

**The Rules, regulations, instructions, manuals and records, held
by it or under its control or used by its employees for
discharging its functions**

[Section 4(1)(b) (v)]

**INSTITUTE OF MANAGEMENT IN GOVERNMENT
Thiruvananthapuram**

SERVICE RULES

Chapter I - Preliminary

General Scope

- 1.1 These rules shall be called the Institute of Management in Government Service Rules.
- 1.2 These rules shall apply to all categories of staff of the Institute. These rules will, however, not apply to short term/contract appointments or consultancy assignments. Such appointments/assignments will be based on the terms of such assignments/appointments approved by the Executive Committee
- 1.3 These rules shall be deemed to have come into force with effect from the date specified by the Governing Body and they shall be in force until any provision is amended by the Executive Committee.
- 1.4 When a doubt arises as to the interpretation or application of any of these rules, the matter shall be referred to the Executive Committee and its decision shall be final.

Definitions

1. *Institute* means the Institute of Management in Government and covers its main office at Trivandrum and the Regional Centres.
2. *Board* means the Governing Body of the Institute
3. *President* means the President of the Governing Body of the Institute.
4. *Executive Committee* means the Executive Committee of the Institute.
5. *Chairman* means the Chairman of the Executive Committee.

6. *Academic Staff* means those who are engaged in academic work and shall include Professors, Associate Professors, Assistant Professors, Lecturers, Registrars, Fellows, Dy. Directors, Asst. Directors, Associate Fellows, Research Associates and such other posts as may be included by the Executive Committee under this category from time to time.
7. *Non-academic Staff* means all those other than academic staff and shall include administrative and library staff and any other staff included under this category from time to time.
8. *Last Grade Service*: This category includes all services in the following categories unless otherwise decided by and declared by the Executive Committee.
 - a) Gardeners
 - b) Peons
 - c) Cleaners/Sweepers
9. *Temporary Post*: Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
10. *Permanent post*: Permanent post means a post sanctioned without limit of time.
11. *Probationer*: A person on probation on a post is one appointed to a post for determining his fitness for eventual substantive appointment to the post.
12. *Appointing Authority*: In relation to any post under the Institute means the authority competent to make appointment to that post under these rules.
13. *Sanctioning authority*: means the authority competent to sanction the particular activity as specified by the Board/Executive Committee from time to time.
14. *Competent authority*: in relation to the exercise of any power means the Board or any authority to which the power has been delegated.
15. *Joining Time*: means the time allowed to an employee to join a post.
16. *Month*: Month means a calendar month. In calculating a period expressed in terms of months and days, completed calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

Note: Whenever it is necessary to calculate a period in a calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on

which the period begins or if there is no such corresponding day in the month, then on the last day of the month.

Ex: A period of six calendar months beginning on the 28th February ends on 27th August, 31st March ends on 30th September, 30th or 31st August end on 28th or 29th February, if leap year.

17. **Year:** means the Financial year which begins on April 1 and ends on March 31 of the following year.
18. **Lien:** means the right of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to **which he was appointed substantively**.
19. **Foreign service:** means service in which an employee receives his pay with the sanction of the Institute from any source other than his own funds.
20. **Holiday:** mean a holiday declared by the Institute.
21. **Officiate:** An employee officiates in a post when he performs the duties of a post in which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
22. **Honorarium:** means a recurring or non-recurring payment granted to an employee from the Institute's funds as remuneration for such special work as may be determined by the Institute from time to time.
23. **Leave Salary:** means the monthly amount payable by the Institute to an employee on leave.
24. **Pay:** means the amount drawn monthly by an employee as:
 - a) The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre and ;
 - b) personal pay and special pay
25. **Personal pay:** means additional pay granted to an employee
 - a) to save him from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
 - b) in exceptional circumstances, on other personal considerations.
26. **Special pay:** means an addition of the nature of pay to the emoluments of a post of an employee granted in consideration of

- a) the specially arduous nature of the duties or
- b) a specific addition to the work or responsibility or
- c) in lieu of higher time scale

27. **Substantive pay:** means pay other than special pay, personal or emoluments classified as pay by the Institute to which employee is entitled on account of a post to which employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position a cadre.

Note: When special pay is granted in lieu of a higher time scale, such special pay will also count as substantive pay, provided to an employee holds a lien on the post to which the special pay attached.

28. **Time scale pay:** means pay which subject to any condition prescribed in these rules, rises by periodical increments from minimum to a maximum. It includes the class of pay known progressive.

Note: a) Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate increment of the time-scale are identical.

b) A post is said to be on the same time-scale as another post on a time-scale, if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre class having been created in order to fill all posts involving duties of approximately the same character or degree responsibility of that the pay or the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

29. **Basic pay:** means the pay of the employees fixed in the grade which he/she is posted, at the time of his joining the post.

30. **Actual pay:** means the minimum pay of the employee in the grade plus the increments earned by him.

31. **Travelling Allowance:** means an allowance granted to an employee to cover the expenses which he incurs in travelling in connection with the affairs of the Institute.

32. **Public Conveyance:** means a train, steamer, bus, boat or other conveyance which plies regularly for the conveyance of passengers.

33. **Standing orders:** means orders and rules which will govern the duties of the various categories of staff of the Institute, which may be issued by the Director from time to time.

34. **Duty:** A person is said to be on duty when he actually performs the duties assigned or responsibilities attached to the post borne on the cadre of such service. Holidays and other authorised absence (other than leave) will be

considered as duty only if the person is actually on duty immediately preceding and immediately after such absence.

