

Staff Handbook



Indian Institute of Technology Bombay

Foreword

Indian Institute of Technology Bombay is recognized worldwide as a leader in the field of engineering education and research. As a member of staff in the Institute, you have become a part of this prestigious Institution which has made its presence felt all across the world through its alumni who are the flag bearers of the Institute. We take immense pride in the quality of education we impart and the values we give to our students. The vision of IIT Bombay is to be the fountainhead of new ideas and of innovators in technology and science. The mission of our Institute is to create an ambience in which new ideas and creativity flourish and from which research and scholarship and leaders and innovators of tomorrow emerge. It is our collective privilege and opportunity to work together to ensure future success of our Institute. I look forward to making this aspiration a reality with the help and support of all of you.

As an employee, the Institute expects you to follow the ethics and code of conduct while you perform your duties, and at the same time, also provide you with certain privileges which will not only secure your present but your future as well. Therefore, the need for a handy booklet to consolidate all the information an employee is likely to need in navigating through his/her career at IIT Bombay has been a long felt one. In order to address this need, we have come out with the Staff Handbook.

I would like to take this opportunity to thank Dr. R. Premkumar, Registrar for taking upon himself to go through the final draft of the handbook and cross-checking all the details provided in the booklet. I also acknowledge efforts put together by Mr. N.S. Dabholkar, Chief Manager Hospitality and Public Relations Officer, Mr. K.V. Reghuthaman, Deputy Registrar-Administration-II, Mr. S.K. Shah, Assistant Registrar-Administration, and Ms. Madhu, Executive Officer, Publications and Public Relations in making this handbook. Special thanks to Prof. G. V. Sreekumar, Industrial Design Centre, for designing the booklet and Mr. G.R. Chilap, Manager, Printing Press for printing.

I hope this handbook, which incorporates all the required information, will be useful as a day-to-day reference for staff members. While one gets to find out written and unwritten rules as one progresses through one's career in the Institute, a handbook like this is particularly useful for new employees.

Finally, a disclaimer. Every effort has been made to keep the handbook up-to-date and accurate to serve as a guide. However, details of rules and regulations regarding specific need and situation should be confirmed from administration as these are dynamic in nature. Guidelines given in this handbook should not be construed as authority.

Prof. Y. M. Desai
Dean, Administrative Affairs

Vision and Mission of IIT Bombay

Vision

The Vision of IIT Bombay is to be the fountainhead of new ideas and of innovators in technology and science.



Mission

The Mission of IIT Bombay is to create an ambience in which new ideas and creativity flourish and from which research and scholarship and leaders and innovators of tomorrow emerge.

Index

Chapter 1. History	10
Chapter 2. Governance Structure	13
1. The Visitor	13
ii. The Council	14
iii. The Board of Governors	14
iv. The Senate	15
v. The Director	16
vi. Other Major Functionaries	16
vii. Academic Units & Their internal Administration	18
Chapter 3. Institute Facilities	20
Chapter 4. Terms and Conditions of Service	23
Chapter 5. Career at IIT Bombay	25
Chapter 6. Ethics and Code of Conduct	27
i. Matters of general conduct	27
ii. Grievance Redressal	32
iii. Sexual Harassment of Women at the workplace	32
iv. Right to Information	33
Chapter 7. Salary, Allowances and Other Benefits	34
i. Components of Salary	34
ii. Annual Increment	38
iii. Deductions	38

iv. Leave Travel Concession	39
v. Children's Education Allowance	42
vi. Family Planning Allowance	43
vii. Loans	44
viii. (TA / DA)	45
ix. Incentive for higher qualification	46
Chapter 8. Types of Leave	48
i. Casual Leave	48
ii. Special Casual Leave	49
iii. Earned Leave	49
iv. Half-Pay Leave	50
v. Commuted Leave	50
vi. Leave not due (LND)	50
vii. Extra-ordinary Leave	51
viii. Maternity Leave	51
ix. Paternity leave	52
x. Child Adoption Leave	52
xi. Child Care Leave	52
xii. Hospital Leave	52
xiii. Special Disability Leave	53
Chapter 9. Medical Facilities	54
i. IIT Hospital	54
ii. Healthcare after retirement	58
Chapter 10. Retirement Benefits	63
i. Pension, Gratuity, Commutation of Pension etc.	63
ii. Contributory Provident Fund (CPF)	65
iii. New Pension Scheme	66
iv. Encashment of Leave	67
v. Voluntary Retirement	67

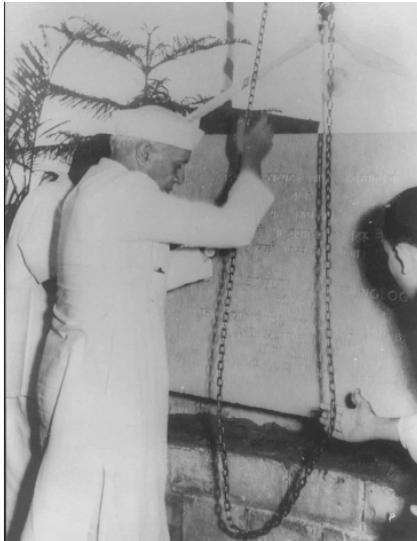
CHAPTER 1

History

The Indian Institutes of Technology (IITs) are autonomous public institutes of higher education, governed by the Institutes of Technology Act, 1961 which has declared them as institutions of national importance and lays down their powers, duties, framework for governance etc. The main objective of IIT is to impart world class education in engineering and technology; to conduct research in the relevant fields, and to further advancement of learning and dissemination of knowledge. These Institutes are also contributing significantly to education and research in basic sciences and humanities.

In the year 1946, a high-power committee of Government of India recommended the establishment of four higher institutes of technology, of the level of their counterparts in Europe and United States, to set the direction for the development of technical education in the Country. Accordingly, the first Indian Institute of Technology (IIT) was set up in 1951 at Kharagpur in West Bengal. During the year 1955, a three-member group led by Prof. S. K. Sengupta, then Director of IIT Kharagpur, went to Moscow for a meeting with UNESCO and USSR's Ministry for Higher Education and its 'Main Board for Economic Relations', on the subject of establishing a higher Institute of Technology at Bombay. Thus, IIT Bombay was the second IIT to

be established in 1958 with assistance from UNESCO and with funds contributed by the Soviet Union. The Institute received substantial assistance in the form of equipment and expert services from USSR through the UNESCO from 1956 to 1973. It also received several experts (59) and technicians (14) from several reputed institutions in the USSR. The UNESCO also offered a number of fellowships (27) for training of Indian faculty members in the USSR. UNESCO agreed to provide equipment and technical experts mainly from the Soviet Union, while the Government of India accepted the responsibility for all other expenses including the cost of the building project and recurring expenses.



*Pandit Jawaharlal Nehru, the First Prime Minister of India
laying the foundation stone of IIT Bombay*

The Institutes of Technology Act, 1961 lists 16 institutes which are located at Mumbai, Delhi, Kanpur, Kharagpur, Chennai, Guwahati, Roorkee, Hyderabad, Patna, Bhubaneswar, Ropar, Jodhpur, Gandhinagar, Indore, Mandi and Varanasi.

In 2014, six new IITs were announced by the government. While, IIT Tirupati and IIT Palakkad have already started functioning since June 2015, IIT Dharwad is expected to commence admissions in 2016. There are some more IITs which are in the offing.

CHAPTER 2

Governance Structure

There are two sacred documents which stipulate the way the Institute is to be run. The first one is the Institutes of Technology Act, 1961, passed by the Indian Parliament. The act stipulates that the IITs are institutions of national importance and prescribes the broad framework of its governance. The second one is the Statutes which derives its powers from the Institute Act and which gives the detailed rules of governance. The day-to-day governance of our Institute is codified in the Statutes of IIT Bombay. The first statutes of the Institute were framed by the IIT Council. The Board of Governors of the Institute may, from time to time, make new or additional statutes or may amend or repeal the statutes. Every new statute or addition to the statutes or any amendment or repeal of a statute requires the approval of the Visitor (the President of India). Our statute is under revision currently.

(1) The Visitor

Formally, the Honorable President of India¹ is the ex-officio Visitor of all IITs and can generally be compared to a Chancellor of Conventional Universities. The Institute though doesn't deal directly with the

¹ Currently, Honorable Shri. Pranab Mukherjee

Visitor, but routes all papers which require his/her approval through the Ministry of Human Resource Development (MHRD).

