All employees getting weighted average less than 50% in the overall Annual Confidential Report for performance appraisal by the accepting authority, be referred to SDG and based on directions of SDG these employees will be given written warning to improve their performance. In addition, appropriate counseling should be provided to the employee in order to help the employee to enable him/her to perform better after each such ACR for performance appraisal where he/she has scored less than 50%. In case an employee scores less than 50% for two consecutive assessment





years despite of appropriate counseling, such employee may be issued show cause notice for compulsory retirement by the appointing authority. This shall be effective from Performance Appraisal Assessment Year 2022-23 onwards.

*(Ref : 713th Council Meeting at Hyderabad dated 26-27 March 2022)*

### **7.6 Release from Service**

Every employee leaving the services of the Institution, for whatever reason it may be, shall before his leaving, return all properties belonging to the Institution issued or lent to him in connection with his employment. The cost of such property if not returned shall be deducted from his pay or the amount due to him or recovered otherwise.

### **7.7 Certificate of Service**

Employees are entitled to service certificate on their superannuation. Every employee shall on request be entitled to a Service Certificate at the time of leaving services for any cause whatsoever, giving duration of his employment in the Institution, post held by him, pay scale of the last post held and the pay drawn at the time of his leaving the Institution.

## **CHAPTER VIII**

### **8.0 Working Hours, Attendance, Holidays**

#### **8.1 Working Hours**

Subject to any statutory restrictions, the employees shall perform and observe working hours of not less than 40 hours per week with a spread over (i.e. the interval between the commencement time and the closing time) not exceeding 12 hours on any working



day. The periods and hours of office work for the employees shall be fixed and notified to them by the Secretary & Director General in case of employees at the Headquarters and Honorary Secretary for the respective State and Local Centres.

## **8.2 Attendance**

Punctuality in attendance should be observed by every member of the staff. A period of ten minutes grace for attendance may be allowed at the discretion of the Secretary & Director General. In case of Centre, the Honorary Secretary may authorise the Senior most staff to maintain the punctuality in attendance, if required, from the time of normal commencement of duty. Any employee reporting for duty after 15 (fifteen) minutes and up to 30 (thirty) minutes from the normal commencement of duty as notified, will be marked late that day and every 3 (three) late-coming in a month will entail loss of one day's casual leave, if casual leave is due to his credit. If no casual leave is due to his credit, such period shall be treated as leave without pay and allowance. Nothing in this rule shall prejudice the right of the Institution from taking disciplinary action against the delinquent employee. Any employee reporting for duty after 30 (thirty) minutes from the time of normal commencement of work without reasonable cause but before conclusion of the specified lunch break will entail loss of half-a-day's casual leave. If an employee does not report for duty immediately after lunch break as may be fixed from time to time, without sufficient reason he shall loss one day's casual leave.

Head of the Department for Headquarters and Honorary Secretary for Centre must be informed before any staff leaves Department / Section / Cell or place of work.



An employee found absent during working hours from his proper place, without permission from his Head of the Department / Section / Cell or without sufficient reason will be treated as absent from duty for that day.

The Institution at its discretion, may deduct proportionate wages for such late attendance or unauthorised absence, apart from taking disciplinary action provided for under these rules.

Salary for the month of March 2015 and onwards for the employees at the IEI HQ shall be prepared on the basis of Biometric Finger Printing Attendance System.

### 8.3 Holidays

Every employee shall in each year be entitled to following closed holidays for not more than 14 (fourteen) days and restricted/optional holidays for not more than 5 (five) days to be decided out of following 11 (eleven) restricted/optional holidays totalling to not more than 19 (nineteen) days in a calendar year :

<b>Closed Holidays</b>	<b>No. of days</b>
1. Netaji's Birthday	1
2. Republic Day	1
3. Dol Jatra / Holi	1
4. Good Friday	1
5. Bengali New Year's Day (1st Baisakh)	1
6. May Day	1



7. Independence Day	1
8. Mahatma Gandhi Birthday	1
9. Durga Puja - 4 days (Saptami to Dasami)	4
10. Kali Puja	1
11. Christmas Day	1
Total:	14

<b>Restricted/Optional Holiday</b>	<b>No. of days</b>
1. Sree Panchami (Saraswati Puja)	1
2. Mahavir Jayanti	1
3. Ambedkar's Birth Day	1
4. Id-Uz-Zoha	1
5. Muharram	1
6. Id-UI-Fitter	1
7. Janmastami	1
8. Mahalaya	1
9. Laxmi Puja	1
10. Buddha Purnima	1
11. Guru Nanak's Birth Day	1
Total:	11

No additional Casual Leave would be credited to leave account of eligible employees on account of holidays which fall on Saturdays or on Sundays while declaring holidays.

The State Centres would finalise their respective holidays list for State Centres and all Local Centres in the respective State taking the regional conditions into account for not more than 19 (nineteen) days in a calendar year.



## 8.4 Deleted

# CHAPTER IX

## 9.0 Transferability

9.1 An employee in the service of the Institution shall be liable to transfer from one Department or Unit or place or another Department or Unit or place under the Institution as may be determined by the Secretary & Director General from time to time.

Provided, however, that an employee transferred from one place to another place shall be transferred back to the place of his initial posting if the employee so desire, in writing, two years prior to his retirement on superannuation.

9.2 An employee who is transferred from one unit or place to another unit or place shall be entitled to Travelling Allowance, Packing Allowance, Transfer Grant, Daily Allowance, etc. as prescribed in **Schedule II** and joining time at the following rates :

- (i) When no change of residence is involved : 1 day
- (ii) When change of residence is involved, depending upon the distance between the old and new stations by direct route calculated at the following rates :

Distance	Joining Time
1000 km or less	10 days
1001-2000 km	12 days
More than 2000 km	15 days

- (iii) If an employee receives the transfer order while availing of leave at a place other than the Headquarters, he shall be entitled to joining time as admissible for transfer from the station where he is spending his leave or his Headquarters, whichever is less.



**8.4(i) Deleted** In case of emergency, an employee may be required to report at the new station earlier than the permissible joining time and in such cases the difference between the entitled joining time and the joining time actually availed of shall be credited to a leave account of the choice of the employee concerned which may be availed of by the employee within one year of his arrival at the new station.

## CHAPTER X

### 10.0 Allowances

#### 10.1 Children Education Allowance

Every employee will be reimbursed actual tuition fee at rate as indicated in Schedule III per child per month limited to two dependent children studying in classes Nursery to Twelfth, including classes eleventh and twelfth held by junior colleges and schools affiliated to Universities or Boards of Education.

The allowance includes Tuition fees, Admission Fee, Laboratory Fee, Reimbursement of 50% of the entitled amount for the academic year can be allowed in the first and/or second quarter and the remaining amount can be reimbursed in the third and/or fourth quarter. The entire amount can also be reimbursed in the last quarter. However, front loading of the entire admissible amount is not permissible.

If both husband and wife are employed, reimbursement can be claimed subject to the condition that the employee shall furnish a declaration that the employee's spouse is not in receipt of such allowance from his / her employer.

10.2 Deleted

10.3 Deleted





10.4 Deleted

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## CHAPTER XI

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Deleted

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## CHAPTER XII

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### 12.0 Loans

12.1 Deleted

12.2 Deleted

12.3 Deleted

12.4 Deleted

12.5 Deleted

12.6 Deleted

12.7 Deleted

12.8 Deleted

### 12.9 House Building Loan

House Building Loan will be in line with 7th CPC Notification No. I.17011/11(4)/2016-H-III dated 09.11.2017 and cost effective offer from Banks / NBFCs.

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## CHAPTER XIII

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### 13.0 Travel on Official Duty

#### 13.1 General

An employee who travels on official duties shall be eligible to reimbursement of reasonable expenses as detailed in the following rules. Such reimbursement being compensatory in nature, it is expected of every



- 10.4 ~~Employee~~ Employee that he shall use the same discretion and judgement in affecting economy as he would have done had he undertaken the travel at his own cost and not treat such reimbursement as a source of profit.

### **13.2 Travel at the Station of Posting**

- 13.2.1 The employees shall be reimbursed conveyance charges by the approved mode of public conveyance for their travel in the performance of official duties from place of duty (office) to the other point as indicated in **Schedule IV**.
- 13.2.2 Where packets weighing 10 kg or more have to be carried or several places have to be visited on urgent errand or the prescribed mode of transport is not available for a place to be visited, an employee may be permitted with the prior sanction of Secretary & Director General or his representative for employees at the Headquarters and/or Honorary Secretary for employees at the Centre to travel by a mode different from and higher than the prescribed mode as indicated in **Schedule IV**.
- 13.2.3 When an employee is required to proceed from his residence to a point of duty other than his normal place of duty (office) and vice versa, he shall be entitled to conveyance charges for the journey(s) between the residence and such point.