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CHAPTER II

CRREATION OF POSTS, RECRUITMENT AND TERMINATION

2.1 Creation of posts

Posts under the Institute shall be created from time to time by the Executive Committee by virtue of the powers vested in them under the Rules of the Institute. There shall be both permanent and temporary posts as determined on the basis of need and the duration of tasks. The Director will make recommendations to the Executive Committee at the time of seeking crreation, of a post as to whether should be treated as permanent or temporary. The titles of the various posts will be consistent with the standard titles prescribed by the Institute from time to time and pay scales will be the standard pay scales prescribed by the Institute.

2.2 Appointing Authority

Appointment to a post under the Institute shall be made as follows:

- 1) In the case of permanent posts having a scale of pay with maximum of Rs.2,100/- and above but not exceeding Rs.3,800/- the appointing authority shall be the Executive Committee. When the maximum exceeds Rs.3,800/- prior sanction of Government shall be obtained.
- 2) In the case of temporary posts, having a pay scale with a maximum of Rs.1,500/- and above, but below Rs.3,500/- per month for a period of one year, the appointing authority shall be the President.
- 3) For all academic posts having pay scale with a maximum of Rs.1,900/- per month and non-academic posts having a scale of pay the maximum of which is below Rs.2,100/- per month, the appointing authority shall be the Director.
- 4) For casual posts on daily wages, the appointment authority shall be the Director. The wage rates for casual labour shall be as approved by the Governing Body.

- 2.3 Appointments in the place of employee dismissed removed or reduced: When an employee has been dismissed, removed or reduced from any cadre in the service, the vacancy caused thereby or arising subsequently in such cadre in the service shall not be substantively filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal, removal or reduction is decided and except in conformity with such decision or unit the time allowed for preferring an appeal has expired, as the case may be.

- 2.4 The age of retirement of the staff of IMG shall be sixty (Amended by resolution dated 5-1-84 of the Executive Committee)
Reemployment in service beyond, the date of normal retirement:
Nothing in these rules shall be construed to limit or abridge the power of the Governing Body/Executive Committee to re-employ persons in the service of the Institute who have reached the date of normal retirement prescribed by the Executive Committee provided that the re-employment is not sanctioned beyond two years after the date of normal retirement, the re-employment being only for one year at a time and the reasons recorded in writing.
- 2.5 When an employee does not resume duty after remaining on leave for a continuous period of three years, his services are liable to be terminated after giving him due notice.
- 2.6 Unless it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Institute and he/she may be employed in any manner required by proper authority without claim for additional remuneration. No member shall engage directly or indirectly in private practice or trade or business or occupation, except in work undertaken with the previous permission of the Director.

Note: 1 Every employee must attend the Institute punctually. For every three days late attendance without permission, an employee shall forfeit a day's leave, casual or otherwise for which is eligible. The computation of the forfeiture of a day's leave will be with respect to the calendar year and late attendance without permission for less than three days at the end of a calendar year will be ignored.

2. Disciplinary action may be taken against the concerned person for habitual late attendance without permission.

- 2.7 Notwithstanding anything contained in any of the rules in this part, where an employee unauthorisedly absents himself from duty on accounts of participation in any strike, it shall cause interruption in service entailing forfeiture of salary during the period of such absence and/or of past services.
- 2.8 Where an employee forfeits past service under Rule 2.7 he shall lose the benefit of all increments earned by him in the scale of pay of the post which he was holding at the time of interruption and such past service shall not count for purposes of increments or leave.

Note: Refusal to work though physically present at the place of duty by resort to pendency strike or stay-in-strike or other methods will be treated as unauthorised absence.

- 2.9 Two or more employees cannot be appointed substantively to the same permanent post at the same time.

2.10 Selection to each post will be done by a Selection Committee constituted for this purpose. While there will be no automatic promotions, the Committee will consider the performance of all internal candidates before making recommendations for the appointment.

2.11 Every person appointed to a post under the Institute shall be on probation for a period of one year on duty within a continuous period of two years. The appointing authority can extend the period of probation for a further period not exceeding one year, the reason thereof to be recorded in writing.

Note: Maternity leave will be treated as duty for the purpose of probation. But other kinds of leave combined with Maternity leave will not be treated as duty.

this will have effect from 15-2-1988 (vide proceedings No.123/89/IMG dated 27-7-1989)

2.12 If a person is found unsuitable for holding the post during the probation period including the extended period in rule 2.11 above or has not completed the period of probation satisfactorily, his services will be terminated, after giving notice. However if the person was already confirmed in another post at the Institute, he will have the option to join that post.

2.13 Every person appointed to a permanent post will be confirmed on satisfactory completion of the period of probation.

2.14 The seniority of employees of the Institute in each category will be determined by the order of merit in which they were selected for appointment to the grade. Those selected on an earlier occasion shall be ranked senior to those selected later.

2.15 An employee shall be temporary employee of the Institute until he is confirmed in a permanent post under the Institute. Those who are confirmed in a permanent post under the Institute shall be permanent employees of the Institute.

2.16 Termination of Service

- 1) The service of a temporary employee appointed without a fixed tenure may be terminated by the Appointing Authority without assigning reasons:
 - a) during the period of probation following appointment at any time without notice; and
 - b) if the post is temporary, at any time by a notice of one month in writing on either side, or at any time without notice on payment of one month's pay.
- 2) The services of a permanent employee may be terminated following a termination procedure consisting of the appointment of a committee of enquiry by the Governing Body and giving opportunity to the employee whose

services are proposed to be terminated, of being heard by the Committee. Such termination may be effected on a notice of three months or on payment of pay for such periods the notice falls short of three months.

- 3) An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him and where the leave so admissible and granted is more than three months, his service shall be terminated on an expiry of such leave.
- 4) In the case of contract appointments, termination will be according to the terms of the contract.

2.17 Retirement on medical grounds

An employee will be liable to be retired on his being declared medically unfit for service by a Medical Board to be constituted by the Executive Committee.