(2) The Council

The Chairman of the IIT Council is the Honorable Minister of Human Resource Development². The IIT Council body also comprises, three Members of Parliament, the Chairmen of all IITs, the Directors of all IITs, the Chairman of the University Grants Commission, the Director General of CSIR, the Chairman and the Director of IISc, the Joint Council Secretary of Ministry of Human Resource and Development, and few nominated members.

(3) The Board of Governors

Each IIT is governed by its Board of Governors. The Board of Governors of each Institute is responsible for the general superintendence, direction and control of the affairs of the Institute and exercises all the powers of the Institute. The BOG meets often, at least four times a year. Almost all major policy decisions have to be approved by the Board.

The Chairman of the Board³ approves items which cannot await the next meeting of the Board and such decisions are approved post-facto by the BOG. The Board has 11 members. In addition to the Chairman and the Director of the Institute, who are ex-officio members of the Board, one nominee each of the governments of the states of Maharashtra, Goa and the Union Territory of Dadra and Nagar Haveli which comprise the zone in which the Institute is

² Currently, Honorable Smt. Smriti Zubin Irani

³ Currently, Mr. Dilip Shanghvi,
Managing Director, Sun Pharmaceutical

situated, are members of the Board⁴ There are four nominees having special knowledge or practical experience in respect of education, engineering or science, who are nominated by the Council as members of the Board⁵. The remaining two members are nominees of the Senate of IIT Bombay. These members are, in practice, recommended by the Senate Nominations Committee (SNC)⁶. The Registrar⁷ of the Institute is the ex-officio Secretary of the Board of Governors.

(4) The Senate

The IIT Act and Statutes declare the Senate of an IIT as an authority of the Institute and describe the composition and the functions of the Senate. The act says that the Director will be the ex-officio Chairman of the Senate, which will also include members on an ex-officio basis.

Industries Ltd.⁴ These nominees presently are the Principal Secretary Higher & Technical Education Government of Maharashtra, Dr. Sanjay Chahande, Shri Ramachandra (Dinar) Balakrishna Bhatkar from Goa, and Shri Ashish Kundra, Administrator, Daman & Diu and DNH

⁵ Currently, these nominees are : Prof. Vijayalakshmi Ravindranath, Professor and Chairperson of the Centre for Neuroscience, Indian Institute of Science, Bangalore; Shri K. Ananth Krishnan, Vice President & Chief Technology Officer, Tata Consultancy Services; Prof. Rohini Godbole, Professor at the Centre for High Energy Physics, Indian Institute of Science, Bangalore; and Prof. Anurag Kumar, Director, Indian Institute of Science, Bangalore

⁶ Currently, Prof. A.K.Pani, Department of Mathematics. Indian Institute of Technology Bombay; and Prof. Abhiram Ranade, Department of Computer Science and Engineering, Indian Institute of Technology Bombay

⁷ Currently, Dr. R. Premkumar

The other members of the Senate include the Deputy Director, the Professors appointed or recognized as such by the Institute, three persons who are not employees of the Institute nominated by the Chairman of the Board, the Heads of Departments, the Librarian, the Wardens of the hostels by the way of rotation, the Workshop Superintendent and six members of the staff (appointed by the Chairman). The Registrar of the Institute is the Secretary of the Senate.

The Senate of the Institute has control and general regulation, and is responsible for the maintenance of standards of instruction, education and examination in the Institute. The Senate periodically reviews the academic activities of each Department in depth and takes a view on the efficacy of the Department. All academic programmes are first proposed by the departments / other academic units, discussed and recommended by the programme committees (PC) of the Senate. Likewise, academic performances are evaluated by the individual instructors or boards of examiners, scrutinized by the academic performance evaluation committees (APEC) of the Senate before being presented for approval to the Senate.

(5) The Director

The Director⁸ is the chief academic and executive officer of the Institute. He runs the Institute as per the policies decided by the Board.

5.1. Other Major Functionaries: The Director is helped in the administration by the Deputy Directors, Deans, and Registrar. There are two Deputy Directors; Deputy Director (Academic and Infrastructural Affairs or AIA)⁹, and Deputy Director (Finance and

⁸ Currently, Prof. Devang V. Khakhar, IITB

⁹ Currently, Prof. Subhasis Chaudhuri

External Affairs, or FEA)¹⁰, one of whom acts as the Director whenever the Director is away.

The powers vested in the Director have been delegated to various functionaries as under in the interest of smooth administration. Deans have powers of sanctioning within their area of responsibility. There are eight Deans. They are:

- (1) Dean (Faculty Affairs, FA)¹¹
- (2) Dean (Alumni & Corporate Relations, ACR)¹²
- (3) Dean (Research and Development, R& D)¹³ and Associate Dean (R&D)¹⁴
- (4) Dean (Academic Programmes, AP)¹⁵ and Associate Dean (AP)¹⁶
- (5) Dean (Infrastructure, Planning and Support, IPS)¹⁷ and Associate Dean I (IPS)¹⁸ and Associate Dean II (IPS)¹⁹
- (6) Dean (International Relations, IR)²⁰

¹⁰ Currently, Prof. Prasanna M Mujumdar

¹¹ Currently, Prof. J.K. Verma

¹² Currently, Prof. Ravi Sinha

¹³ Currently, Prof. P.V. Balaji

¹⁴ Currently, Prof. Anil Kulkarni

¹⁵ Currently, Prof. Narayan Rangaraj

¹⁶ Currently, Prof. Avinash Mahajan

¹⁷ Currently, Prof. B .V. S Viswanadham

¹⁸ Currently, Prof. N.N. Vishwanathan

¹⁹ Currently, Prof. S.V. Kulkarni

²⁰ Currently, Prof. Rajiv O Dusane

- (7) Dean (Students Affairs, SA)²¹and Associate Dean (SA)²²
- (8) Dean (Administrative Affairs, AA)²³

Registrar: The post of the Registrar²⁴ can be equated with that of a Chief Administrative officer. S(he) is officially the custodian of all records and funds received by the Institute. (S)he is also the Member-Secretary of the Senate and the Secretary of the Board of Governors.

(6) Academic Units & their internal administration

The broad disciplines in which IITB has its teaching and research activities are those of Engineering, Science, Management, Design and Technology. The academic activities in these areas are hosted in 15 academic departments, 1 school, 16 centres and 4 interdisciplinary groups. By convention, a 'Department' is a unit which offers the whole range of academic programmes ranging from undergraduate to doctoral degrees. A 'Centre' hosts postgraduate and research programmes. Interdisciplinary programmes (IDPs) are nucleated by faculty coming together from different disciplines to define a common research agenda, and over time as the activities take a definite shape and build up in strength, such IDPs may become centres/departments themselves. Schools are set up in targeted areas, with significant funding from external sources. In addition, there are service centers such as the Computer centre, which do not host any academic or research programmes. The academic units mentioned

²¹ Currently, Prof. Soumyo Mukherji

²² Currently, Prof. Harish Pillai

²³ Currently, Prof. Y .M .Desai

²⁴ Currently, Dr. R. Premkumar

above are headed, usually by a faculty member of the unit itself, and usually of the rank of Professor.

All papers from the department are routed through the Head. A Head is appointed by the Director, generally by seeking a consensus view from the faculty of the unit. The Head of an academic unit functions with the aid of several committees. The largest and most important of these is the departmental faculty itself, which meets as a body at least once every semester, and takes major decisions of broad impact. Then there is the Departmental Policy Committee (DPC) which meets at least twice every semester and takes decisions on issues of a policy nature. The DPC has the important role of ensuring continuity in broad policy directions and is an elected body with representation of all constituent cadres and groups of faculty in the department.

Chapter 3

Institute Facilities

IIT Bombay lays emphasis on all round development of its employees. It takes care of its employees as one would take care of their family, providing them with facilities that not only enriches mind, body and soul but also helps in overall personality development. The various facilities that an employee can enjoy while working with IIT Bombay are:

Library: The Central Library in IIT Bombay is one of the best technical libraries in India providing the staff of the Institute an access to world class academic resources in the form of books, journals, research papers and electronic journals on a variety of subjects including science, technology, humanities, social sciences and management sciences. It houses a large number of full-text electronic journals, online databases and Electronic Theses and Dissertations (ETD). The web-based library catalog is accessible from anywhere through 'Local Area Network' on the campus. The library has an online catalog equipped with a global catalog search. The library also offers video viewing facilities. It subscribes to various important bibliographic services in the field of science and technology on CD-ROM or through the web. It is closed for only three days in the entire year. Therefore, each staff member can learn and grow at the Institute.