### **13.3 Travel Outside the Place of Posting**

- 13.3.1 An employee as and when detailed on temporary duty to another station for a total duration (including to and from travel) for 6 (six) hours or more he will be treated as on tour. Before proceeding on tour he shall obtain prior permission of the Secretary & Director General



or the Honorary Secretary of the Centre, as the case may be on the prescribed form preferably a week ahead of the date of departure.

- 13.3.2 The employees on tour shall be eligible to actual travel fare for journey by rail/road/sea/air by the shortest/cheapest route and daily allowance at the scale and grades as prescribed in **Schedule V** and also reimbursement of actual expenses as per Rule 13.3.9. Employees entitled or allowed, as an exception, to travel by air shall be entitled to be insured at the cost of the Institution against accident.
- 13.3.3 While on tour, an employee of the Institution shall avail of the retiring rooms at the Centre as far as practicable. In case such facilities are not available, he may stay at a hotel and the additional reimbursement of actual cost of lodging may be permitted by the Secretary & Director General subject to the ceiling prescribed in **Schedule V**.
- 13.3.4 An employee, who is provided by the Institution or any other person on behalf of the Institution any transport for his journey shall not be entitled to travel fare.
- 13.3.5 Mileage allowance by a route other than the shortest or cheapest or higher mode of conveyance may be permitted by the President in case of the Secretary & Director General, by the Secretary & Director General in case of other employees at the Headquarters or the Honorary Secretary in case of employees at the Centres, for reasons to be recorded.
- 13.3.6 An employee's claim to TA and DA shall be regulated by the rules in force on the date of



his journey and any reclassification promotion/reversion/grant of increase in pay to an employee taking effect from retrospective date shall not affect his entitlement to quantum of travelling allowance for the journey performed before issue of such orders.

#### 13.3.7 Regulation of Mileage Allowance

- (a) The charges for the travel by the mode of conveyance shall be calculated by the shortest and the cheapest route either of the class of accommodation entitled to or that by which the employee actually travel whichever is lower.
- (b) The employee shall purchase a single ticket of the class of accommodation not higher than the entitled class from the starting point to his destination even if a change of train is required enroute in which case he shall travel by the next available train.
- (c) Where available, the employee shall purchase return tickets at reduced rates when he expects to perform the return journey within the period for which return ticket is available.
- (d) The amount shall be paid to him on submission of air ticket jacket for journey by air or photocopy of railway ticket for journey by train undertaken.

#### 13.3.8 Regulation of Daily Allowance

- (1) No daily allowance shall be admissible for -
  - (a) the period of leave of any kind (including restricted holidays) whether availed at the tour station or elsewhere and for holiday/



weekly off days spent away from the tour station, or for the period of absence from duty during tour, except for illness or other causes beyond his control;

- (b) the time spent in journey in excess of the time required for performing the journey by the 'shortest / quickest' route without breaking journey or journey en route for personal reason; and
- (c) when an employee who has been allowed to receive House Rent Allowance for keeping his family at a station other than his Headquarters station, while on tour to that station.
- (2) Daily allowance for the entire absence from station of posting starting with departure from the station of posting and ending with arrival at the station of posting will be calculated as follows :
- | <b>Period of Absence</b>            | <b>Rate of DA</b> |
|-------------------------------------|-------------------|
| (i) For each completed day          | 100%              |
| (ii) Up to 4 hr                     | Nil               |
| (iii) Above 4 hr and less than 8 hr | 50%               |
| (iv) Exceeding 8 hr                 | 100%              |
- (3) The day starts from 0000 hour and ends at 2400 hours.
- (4) The entire absence from station of posting will be calculated as under —
- (i) In case of tour, from the time of departure from station of posting to the time of arrival back at the station of posting.



- (ii) In case of transfer, from the time of departure from old station of posting up to the time of arrival at new station of posting.

The time of departure shall be deemed to be three hours before the scheduled time of departure of plane/train/bus/steamer.

- (5) In case an official on tour is forced to stay at a non-duty place in transit station during his journey to/or from the station of posting due to breakdown of communication on account of blockage of road, flood, rain, heavy snow fall, landslide etc. delayed sailing of ship and/or to catch the connecting flight, the period of enforced halt shall be treated as on duty and the employee shall be paid daily allowance for the transit station.
- (6) In unavoidable circumstances, daily allowance may be paid with the sanction of the Appointing Authority to an employee to cover actual expenses subject to production of receipt.
- (7) The daily allowance for halt at the same place of tour at a stretch shall be limited to maximum of 90 days beyond which no daily allowance will be admissible.

### **13.3.9 Other Expenses**

The expenses on the following will also be reimbursed on production of requisite details / vouchers / certificates that these were done for official duties assigned :

- (a) Deleted
- (b) Local conveyance expenses incurred at the station of posting and at the place of tour by the authorised mode of conveyance.





- (c) Sleeper charges (for night journey).
- (d) Inland air travel tax.
- (e) Passenger service fee; passenger tax; special supplementary charges; reservation charges, if any, levied by airlines, railways or local authorities.
- (f) Cancellation charges of tickets if these are cancelled in the interest of the Institution.
- (g) Terminal tax, toll tax, etc.

#### **13.4 Tour Abroad**

- 13.4.1 In case of tour outside India by an employee, prior approval of the Finance Committee would be required as also for the quantum of DA / actual reimbursement and route and mode of travel. The employee shall be entitled to air fare by economy class in Indian currency and all inclusive amount of Daily Allowance at rates approved by the Finance Committee as above for meeting, living expenses, conveyance and other expenses. Employee is required to submit bill enclosing air ticket jacket, documents for purchase of foreign exchange, etc.

In case of tour to a country outside India for attending meeting etc., where there is a reciprocal arrangement for hospitality, transport expenses, DA will be reduced @25% of normal DA as approved by the Finance Committee.

- 13.4.2 For travel to Nepal on tour, Daily Allowance will be admissible in Indian Rupees at the all inclusive rates as given in **Schedule V**.

#### **13.5 Transfer from one Station to Another Station**

- 13.5.1 Temporary Transfer

In all cases of transfers for short periods not



exceeding 90 days, the journey from HQ to the station of deputation and back will be treated as on tour and a joining time shall be allowed.

#### 13.5.2 Permanent Transfer

In case of permanent transfer the employee shall be entitled to conveyance for self and family who accompanies him or follows him within six months for journey by rail/steamer/air etc., by the class not higher than the one to which the employee is normally entitled in case he proceeds on tour. In addition he will be paid a lumpsum transfer grant; packing allowance; cost of transporting his personal effects/conveyance at the rate prescribed in **Schedule II** to this Chapter; the actual expenses on local conveyance limited to entitlement as per **Schedule V** under Rule 13.2.1 for journey between residence and railway station/bus stop/airport at the old station of posting/new station of posting, and daily allowance for self and members of family for the duration of time taken in travel subject to the following exceptions:

(a) Same Station

No TA will be admissible if no change of residence is involved.

(b) Between Two Stations

No TA will be admissible if no change of residence is involved. If there is change of residence, the employee will be entitled to full transfer TA except that no lumpsum transfer grant/packing allowance will be admissible if the distance between the old and new stations does not exceed 20 km.



- 13.5.3 An employee may be allowed an additional fare by the entitled class for both onward and return journey, if he has to leave his family behind because of non-availability of immediate residential accommodation at the new place of posting.
- 13.6 Any claim / request for travelling allowance not covered by the above rules shall be decided with the prior sanction of the Appointing Authority.
- 13.7 An employee may draw an advance for the aforesaid purpose which he shall account for soon after his completion of journey but not later than one month thereafter and the balance if any shall be refundable forthwith.

## CHAPTER XIV

### 14.0 Leave

#### 14.1 Claim for Leave

Leave cannot be claimed as a matter of right, while as a policy, leave will normally not be refused but when the exigencies of the service so require, the competent authority may refuse, postpone, revoke or reduce leave of any kind.