2.18 Resignation

Subject to the acceptance of resignation of the competent authority, a permanent/temporary employee may, notice of three months/one month as the case may be, in writing, addressed to the appointing authority, resign from the service of the Institute or by payment of salary in lieu thereof. The appointing authority may permit an employee to resign from the service without insisting on the notice.

2.19 Service Record

The Institute shall maintain a service record and develop a performance appraisal system. Periodic reports of performance appraisal will be kept in service records. Inadequate performance can be a ground for termination of the services of an employee contemplated under Rule 2.16 (2).

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CHAPTER III

PAY

- 3.1 Except in the case of personal pay, the pay of an employee shall not be so increased as to exceed the maximum of the pay sanctioned for the post.
- 3.2 An employee shall, on his appointment to a post on a time-scale, draw pay at the minimum of the time scale, unless the appointing authority decides that he shall draw pay at any higher stage.
- 3.3 Where an employee holding a post in a substantive, temporary or officiating capacity is appointed to another post carrying a higher time scale of pay, his initial pay in the higher time scale of pay shall be fixed at the stage next above the pay notionally arrived at in the lower time scale of pay increasing the actual pay drawn by him in the lower time scale by one increment. A refixation of pay will be allowed whenever there is a change of pay in the lower time scale.
- 3.4 The holder of a post, the pay of which is changed or revised, shall be treated as if he were transferred to a new post on that pay, provided that he may at his option retain his old pay until the date on which he had earned his next or any subsequent increment in the old scale, or until he vacates his post or ceases to draw pay in that time-scale. The option once exercised shall be final.
- 3.5 Unless otherwise mentioned in the orders sanctioning revision of the scale of pay, the following principles will be followed for fixation of pay when the scale of pay, of a post is revised.
 - a) If the pay drawn in the previous scale is less than the minimum of the revised scale, then the pay in the revised scale may be fixed at the minimum.
 - b) If the pay drawn in the previous scale is a stage in the revised scale, the pay in the revised scale may be fixed at the next stage.
 - c) If the pay drawn in the previous scale is not a stage, then the pay in the revised scale may be fixed at the next stage.
- 3.6 In regard to persons joining the Institute either on leave or on deputation from other public Institution/Universities/Government, the increase in pay (which includes personal pay, special pay, etc.) they are entitled to in their parent Institution/University/Government, during the period of leave/deputation shall be protected subject to the terms on deputation and the arrears, if any for the period of their service at the Institute, paid by the Institute.
- 3.7 An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory. IN ordering

the with-holding of the increment, the with-holding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponement of future increments.

- 3.8 The following provisions prescribed the conditions on which service counts for increment in a time scale;
- a) All duty in a post on a time scale counts for increments in that time scale.
 - b) All leave, except leave without allowances taken otherwise than on medical certificate count for increments in the time scale.
 - c) Period spent on study leave, on deputation or on other full time assignment such as foreign service subject to a maximum of 3 years shall count for increments applicable to a post in which the employee holds a lien.
 - d) The Executive Committee shall have the power to declare a period of leave without allowances to count for increment.
- 3.9 Good service entries and incentive awards are possible advance increments for the recognition of meritorious service rendered by the employees of the Institute. Incentive awards be made for outstanding performance of employees in the discharge of their duties and responsibilities. Under a scheme of performance criteria to be evolved by the Institute cases of extra-ordinary originality, imagination and brilliance, or rare devotion to duty deserving recognition in a special way and suggestions for reduction of expenditure without affecting efficiency can all be considered for incentive awards. The system of awarding good service entries and incentive awards are eminently suited for recognizing specific or individual cases of meritorious service/work on the part of the employee the grant of advance increment being restricted to cases of sustained merit and continuous record of good work. In other words, good service entries, incentive awards and advance increments will be in an ascending order in the matter of recognition of meritorious services.
- 3.10 There shall ordinarily be no extra remuneration for additional work performed. However, during exceptional occasions when some of the staff may have to put in considerable amount of extra effort, extra remuneration may be considered by the Director on the recommendation of the Head of Department.

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CHAPTER IV

LEAVE RULES

4.1 General

4.1.1 In these rules:

- a) Leave includes earned leave, half pay leave, commuted leave, leave without allowances, leave not due and maternity leave
- b) Half pay leave means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- c) Completed years of service means continuous service of the specified duration under the Institute.

4.1.2 Right of leave

Leave cannot be claimed as a matter of right and when the exigencies of service so demand, leave of any description be refused or revoked by the leave sanctioning authority.

4.1.3 Earning of leave

Except as otherwise provided in these rules, leave shall be earned by periods spent on duty only.

4.1.4 Commencement and termination of leave

- a) Leave begins from the date on which leave is actually availed of and ends on the day preceding the day on which duty is resumed.
- b) Sundays or other holidays may be prefixed or suffixed to leave other than to leave without allowances

4.1.5 Return to duty on expiry of leave

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

4.1.6 Combination of leave

Except as otherwise provided in these rules, any kind of leave other than casual leave under these rules may be granted in combination with or in continuation of any other kind of leave.

4.1.7 Grant of leave beyond the date of retirement

No leave shall be granted beyond the date on which an employee must ordinarily retire. If an employee is prevented from taking leave on account of exigencies of

service, he or she will be granted leave beyond the retirement date to a maximum limit of 120 days.

Note 1) For the purpose of this rule, an employee may be deemed to have been denied leave only if, in sufficient time before the date on which he must retire or the date on which his duties finally cease, he has either formally applied for leave as leave preparatory to retirement and has been refused it on the ground of exigencies of service or has ascertained in writing from sanctioning authority that such leave if applied for would not be granted on the aforesaid ground.

2) An employee who has been granted an extension will be deemed to be in the continuous service of the Institute.