Computer and Internet Facilities: The Computer Centre provides computational facilities to users in the Institute. Accounts (User Id and Login) are given on the high-end computational server to all staff members. The centre also administers the computer network and internet connectivity in the entire campus.

Hospital: The institute also has an in-house hospital to take care of general health issues of its staff and students. Apart from the resident doctors, it is also visited by specialists including ENT, surgeons, orthopaedists, neurologists, etc. It has well-equipped laboratories to conduct all types of medical tests, ultra-sonograms, X-rays etc. and also has in-patient wards, OT and ambulance facilities

Schools: IIT Bombay has three schools in its campus. Kendriya Vidyalaya (Central School) affiliated to Central Board of Secondary Education (CBSE); Campus School and Junior college, affiliated to the Maharashtra State Board and KG school. Campus School and Junior college is exclusively for the children of IIT employees while most of the seats are reserved for the children of Institute's employees in Kendriya Vidyalaya.

Travel Desk: M/s. Balmer Lawrie has commissioned an in-plant facility at IIT Bombay. Their services can be availed for travel related requirements (National/ International).

Hospitality (Guest houses)- Jal Vihar and Van Vihar : Set in the backdrop of the scenic Powai lake are the two Institute guest houses, Jal Vihar and Van Vihar. Staff members can book the guest house if required. The only pre-requisite is to book anytime well in advance as the guest houses are occupied most of the time.

Cafeteria: IIT hosts some interesting options for eating out. Gulmohar Restaurant offers a variety of vegetarian as well as non-vegetarian

food. The restaurant provides a relatively more formal setting for meals within the campus.

Gymkhana: The Gymkhana of the Institute boasts of many state of the art facilities. The badminton court, swimming pool, gymnasium, are at disposal for all employees of the Institute. The Gymkhana also plays hosts to activities like Dance, Music, Film & Media, Dramatics, Literary Arts, Photography and Fine Arts, Speaking Arts, Classical & Folk Arts, Design and Fashion. As an employee of the Institute you have an access to all these facilities.

Staff Club: As an employee of the Institute, you can become a member of the Staff Club. The Staff club organizes various social and cultural events during the year. There are also various indoor games like Carom Board and a reading area where you can go and read in your spare time.

Chapter 4

Terms and Conditions of Service

For Permanent Employees

1. Medical Fitness: Every appointment shall be subject to the condition that the appointee is certified as being in sound physical and mental health and is declared fit for service by a medical authority.

2. Probation : All substantive appointments to posts under the Institute is made on probation for a period of one year after which the appointee, if confirmed, continues to hold his/her office till the end of the month in which he attains the age of superannuation except when he/she is selected/promoted to a higher position or leaves the appointment on their own or are removed/ dismissed from the service as a result of departmental proceedings according to the rules in force in this regard. The Appointing Authority has the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.

3. Confirmation of a Probationer: A probationer may be confirmed after they have successfully completed the period of probation including any extended period of probation and after certification of character and conduct (police verification). A formal order of confirmation is issued thereafter.

4. Restructuring and Termination during Probation: The Appointing Authority has the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation.

4.1. The Appointing Authority has the power to terminate the services of any member of the staff by giving three month notice or on payment of three month salary in lieu thereof, if, on medical grounds, it is certified by the medical authority nominated by the Board, that their retention in service is considered undesirable by such Appointing Authority.

4.2. An employee of the Institute may terminate his engagement by giving to the Appointing Authority 3 month notice, provided that the Appointing Authority may for sufficient reasons, either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received.

Service Conditions of Temporary Employees

- The terms and conditions of the temporary employees is as incorporated in the appointment offer by the Appointing Authority.
- Services of the temporary employees can be terminated by the Appointing Authority at any time by giving one month written notice or one-month salary in lieu thereof wherever the term of appointment is one year or more. A temporary employee can also leave the service by giving one month's written notice. In a case where the Director finds necessary, he/she may waive the requirement in full or in part.

Chapter 5

Career with IIT Bombay

A career with IIT Bombay is an enriching experience, coupled with growth opportunities, benefits and a working culture that embraces diversity. IIT Bombay provides its employees with right amount of exposure and autonomy to excel in their field and grow along with the Institute.

IIT Bombay is governed by the Institutes of Technology Act and the Statutes of the Institute. The salary structure, promotional avenues and scales as well as the related rules are being followed in consonance with guidelines issued by MHRD after adoption by the Board of Governors of the Institute.

Career Progression

MACPS

The Modified Assured Career Progression Scheme (MACPS) was introduced w.e.f 01.09.2008, which envisaged financial up-gradation of staff to the next higher Grade Pay (GP) available in the hierarchy of Pay Bands (PB) without any change in designation. Under this scheme, an employee is eligible for a financial up-gradation after every ten years of service in a post and scale. Institute has adopted this scheme and it is currently being implemented for the employees.

Vacancy based Promotion

In order to motivate the performers beyond an assured scheme, Institute has also adopted a vacancy based promotion scheme for its employees, which is uploaded on the IITB website. This scheme provides for vacancy based promotion at an interval of 6 years subject to assessment as prescribed in the policy. Scheme has brought in uniform career ladder across the three below categories mentioned under which the Institute employees are placed.

- (a) Administrative
- (b) Technical
- (c) Infrastructure and Services

Chapter 6

Ethics and Code of Conduct

As a staff member of a premier Institute of the country, one is always under public scrutiny. It is necessary to maintain a high degree of decorum and integrity at all times. Clearly, it is not possible to give a complete list of what is acceptable and what is not. Therefore, we are putting some general points that one needs to know and follow.

(1) Matters of general conduct- The Do's and Don'ts

Do's

- Maintain absolute integrity and absolute devotion to duty at all times.
- Those holding responsible posts should maintain independence, and impartiality in the discharge of their duties.
- Maintain a responsible and decent standard of conduct in private life, and render prompt and courteous service to the public.
- Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.

- Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices and maintain political neutrality.
- Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
- Act in accordance with Government policies.
- Observe courtesy and consideration to Members of Parliament and State Legislatures.
- Commit yourself to and uphold the supremacy of the Constitution and democratic values.
- Defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality.
- Maintain high ethical standards and honesty;
- Promote the principles of merit, fairness and impartiality in the discharge of duties.
- Maintain accountability and transparency.
- Use public resources efficiently, effectively and economically.
- Declare any private interests relating to your public duties and take steps to resolve any conflicts in a way that protects the public interest.
- Make choices, take decisions and make recommendations on merit alone.
- Act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of the society.
- Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices.

- Maintain discipline in the discharge of your duties and be liable to implement the lawful orders duly communicated to you.
- Maintain confidentiality in the performance of your official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may affect the sovereignty and integrity of India, the security of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person.
- Perform and discharge your duties with the highest degree of professionalism and dedication to the best of your abilities.
- Use the IT infrastructure and facilities for official use only.

Don'ts

- Do not make joint representations in matters of common interest.
- Do not indulge in acts unbecoming of a Government servant.
- Do not be discourteous, dishonest and partial.
- Do not adopt dilatory tactics in your dealings.
- Do not convey oral instructions to sub-ordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
- Do not practise untouchability.
- Do not associate yourself with any banned organizations.
- Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.

- Do not get involved in unauthorized communication of any document or any part thereof or classified information to any Government servant or any other persons to whom you are not authorized to communicate such document or classified information.
- Do not join or support any illegal strike.
- Do not enter into any private correspondence with Foreign Embassies or Missions/ High Commissions.
- Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc. having official dealings with you.
- Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with the Government.
- Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines, Corporation or Foreign Airliners.
- Do not give dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
- Do not accept any gift from any foreign firm which is having official dealings.
- Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
- Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.

- Do not approach your subordinates for standing surety for loans taken from private sources either by you/ your relations/ friends.
- Do not undertake private consultancy work.
- Do not speculate in any stock, share or other investment.
- Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- Do not bid at any auction of property where such auction is arranged by your own officers.
- Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- Do not invite any Foreign Diplomat to stay with you as your guest in India.
- Do not accept or permit your dependents to accept passage money or free transport from a Foreign Mission/ Government or Organization.
- Do not bring any political influence in matters pertaining to your service.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not employ children below 14 years of age.
- Do not accept award of monetary benefits instituted by Private Trusts/ Foundations, etc.
- Do not address the higher authority prematurely on the same issue unless it is established that all points or submissions made earlier have not been fully considered by the immediate superior or Head of Office or any other authority at the lowest level competent to deal with the matter.
- Do not use your official position or influence directly or indirectly to secure employment for any member of your family in any company or firm.