#### 14.2 Type and Period of Leave

Subject to the provision of Rule 14.1, every employee shall be eligible to the following types of leave, for the duration, leave salary and subject to conditions indicated below :

Nature of Leave	Quantum of Leave	Rate of Leave Salary
*Casual Leave	8 days in a year	As on duty



*Privilege (Earned) Leave	30 days in a year in two half yearly installments of 15 days. Only maximum of 20 days Privilege Leave can be accumulated for encashment in a year.	As on duty
*Medical Leave	10 days in a year or 20 days as Half Pay Medical Leave in a year	As on duty
Extraordinary Leave	Up to 90 days on any one occasion and 360 days during the entire period of service. In exceptional cases it may be exceeded if on medical grounds up to such further period as the Appointing Authority, taking into account the circumstances, may decide.	No pay and allowances
Maternity Leave to Female Employees on-Production of Medical Certificate	(i) Up to 180 days from the date of commencement for confinement; (ii) shall not be admissible beyond the two living child; and (iii) up to 45 days in case of miscarriage including abortion for not more than three times in entire period of service.	As on duty
Paternity Leave	Up to 15 days but shall be admissible for first two children	As on duty
Quarantine Leave	Up to 21 days and in exceptional circumstances up to 30 days.	As on duty

(\*Ref : 718th Council Meeting at Chennai dated 18 December 2022)

### 14.3 Reckoning of Leave

An employee, who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on prorata basis @2½ days for privilege (earned) leave,



1¼ days for medical leave and 1 day for casual leave for each completed month of service he has rendered, any broken month's service being ignored and fraction of a day being rounded off to the nearest day (i.e., 1/2 or above will be taken as 1 day and fraction below 1/2 will be ignored). Credit of privilege (earned) leave and medical leave will not be admissible for the period of leave without pay or for any period treated as dies non to the extent stated in Rule 14.6. In case of termination of employment, if sufficient credit of privilege (earned) leave is not available for carrying out adjustment on account of deduction of credit, the cash payment of leave salary will be recovered.

#### **14.4 Accumulation of Leave**

Privilege (earned) leave may be accumulated up to a maximum of 300 days. If an employee applies for leave when he has accumulated up to the maximum of privilege (earned) leave and his request is not accepted on account of unavoidable circumstances or exigencies of work, he may accumulate by future earnings of the leave beyond 300 days, equivalent to the period of leave so refused and such leave will be uncashable suomota by the Institution to the extent it exceeds the normal maximum accumulation limit of 300 days. Maximum privilege (earned) leave that may be granted at a time shall not exceed 150 days in normal circumstances, medical leave may be accumulated with an upper limit of 225 days.

#### **14.5 Casual Leave**

Casual leave can be availed for a maximum of 5 (five) days at a time, except in case of an employee who does not have any other leave with pay to his credit, the limit be exceeded up to 6 days at the discretion of the competent authority. Casual leave being noncumulative



will lapse at the end of the year to the extent not availed. If a substantial number of employees apply for casual leave in a concerted manner and/or for identical period and the Institution has reasons to believe that the leave has been applied for with an intention to affect the working of the Institution, the employee shall not be entitled to grant of such leave and despite refusal of such leave, if he does not attend his duties, he will render himself liable to disciplinary action including loss of pay.

#### **14.6 Extraordinary Leave**

Extraordinary leave may be granted -

- (a) when no other leave is admissible;
- (b) when other leave is admissible, but the employee concerned applies in writing for grant of 'Extraordinary Leave'.

All absences of the employees treated on 'No-Pay' are to be regularised as 'Extraordinary Leave' or regarded as 'dies non', to be decided by the Secretary & Director General.

If an employee avails extraordinary leave and/or some period of his absence has been treated as dies non, it will have the effect of reducing the credit of his Privilege Leave @ one-tenth and Medical Leave @ one-twentieth of the period of Extraordinary Leave.

#### **14.7 Quarantine Leave**

Quarantine leave may be granted to an employee in whose family or household, at his place of duty, residence or sojourn, any member is affected with the infectious disease and his attendance in the office is considered hazardous to the health of other employees and is certified and recommended by the Public Health





Officer. If the employee himself is affected with any such disease he shall not be entitled to Quarantine Leave but may be granted any other leave of the kind due and admissible.

#### **14.8 Annexation/Combination of Leave**

Any kind of leave, except casual leave, may be granted in combination with or in combination of any other kind of leave. Casual leave can be combined only with medical leave when no other leave with pay is due to the employee. Weekly off and/or holidays preceding and succeeding the period of leave may be annexed with the period of leave without being counted as part of leave but if these fall in between the period of leave, these shall count as part of the leave except in case of casual leave.

#### **14.9 Unit of Leave**

Except for casual leave which may be taken in terms of half day, all other leave shall be in units of one day.

#### **14.10 Leave on Medical Grounds**

- (i) Leave on medical ground shall be permissible only if the absence is for not less than three consecutive days. However, less than three days leave on medical ground shall be permissible only after an employee has exhausted the entitled casual leave.

An application for leave on grounds of illness, including extension, for more than 5 days shall normally be supported by a medical certificate given by the medical officer clearly indicating the nature and probable duration of the illness and the period for which leave is required and on return from leave the employee shall submit fitness certificate, the cost of which shall be borne by the employee.



- (ii) The competent authority may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding five days at a time.
- (iii) A medical certificate shall not by itself confer upon the employee any right to leave; the leave shall be admissible only at the discretion of the competent authority which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness for resuming duty and the cost of such second medical opinion will be borne by the Institution. An employee not submitting himself for medical examination will be liable for appropriate disciplinary action including loss of pay for these days.
- (iv) The Institution may at any time require an employee to undergo medical examination from the medical practitioner chosen by the Institution to ascertain his fitness for work.

#### **14.11 Availing of Leave**

An employee who desires to avail privilege (earned) leave shall apply in the prescribed proforma in writing to the competent authority not less than 15 days before the date from which leave is to commence, except in urgent cases or unforeseen circumstances including illness, when it is not possible to do so. Application which does not satisfy this requirement may be refused without assigning any reason. The competent authority shall communicate its decision as soon as practicable. When the leave is sanctioned the date of commencement of leave and the date on which the employee will have to resume duty shall be intimated to the employee. Leave shall not be availed of by the employee unless it has been sanctioned by



the competent authority, but two days' casual leave may be availed of without prior sanction in case of unforeseen circumstances, provided the competent authority to sanction leave is properly informed by phone or otherwise of the circumstances under which prior sanction could not be obtained.

#### **14.12 Extension of Leave**

If an employee, after proceeding on leave desires an extension thereof, he shall make an application in writing stating his full communication address and it shall be made in sufficient time to enable the competent authority to consider the application and send a reply to him before the expiry of the leave desired to be extended.

#### **14.13 Absence without Leave or Overstay**

An employee shall be liable to disciplinary action if he remains absent without leave sanctioned pre or post facto, or in excess of the period of leave originally sanctioned or subsequently extended, where such period of absence exceeds seven consecutive days, he shall not be entitled to any pay and allowance for the period of such absence, unless the competent authority decides otherwise on the basis of explanation of the employee. Willful absence from duty not covered by grant of leave will be treated as dies non and break in service for all purposes viz. increment, leave, LTC unless condoned by the competent authority.

#### **14.14 Absence Resulting in Abandonment**

If an employee remains absent without permission and/or overstays the sanctioned leave without authorisation for a period exceeding 15 (fifteen) days, he shall be liable to appropriate disciplinary action.

#### **14.15 Return from Leave**

An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless



he is ordered otherwise or permitted to do so by the competent authority; if such a leave was on medical grounds, the employee shall be allowed to rejoin only if he produces a certificate of medical fitness. The competent authority may require an employee who has availed leave for reasons of health to produce a medical certificate of fitness, even though such leave was not granted on medical certificate.

#### **14.16 Recall from Leave**

An employee may, in the exigencies of work, be recalled to duty from leave in which case he shall be entitled to be treated as on duty from the date on which he starts for the station to which he has been ordered to proceed and shall be paid actual travel expenses of the class not higher than the entitled class of travel admissible, as if he had been on tour and leave salary at the same rate which he would have drawn it but for recall to duty till he joins his post. In case such an employee is recalled when availing LTC, the concession for return journey shall remain intact and he can avail of it on any other occasion either for onward or return journey not exceeding the mileage originally allowed.

#### **14.17 Leave during Suspension/Disciplinary Proceedings**

An employee shall not be granted leave during the period of suspension. However, during the pendency of disciplinary proceedings the competent authority may grant leave.

#### **14.18 Service during Leave**

No employee shall take up or accept any employment or work while on leave, provided that the competent authority may relax this condition in any specific case if it is in the larger interest of the Institution in which case the employee shall not be entitled to any salary from the Institution.



#### **14.19 Number of Times Leave can be availed**

When an employee has exhausted all casual leave to his credit, further casual absence from office shall be adjusted against the privilege (earned) leave due to him. The number of times the privilege (earned) leave can be availed during a year shall not exceed six and should there be still further absence, it will be treated leave without pay, unless it is on account of illness in which case it shall be debited against the medical leave.

#### **14.20 Leaving Station of Posting**

No employee shall leave the station of his posting without prior and specific sanction, in writing, of the competent authority.

#### **14.21 (a) Address during Leave**

An employee proceeding on leave shall give his address to the competent authority for communication during the leave period. Any change in address during the period shall be immediately advised to the sanctioning authority. An employee failing to observe this rule will himself be responsible for the consequences that may arise.

If an employee fails to comply with these rules he shall be liable to disciplinary action.