4.1.8 Conversion of one kind of leave into other kind

- i) At the request of a person, the Director may sanction conversion of any kind of leave including leave without allowances retrospectively into leave of a different kind which may be admissible as on the date or which the conversion is sought but earned leave granted cannot be converted into other kind of leave.
- ii) If one kind of leave is converted into another, the amount of leave salary admissible as on the earlier date from which leave being converted, shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered as the case may be. But the employee concerned cannot claim it as a matter of right.

4.1.9 Rejoining of duty on return from leave on medical grounds

A person who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such person as may be prescribed.

4.1.10 Leave should always be applied for and sanctioned before it is availed of except in cases of emergency.

4.1.11 The Director or Director's nominee shall be the sanctioning authority for grant of leave, unless otherwise specified.

4.2 Earned Leave

- a) The earned leave admissible to an employee shall be one eleventh of the period on duty.
- b) An individual shall cease to earn leave when earned leave accumulated totals 240 days.

- c) The maximum earned leave that can be granted to an individual at a time shall be 180 days.
- d) Earned leave may be granted to an individual exceeding a period of 120 days if the entire leave so granted or any portion thereof is spent outside India, provided that where earned leave exceeding a period of 120 days is granted under this sub rules, the period of such leave spent in India shall not be aggregate exceed 120 days.

4.3 Half pay Leave

The half pay leave admissible to a person in respect of each completed year of service shall be 20 days. Half pay leave may be granted to a person on medical certificate or on private affairs.

4.4 Commuted Leave

Commutated leave not exceeding half the amount of half pay may be granted subject to the following conditions.

- a) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- b) When commuted leave is sanctioned twice the amount of such leave would be debited to the half pay leave.

4.5 Leave Without Allowances

- a) Leave without allowances shall always be without pay and may be granted when no other kind of leave is admissible.
- b) Leave without allowances does not count for increment, unless otherwise specified.

4.6 Other Leaves

4.6.1 Leave not due

Save in the case of leave preparatory to retirement, leave not due may be granted on half pay to an employee in permanent employment for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. This will be debited against the half pay leave which the employee earns subsequently. Leave not due should be granted only if the sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on the expiry of the leave and earning an equal amount of half pay leave thereafter.

4.6.2 Special Disability Leave

1. An Officer who is disabled by injury in consequence of on during the due performance of his official duties or in consequence of his official position, may be granted special Disability Leave subject to the following conditions:
 - i) IF the disability manifests itself within three months of the occurrence of the event to which it is attributed and the person disabled promptly brings it to the notice of the authority, the Executive Committee may, on being satisfied of the cause of the disability, permit leave to be granted incases here the disability manifests itself three months after the occurrence of the event to which the disability is attributed.
 - ii) Leave will be granted only to the extent certified by the medical attendant of the officer to be necessary. The period shall in no case exceed 24 months in consequence of any one disability.
 - iii) Special Disability Leave may be combined with leave of any other kind.
 - iv) The leave shall not be debited against the Leave Account.
 - v) Leave salary admissible during Special Disability Leave will be as follows:
 - a) for the first four months – Leave salary admissible if the person concerned is on Earned Leave and;
 - b) for the remaining period of leave – Leave salary admissible if the person concerned if on Half Pay Leave.
2. Special Disability Leave may also be granted to an Officer who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the civil post which he holds, subject to the following further conditions:
 - i) The disability, if due to disease, must be certified by the Medical attendant of the officer to be directly due to the performance of the particular duty.
 - ii) If the Officer has contracted such disability during service, it must be, in the opinion of the Institute, so exceptional in character, or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave; and
 - iii) The period of absence recommended by the medical attendant of the officer may be covered in part by leave under this rule and in part by other leave, and the amount of special disability leave granted on full pay ie. pay admissible had he been on duty during the period of leave, may be less than four months.

4.7 Maternity Leave

- a) Maternity leave may be granted to a woman employee on full pay for a period which may extend upto the end of three months from the date of its commencement.

- b) Such leave shall not be debited to the leave account.
- c) Maternity Leave may be combined with leave of any other kind.

Note: Maternity Leave may also be granted in cases of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a Medical Certificate.

4.8 Leave for Foreign Assignment

An employee may be granted leave of absence without pay for taking up an outside assignment for a continuous period not exceeding three years.

4.9.1 Casual Leave

- a) Casual Leave is not recognised as leave. Technically therefore an employee on casual leave is not treated as absent from duty and his pay and allowances are not intermitted.
- b) The amount of casual leave admissible is 20 days in a calendar year subject to the condition that, the period of absence on casual leave should not exceed 10 days at a time.
- c) Casual Leave may be combined with Sundays and other authorised holidays. But the total period of absence should not exceed 15 days at a stretch. In case of Employees who are eligible for Home Travel Concession the maximum period of absence will be 20 days for visiting their native place.
- d) When the period of continuous absence exceeds 12 days, the entire period of leave should be treated wither as earned leave, half pay leave, commuted leave or leave without allowances.
- e) A casual leave register should be maintained to record the casual leave taken.
- f) No person may, except for unavoidable circumstances like sudden illness avail himself of casual leave, unless it has been sanctioned previously by the competent authority.
- g) With regard to persons who join the Institute in the middle of a leaev year, the authority competent to grant such leave will have the discretion to grant either the full quota of 20 das or only a portion thereof, after taking into account al the circumstances of the case.

4.9.2 Special Casual Leave to Physically Handicapped Employees

- a) All Physically Handicapped employees of IMG, eligible to claim special conveyance allowance, shall be eligible for special casual leave for a maximum period of 15 days in a calendar year for treatment of illness connected withphysical handicap of the employee concerned in hospital or at residence, on production of Medical Certificate to that effect, from the authorised medical officers attending on them.

- c) The special casual leave sanctioned under item 4.9.2 (a) above cannot be combined with Casual Leave/Compensation Leave (Ex: Committee's decision dated 6-7-1991).