- Do not place yourself under any financial or other obligations to any individual or organization which may influence you in the performance of your official duties.
- Do not misuse your position as civil servant and take decisions in order to derive financial or material benefits for yourself, your family or your friends.

(2) Grievance Redressal

If a staff member has a grievance, it is better to sort it out by writing to, or meeting the concerned HOD. After giving sufficient time to the HOD, you may remind him/her to expedite the matter. In case the grievance remains unresolved, there is an Institute grievance committee, to whom you can refer the matter.

(3) Sexual Harassment of women at the workplace

Your behavior in all interactions with your colleagues must be impeccable. The Supreme Court of India defines sexual harassment as unwelcome sexual behavior, whether directly or by implication, such as through

- (1) Physical contact and advances.
- (2) Demand or request for sexual favors.
- (3) Sexually colored remarks (this includes colored jokes in a mixed company, or even within hearing distance of a female member of the community).
- (4) Showing pornography.
- (5) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Except where such an act amounts to a specified offence under the Indian Penal Code (which then has to be dealt with by the Police under applicable law), a victim of sexual harassment (or one who perceives sexual harassment to oneself) may lodge a complaint to

the Director, Deputy Director or to the Registrar. Any employee can approach the Women' Cell constituted by the Institute, either for advice or for redressal. An inquiry by the Women' Cell has the status of an official inquiry under the Civil Service Rules, and employees have to co-operate with the Cell in its investigations.

For more details you can write to womencell@iitb.ac.in.

(4) Right to Information

In 2005, the Indian Parliament enacted a legislation known as the Right to Information (RTI) Act, which empowers a citizen to get any information from the Government or from any publicly funded institution. Exceptions are few and an educational institute does not qualify for exemption. A query from the Institute's Public Information Officer must be answered within a stipulated time limit.

Chapter 7

Salary, Allowances and other Benefits

The salary is paid directly to the employee bank account on the last day of the month except for the month of March when it is paid on the first working day of April. The Financial Year for tax purposes is from April 1 of a given year to March 31 of the following year. The income tax uses assessment year for submission of Income Tax Returns, which is the financial year in which the return is filed . A printed salary slip is given to every employee around the end of the month showing details of earnings and deductions and the net pay that will be paid to the bank account of the employee.

(1) Components of Salary

The salary has several components. The various components that make up the salary of an employee is listed below:

- **Band pay and Grade pay:** What used to be called basic pay in earlier years is now replaced, after implementation of the 6th central pay commission's provisions, by a sum of two components, viz., Band Pay and Grade Pay. The position to which you are appointed (or move to after selection to a higher post) defines the basic component. All Government servants in India are placed in one of many pay bands. Band Pay shows the range of pay fixed for the employee in that

post whereas Grade Pay is the pay attached to the post held by the employee. The initial pay at the time of initial appointment in each grade pay is shown below :-

On initial appointment

PB-1 (Rupees 5,200-20,200)

Appointments to Posts with Grade Pay (Rupees)	Pay in the Pay Band (Rupees)	Total (Rupees)
1,800	5,200	7,000
1,900	5,830	7,730
2,000	6,460	8,460
2,400	7,510	9,910
2,800	8,560	11,360

PB – 2 (Rupees 9,300 – 34,800)

Appointments to Posts with Grade Pay (Rupees)	Pay in the Pay Band (Rupees)	Total (Rupees)
4,200	9,300	13,500
4,600	12,540	17,140
4,800	13,350	18,150

PB – 3 (Rupees 15,600 – 39,100)

Appointments to Posts with Grade Pay (Rupees)	Pay in the Pay Band (Rupees)	Total (Rupees)
5,400	15,600	21,000
6,600	18,750	25,350
7,600	21,900	29,500

PB – 4 (Rupees 37,400 – 67,000)

Appointments to Posts with Grade Pay (Rupees)	Pay in the Pay Band (Rupees)	Total (Rupees)
8,700	37,400	46,100
8,900	40,200	49,100
10,000	43,000	53,000

Consolidated Salary Range for Temporary Employees

Level	Salary Range (Rs)	Annual Increment (Rs)	Out of Campus Allowance *(Rs)
OS	1,00,000-1,32,000	8,000	12,000
O1	67,000-91,000	6,000	8,000
O2	50,000-70,000	5,000	6,000
O3	40,000-56,000	4,000	5,000
L1	30,000-42,000	3,000	4,000
L2	18,000-26,000	2,000	2,500
L3	15,000-21,000	1,500	2,000

* Only a whole time staff not staying in Institute quarters will be eligible for out of campus allowance, on submission of appropriate declaration to this effect.

● **Dearness Allowance:** A component termed as Dearness Allowance is to take care of rising prices due to inflation is also a part of your pay packet. The rate of Dearness Allowance is revised by the Government every January and July based on consumer price indices.

● **House Rent Allowance (HRA):** Another component of the salary is the House Rent Allowance (HRA) which is 30% of the basic pay. The allowance is payable even when you stay in an accommodation owned by you. It is not payable if the Institute has provided you an accommodation. HRA is taxable as it is part of the salary, however it may be claimed for a tax exemption if you live in a rented accommodation.

- **Transport Allowance:** All employees, irrespective of whether they live within the campus or commute from outside, are eligible to receive a transport allowance. In addition, the Dearness Allowance at prevailing rate is payable on this amount as well.

There are three categories for the transport allowance based on the grade pay. The TA for Mumbai city is given below in terms of their eligibility.

Grade Pay	Transport Allowance
5400 and above	3200 + DA
4200 - 4800	1600 + DA
Below 4200	600 + DA

(2) Annual Increment

- The increment is an increase in pay for each year on a particular date. As per the 6th CPC the annual increment is granted on 1st of July of every year and the minimum qualifying period for earning an increment is six months of qualifying service on 1st July.

- One increment is equal to 3% of the sum of the pay in the pay band, grade pay and Non Practicing Allowance (NPA) wherever applicable. The increment is computed and rounded off to the next multiple of ten.

- If a Government servant who is promoted/appointed on 1st January of the year, joins that post on the first working day of the year due to Sunday or a Gazetted holiday falling on 1st January, is deemed to have completed six months of service on 1st July of that year for drawl of annual increment.

(3) Deductions

The primary deductions are:

- **Income Tax:** Income tax rates are as per finance bill passed by

the Parliament every year. It is possible to minimize your tax liability through some tax shelters.

- Contribution to CPF/GPF/NPS
- License Fee and utility charges for your quarter in the campus.
- Profession Tax: Currently Rs 2500/- per year.

(4) Leave Travel Concession (LTC)

Any employee with one year of continuous service, is eligible for LTC. Each employee can avail 2 LTC in a block of 4 years. Each 4 years block is sub divided into 2 sub-blocks of 2 year each. An employee is eligible for only one LTC in a sub-block. Each sub-block has a grace period of 1 year. An employee can avail LTC for one hometown and one anywhere in India trip during the period of 2 sub-blocks. Some members of the family may avail the concession of hometown while others may avail the same for anywhere in India in the same 2 years sub-block.

Accordingly to the existing scheme, one hometown trip can be converted to North East, Jammu Kashmir or Andaman and Nicobar (as per presently applicable scheme till 25th September 2016).

While availing LTC, the change of destination should be informed prior to the visit.

Journey is permitted as per eligibility by train or air. Air travel is permitted through Air India and the tickets are required to be booked through government authorized agents and their websites or Air India website. The government recognized agents are viz.

- Balmer Lawrie & Company
- Ashoka Travels and Tours
- IRCTC

Employees entitled to travel by train can travel by private airline also, but the airfare is restricted to the Rajdhani ticket fare of their entitled class.

● **Eligibility :** The employee must have had one year service in the block to be eligible for LTC in the block. All the declared dependents are eligible for LTC and the travel need not necessarily be taken up together. All return journeys must be completed within six months of outward journey. If both the spouses are working for the Institute, they both can claim LTC separately only if the declared dependents are different. The children can avail LTC only from one of the parents. If LTC for spouse is claimed under LTC entitlement, he/she cannot independently claim LTC for self. Each spouse can declare separate “Home Town” and take LTC for their respective hometowns.