#### **(b) Employee Visiting Abroad**

In case of any employee applies for leave for going abroad on a private visit, the concerned employee requires to apply for prior permission of the Competent Authority in the prescribe proforma as approved by the Competent Authority from time to time.

#### **14.22 Lapse of Leave**

Any claim to leave to the credit of an employee, shall lapse on the date he ceases to be in service. The competent authority may, in case of resignation prior



to completion of 5 years of service, grant terminal leave to the extent of 50% of the privilege leave due to him on the date he ceases to be in the service of the Institution or adjust leave against the notice period or encash it as per Rule 14.24. Employees on resignation after 5 years of service shall be allowed to encash accumulated leave. In case of dismissal or removal, if an employee is reinstated on appeal or revision, he shall be entitled to count for leave for his service prior to dismissal or removal as the case may be.

### **14.23 Encashment of Leave**

#### **14.23.1 Privilege (Earned) Leave**

Deleted

*(Ref : 713th Council Meeting at Hyderabad dated 26-27 March 2022)*

Salary for the purpose means basic pay, officiating pay and dearness allowance.

14.23.2 An employee or his nominee shall also be entitled to encashment of the whole of the privilege (earned) leave to his credit (accumulated up to a maximum of 300 days) under the following circumstances:

- (a) Death while in service;
- (b) Retirement either on attaining the age of superannuation or otherwise.
- (c) Resignation on account of prolonged ill-health duly certified by a Medical Officer appointed by the Institution;
- (d) Expiry of the tenure of appointment in case of tenure appointment;
- (e) On termination of service of an employee by the Institution (other than on disciplinary grounds).





### 14.23.3 Medical Leave

An employee may accrue Medical Leave up to maximum 225 days, under the circumstances as enumerated in Rule 14.23.2, without encashment at the time of retirement, resignation and Voluntary retirement, with effect from date of approval by Council. An employee shall not be entitled to encash of accumulated medical leave balance at the time of retirement, resignation and voluntary retirement with effect from date of approval by the Council.

*(Ref : 713th Council Meeting at Hyderabad dated 26-27 March 2022)*

- 14.23.4 The amount payable towards encashment of leave will not be reckoned as salary for purpose of provident fund, bonus, etc.

### 14.24 Leave Record

Leave Record of all employees shall be kept at the Headquarters and for that all Honorary Secretaries of Centres shall send a full statement of the leave records (except for Casual Leave) of employees posted at the offices of the respective Centres for each leave accounting year to the Secretary & Director General. The leave record for casual leave shall be maintained at the respective Centres.

### 14.25 Competent Authority

The Competent Authority for the purpose of these rules shall be as follows for Headquarters employees :

Category of Employee	Competent Authority
(1) Secretary & Director General	President



- 
- |                          |   |
|--------------------------|---|
| (2) Group B Employees    | Secretary & Director General  |
| (3) Group C &D Employees | Head of Administration on recommendation of Head of concerned Department/Section. |

The Honorary Secretaries of the State/Local Centres will be the Competent Authorities for the purpose of these rules in respect of employees at respective Centres.

Any authority, senior to the concerned Competent Authority, as specified above, may, however, exercise his authority in the matter of leave in a particular case, if deemed necessary.

Notwithstanding what has been stated above, the Council may if necessity arises, take independent decision in individual cases on the merit of the case.

## CHAPTER XV

### 15.0 Home / Leave Travel Concession

#### 15.1 Eligibility

A regular employee desiring to go to his home town or anywhere in India shall be eligible for self, spouse (if not receiving similar benefit from his employer), two children up to the age of 21 years and dependent parents living with the employee, full reimbursement of the travel fare by the shortest route (i.e. route shortest in point of time) calculated on 'through ticket' basis and within the cost of the entitled class of travel as indicated in **Schedule V**.



The concession will be admissible only to those who have completed one year continuous service in the Institution on the date of commencement of journey.

### **15.2 Number of Concession and Conditions ( HTC / LTC )**

Home Travel Concession (HTC) for travel to home town along with family shall be allowed in 2 (two) occasions or 1 (one) HTC & 1 (one) LTC in a block of 4 (four) years (in case of employees entitled to Home Travel Concession) from residence or station of posting to home town irrespective of distance involved.

An employee for travel along with family shall be allowed to any place in India as Leave Travel Concession (LTC) once in a block of 4 (four) years. Employees having permanent place at the place of posting are not eligible to avail HTC.

HTC and LTC should be availed by the shortest route and restricted to journey within India. In case an employee's home town is outside India or he visits a place outside India the concession shall be limited to the fare up to and from the railway station / airport / seaport in India nearest to his home town or place of visit. HTC / LTC shall be admissible to the employee if he takes a minimum of 5 (five) days of leave, which condition will not apply to the travel of family irrespective of the fact whether any member of the family is also an employee of the Institution.

### **15.3 Blocks**

The Block of four calendar year shall continue to be the same as under the existing rules, the current block being 2018-2021. The first block shall be the block in which the employees complete one year of continuous service with the Institution.



#### **15.4 Travel Plan**

The employee and / or members of his family shall have the freedom to travel to declared place of visit by any class, route and/or mode of conveyance convenient to him subject to the condition that the amount reimbursable shall be limited to what would have been admissible had the journey been performed by rail in the authorised class of travel or actual expenses, whichever is less. For places not connected by train, the employee and/or members of family may travel by road or steamer in which case they will be required to submit (i) a certificate from the local transport authorities indicating the distance from the nearest railway station to their home town/any place in India; and (ii) tickets for road or steamer journeys performed. If the journey has to be performed by means of animal transport like pony, camel, elephant, etc., the charges shall be the tariff fixed for such transport by the State Government or equivalent to road fare whichever is less.

#### **15.5 Authorised Class of Travel**

The class and mode of travel for calculation of travel fare shall be the same as admissible on official tour as provided in **Schedule V**, but no daily allowance will be payable. The reimbursement will be made on submission of travel documents in original.

The employees shall be allowed to travel on Official Tour, LTC, HTC in entitled class including in Rajdhani, Duranto and Shatabdi Express.

#### **15.6 Mode of Travel**

(i) Travel by Own Car

In case where journey is performed by the employee and / or members of his family



in a private car owned by the employee, the reimbursement shall be made @ Rs 10/- per km. for the distance travelled by the car restricted to rail fare for self and members of the family and subject to their furnishing satisfactory evidence of having travelled by their own car in the form of receipt for petrol filling, toll tax etc. Travel by employees and/or the members of their family in a taxi or private car not owned by the employee or by scooter/motor cycle/moped, etc. owned by the employees shall not be permissible under these rules.

(ii) Travel by Ship

Employees entitled to travel by 2 AC or restricted to travel within the cost of 2 AC Train Fare, shall be entitled to travel by First Class Cabin (AC) in Ship.

Employees entitled to travel by Sleeper Class by Train, shall be entitled to travel by Second Class Cabin (AC) / Dormitory (AC).

(iii) Travel by Air

Employees entitled to travel by air shall avail air travel by shortest distance.

### 15.7 Carry Forward

HTC / LTC, if not availed during the block of 4 (four) years, may be allowed by the competent authority to be carried forward to the first year of next block.

### 15.8 Deleted

### 15.9 Nearing Superannuation

An employee due for superannuation may avail the concession, if he is otherwise eligible, provided the return journey is completed before the date of superannuation.



### **15.10 Circumstances in which Concession is not Admissible**

The concession shall not be admissible to –

- (i) an employee who proceeds on leave and then resigns his post without returning to duty;
- (ii) an employee who has submitted notice of resignation or where the Institution has served him with a notice of termination before commencement of onward journeys;
- (iii) an employee who is under suspension, the members of his family shall however continue to be entitled and the employee will be entitled for the same block only if the suspension is revoked, he joins duty; and
- (iv) an employee who avails the concession before resignation and is relieved before rendering at least one year's service in the relevant block he shall be liable to refund the amount drawn by him before his release on resignation.

### **15.11 Sources of Availment**

The concession can be claimed by the employee either from IEI or from spouse's organisation, if the spouse is employed and if both are, employed in the Institution, only one shall be entitled treating the other as family member.

### **15.12 Re-employment**

In case of re-employment of an employee immediately after retirement or release from service for whatever reasons, the period of re-employed service may be treated as continuous with the previous service for the purpose of availing of the concession and the concession may be allowed during the re-employed period, provided the concession would have been





admissible to the employee but for his retirement or release from the Institution.

#### **15.13 Place / Period of Visit**

An employee and / or members of his family may visit the same place of their choice. All members of the family need not travel together while availing LTC to visit home town or any place in India in the same calendar year in which the employee travels for a block of 4 years with a grace period of one year only.