4.9.3 Special Casual Leave for Anti-Rabic Treatment

Special Casual Leave not counting against ordinary casual leave may be granted to IMG employees if it becomes necessary to undergo anti-rabic treatment to cover the actual period required for the treatment (14 days) and for the journey to and from the nearest anti-rabic treatment Centre. (Ex: Committee's decision dated 27-3-1993)

4.10 Holidays

The Institute will have holidays designed as such at the commencement of the calendar year. Compensatory leave may be granted by the Director for work done on holidays. Such compensatory leave should be availed of within a period of 3 months.

4.11 Leave salary

- a) A person on earned leave and commuted leave is entitled to pay and allowances at the rate as on the day before the leave commences.
- b) A person on half pay leave is entitled to leave salary equal to half the pay at the rate as on the date before the leave commences. During half pay leave, employees drawing pay upto Rs.605/- will be eligible for full DA.

4.12 A leave account shall be maintained for each employee.

4.13 Special Rules for Academic Staff

a) Study Leave

Study leave for periods upto one year at a time and not exceeding three year during the service at the Institute, may be granted by the Executive Committee to such of the regular members of the academic staff for pursuing a programme of approved research work in an approved institution on such terms and conditions as may be decided upon, on the merits of each case.

b) Leave on duty

A member of the academic staff may apply for and avail leave on duty for attending/participating in academic meetings such as Seminar/Symposia/Workshops/Conferences, etc. organised by other agencies/institutions, as permitted by the Director.

4.14 No employee shall be granted leave of any kind for a continuous period exceeding three years.

4.15 Leave Surrender

An employee may be paid cash equivalent of leave salary in respect of the period of earned leave at his credit limited to 240 days at the time of retirement or leaving the Institute.

4.16 Contributory Provident Fund

The services in the Institute is not pensionable. A scheme of Contributory Provident Fund will be instituted.

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CHAPTER V

TRAVELLING ALLOWANCE

5.1 For the purpose of calculating travelling allowance, employee classified into the following grades:

Grade I	Employee with actual pay of Rs.3,000/- and above
Grade II (a)	Employees with actual pay of Rs.2,500/- and above but below Rs.3,000/-
Grade II (b)	Employees with actual pay of Rs.1,600/- and at but below Rs.2,500/-
Grade III	Employees with actual pay of Rs.950/- and above but below Rs.1,600/-
Grade IV	Employees with basic pay below Rs.950/-

Note: The members of the Governing Body, Academic committee other similar committees appointed from time to time should classified as persons belonging to the First Grade.

5.2 The following are the different kinds of travelling allowances which may be drawn in different circumstances by employee.

- a) Allowance for journey by train, by air and . . . conveyance
- b) Daily allowacne
- c) Incidental expenses
- d) Local Travel

Travelling allowance including daily allowance shall be forfeited or deemed to have been relinquished if the claim is not preferably within six months from the date of completion of the journey.

5.3 Travelling Allowance for journey by train

Employees of the first grade drawing a basic pay of less than Rs.2,500/- and employees of the second grade will be allowed to travel in air-conditioned second class accommodation in the delux trains.

Note: The grading of the faculty members appointed by IMG will be done as at present till revision of their scales of pay.

5.3.2 The incidental expenses for train journeys admissible to an employee will be as follows: Half daily allowance if the journey time is not exceeding 12 hours. For journey time exceeding 12 hours, full daily allowance. However, for journey within 24 hour, more than 1 DA will not be paid. For journey beyond one day, daily allowance can be claimed for each day.

5.4 Travelling allowance for journeys by road

1. TA for travel by sea or river in steam launch in any vessel other than a steamer and travel by canal, will be the same as for road journey.

Note: For journeys by sea in a steamer the rules in Kerala Service Rules will apply.

2. For journeys by road, travelling allowance will be limited to the following.
 - a) actual fare
 - b) Incidental expenses at the rate of Half DA for every 12 hours or less for journey.

Note: 1. Special mileage of Rs. 1.25 per km admissible to Grade I Officers who are entitled to travel by special conveyance will be discontinued and instead their claims for journey by special conveyance will be limited to the fare and incidental expenses admissible for journey by public conveyance in the appropriate clauses.

2. For official journeys from residence or office to the Airport/Railway station/bus station and back the autorikshaw fares at the rates fixed by Government and as revised from time to time will be reimbursed. An employee claiming reimbursement should furnish a certificate to that effect. (Ex: Committee's decision dt. 10.1.1991)

5.5 Travelling Allowance for journeys by Air

An employee authorised to travel by air is entitled to mileage equal to one standard air-fare plus daily allowance subject to a minimum of half eligible daily allowance for each journey.

Note 1) All first grade employees drawing basic pay above Rs.2,500/- members of the Governing Body and Executive Committee and invited experts are authorised to travel by plane;. Others should take the prior sanction of the Director.

- 2) When an employee performs both rail and air journeys on the same day, he will be allowed to draw the actual incidental expenses at the prescribed rates subject to a minimum of one daily allowance for both the air and rail journey's together.

	Delhi, Bombay, Calcutta and Madras	Other Cities/Towns outside the State
Grade I Employees	Rs.350/- per day	Rs.200/- per day
Grade II (a)	Rs.300/- per day	Rs.150/- per day
Grade II (b)	Rs.250/- per day	Rs.120/- per day
Grade III	Rs.220/- per day	Rs.90/- per day
Grade IV	Rs.150/- per day	Rs.70/- per day

He may also draw Daily Allowances admissible.

- 4) The maximum limit fixed for the reimbursement of rent in the case of I & II Grade Officers who stay in private hostels/lodges while on official tour at Kozhikode, on production of rent receipt is enhanced from Rs.40 to Rs.60/-

Note: The Director may in special sanction actuals exceeding the above limit.