● **Special provision for New Appointees:** Fresh appointees are eligible for LTC once every year for two blocks of four years each. This means that during the first eight years of service an employee along with the family can avail one LTC every year. This does not have a grace period. New joiners can avail 4 hometown or first 3 hometown trips and 4th trip anywhere in India. According to the existing scheme, only one hometown trip can be converted to North East, Jammu Kashmir or Andaman trip.

● **Encashment of Leave for LTC :** Encashment of earned leave while availing LTC will be admissible subject to the following conditions-

(i) Encashment of leave should be limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.

(ii) The balance at credit should be not less than 30 days after deducting the total of leave, if any availed plus leave for which encashment was availed.

(iii) Where both husband and wife are government servants, encashment of leave will continue to be available to other, subject to maximum limit of 60 days to each of them.

(iv) The encashment of earned leave for the purpose of LTC will not have any bearing on the maximum number of days (300) for which earned leave can be cashed at the time of retirement.

● **Travel Eligibility :** The travel eligibility is determined on the basis of grade pay.

● **LTC Advance :**

(i) Maximum 90% of the estimated cost of journey can be taken as an advance, only where the journey is expected to be completed by all persons traveling (including the return journey) within 90 days of taking the advance.

(ii) The employee has to take appropriate leave for availing LTC for self except child care leave. LTC cannot be availed using the officially closed days. The leave can be even a casual leave, in which case it is convenient to enclose a Xerox copy of your casual leave card along with the final LTC claim. One day leave is sufficient for availing LTC.

(iii) The employee should avail LTC with prior intimation (with the destination specified) and the details of encashment to administration.

(iv) The advance availed by the employee needs to be settled within 1 month. If no advance is availed, the employee can claim for reimbursement with 3 months of returning from travel.

(v) In case the employee does not settle the advance within 1 month, a recovery note is sent to accounts and to the concerned employee and the amount is recovered along with the penal interest. The rate of penal interest will be 2% over the interest rate allowed by the government on the Provident Fund balances.

(5) Children Education Allowance (CEA)

The Permanent (On-Scale) employees are eligible for CEA. Currently, the CEA has been fixed at Rs.18000 per child annually. CEA is reimbursable once in every quarter within the limit of Rs.4500, Rs.9000, Rs.13,500, and Rs.18,000 for 1st, 2nd, 3rd, and 4th quarters respectively. The amount that can be claimed in a quarter can be more than Rs.4500, and in another quarter less than Rs.4500, subject to the annual ceiling of Rs.18000 per child being maintained. A Govt. servant is allowed to get 50% of the total amount subject to the overall annual ceiling in the first quarter and the remaining amount in the third and or fourth quarter. Front loading of the entire amount in the first and second quarters is not allowed. Allowance for disabled children of employee is Rs. 36000 per child per year.

Reimbursement for following items can be claimed under CEA scheme:

- Tuition fee, admission fee, laboratory fee, special fee charged for agriculture, electronics, music or any other subject, fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extra-curricular activities are reimbursable subject to the condition that the above mentioned fees are charged by the school. No reimbursement is permissible for annual charges and transportation fees. 2 sets of uniform which include shirt, pant/short/skirt/salwar suit (kurta, salwar, and dupatta), belt, socks, and sweater and one set of school shoes are also reimbursable under CEA. Textbooks recommended by school board are allowed. This also includes reimbursement for purchase of one set of text books and notebooks. The reimbursement can be availed by Govt. servants' per child up to a maximum of two children.

- Reimbursement will be applicable for expenditure on the education of school going children only i.e., for children from classes upto XII (the classes nursery to twelfth will include classes I to XII plus 2 classes prior to class I irrespective of the nomenclature. The age limit for claiming CEA for Children other than Disabled is 20 years or till the time of passing XII class whichever is early).
- In case both the spouses are Govt. servants, only one of them can avail reimbursement under children education allowance.

(6) Family Planning Allowance :

Family planning allowance is granted to permanent employees who have 2 or less than 2 two surviving children. This is a welfare measure given as incentives for promoting small family norms.

(7) Nursing Allowance, Washing Allowance, uniform Allowance:

These allowances are granted to nursing personnel of the IIT hospital.

(8) Night Duty Allowance:

The night duty allowance is paid to employees of the Institute who perform night duty as per the existing policy.

(9) Overtime Allowance:

Overtime allowance /compensatory leave are admissible, for extra work done beyond normal duty hours as per eligibility.

(10) Cash Handling Allowance:

This allowance is admissible, to cashiers/such person who is handling cash in the Cash Section.

(11) Patient care Allowance:

This allowance is granted to employees working in the IIT Bombay hospital only.

(12) Loans

The Institute provides loans for purchase of a car, motorcycle, scooter or a personal computer. These loans bear interest. The Institute also has provision for a loan for buying a flat or building a house. Details of these are given below:

- **Cycle Advance for Permanent Employees:** Employees with a grade pay less than Rs. 2800 are eligible for cycle advance. Currently the amount of cycle advance is Rs. 4500/- and can be paid back in maximum 30 installments and is interest free.

- **Vehicle Advances(Scooter and Car Advance):**

- (i) Employees with a pay-in-pay band of Rs.19,530 or more are eligible for car advance. First advance of Rs.1,80,000 or 8 months' pay or car price (whichever is the least) is given in first occasion. And Rs.1,60,000 can be given in second occasion. The advance can be paid back in maximum 200 installments.

- (ii) Employees with a pay-in-pay band of Rs.8560 or more are eligible for scooter advance. First advance of Rs.30,000 or 4 months' pay or cost of motorcycle is given in first occasion. And Rs.24,000 is given in second occasion. The advance can be paid back in maximum 70 installments.

- (iii) The second advance can only be given in case the first advance is completely paid.

- **Computer Advance:** Employees with a pay-in-pay band of Rs.8560 or more are eligible for computer advance. An advance of Rs. 30,000 or price of computer (whichever is less) is given for all groups. The advance can be paid back in 150 installments.

- **Festival Advance for Permanent employee:** Employees with a grade pay less than 4800 are eligible for Festival Advance. Currently the festival advance is Rs. 4500/-.Festival advance is interest free and

can be paid back in 10 installments. This advance is admissible only once in a financial year. The employee cannot get subsequent festival advance before repaying the first advance.

(13) Entitlement for work related travel

● Daily Allowance

Daily allowance is meant to cover living expenses when employees travel out of their headquarters for official work. Presently it is in the form of reimbursement of staying accommodation expenses, travelling charges (for travel within the city) and food bills, payable at the following rates according to the grade pay :

Reimbursement for			
Grade Pay	Hotel Accommodation per day (Rs.)	Charges for travel within the city (Rs.)	Food Bill per day not exceeding (Rs.)
Rs. 10,000 and above and those in pay scales of HAG+ and above	5,000	AC taxi charges up to 50 Kms	500
Rs.7,600 to Rs. 8,900	3000	Non-AC Taxi charges upto 50 Kms	300
Rs.5,400 to Rs. 6,600	1,500	Taxi charges up to Rs. 150 per day	200
Rs.4,200 to Rs. 4,800	500	Up to Rs.100 per day	150
Below Rs. 4,200	300	Up to Rs..50 per day	100

● T.A on Tour: The T.A on tour will be admissible in respect of the journey of the employee from the duty point/residence at headquarters to duty point at the distant station and vice versa.

Entitlements for travel by Air / Rail / Road

Grade Pay	Air	Rail	Road
Rs. 10,000 and above and those in HAG + and above	Business / Club Class	AC I Class	AC Taxi/ Ordinary Taxi/ Autorickshaw/ Own Scooter/ Motorcycle/Moped/ Any Public Bus including AC Bus
Rs. 7,600 , Rs. 8,700 and Rs. 8,900	Economy Class	AC I Class	Same as (i) above, except AC Taxi
Rs. 5,400 and Rs. 6,600	-do-	AC 2 – Tier Class	-do-
Rs.4,200, Rs.4,600 and Rs. 4,800	...	-do-	-do
Rs.2,400 and above but less than Rs. 4,200	...	First Class / AC 3 – Tier / AC Chair Car	Autorickshaw/Own Scooter/Motorcylce/Mopped/Any Public Bus except AC Bus
Below Rs. 2,400	...	-do	Autorickshaw/Own Scooter/Motorcylce/Mopped/Ordinary Public Bus except AC Bus

(14) Incentive for acquiring higher qualification

IIT Bombay encourages its employees to upgrade their skill and professionalism by improving their educational qualification while in Institute service. However, their pursuing any course of education should not affect their assigned job.