#### **15.14 Deleted**

#### **15.15 Declared Place of Visit**

When the concession to visit home town or any place in India is proposed to be availed by the employee/ members of the family, the intended place of visit shall be declared in advance and shall be visited either during outward and inward journey otherwise the concession may be forfeited. The place of visit to declared destination can, however, be changed with the approval of the competent authority before the commencement of outward journey or in very exceptional circumstances after commencement of the journey when owing to circumstances beyond the control of the employee, he could not reach that place and had to stop at a particular station which falls en route the declared destination and for other reasons whatsoever. Employees can also change their home town once during their entire service period while in service, with the prior approval of the Appointing Authority by producing satisfactory documentary evidence of their having changed the native place and such requests if approved will take effect after 2 (two) years from the date of their application. Where both husband and wife are employed in the Institution, they will declare only one place as their Home Town.



### **15.16 Advance against LTC / HTC**

An advance up to 90% of the estimated cost of tickets (both ways) may be drawn by the employee up to 120 days in advance of the date of commencement of outward journey and tickets may be booked within 10 days of drawing the advance, otherwise penalty @ Rs.5/- per day of default shall be leviable in addition to rendering the employee liable to disciplinary action. In case the return journey is contemplated beyond 2 (two) months of the date of onward journey the advance shall be admissible only for the outward journey.

### **15.17 Forfeiture of Claim**

HTC/LTC claim duly supported by original rail tickets/ e-ticket/air ticket jacket, as applicable, and cash receipt shall be submitted within 10 days after completion of return journey along with a certificate that any member of the family for whom claim is performed, is not employed and if employed he is not entitled or neither availed nor will avail such concession from any other source, failing which it will stand forfeited and where advance has been granted, it shall be recovered in lumpsum. If employee fails to submit its final TA bill along with required documents within 30 days from the date of assuming office, he will be charged 18% per annum interest on the entire advance taken for the HTC/ LTC.

### **15.18 Miscellaneous**

Reservation charges and additional charges, levied by the Railway for travel in superfast trains or ordinary trains, will be reimbursable. Also, ticket cancellation charges, if cancellation of journey is solely due to official reasons and is in the interest of the Institution's work, may be reimbursed. In case an employee is



recalled on duty while availing the concession, while the outward journey will be covered by these rules for self, he will be entitled to travelling expenses in respect of the inward journey to Headquarters.

#### **15.19 Dependant(s)**

Member of a family having an income of Rs.9000/- per month from whatever source (including pensions, scholarships, stipend, etc.) will not be treated as dependant.

In case both husband and wife are employees of the Institution, the facility will be admissible to the dependant parents of either the husband or the wife (but not of both).

#### **15.20 Employees found Guilty of Misuse**

In case a fraudulent claim of LTC comes to notice and the Competent Authority arrives at a conclusion that there is a prima facie case for initiating disciplinary proceeding against the employee for this misconduct, such claim shall be withheld and employee shall not be allowed this facility till finalisation of proceedings. If the employee is fully cleared of the charges of misuse, he will be allowed to avail the facility withheld and in case he is found guilty of misuse, he shall not be allowed the facility for the next two or more sets of LTC depending upon the gravity of offence and such disallowance shall be without prejudice to the punishment for misconduct in the disciplinary proceedings.

#### **15.21 Competent Authorities**

The authorities competent to grant the concession shall be the same as for Grant of Leave.



## CHAPTER XVI

### 16.0 Social Security

#### 16.1 Contributory Provident Fund

Every employee shall be required to subscribe to the provident fund from the date of his joining and shall be governed by Employees Provident Funds and Miscellaneous Provisions Act, 1952.

It shall be paid to only one member of the family in the following order :

- (i) Widow or widower, as the case may be till his/her death or re-marriage whichever is earlier;
- (ii) Son(s) one by one in the order of seniority who have not attained the age of 21 years;
- (iii) Unmarried daughter one by one in the order of seniority who have not attained the age of 30 years;
- (iv) Son/daughter suffering from disorder or disability of mind or physically gripped or disabled, for their life time or till he/she starts earning livelihood.

#### 16.2 Gratuity

Gratuity shall be payable to the Employees as per Gratuity Act for qualifying period of service with enhanced ceiling limit of Rs.20.00 lakh. The existing rules are given in Appendix III.

#### 16.3 Group Personal Accident Insurance

Every employee shall be insured under the Group Insurance Scheme taken by the Institution from General Insurance Corporation for such amount as may be decided by the Council from time to time.

#### 16.4 Medical Benefits

Group Medical Insurance Scheme

In case of Group Medical Insurance Scheme for hospitalization, it shall be the scheme as entered into



by the Institution with an Insurance Company and the eligibility, medical benefits, premium payable and the procedure for reimbursement, etc. shall be as mutually agreed to between IEI and the Insurance Company. The existing limits of this scheme shall be as per Schedule III.

Sharing of premium of Group Medical Insurance Policy Employer : Employee shall be 50 : 50 or as decided by Council time to time.

- 16.5 National Pension System (NPS) is applicable w.e.f. Dec 2019, in line with (GoI Notification no. F.No.1/3/2016-PR dated 31 January 2019 and No.25014/14/2001-AIS (II) dated 8 September 2009) for IEI permanent employees in lieu of Staff Welfare Fund (SWF).

## CHAPTER XVII

### 17.0 Employees Obligations

#### 17.1 Devotion to Duties

Every employee shall –

- (i) at all times maintain absolute integrity and devotion to duty and shall conduct himself at all times in a manner which will enhance the reputation of the Institution;
- (ii) abide by and comply with all the Rules, Bye-Laws and Regulations of the Institution and all orders and directions of his superior authorities;
- (iii) extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties;
- (iv) endeavour to promote the interests of the Institution and shall not act in any manner prejudicial thereto.

#### 17.2 Leaving Place of Work

No employee shall at any time(s) absent himself from work nor shall leave his Headquarters, without the permission of the competent authority.



### 17.3 Making Public or Publishing Documents

No employee, while in service or after his release for whatever reasons it may be, shall make public or publish any documents or papers or information which might have come in his possession in his official capacity, without the prior permission of the Institution in writing.

### 17.4 Removal of Office Properties

No employee shall carry with him outside the office/place of his duty any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Institution, without the prior permission in writing of the competent authority. Any document or information received or obtained by an employee, during the course of his official duties, from outside source shall be the property of the Institution and he shall hold in trust, on behalf of the Institution till such time it is handed over to the Institution.

### 17.5 Safety

Every employee shall be bound to observe safety instruction as may from time to time be issued/notified by the competent authorities and take other precautions to guard the properties of the Institution, any breach shall be deemed to be misconduct rendering him liable to disciplinary action.

### 17.6 Conduct, Discipline and Appeal Rules

Every employee shall be governed by the Conduct, Discipline and Appeal Rules of the Institution as per **Appendix IV**.

## CHAPTER XVIII

### 18.0 Redressal of Grievances/Appellate Authority

18.1 An employee, who has an individual grievances, may present his grievances verbally in person to his immediate supervisor. If the employee is not satisfied with the reply of his immediate supervisor, he may





within 60 days from the date on which the cause of grievance has arisen submit his grievance in writing to the Appointing Authority specified for the purpose.

- 18.2 When any grievance has been received by the Appointing Authority, it shall give a specific number to the application and shall communicate its receipt to the employee concerned.
- 18.3 The Appointing Authority shall make necessary enquiries and collect data if any within 7 days from the receipt of the application and thereafter shall provide opportunity to the aggrieved employee for personal hearing.
- 18.4 At the personal hearing, the aggrieved employee may be allowed to produce witnesses or documentary evidence, if any, for the proper disposal of the matter.
- 18.5 The Appointing Authority shall, after giving such employee a reasonable opportunity of being heard and after making such enquiry as it deems fit, pass an order in respect of such grievance as it deems to be just and appropriate within a period of 60 days from the date on which grievance is received and such order shall be final.
- 18.6 An employee aggrieved by the final order of the Appointing Authority may within a period of 45 days of the date of receipt of such final order prefer an appeal to the Appellate Authority, specified for the purpose.
- 18.7 The Appellate Authority shall, after giving the appellant a reasonable opportunity of being heard and after making such enquiry as it deems fit, pass an order as it deems to be just and appropriate within a period of 90 days from the date on which such appeal is made and such order shall be final.
- 18.8 Appellate Authority  
The Appellate Authority in case of the Secretary & Director General shall be the Council, and in case of other employee, the President or his nominee.



#### 18.9 Constitution of Internal Complaint Committee (ICC)

As per the Government Notification dated 22 April 2013 on The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and as per guidelines for Protection of Women's Rights at Workplace for IEI, an Internal Complaint Committee (ICC) shall be constituted by the Competent Authority for redressal of grievances. At least one female member must be included in the Committee.