5.8 Daily allowance may not be drawn for more than 10 days of a halt at one place. But the Director may grant exemption from the operation of this rule in specific cases where,

- a) Prolonged halts are necessary in the interest of the Institute, and
- b) Such halts necessitate the maintenance of camp equipage, or where no camp equipage is maintained, entail extra expenses for the employee after the first ten days.

5.9.1 Daily allowance for halt on tour at an outstation will be calculated on the basis of the period of halt which will begin from the time the forward journey ends at the outstation and will end at the time the return or further journey commences.

The rate of Daily Allowance will be calculated as follows:

1	Halt upto 12 hours	½ DA
2	Halt exceeding 12 hours but not exceeding 24 hours	Full DA
3	Halt exceeding 24 hours	One DA for every 24 hours at the end of halt, daily allowance will be calculated

5.9.2 TA advance will be granted on request. The advance should not be far in excess of the anticipated expenditure. Generally no advance will be granted when an earlier one is pending adjustment.

Transfer TA

For the time being the Rules and orders applicable to Government employees will apply to IMG employees. But the grade of the Officers will be as in Rule 5(1) of IMG Service Rules.

5.10.1 The Home Travel Concession may be allowed to the members of the staff of the Institute appointed for periods of not less than 2 years. Only those members whose home towns (to be declared at the time of joining duty) are 400 kms. or more away from the headquarters are eligible for this.

5.10.2 The Home Travel Concession may be availed by an employee and his/her dependents (here the term 'Dependents' means wife/husband, unmarried sons and unmarried daughters).

5.10.3 The concession may be availed of by the employee every two years. A grace period of one year shall be allowed after the expiry of each year within which concession for that particular year should be availed of (if not availed of within the year).

Return train fare for the distance between headquarters and the Home town (in excess of the fare for the first 400 kms each way) in respect of the employee and his dependents, in the class of accommodation to which he is otherwise eligible under TA rules, shall be reimbursed after completion of the journey.

5.10.4 The concession shall be granted only if the absence from the headquarters is for a period of not less than 15 days.

5.10.5 The claim for reimbursement shall be admissible only if the entire journey is completed within a period of six months from the date of commencement of the first journey.

5.10.6 An employee may, at his request, be sanctioned an advance of not more than 75% of the amount reimbursable before the commencement of the journey.

5.11.1 Leave Travel Concession will be admissible to all permanent employees after one year. It is admissible once in a block of four years, commencing 1982.

5.11.2 Full train fare according to the class entitled for the employees and bus fare for journeys to destinations not connected by rail will be reimbursed for the employees and family.

5.11.3 An advance of 4/5 of to and fro is permissible.

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CHAPTER VI

MEDICAL FACILITIES

6.1 General

- 1) These rules are aimed at reimbursement of expenses incurred on medical treatment by the employees of the Institute including those who are on deputation from Central and State Governments/ other autonomous bodies and their families.

6.2 Eligibility

1. The employees and their family members can undergo medical treatment in the Institutions/ from the medical practioners mentioned below, to the eligible for reimbursement under these rules.
2. All Government Hospitals and Government Dispensaries rendering medical aid in any system of medicine and Primary Health Centres.
3. Medical Practioners have MBBS degree, or equivalent in the case of modern medicines.
4. Registered 'A' class practioners in the case of other approved systems of medicine such as Ayurveda, Homeo, Unani, etc.
5. Private hospitals/nursing homes of repute.
6. Family includes wife/husband, children including adopted children and parents dependent on the employees. In the case of parents, the claim shall be accompanied by a declaration that they are wholly dependent on the employees. A list of dependents showing their names, age and relationship with the employees, shall be furnished to the 'Finance Division' by each employee at the beginning of each financial year.

6.3 Procedures and Regulations

- 1) The employees of the Institute will have to pay the charges at the first instance and get the amount reimbursed as per these rules. the claims for reimbursement shall be in the form prescribed by the Institute, supported by bills in respect of the amount spent for the treatment, which are duly certified by the medical practioner. Expenditure in respect of the following items, will be allowed for reimbursement subject to the limit prescribed in these rules.

- i) Purchase of medicines
- ii) Consultation fees
- iii) Clinical laboratory tests
- iv) Theatre charges
- v) Other items charged by the hospital/nursing home which are directly related to the treatment such as room rent, etc. (except diet charges)

Bills for toilet preparations, cosmetic and other non-medical items shall not be entertained.

- 2) Reimbursement of consultation fee is limited to actual subject to a maximum of Rs.30/- at a time and 4 consultations are allowed for a person during a fresh year. The Director is empowered to relax these limits in deserving cases.
- 3) Employees are required to buy medicines from approved chemists. All bills shall indicate clearly the items of expenditure, the names of the patient and the Doctor and the date of the bill. The bills produced shall be in original and on no account carbon copies shall be allowed. Corrections, if any shall be properly attested by the person who issues the bill.
- 4) Bills from private medical practitioners and private hospitals/nursing homes, shall be cash bills as far as possible. In the case of private practitioners who sell medicines also, stamped vouchers in respect of the amount paid, may be produced, if cash bills are not available. The Institute shall probe into the genuineness of the claim if deemed necessary. Submission of false claims shall entail summary rejection of the claims and initiation of disciplinary proceedings against the employee.
- 5) Bills in respect of medicines of a particular system shall be certified only by a Doctor who practices that system. For example, an Ayurvedic or Homeopathic practitioner shall not certify bills for modern medicines unless he is qualified to practice in that system also.
- 6) Travel for the purpose of medical treatment will be covered by the TA rules applicable to the employees. For air travel, specific sanction of the Director should be obtained.

In case special treatment outside the state is recommended by the Authorized Medical Officer, the patient can be sent outside the state for specialised treatment. The rates of reimbursement for such treatment will be as for treatment within the state with the bills being counter signed by the Medical Officer who recommended treatment outside the state. In such cases TA may be paid to an escort if necessary and the necessity is certified by the Medical Officer who recommended treatment outside the state.