IIT Bombay has provision to provide lumpsum incentive for acquiring higher qualification which are useful in discharge of official work. Details of quantum of incentives for various courses is available

in IIT Bombay Administration website. An employee will be eligible for the same if proper permission is taken before registering himself / herself for the course and also subject to following conditions.

- i. Incentive should be considered only if the higher qualification will make the official more effective in the present or next higher assignment.
- ii. The quantum of lumpsum, one-time incentive shall be based on qualification without any relation to increment or level / grade of the officer.
- iii. The incentive is admissible only for higher qualification acquired after induction into service.
- iv. The incentive is not admissible for the qualifications which are laid down as essential or desirable in the Recruitment Rules for the posts.
- v. The claim should be placed within six months from the date of acquisition of higher qualification.
- vi. Incentive is admissible only to employees who are likely to serve for not less than 3 years after acquisition of the higher qualification.

Chapter 8

Types of Leave

During the period of service, an employee is eligible for various forms of leave. Technically, no leave is a matter of right and has to be sanctioned by the competent authority. However, except under unusual circumstances, leave is generally not refused.

(1) Casual Leave (CL)

This form of leave is to meet casual requirements of an individual.

- At present the number of days for which casual leave can be taken in a calendar year is eight per year. However, the maximum period for which casual leave can be taken is not more than 5 days at a time except under special circumstances. Saturdays/ Sundays and holidays, when prefixed or suffixed to casual leave, will not count towards casual leave. For those who join in the middle of a calendar year, proportionate amount of casual leave is allowed. Casual leave can even be taken for half a day, i.e. morning session or afternoon session.
- Casual leave cannot be combined with any other kind of leave.
- Unutilized casual leave expires on 31st December every year and is not carried over.
- Employees appointed on consolidated salary for more than 1 year and employees appointed on 89 days basis are both entitled for casual leave on pro - rate basis.

(2) Special Casual Leave

Special casual leave for a period not exceeding 15 days in a year may be granted to a staff member for legitimate academic/administrative absence, for instance, for attending conferences, undertaking examiner-ship in an university, etc. Special casual leave of varying duration is also available for undergoing operations required for family planning purposes, sports events, and cultural activities. Special leave can also be availed due to natural calamities, bandhs etc.

(3) Earned Leave (EL)

- All the permanent employees are eligible for 15 EL, for every 6 months in advance. This is 2.5 days for each completed month; the leaves are credited twice a year on January 1 and July 1 of every year.
- In case an employee joins in the middle of the year, leaves are given on a Pro-rata basis.
- Employees appointed on consolidated salary for 1 year or more than 1 year are also entitled for EL. They are entitled to 2.5 days EL for every completed month. However, employees appointed on 89 days basis are not entitled for EL.
- Public Holidays/ Saturday/ Sunday between the EL are also considered as leave except, in the case of prefix or suffix.
- Earned leave can be accumulated up to a maximum of 300 days (i.e. 300+30 for teacher/faculty and 300 +15 for others). EL can be availed up to 180 days at a time. The un-utilized amount of earned leave can be encashed only at the time of superannuation from service. However, a limited number of days of earned leave can be encashed at the time of availing LTC.
- Earned leave can be combined with all types of leave other than casual leave.

(4) Half-Pay Leave (HPL)

- 10 number of Half-pay leave is credited in advance on January 1st and July 1st every year. (The credit given is 5/3 days or 1.67 days for every completed month.)
- Half pay leave can be availed for personal reasons or for medical purposes.
- An employee can avail half-pay leave even when he/she has earned leave to his/her credit.
- HPL is always on half salary i.e. 50% salary will be given while availing HPL.
- Temporary employees on 89 day appointment are not eligible for HPL whereas employees appointed on consolidated salary for 1 year or more than 1 year are entitled for HPL.
- Employee joining in the middle will be given HPL on pro-rata basis i.e. 5/3 days or 1.67 days for every completed month.
- If medical certificate is provided for HPL, then it is converted to commuted leave; the leave deducted in this case is double.

(5) Commuted Leave

Commutated leave may be granted to permanent and temporary on scale employees on medical grounds on production of medical certificate. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate. While availing commuted leave, twice the number of HPL is debited from the HPL account. Full pay paid on availing commuted leave.

(6) Leave not due (LND)

- Employees are eligible for Leave not Due (LND) if no Half Pay leave (HPL) is at credit.
- The amount of leave should be limited to the HPL that the employee is likely to earn subsequently.

- LND during the entire service is limited to 360 days.
- Where an employee who having availed themselves of LND, resigns or retires from service before they have earned such leave, they shall be liable to refund the leave salary to the extent the leave has not be earned subsequently.

(7) Extra-ordinary Leave

All employees are eligible. It can be taken up to 3 months with or without medical certificate, when no other leave is admissible or when other leaves are admissible but the Government servant applies in writing for the grant of extraordinary leave.

(8) Maternity Leave

- All married/unmarried female employees are eligible for maternity leave.
- Maternity leave with full pay for a maximum of 180 days at each instance can be availed by female employees with less than two surviving children.
- Maternity leave can be combined with any other kind of leave except Casual leave.
- Leave of any kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) can be granted in continuation with maternity leave for a maximum period of two years in entire service.
- In case of miscarriage/ abortion whether induced or otherwise but not for threatened abortion, female employees are entitled for 45 days of leave in entire service. An application should be supported by a certificate given by recognized or registered practitioner. This leave is admissible irrespective of number of surviving children.

(9) Paternity Leave

A maximum of 15 days leave can be granted to a male employee with less than two surviving children in an entire service during the confinement of his wife for childbirth. Such leave can be taken in the period up to 15 days before delivery or up to 6 months after the date of the delivery of the child and for 15 days from the date of the valid adoption of a child.

(10) Child Adoption Leave

- All female employees with less than two surviving children are eligible for child adoption leave. A maximum of 180 days of this leave from the date of valid adoption for a child below 1 year of age, can be granted.
- The child adoption leave can be granted only if the dependency of the child has been approved.
- A legal adoption deed or a foster care agreement is required in this case.
- If a foster care agreement is not submitted the leave is granted provisionally and subsequently adoption deed is to be submitted.

(11) Child Care Leave

A child care leave is granted to women employees having minor children below 18 years, for a maximum period of 2 years (i.e. 730 days) during their entire service, for taking care of up to two surviving children whether for rearing or to look after any of their needs like examination, sickness etc. Prior sanction of leave is mandatory before proceeding on CCL. The applied leave may not exceed more than three spells in a year. This is a paid leave on full pay.

(12) Hospital Leave

The authority competent to grant leave may grant hospital leave to (i) Group C employees, whose duties involve the handling

of dangerous machinery, explosive materials, poisonous drugs and the performance of hazardous tasks, and (ii) Group D (erstwhile) employees while under medical treatment in a hospital or otherwise, for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.

(13) Special Disability Leave

- All employees are eligible for this leave. This can be availed if the employee is injured during duty. A disability or illness certificate needs to be certified by CMO (IIT-B Hospital).
- The period of leave will be certified by an authorized medical attendant subject to maximum of 24 months.
- It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date. A maximum of 24 months leave can be granted as a Special Disability Leave.
- It may be combined with any other kind of leave.

Lien

Lien is given to an employee when he/she is moving from one organization to another only application to routed, when appointed through proper channel. Only confirmed permanent employees are eligible for Lien. One year lien is granted, after confirmation on rendering 5 years' service and 2 years lien in case of rendering 10 years of service after confirmation.

- Leave salary and pension contributions is required to be paid either by the employee or the new employer during the period of the Lien.
- Leave salary is worked out on 11% of foreign pay.
- The employee has to execute a Lien agreement for the period of Lien.

Chapter 9

Medical Facilities

IIT Bombay believes in the importance of catering to the medical necessities of its employees. It not only takes care of the medical needs of the employees and their dependents during the period of service, but makes sure that medical facility to employees and their spouse is also taken care of after retirement. In a nutshell, IIT Bombay prepares its employees to face any unforeseen medical emergency well in advance.