*(Ref: 724th Council Meeting at Jabalpur dated 29 December 2023)*

### CHAPTER XIX

#### 19.0 Amendments, Modifications, Additions and Exceptions

- 19.1 Notwithstanding what has been stated above the Council may, if necessity arises, take independent decision in individual cases on the merit of the case.
- 19.2 The Council may amend, modify, revoke, cancel or add to these Rules from time to time. All such cases, when promulgated, shall take effect from the date of decision of the Council unless specified otherwise by the Council and these changes and any notices, orders or instructions issued thereunder shall be notified from time to time and affixed on the notice boards of the Institution at the Headquarters and the various Centres.
- 19.3 If any doubt arises relating to the correct interpretation of these Rules, the decision of the Council shall be final and binding.
- 19.4 In respect of any matter covered by these Rules which needs elaboration or supplementation or clarification or there is gap, on matters which might arise in implementing these Rules, the President shall take decisions and report to the Council at the next meeting for ratification or otherwise.



**SCHEDULE I**  
**SALARY STRUCTURE**  
[See Rule 6.1]

<b>Designation of Posts</b>	<b>IEI Pay Scale / Pay Level(Rs.)</b>
<b>Group 'A'</b>	
Secretary & Director General	16 (Rs.2,05,400 - Rs.2,24,400)
(For Time-Scale Purpose only)	15 (Rs.1,82,200- Rs.2,24,100)
(For Time-Scale Purpose only)	14 (Rs.1,44,200- Rs.2,18,200)
(For Time-Scale Purpose only)	13 (Rs.1,23,100-Rs.2,15,900)
<b>Group 'B'</b>	
Deputy Director	12 (Rs.78,800-Rs.2,09,200)
Assistant Director	11 (Rs.67,700-Rs.2,08,700)
Executive, Librarian	10 (Rs.56,100-Rs.1,77,500)
	9 (Rs.53,100-Rs.1,67,800)
<b>Group 'C'</b>	
Superintendent (Selection Grade)	7 (Rs.44,900-Rs.1,42,400)
Superintendent, PS to SDG, Sr. System	6 (Rs.35,400-Rs.1,12,400)
Assistant, Computer Programmer, Assistant Librarian	
Assistant-Grade-III, Jr. System Assistant	5 (Rs.29,200-Rs.92,300)
Artist (Diploma Holder from Government Art College), Publication Assistant, Stenographer, House Supervisor	
Grade-I	4 (Rs.25,500-Rs.81,100)
Grade-II	5 (Rs.29,200-Rs.92,300)
Grade-III	6 (Rs.35,400-Rs.1,12,400)
Assistant, Grade-II	4 (Rs.25,500-Rs.81,100)
Assistant, Grade-I	3 (Rs.21,700-Rs.69,100)
Communication Assistant, Assistant Cashier, Library Assistant	
Grade-I	3 (Rs.21,700-Rs.69,100)
Grade-II	4 (Rs.25,500-Rs.81,100)
Grade-III	5 (Rs.29,200-Rs.92,300)
Records Sorter (renamed Multi Tasking Staff), Electrician, Liftman, Retiring Room Attendant (renamed Multi Tasking Staff)	
Grade-III	3 (Rs.21,700-Rs.69,100)
<b>Group 'D'</b>	
Records Sorter (renamed Multi Tasking Staff), Electrician, Liftman, Retiring Room Attendant (renamed Multi Tasking Staff)	
Grade-I	1 (Rs.18,000-Rs.56,900)
Grade-II	2 (Rs.19,900-Rs.63,200)
Office Attendant (renamed Multi Tasking Staff), Office Attendant (Security) (renamed Multi Tasking Staff)	
Grade-I/II	1 (Rs.18,000-Rs.56,900)
Grade-III	2 (Rs.19,900-Rs.63,200)



**SCHEDULE II**  
**ALLOWANCES ON TRANSFER**

[See Rule 9.2]

Lumpsum Transfer Grant (Rs.)	Packing Allowance (flat rate) (Rs.)	By Goods Train (maximum) to Places Connected by Rail	Personal Effects by Road per km (Rs.)
Pay Level 13 (Rs.1,23,100-Rs.2,15,900) up to Pay Level 16 (Rs.2,05,400-Rs.2,24,400)			
4,000/-	1,500/-	Full four wheeler wagon/ 6000 kg / one double container	15.00
Pay Level 7 (Rs.44,900-Rs.1,42,400) up to Pay Level 12 (Rs.78,800-Rs.2,09,200)			
3,000/-	1,200/-	Full four wheeler wagon /6000 kg / one single container	15.00
Pay Level 2 (Rs.19,900-Rs.63,200) up to Pay Level 6 (Rs.35,400-Rs.1,12,400)			
1,500/-	900/-	3000 kg	7.50
Pay Level 1 (Rs.18,000-Rs.56,900)			
1,000/-	600/-	1500 kg	3.80

**SCHEDULE III**  
**ALLOWANCES**

[See Rules 8.4 (deleted), 10.1, 10.2 (deleted), 10.3 (deleted), 10.4 (deleted), 16.4]

**Children Education Allowance (Rule 10.1)**

Children Education Allowance (All Groups) : Rs.2,250/- per month (per Child)

**Group Medical Insurance (Rule 16.4)**

**Insurance for hospitalisation**

Pay Level 1 (Rs.18,000 - Rs.56,900) up to Pay Level 16 (Rs.2,05,400 - Rs.2,24,400) : Rs.5,00,000/- on floater basis (per family per Annum)



**SCHEDULE IV**  
**CONVEYANCE CHARGES ON OFFICIAL DUTY**  
[See Rules 13.2.1 & 13.2.2]

Employees in the	Public Conveyance (Actual fare paid)	Own Conveyance (km) (Propulsion Charges)		
		Car (Rs.)	Scooter/ Motor Cycle/ Moped (Rs.)	Cycle (Rs.)
Pay Level 7 (Rs.44,900 - Rs.1,42,400) up to Pay Level 16 (Rs.2,05,400 - Rs.2,24,400)	Taxi / Hire Car	10.00	1.50	0.50
Pay Level 2 (Rs.19,900 - Rs.63,200) up to Pay Level 6 (Rs.35,400 - Rs.1,12,400)	Scooter Rickshaw/ single seat in mo- torcycle rickshaw/ train(AC 2-Tier) / bus / cycle rickshaw	-	1.50	0.50
Pay Level 1 (Rs.18,000- Rs.56,900)	Bus/single seat in motorcycle rickshaw / train (2nd Class) / bus / cycle rickshaw	-	1.50	0.50

**SCHEDULE IV****SCHEDULE IV TA & DA ON OFFICIAL TOUR**

[See Rules 13.3.2 &amp; 13.3.3]



Employees in the	Mode of Travel				DA on the occasion of all Council Meetings and Engineering Congress for the days of the Meeting	DA on the occasion other than Council Meeting and Engineering Congress
	Air (2)	Rail (3)	Steamer (4)	Road (5)		
(1)					(6)	(7)
Pay Level 13 (Rs.1,23,100 - Rs.2,15,900) up to Pay Level 16 (Rs.2,05,400 - Rs.2,24,400)	Economy/ Standard	AC 1st Class	Highest Class	Taxi/any other class in public bus	Rs.210.00	Rs.1370.00
Pay Level 9 (Rs. 53,100 - Rs.1,67,800) up to Pay Level 12 (Rs.78,800 - Rs.2,09,200)	Economy/ Standard	AC 2 Tier	Highest Class	Taxi/any other class in public bus	Rs.140.00	Rs.990.00



Pay Level 7 (Rs.44,900 - Rs.1,42,400)	-	AC 2 Tier	Highest Class	Taxi/other than ACC class in public bus	Rs.140.00	Rs.990.00
Pay Level 2 (Rs.19,900 - Rs.63,200) up to Pay Level 6 (Rs.35,400 - Rs.1,12,400)	-	AC 2 Tier	Lower Class if there are two classes otherwise middle/2nd Class	Taxi/other than ACC class in public bus	Rs.110.00	Rs.640.00
Pay Level 1 (Rs.18,000 - Rs.56,900)	-	Sleeper Class	Lower Class if there are two classes otherwise middle / 2nd Class	Public Bus (Ordinary)	Rs.70.00	Rs.540.00

Note : (1) The daily allowance specified in column (6) will be applicable for staying only of the employee at Host Centre during the Council Meeting and Engineering Congress on the condition that Host Centre will provide accommodation, food and transport at its expense.

- (2) None of the above mentioned persons will request for or accept hospitality from a Centre exceeding the ceiling limit specified above. In case of Secretary & Director General for attending the Council Meeting, he may accept hospitality which the Host Centre provides to ordinary Council Members. In case of Fora Meetings or meetings other than Council Meetings or other visits, he will be governed by the provisions of column (6) or (7).
- (3) On any other occasion also other than Council Meetings and Engineering Congress, daily allowance will be paid as per column (7) subject to the following conditions :
- (a) If free boarding and lodging is provided, daily allowance will be paid as per column (6).