- 7) Rent for paywards will be paid subject to a maximum of Rs.40/- per day and subject to production of bill for room rent.

6.4 Limits

- 1) The maximum amount reimbursable for a single claim shall not exceed Rs.1,000/- (Rupees one thousand only) inclusive of consultation fee. This will not be applicable to bills for hospitalised treatment where claims exceeding Rs.1,000/- will be allowed, subject to the annual limit prescribed hereunder. The Director is empowered to relax these limits in deserving cases. (This amendment takes effect from 21-1-1993).

- 2) The maximum amount reimbursable to an employee during a financial year shall not exceed Rs.3,250/- (Rupees three thousand two hundred and fifty only). But in except cases such as catastrophic illness, accidents involving hospital treatment and injuries suffered by the employee while on duty, the Director is empowered to relax these limits in deserving cases, (The amendment will take effect from 1-4-1993).
- 3) All claims shall be submitted within the period of three months from the date of completion of treatment. However, the Director shall condone the delay, in deserving cases:
- 4) a) In case of prolonged treatment, hospitalisation and for surgery of heart, brain etc., the reimbursement of medical expenses may be sanctioned without any ceiling subject to the condition that the treatment/surgery is undergone in a Government hospital or a hospital recognised by Government for the purpose and after verifying eligibility of the various items of expenditure according to IMG rules. In cases of usual outpatient treatment the existing rules including the ceiling will prevail.
- b) IMG employees are eligible for interest free loan for specified treatments, which will be adjusted in the final medical reimbursement claim, subject to the same terms and conditions as prescribed by the Government.
- c) In the case of persons working in IMG on deputation from Government Departments reimbursement will be allowed without ceiling and subject to verification as per IMG Rules.

6.5 Dental Treatment

Expenses incurred on dental treatment from qualified dental doctors in Government or private hospitals may also to be allowed for reimbursement, subject to the limits prescribed above.

6.6 Treatment for Eye Sight

Employees may have their eye sight tested for glasses at the Government or private hospitals by qualified persons once in every 3 years on the recommendation of the approved medical officer. Fees paid to the specialists for such services will be reimbursed subject to the limits prescribed above. The cost of spectacles purchased by employees for their own use on the recommendation of the specialists will be reimbursed subject to a maximum of Rs.100/- the claims being supported by the authorised medical attendant and the voucher cash memo. This concession will be allowed only once during the entire period of service.

6.7 Sanctioning Authority & Appeals

- 1) The Accounts Officer shall sanction claims involving upto Rs.500/- (Rupees five hundred only). Claims involving higher amount shall be sanctioned by the Director.
- 2) Appeals against rejection of claims shall be submitted to the Director.

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CHAPTER VII

CONSULTANCY RULES

7.1 GENERAL

- 7.1.1 As per clause 7(1) of Chapter VII of the State Service Rules of IMG academic staff of the Institute will be permitted to undertake consultancy assignments. The primary object of allowing faculty members to do consultancy work in their areas of specialisation is Faculty development.
- 7.1.2 Only such assignments as will enhance the body of knowledge and are of relevance to the nature of work and objectives of the Institute, may be undertaken.
- 7.1.3 In all aspects of his behaviour and work, the faculty members involved in consultancy work will conduct himself in a manner benefiting his status as a faculty member of the Institute.
- 7.1.4 The faculty member's primary obligation is to the Institute and it is expected that he will not, in any way, financially or otherwise transgress the spirit of the understanding on which the consultancy privilege rests.
- 7.1.5 Though this is not in any sense a restriction on the individual choice, the endeavour should be towards choosing those proposals where there is scope for the use of the results of such work for academic purposes and publication and to influence the client towards this end. The understanding in this regard between the client and the consultant should be clear and should in no way be violated.

7.2 Consultancy arrangement and types of consultancy work.

- 7.2.1. All consultancy work is done in the name of the Institute and the Director's permission in writing is required for every project. This is so whether client's initial approach is to an individual or to the Institute.
- 7.2.2. Whether the client approaches the Institute, the Director will nominate a faculty member or a group to undertake the project. These decisions will be based on the interests and capabilities of faculty, their area of specialisation, and, as far as possible, equity in the distribution of consultancy work. Since the objective of allowing faculty to do consultancy work is faculty development, every effort is to be made to include less experienced persons in the group, so that experience can be gained by them.
- 7.2.3. If directly approached by clients, individual faculty should not commit themselves orally or in writing until the Institute's explicit permission has been obtained. The Director has the authority to refuse permission, even though the exercise of this authority may be rare.
- 7.2.4. The proposal for the consultancy is to be submitted on the prescribed form as attached, giving details in regard to the nature of work, personnel required and object and the time schedule and any other constraints or points.

- 7.2.5. The report will be issued in the name of the Institute.
- 7.2.6. In addition to institutional consultancy as above, faculty may undertake professional activities such as publication of articles and books. Examinerships of Universities and recognised institutions, participation in seminars, symposia, lecture, meetings, conferences and in training programmes and consultancies conducted by other agencies will also be allowed but the prior permission of the Director is to be taken in writing, in each individual case.

In particular, faculty members should obtain prior permission of the Director for paid participation in teaching programmes. Participation in such programmes will be permitted on a very limited scale, and only if they are not short duration, say one to three days.

- 7.2.7 Faculty members may also under this provision undertaking of books of papers or reports for other agencies or to assist consultancy organisations in their work, as experts. Such participation may be authorised by the Director at his discretion in any of the following days:

- | | | |
|----------------------------------|---|-----------------|
| a) Duty leave | } | Short duration |
| b) Casual Leave | | |
| c) Earned Leave | } | Longer duration |
| d) Leave without allowance | | |
| e) Leave for foreign assignments | | |

If participation is under (a), (b) or (c) and if the faculty gets paid for participation (other than TA & DA), 1/3rd of the amount received (when payment exceeds Rs.250/- per participation) is to be remitted to the Institute.