(1) IIT Hospital

The Institute has an in-house Hospital which is well equipped with both in-patient and out-patient facilities. In addition to several full time doctors, there are several visiting specialists who attend the Hospital on certain days and are available for consultation. The Hospital also provides for dental care as well as for treatment through homeopathy. Basic diagnostic facilities like pathology, X-Rays, Sonography, ECG etc is available at the hospital. The Hospital also has a physiotherapy section. The Hospital administration is headed by a Chief Medical Officer (CMO). A Committee known as the “Hospital and Health Advisory Committee (HHAC)” headed by a Professor of the Institute acts as a general policy watchdog for the Hospital and related issues. This Committee reviews Hospital policies from time to time and recommends measures that need to be taken to improve

Hospital services. All emergency claims are also recommended for approval by this committee. Employees residing away from the Institute may obtain permanent referral for their family to hospital near their residence. The facilities of one hospital near employee's residence, which is empaneled for 100% reimbursement can be availed for employee's family members (OPD as well as In-patient).

1.1. Healthcare : The hospital maintains a family file for every employee and it has to be presented at the reception at the time of seeing a doctor. For regular medical officers appointment is not needed but if one needs to see a specialist then appointment must be taken in advance. Any medicine prescribed by the doctor on duty can be obtained from the Pharmacy attached to the Hospital. If a prescribed medicine is not available, one has to take a separate prescription for the same to purchase it from the market. The Institute reimburses the cost of medicines purchased from outside which could not be supplied from the Institute Pharmacy. Similarly, cost of consultation, pathological or radiology investigations carried out outside the IIT Hospital on recommendation of the Institute doctors are also reimbursable. In some cases, only 80% of the cost is reimbursable. There are some fine prints to reimbursement rules (for instance, cost of spectacles or contact lenses or the cost of dental treatment in an outside clinic or hospital etc. are not reimbursable even when recommended by a medical officer of the Hospital). In the case of illnesses which require hospitalization of a specialized nature (as may be determined by the C.M.O.), a patient may be referred to one of the many hospitals in the city which are recognized by I.I.T.

Medical Facilities

- Permanent employees of the Institute are eligible for full medical facilities as per the rules of the Institute at IIT Hospital. Full medical facility means reimbursement of medical bills of both IPD and OPD.
- There are two categories of empanelled hospitals in the Institute. In the first category, 100 % reimbursement is admissible, while taking treatment at such hospitals. On the other hand, 80% reimbursement is allowed in other private hospitals. The list of empanelled is given on the IITB website.
- On scale contract employees are eligible for full medical facilities who are working in Group A, B, C categories in the Institute. Such employees are entitled to get OPD and Indoor Medical Facilities at par with regular employee of the Institute.
- Employees working on consolidated salary for a period of 1 year or more are eligible for a health allowance on the yearly insurance premium up to Rs. 10,000/- for a family of up-to four (self, spouse and two dependent children). They are also eligible for taking OPD treatment from IIT Hospital.
- Temporary employees, and their spouse who are on Institute's contract/89 day basis are entitled for OPD Medical facilities at the Institute.

1.3. Limited Contributory Medical Scheme for Permanent Employees (LCMS)

LCMS is applicable for non-dependent parents or parents-in-law of permanent employees. Under this scheme, OPD treatment is provided at IIT hospital on a payment of Rs. 1,000/- per person for 6 months and Rs 2,000/- for 1 year. They will be treated on 'non-entitled' basis; however, medicines etc. will have to be purchased from outside without any reimbursement.

Medical Advance for IPD

Medical Advance of 80% is granted to the staff members on a request for the same duly certified by the Medical Officer indicating the nature of illness, treatment duration and cost of treatment is made. The Medical Advance paid is adjusted from the subsequent reimbursement claim preferred by the staff member. When the staff member is too ill to apply, the request for medical advance could be made and drawn by the spouse or legal heir.

Medical TA

- Staff members and their family members are entitled to T.A. for travel undertaken to avail Medical Attendance including admission in a recognized hospital as well as consultation with a Private Specialist provided the journey is undertaken under the written advice of AMA and the journey is undertaken beyond 8 km each way.

- The entitlements for T.A. are as follows:

- Basic Pay – Rs 6500/- and above – Taxi/Bus/Railway (1st Class)

- Basic Pay – Rs 6499/- and below – Auto/Bus/Railway (2nd Class)

- Ambulance when available is provided to transfer the patients admitted to IIT Hospital to outside hospitals. The Medical Officers/ Sisters on duty will prepare the ambulance slip giving the particulars of the patients and the purpose of his/her visits etc.

Reimbursement of OPD Treatment for Permanent Staff

Reimbursement for OPD treatment when referred to private hospitals be as under :

- Consultation fees will be reimbursed in full.
- 80% of the charges for routine investigation of blood serum, urine, stool, ECG etc. will be reimbursed.
- 80% of the charges for special investigations like Gastroscopy, Endoscopy, Ultrasonography etc. will be reimbursed

(2) Healthcare after retirement : The Institute has a scheme to take care of your and your spouse's medical requirements after retirement. The schemes is contributory.

I. Contributory Medical Scheme (CMS): Staff members who have retired from Institute's services before 30th June, 2003, have got the choice to opt for Contributory Medical Scheme or Rs. 500/- p.m. Medical Allowance along with pension. Retired employees are eligible for full medical facility as per Institute policy 4 months after their superannuation.

- The employees who opt for Contributory Medical Scheme will be eligible to avail lifelong OPD Medical facility at IIT Hospital for themselves and their spouse on lump sum payment as follows:

Group A officers : Rs. 8000/-

Group B and C : Rs. 6000/-

Group D : Rs. 4000/-

OPD facilities include, Consultation with Medical Officers/Specialists, Pathology, X'ray, ECG, Sonography, surgery in minor O.T. (at OPD), Physiotherapy etc. Medicines available at the IIT Dispensary of the hospital will also be provided. However, no reimbursement of any kind will be made for medicines, which are not available, or for tests and examinations recommended outside I.I.T. Hospital.

II. Post-Retirement Medical Scheme (PRMS)

The PRMS is for Permanent Staff members and Retired PRMS members of the Institute.

New PRMS

- The New scheme will be a part of the service conditions of employees who join the Institute's services on or after 11th March,

2015. All existing employees of the Institute and those who were on rolls of the Institute on the 11th March, 2015 as permanent employees of the Institute will be entitled to join the scheme on exercising an option in this regard within three months of adoption of the scheme by the Board of Governors.

- A monthly subscription is to be paid by all the members of the scheme, currently based on their pay scales as follows:
- **Category – I :** Faculty, equivalent academic staff and other officers in the Grade pay of Rs. 5400/- and above.
- **Category – II :** Employees in the Grade pay of Rs. 4600/- and below Rs. 5400/-
- **Category – III:** Employees in the Grade pay of Rs. 2400/- and below Rs. 4600/-

Contribution range for above shall be from 1% to 1.4% of mean salary of the category (start rate 1.2%)

- **Category – IV:** Employees in the Grade pay below Rs.2400/- Contribution range shall be from 0.6% to 1% of mean salary of the category (start rate 0.8 %)
- Maximum cap for all categories will be 33.3% of their respective eligible cover.

Benefit Structure

Category	Cover for Retirement year 2015	Increase in cover with retirement year
I	20 lacs	0.50 per annum
II	12 lacs	0.30 per annum
III	10 lacs	0.25 per annum
IV	09 lacs	0.23 per annum

- Members will contribute for a period of 25 years or lesser if they reach their maximum cap of 33.3% of the eligible cover.
- All employees joining the scheme at inception will have an option of paying one time lump sum with no further contribution. The lump payment is as follows:

- A - 4.0 lacs (20% of 20 lacs)
- B - 2.4 lacs (20% of 12 lacs)
- C - 1.7 lacs (17% of 10 lacs)
- D - 1.0 lacs (11% of 09 lacs)

This onetime payment option may be exercised with payment over 24 equal installments. The installment option is only available to staff with minimum of 2 years of service left.

- If both husband and wife are employed in the Institute then it shall be mandatory for both of them to join the scheme. Membership of the higher category member would be retained and the lower spouse category subscription along with the interest would be refunded at the time of retirement of the spouse in lower category.
- Medical Claim reimbursement: 100% of the claim made in respect of treatments taken from Government/IITB-empanelled hospitals is reimbursable and 80% of the claim made in respect of treatment taken from IITB-empanelled private/opted hospitals is reimbursed.
- Maximum of 50% of the eligible cover can be availed as claims in the first 5 years of retirement.
- The Institute may recognize some hospitals in major cities and towns outside Mumbai at which retired employees may avail hospitalization facilities. The amount of reimbursement for treatment in such hospitals will not exceed amount admissible to a serving employee in the Institute.