- (b) When Host Centre provides only lodging, the daily allowance will be paid @ 50% of the rate given in column (7).
- (4) The DA to employees includes all items of expenditure (except local transport) and even if miscellaneous expenditure is actually incurred they will not be entitled for reimbursement. In case any employee is required to carry bulk luggage or papers, actual portorage paid at railway stations/ airport/hotels will be reimbursed.
- (5) The journey by road will be reimbursed at the rate of Rs. 10.00 per km for the distance travelled.
- (6) An employee shall submit along with TA bill the air ticket jacket in case of journey by air and original railway ticket in case of journey by train. E-tickets, in respect of journey by rail, in form of printouts of tickets taken from IRCTC website, shall be treated as original.
- (7) Deleted
- (8) Notwithstanding anything contained in the service rules or financial norms, no Daily Allowance (DA) shall be paid to the employees of IEI for attending Council Meeting, Committee Meetings, Indian Engineering Congress & other meetings etc. where boarding and lodging have been provided by the organizer. DA shall be paid for attending the above events during journey by Train only.



## APPENDIX I

[See Rule 5.3]

The composition of the Selection Committee, Appointing Authority/  
Confirming Authority for All India category of employees of the  
Institution shall be as follows :

Sl. No.	Type of Post	Selection Committee Composition	Appointing / Confirming Authority
1.	All posts which are below Officer Level		
	(a) at the HQ	The Secretary & Director General, Head of the Department Concerned, <b>Head of Administration Department</b> and one external expert(when necessary).	The Secretary & Director General
	(b) at the Centres	The Chairman, a Member of the Council nominated by the President, the Honorary Secretary of the Centre and the Secretary & Director General or an Officer nominated by him.	The Secretary & Director General
2.	Officer up to and including the Level of Deputy Director		
	(a) at the HQ	The President, the Secretary & Director General, Head of the Department Concerned, <b>Head of Administration Department</b> and one external expert (when necessary).	The Secretary & Director General
	(b) at the Centres	The President or a Member of the Council nominated by him in his place, a Member of the Council nominated by the President, the Secretary & Director General and one expert.	The Secretary & Director General
3.	Secretary & Director General	A Search Committee as deemed fit by the Council.	The Council through President



## **ELIGIBILITY FOR PROMOTION TO ASSISTANT GRADE I UPTO AND SUPERINTENDENT AND OFFICERS**

[See Rule 5.12]

### **1.0 Educational Eligibility for promotion to Assistant Grade I upto and Superintendent**

The employee shall be Graduate from a recognised university for internal promotion to Assistant, Grade-I upto and including the Superintendent and shall have rendered a total period of not less than 6 years of satisfactory service with the Institution against the existing vacancy on the basis of selection process of test and interview. Those employees who have already been promoted to Assistant Grade-I/Grade-II/Grade-III, the minimum qualification for internal promotion would be Graduate from a recognized university.

All the number of eligible candidates as on 01 June be called for promotion test/interview. All others procedures will remain unchanged as per Promotional Rules.

### **2.0 Eligibility for Promotion**

Fast track promotion will be given to the IEI permanent employees based on the laid down eligibility criteria for a minimum period of service as under :

- a) 5 years for Group A & B employees
- b) 6 years for Group C & D employees

### **3.0 Delete**

### **4.0 Filling of Posts requiring Skills**

- 4.1 In case of filling of posts requiring special skill by promotion from amongst employee (not ordinarily requiring such skill), selection shall be done by the Selection Committee taking into consideration the skill and aptitude of an employee.
- 4.2 The post requiring special skills are, for example, Publication Assistant, Stenographer, Assistant, Library Assistant, Liftman, Electrician, etc.



- 4.3 In case of filing the posts enumerated in para 4.2 if no internal candidate with a record of not less than five years of satisfactory service with the Institution in the next lower grade, qualifies himself in the test and is not found suitable by the Selection Committee, the vacancy shall be filled by direct recruitment by inviting candidates from the Employment Exchange.

#### **5.0 Direct Recruitment**

- 5.1 In case of direct recruitment in any post in Group 'C' up to and including the rank of Superintendent the minimum educational qualification shall be Graduate from a recognised university.
- 5.2 In case of direct recruitment in Group 'D' minimum qualification shall be Higher Secondary
- 5.3 Deleted
- 5.4 In all such cases the candidate shall have to pass suitable tests, as laid down by the Secretary & Director General and shall have to appear before the Selection Committee approved for the purpose.
- 5.5 If an internal candidate desires to apply for direct recruitment for a post, he shall do so with prior intimation to the Head of the Department to which he is attached.
- 5.6 In case an internal candidate scoring equal marks with an external candidate, the internal candidate shall get preference for selection over the external candidate.
- 5.7 Full reimbursement of actual medical expenses incurred for assessing the medical fitness as per the advice of CMO, M R Bangur Hospital or an expert nominated by the Appointing Authority at the time of joining by way of direct recruitment claim is allowed to the employee joining IEI, after confirmation.

#### **6.0 Satisfactory Service**

An employee shall be considered to have rendered 'Satisfactory Service' which will also mean satisfactory efficiency, conduct and punctuality in attendance. Provided further, there should not be any record of his having been awarded any punishment in the last three years and in currency of any punishment awarded earlier.



## GRATUITY RULES

[See Rule 16.2]

(1) Payment to Permanent Employees

Gratuity shall be allowed in accordance with the scale and the manner and the time described hereafter to employees and all the benefits granted by the Fund shall be payable only in India. Payment of Gratuity to be admissible to an employee rendering continuous service for a minimum period of 60 months.

(a) On termination of service **or on retirement or on reaching the age of superannuation;**

(b) On death while in service;

(c) On resignation.

(2) Gratuity shall be payable to the IEI employees as per Gratuity Act for qualifying period of service with enhanced ceiling limit of Rs.20.00 lakh. Payment of Gratuity (Amendment) Act, 2018

‘Salary’ shall mean the total in the pay of the pay level and dearness allowance.

(3) No gratuity shall be paid to an employee who is dismissed for gross misconduct such as willful insubordination or disobedience, causing damage to the property or premises of the Institution, theft or fraud or dishonesty, taking party or inciting strikes and habitual breach of office orders and neglect of work.

(4) The Council shall have the power, in its discretion, to pay the gratuity in one sum or separate sums on dates prescribed by the Council.

(5) All gratuity payments shall be subject to deductions on account of income-tax, super-tax, or any other tax of the Government of India, if any, on the date of its accrual.

(6) In the event of death while in service of a member, who is eligible to receive a gratuity, the sum may be paid to his widow or surviving sons or daughters or other dependents in such proportions as the Trustees may, in its discretion, think fit.





- (7) Application for gratuity shall be duly recommended by the Secretary & Director General of the Institution.
- (8) Application for gratuity under these rules shall be made within one year from the date of retirement, resignation or death of the member.

**APPENDIX IV**  
**CONDUCT, DISCIPLINE & APPEAL RULES FOR THE**  
**EMPLOYEES**

**1. Title**

These Rules will be known as the 'Conduct, Discipline & Appeal Rules' of The Institution of Engineers (India).

**2. Application**

These Rules shall apply to all employees, whether employed in the Headquarters of the Institution or in office of any of its State or Local Centres throughout India.

**3. Definitions**

- (a) 'Institution' means The Institution of Engineers (India) incorporated by Royal Charter dated 9th September, 1935.
- (b) 'Charter' means the Royal Charter of the Institution dated 9th September, 1935.
- (c) 'Headquarters' means the Headquarters of the Institution situated in Kolkata.
- (d) 'Centre' means Centre of the Institution and shall mean State/ Local Centre.
- (e) 'Council' means the Council of the Institution constituted under its Bye-Laws.
- (f) 'President' means the President (in office) of the Institution.
- (g) 'Secretary & Director General' means the Secretary & Director General of the Institution as may be appointed by the Council from time to time.



- (h) 'Head of the Department' means the in-charge or head of a department of the Headquarters of the Institution.
- (i) 'Appointing Authority' means the authority competent to make appointments to the Group of posts in which the employee for the time being is included or the post of the time scale which the employee for the time being holds.
- (j) 'Appellate Authority' means the authority competent to receive, deal with and dispose of appeals made by an employee of the Institution.
- (k) 'Employee' means a person in the whole-time or part-time employment of the Institution, excluding a casual employee.
- (l) 'Year' means (unless otherwise specified) financial year of the Institution commencing on 1st day of April of a year and ending on 31st day of March of the succeeding year.
- (m) 'Month' means a calendar month.
- (n) 'Day' means a calendar day beginning and ending at midnight, but an absence from Headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- (o) 'Family' means the family of an employee as specified in the Service Rules for the employees of the Institution.