7.3 CONSULTANCY TIME

- 7.3.1 The maximum number of days a member of academic staff can be engaged in consultancy work, is limited to 52 days in a year spent on travel, and this will include holidays and leave. This will exclude participation in any activity undertaken on behalf of the Institute on the orders of the Director.
- 7.3.2 If the faculty time required to complete the project exceeds the consultancy time available to the individual, he may be allowed by the Director to extend this work to do 'research'. In such a case, however, the basis of apportioning the consultancy fee due for this excess time will be reversed, ie, the Institute will receive two thirds and the individual one third. This excess time should not exceed 10 faculty days.

7.4 CHOICE OF CONSULTANCY PROPOSALS

- 7.4.1 the Director in considering a consultancy proposal, will normally view it from the point of view of its importance and relevance to the work of the Institute and the

consultant's area of specialisation, its specificity by definition of the problem and by the time involved, and its basis of the consultant-client relationship involved.

7.4.2 Normally, consultancy arrangement, which generally and without problem or time definition, accredit a faculty member a consultant to an organisation on a retainer basis, will be discouraged.

7.4.3 The client of the Institute and their problems should be of a wide variety. Faculty members are encouraged to aim at a diversity in their consulting work.

7.5 INSTITUTE ASSISTANCE

7.5.1 The Institute will, subject to its commitments, resources and convenience, provide assistance to faculty members involved in the consultancy. The major types of assistance will be in the form of research, secretarial assistance and materials.

7.5.2 Regular research staff should be used to a very limited extent in consultancy work. No fees will be paid to research staff, and while assisting faculty on a project research staff will be subject to the rules pertaining to their normal employment. A member of the research staff should not be used in consultancy for more than 30 days a year.

7.5.3 Staff employed on a consultancy project will also be subject to the Institute's Rules applicable to the research, secretarial and other staff as the case may be. Their terms must be approved by the Institute.

7.5.4 Special honorarium and such deviations from Institute Rules, are not permitted.

7.5.5 In the case of all non-faculty staff assisting in the consulting work, the supervising faculty member is responsible to the Director for their proper conduct.

7.5.6 For staff engaged full time on consultancy projects, the Institute might not be able to provide supporting facilities (space, furniture equipment, etc.) This should be checked at the an financial provisions made in the consultancy proposal as a part of direct expenses.

7.5.7 Teaching, case and project research take precedence or consultancy projects in the use of the Institute's human, financial and physical facilities.

7.6 BUDGET

7.6.1 Consultancy proposals will have four components:

- a) Consultancy fees
- b) Direct Expenses
- c) Institute assistance (research, clerical, material etc.)
- d) Institute support overheads.

7.6.2 As a norm, the maximum fees charged by the Institute will be Rs.600/- per faculty man-day.

7.6.3 The fees are shared between the faculty member and the Institute in the proportion of two-thirds and one-third respectively.

- 7.6.4 Direct expenses include the cost of research, secretarial and other staff employed full time on the project, travel fares and living expenses on tour, local travel and other sundry items including furniture and equipment and staff full time on the project. No faculty TA and DA should be according to Institute rules unless the Director's explicit permission is obtained for deviations, which faculty daily living expenses are costed at a higher level than exceeding in Institute rules, the amount should be kept within reasonable limits and should not be such that the client fees he is both paying a fee and an exorbitant daily allowance. A client should expected to pay daily expenses on actuals.
- 7.6.5 Institute assistance relates to the use of staff otherwise employed by the Institute, stationer, postage, telegrams, telephone etc.
- 7.6.6 Institute support is for other overheads for which a standard 10% will be applied to all other items,
- 7.6.7 The following standard charges will apply to the use of Institute staff

Research	Rs.50/- per day
Secretarial	Rs.30/- per day
Other staff	Rs.20/- per day

- 7.6.8 For other items, faculty will make a 'best estimate' of actuals in consultation with the administration.
- 7.6.9 A sample internal costing sheet is attached as a guideline.
- 7.6.10 A copy of every costed proposal and a copy of the internal costing sheet should be permitted to the Director together with the form referred to in para 2.4
- 7.6.11 Every faculty member and consultancy project co-ordinator should keep an account of his project. This will be of particular help to him.
- 7.6.12 The Accounts Department will also keep an account of all disbursements per project.
- 7.6.13 All documents relating to the project should clearly state the title of the project.
- 7.6.14 The faculty member with the help of the Finance Officer should carefully watch his expenditure in relation to the proposal budget.
- 7.6.15 Within one month of completion of the professional activity, the project leader/concerned faculty member will render to the Director a detailed statement of income and expenditure supported by vouchers wherever possible.
- 7.6.16 The faculty member or co-ordinator should also submit to the Director a full account of the project budget and expenditure by the 15 April for the period ending the preceding 31 March.
- 7.6.17 A copy of the letter of agreement between as client and the faculty member should also be sent to the Director.
- 7.6.18 A copy of all project reports should be submitted to the Director.
- 7.6.19 All cheques should be made out in the name of the Institute, Director coverable expenses such as daily expenses may be settled directly with the client.
- 7.6.20 The faculty members is responsible for recoveries.
- 7.6.21 Wherever possible, advances from the client should requested to cover current expenses.

7.6.22 The form in which the cost is actually presented to the client may vary with each project.

7.7 Other matters.

7.7.1 All consultancy assignments will be accepted over the signature of the Director.

7.7.2 Project leader or faculty member concerned should submit periodical reports regarding consultancy assignments.

7.7.3 In the matter interpretation of these rules, the decision of the Director shall be final.

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