- No refund of the subscribed amount will be permissible under any circumstances other than mentioned below:

- (a) A member may opt to leave the scheme at the time of retirement on superannuation from the Institute by taking a refund of the amount standing in his/her account. Once a member leaves the scheme, he/she will not be permitted to rejoin the scheme.

- (b) When a member leaves the service of the Institute by tendering his/her resignation, their membership of the scheme shall be terminated. The member will be eligible for refund of the amount standing against his/her account.

- (c) In case both husband and wife are PRMS Members, one of the member can opt for entitlement and the other can take refund only at the time of his/her superannuation retirement.

- (d) In case of death while in service of a member who is not having spouse, subscription will be refunded to the legal heir of the member.

- A member can avail a cover equivalent to the higher category by paying contributions as applicable to the higher category. A higher category employee cannot opt for lower cover and lower contribution.

- In case an employee dies or leaves the Institute on voluntary retirement after serving the Institute for a minimum of 20 years, spouse/ employee may opt to continue to be a member by making lump-sum payment equal to the balance installments due from the employee.

- The Institute will maintain a separate account for every member of the scheme in the manner in which PF accounts are maintained. The amount that stands in the account of every member shall receive interest at a rate that is 1% less than the average of prevailing saving bank account rate of interest of the nationalized bank; the 1% will be considered as administrative expenses for the scheme.

- When the spouse of a staff member is employed in a State/ Central Govt. / another Autonomous body/ Corporate body, he/she can choose to claim the medical facilities either from the Institute or from the spouse's employer, by declaring the same through a joint communication.

Reimbursements of Claims

- Medical expenditure incurred before and after hospitalization would not be reimbursable.
- Domiciliary hospitalization is not reimbursable.
- No reimbursement will be allowed for any other line of treatment like Ayurveda and Homeopathy etc.
- IIT Hospital is not available for indoor treatment.

Chapter 10

Retirement Benefits

IT Bombay recognizes the need for taking care of its employees not only while they are in service but also after they retire from the Institute. With its focus to provide its employees with lifelong security even after retirement the Institute has two operative retirement schemes viz., Contributory Provident Fund-cum-gratuity Scheme (CPF) and General Provident Fund-cum-Pension-cum-gratuity Scheme (GPF) for employees who have joined the Institute before 2004 .Meanwhile the New Pension Scheme (NPS) is applicable for all employees who have joined the Institute on or after 1.1.2004.

The salient features of these schemes are as follows :-

(1) General Provident Fund-cum-Pension-cum-gratuity Scheme (GPF) Scheme: If you are governed by this scheme, you are eligible to draw a pension throughout your remaining life. Further, after your death, your spouse will be eligible for a family pension too.

Components :-

● **Pension:** The maximum rate of pension is half the basic pay at the time of retirement, or 50% of the average monthly remuneration drawn during the last ten months of service, whichever is beneficial. Dearness relief is also remitted along with the pension.

● **Commutation of Pension:** Every pensioner is eligible to commute up to 40% of his/her pension for a lump-sum payment. This lump-sum payment is called commutation value of pension. Dearness relief is paid on full pension and not on reduced pension. The commuted pension gets restored after 15 years.

● **Family Pension:** There are two types of family pension (i) at Normal rate, (ii) at enhanced rate. Normal rate is sanctioned on 30% of the last pay drawn at the time of retirement. On the other hand enhanced rate pension is payable only when:

(a) Employee dies while on service after rendering 7 years of service. Family pension at an enhanced rate is paid for 7 years and then it is reduced back to normal rate.

(b) After superannuation, till the attainment of 67 years of age, if the employee dies between the age of 60 to 67 years.

● **General Provident Fund (GPF) Monthly Subscription:** This is basically what you keep aside every month from your salary. The minimum amount you have to save is 6% of your basic pay and the maximum cannot exceed basic pay. The amount of subscription can be increased and/or decreased once during a financial year. Loans (called advances) can be taken from your GPF to meet various contingent expenditures like illness and education related expense of dependents, obligatory family expense like marriages and shradh, to meet cost of legal proceedings.

● **Retirement Gratuity:** A lump sum amount known as gratuity is payable to an employee on superannuation. The amount payable is one fourth of the emoluments for every completed six months of qualifying service, subject to a maximum of Rs 10 Lakhs. The emolument includes basic pay and D.A. drawn by the employee on the day of superannuation.

- **Death Gratuity :** Death Gratuity is admissible in the case of death in service of an employee at the following rates:-

Sr. No	Length of Service	Death Gratuity payable to family
(i)	Less than one year	2 times of emoluments
(ii)	One year or more, but less than 5 years	6 times of emoluments
(iii)	5 years or more, but less than 20 years	12 times of emoluments
(iv)	20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times emoluments or INR 10 Lakh

- **Service Gratuity :** No pension is admissible to a permanent employee who retires before completion of 10 years qualifying service, instead, a lump sum payment known as Service Gratuity at the rate of half-month's emoluments for every completed six monthly period of qualifying service is admitted. Emoluments means basic pay, non-practicing allowance, if any and includes dearness allowance admissible on the date of retirement. This gratuity is in addition to retirement gratuity admissible to those who have completed 5 years of qualifying service.

(2) Contributory Provident Fund (CPF): CPF is contributory which means a monthly contribution is made towards the fund by both the employee and the Institute at 10% of paying Pay Band and Grade Pay together. If you have opted for this scheme, no pension is payable to you. However, the gratuity described under CPF Scheme is payable. In this scheme, your contribution is a minimum 10% of your basic pay with the maximum being 100% of the same. The Institute contributes 10% of your basic pay to this fund as well. The deposits under this scheme earns interest at a prescribed rate (currently 8.7%) and like

the GPF it is also tax free. The deposits are released to the employee along with the interest at the time of superannuation.

(3) New Pension Scheme

- The New Pension Scheme (NPS) is applicable for all employees who joined the Institute on or after 1.1.2004. The funds will be managed by the National Security Depository Ltd (NSDL). At present, loans and withdrawals from the fund are not permissible. Under this scheme, an individual account will be opened in the name of every employee. The employee will contribute 10% of his emoluments every month to this account. This account number is known as the Permanent Retirement Account Number (PRAN) which is transferable from one organization to another, where the scheme is in existence.

This, in turn, will provide an employee with two personal accounts:

- **A mandatory Tier-I Pension Account:** Employee will contribute a minimum of 10% of the basic pay plus D.A. to the Tier-I account every month. The Government (the Institute) will contribute to this account 10% of your basic plus D.A.

- **A voluntary Tier- II Savings Account:** A purely optional savings scheme without any tax benefit, from which withdrawals and loans are permitted. No contribution from the employer/Govt will be made to this account. Tier-II is however is not yet operational for Government sector.

- **Exit:** On superannuation – 60% is payable to subscriber and 40% will be invested towards annuity purchase. Before superannuation-20% is payable to subscriber and 80% will be invested towards annuity purchase.

- PRAN is transferable from one organization to another where the scheme is in existence.

(4) Encashment of Leave

- **At the time of Superannuation:** A maximum of 300 days of earned leave may be accumulated by an employee. All unutilized earned leave up to this maximum duration which is 300 is encashable at the time of superannuation. In case the amount of earned leave to the credit of the employee is less than 300 at the time of retirement, the shortfall can be made up from the half pay leave to the credit of the employee to the extent of such short-fall. However, the half pay leave will only be cashed at half rate and no commutation is permitted. The rate of encashment is the total emoluments (Basic + D.A) per day on the date of retirement assuming a month to consist of 30 days.
- **Death while in service:** Since 01-01-2006 if an employee dies while in service the cash equivalent of leave salary for earned leave and half pay leave(maximum 300 combined together) due and admissible to the deceased will be paid to their family.
- **Special Case:** An employee who resigns or quits service shall be entitled to leave encashment for maximum of 150 days.

(5) Voluntary Retirement

An employee may opt to voluntarily retire from the Institute service by giving 3 months notice to the Appointing Authority, if the employee has rendered 20 years of qualifying service in the Institute and is governed by GPF-cum-pensionary scheme. On acceptance of the request for Voluntary Retirement of the employee, he/she will be eligible for pension, commutation of 40% pension, Retirement Gratuity, encashment of EL and HPL up to 300 days combined together as per rules of the Institute.