#### 4. Minor Misdemeanours

The following acts or omissions shall be treated as minor misdemeanours for which an employee may be liable to (i) warning, (ii) censure, or (iii) fine :

- a) Bad time-keeping;
- b) Not commencing work at the official time or stopping work before official time unless permission or instructions to cease work earlier have been given;
- c) Leaving place of work without sufficient cause during working hours;
- d) Careless or negligent work;
- e) Laziness and inefficiency;



- f) Committing a nuisance in the office premises;
- g) Sleeping on duty;
- h) Quarrelling which may have subversive effect in office discipline;
- i) Absent without prior or post-facto permission;
- j) Obtaining or attempting to obtain leave on false pretence;
- k) Unnecessary interference in the work of other employees;
- l) Failure to carry out work in accordance with general or specific instructions given by officers directly or through delegated authority;
- m) Failure to notify any change of address and/or change in structure of family;
- n) Any other act subversive of office discipline.

#### **5. Major Misdemeanours**

The following acts or commission and / or commission whether alone or in combination with others shall be treated as major misdemeanours:

- i) Wilful insubordination or instigation thereof or insult to superiors or disobedience or the instigation thereof whether alone or in combination with others or any lawful and reasonable order of a superior;
- ii) Participation in an illegal strike and abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others;
- iii) Willful slowing down in performance of work or abatement or instigation thereof;
- iv) Theft, fraud, breach of trust, or dishonesty in connection with the employee's business or property or a theft of another employee's property, or sabotage within the Institution premises;
- v) Demanding, offering or accepting bribes or any illegal gratification;



- vi) Habitual absence from duty or absence without prior sanction exceeding seven consecutive days of overstaying the sanctioned leave without previous written permission for a period exceeding seven consecutive days;
- vii) Soliciting or collecting contributions for any purpose at any time in the Institution premises without prior written permission of the Secretary & Director General;
- viii) Engaging in private work or trade or business or other employment without written permission of the Secretary & Director General while in service;
- ix) Drunkenness, addiction to drugs or riotous or disorderly or indecent behaviour or threatening, intimidating, coercing, abusing or insulting any employees of the Institution or interfering with the work and free movement of Officers and/or other employees against their will;
- x) Assault or threat of assault either provoked or otherwise within or outside the Institution premises;
- xi) Commission of any act not in conformity with the usual standards of good behaviour or the discipline of the Institution;
- xii) Gross neglect of work or gross or habitual negligence;
- xiii) Breach of any rules or instructions for the maintenance and operation of any machinery;
- xiv) Loss or damage, whether wilful or due to irresponsible action or negligence or carelessness in working to any goods or property of the Institution or any instigation or abatement thereof or failure to return within time Institution property issued to the employee;
- xv) Gambling within the Institution premises;
- xvi) Abuse of any leave privileges or concession or any other benefits for the time being in force;
- xvii) Not taking reasonable precautions to safeguard the Institution property and prevent accident or damage to it;



- xviii) Loitering, idling or wasting time during working hours or malingering or being within the Institution premises after authorised hours of work without permission;
- xix) Refusal to accept or to take notice of any order or charge sheet or any other communication served in accordance with these Rules either in person or in due course by post;
- xx) Knowingly interfering with the record of attendance or means of recording attendance of himself or any other employee;
- xxi) Conviction in any Court of Law for any criminal offence;
- xxii) Conduct which endangers the life and safety of any person;
- xxiii) Conduct in private life prejudicial to the interests or reputation of the Institution;
- xxiv) Refusal on the part of the employee to work;
- xxv) Giving false information regarding his name, age, qualifications, etc at the time of employment and thereafter;
- xxvi) Indulging in political activities within the office premises;
- xxvii) Distributing or exhibiting within the Institution premises handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representation of any matter without the previous sanction of the Secretary & Director General;
- xxviii) Making false, vicious or malicious statements public or otherwise, against the Institution or any member or employee of the Institution or committing any act prejudicial to the Institution or any other employee unless the employee concerned can prove to the satisfaction of the Secretary & Director General that the statements are made in good faith;
- xxix) Willful falsification, defacement or destruction of personal records or any records of the Institution;
- xxx) Unauthorised possession of any lethal weapon within the Institution premises;
- xxxi) The commission of a minor misdemeanour after two previous warnings or fine or censure;



- xxxii) Trespassing of forcible occupation of the Institution quarters;
- xxxiii) Any other offence sufficiently serious to be classed as major misdemeanour, full particulars of which shall be entered on the charge sheet / show-cause letter.

#### **6. Procedure for Imposing Penalties**

Only the Appointing Authority is empowered to impose a major penalty. The Appointing Authority shall frame definite charges on the basis of the report from the relevant authority (Honorary Secretary of the Centres / concerned Officer) / investigation report which together with a statement of allegations on which they are based, shall be communicated in writing to the employee, who shall be required to submit a written explanation within 15 days.

On receipt of the written explanation or if no such explanation is received from the employee within a period of 15 days, an enquiry may be held by the Appointing Authority himself, or by a person as Enquiry Officer, or a group of persons as Enquiry Committee appointed for the purpose by the Appointing Authority.

Provided, however, that the person or persons so appointed by the Secretary & Director General shall be either Members of the Council of the Institution or employees of the IEI.

At the enquiry, a reasonable opportunity shall be afforded to the employee for explaining and defending his case, but he will not be allowed to engage a legal practitioner or any outsider for this purpose. In case of failure to submit written explanation or appear before the Enquiry Officer or the Enquiry Committee, as the case may be, the Enquiry Officer or the Enquiry Committee shall be free to record an ex-parte finding after issuing suitable warning to the employee / employees.

At the conclusion of the enquiry, the Enquiry Officer or the Enquiry Committee shall prepare a report of enquiry, recording its findings on each of the charges together with the reasons thereof.

In case of enquiry by a duly appointed Enquiry Officer or Enquiry Committee, the Appointing Authority shall consider the enquiry report, recording his conclusions on each charge and pass appropriate orders.





No warning or censure or order of fine or order of any other penalty shall be made unless the employee concerned is given a charge sheet in writing and is afforded an opportunity of explaining the circumstances alleged against him.

The Honorary Secretary (in case of employees at the Centres) or the Head of the Department / Section / Cell (in case of employees at the Headquarters), as the case may be, will be competent to issue only warning or order of censure to an employee for charges proved against him under intimation to the Secretary & Director General.

#### **7. Suspension**

An employee against whom any action is proposed to be taken for a major misdemeanour may be suspended by the Honorary Secretary under intimation to Secretary & Director General or the Secretary & Director General, the Appointing Authority, on subsistence allowance equal to half of the total basic pay and dearness allowance pending decision of the enquiry. The order of suspension shall take effect immediately on its communication to the employee. If, however, on being honourably acquitted the order of suspension is rescinded, the employee shall be deemed to have been on duty during the period of suspension and shall be entitled to the same pay / wages as he would have received if he had not been suspended.

#### **8. Penalties**

The penalties which may be imposed for any act or acts of major misdemeanour are:

- (i) Reduction to a lower class, grade or post or a stage in a time scale;
- (ii) Break in service;
- (iii) Removal, discharge or dismissal from service.

#### **9. Appeals against Orders Imposing Penalties**

- 9.1 An employee may appeal against an order of censure or warning or an order imposing penalty upon him to the appropriate Appellate Authority within one month of the date of order.



- 9.2 The Appellate Authority shall, after giving the Appellant a reasonable opportunity of being heard and after making such enquiry as it deems fit, pass such an order as it deems to be just and appropriate within a period of 90 days from the date on which such appeal is made and such order shall be final.
- 9.3 The Appellate Authority in case of the Secretary & Director General shall be the Council, and in case of other employees, the President or his nominee.

#### **10. Amendments, Modifications, Additions and Exceptions**

- 10.1 Notwithstanding what has been stated above, the Council may, if necessity arises, take independent decision in individual cases on the merit of the case.
- 10.2 The Council may amend, modify, revoke, cancel or add to these Rules from time to time. All such cases, when promulgated, shall take effect from the date of decision of the Council unless specified otherwise by the Council and these changes and any notices, orders or instructions issued thereunder shall be notified from time to time and affixed on the notice boards of the Institution at the Headquarters and the various Centres.
- 10.3 If any doubt arises relating to the correct interpretation of these Rules, the decision of the Council shall be final and binding.
- 10.4 In respect of any matter covered by these Rules which needs elaboration or supplementation or clarification or there is gap on matters which might arise in implementing these Rules, the President shall take decisions and report to the Council at the next meeting for ratification or otherwise.