

# **INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**DEONAR, MUMBAI - 400 088.**

## **BYE-LAWS**

**(Corrected upto June 2008)**

In exercise of the powers conferred by Rule 6(5) of the Rules and Regulations of the International Institute for Population Sciences, the Executive Council hereby makes the following Bye-Laws, namely:

### **INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

#### **BYE-LAWS "1967"**

#### **PART I - GENERAL**

**1. Short title and commencement:**

1. These Bye-Laws may be called the International Institute for Population Sciences Bye-Laws, 1986.
2. They shall be deemed to have come into force on 19-12-1986.

**2. Definitions:**

In these bye-laws, unless the context otherwise requires:

- (a) "GENERAL COUNCIL" means the General Council of the International Institute for Population Sciences;
- (b) "EXECUTIVE COUNCIL" means the Executive Council of the International Institute for Population Sciences appointed under Rule 5 of the Rules and Regulations, to assist the General Council and to manage the day to day affairs of the Institute;
- (c) "PRESIDENT" means the President of the General Council of the International Institute for Population Sciences;
- (d) "VICE-PRESIDENT" means the Vice-President of the General Council;
- (e) "CHAIRMAN" means the Chairman of the Executive Council;

- (f) "SECRETARY" means the Secretary of the Executive Council;
- (g) "APPOINTING AUTHORITY" in relation to any post under the Institute means the authority competent to make appointments to the post;
- (h) "ACADEMIC COUNCIL" means the Academic Council constituted under Rule 8 of the Rules and Regulations of the Institute;
- (i) "STANDING FINANCE COMMITTEE" means Standing Finance Committee constituted under Rule 11 of the Rules and Regulations of the Institute;
- (j) "GOVERNMENT" means the Central Government;
- (k) "INSTITUTE" means the International Institute for Population Sciences;
- (l) "DIRECTOR" means the Director and Senior Professor of the International Institute for Population Sciences;
- (m) "EMPLOYEE" means a person serving in the Institute on any post;

Employees are further divided into two categories, viz., (a) Academic Staff and (b) Non-Academic Staff.

(b) Academic Staff will mean and include

- (i) Members of the faculty, consisting of Director, Professors, Associate Professors and Assistant Professors, and other categories recognized as such by UGC from time to time.
- (ii) Any other category of staff declared as academic staff by the Executive Council.
- (c) Non-Academic staff will mean and include all other staff not covered in (i) and (ii) above.
- (n) "RULES" means the Rules and Regulations of the International Institute for Population Sciences;
- (o) "APPENDIX" means an Appendix to these Bye-Laws;
- (p) "YEAR" means the year ending on 31<sup>st</sup> March.

## **PART II - BYE LAWS FOR CONDUCT OF BUSINESS**

## **1. Meeting of the Executive Council**

1. The Executive Council shall ordinarily meet at the Institute on such date and time as the Chairman, or any other person authorized to convene the meeting in terms of the provisions of Clause 7(2) of the Rules and Regulations of the Institute, may decide.
2. An extraordinary meeting of the Executive Council shall also be called on a written requisition made by at least five members of the Executive Council.
3. The Secretary shall send to the members notice of every meeting of the Executive Council at least fourteen days in the case of an ordinary meeting and at least seven days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent at least 7 and 5 days respectively before the date of the meeting.
4. The Chairman shall preside over the meeting of the Executive Council. In his absence, a member chosen by the members present on the occasion shall function as the Chairman of the meeting.
5. Any member desirous of moving any resolution at a meeting of the Executive Council shall give notice thereof in writing to the Secretary, so as to reach him not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately by the Secretary to the members and be included in the agenda of the meeting.
6. Any matter not included in the agenda and of which notice as mentioned in sub-para (5) above has not been given, may be considered at meeting of the Executive Council with the permission of the Chairman.
7. The proceedings of meetings of the Executive Council shall be recorded in a Minute Book to be maintained by the Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

## **2. Powers and Duties of the Director**

The Director shall exercise the powers and discharge the duties mentioned below:

1. He shall be in-charge of the administration of the Institute and shall allocate duties to employees. However, with regard to Academic Staff, he shall allocate duties in consultation with the concerned Head of the Department. He shall, subject to the Rules and the Bye-Laws, exercise such supervision and execute control as may be necessary.
2. He shall exercise the specific powers assigned to him in the Bye-Laws and in Appendix-I.
3. Without prejudice to the general responsibility and within the limits of his own powers, the Director may delegate his powers for the speedy disposal of the business of the Institute to any of his subordinates. Such delegations should be reported to the Executive Council at its next meeting.
4. In the absence of the Director for a period not exceeding 15 days the senior-most Professor on duty will look after the current duties of the Director. For a period exceeding 15 days, the orders of the Chairman, Executive Council, shall be obtained.

### **3. Academic Council**

1. The composition, powers and functions of the Academic Council will be governed by the Rules 8, 9 and 10 of the Rules and Regulations of the Institute.
2. A casual vacancy in the Academic Council may be filled by the Chairman of the Academic Council by nomination.
3. Meeting of the Academic Council:
  - (i) The Academic Council shall meet at the Institute on a date and time as the Chairman of the Academic Council, or any other person authorized to convene the meeting in terms of the provisions of Clause 10 of the Rules and Regulations of the Institute, may decide.
  - (ii) An extraordinary meeting of the Academic Council shall also be called on a written requisition made by atleast 7 members of the Academic Council.

- (iii) The Member-Secretary shall send to the members notice of every meeting of the Academic Council at least 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent atleast 7 and 5 days respectively before the date of the meeting.
- (iv) Any member desirous of moving any resolution at a meeting of the Academic Council shall give notice thereof in writing to the Member-Secretary, so as to reach him not less then 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately by the Member-Secretary to the members and shall be included in the agenda of the meeting.
- (v) The Chairman of the Academic Council shall preside over the meeting of the Academic Council. In his absence, a member chosen by the members present on the occasion shall function as the Chairman of the meeting.
- (vi) Any matter not included in the agenda, may be considered at a meeting of the Academic Council with the permission of the Chairman.
- (vii) The proceedings of the meetings of the Academic Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

#### **4. Standing Finance Committee**

- 1. The composition, powers and functions of the Standing Finance Committee will be governed by the Rules 11, 12 and 13 of the Rules and Regulations of the Institute.
- 2. The term of office of nominated members of the Standing Finance Committee shall be three years. An outgoing member shall be eligible for re-nomination.
- 3. A casual vacancy in a Standing Finance Committee may be filled by the Chairman of the Executive Council by nomination of a member of the Executive Council.
- 4. Meeting of the Standing Finance Committee

- (i) The Standing Finance Committee shall ordinarily meet at the Institute on such date and time as the Chairman, or any other person authorized to convene the meeting in terms of the provisions of Clause 13 of the Rules and Regulations of the Institute, may decide.
- (ii) An extraordinary meeting of the Standing Finance Committee shall also be called on a written requisition made by atleast 4 members of the Standing Finance Committee.
- (iii) The Secretary shall send to the members notice of every meeting of the Standing Finance Committee atleast 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent atleast 7 and 5 days respectively before the date of the meeting.
- (iv) The Chairman shall preside over the meeting of the Standing Finance Committee. In his absence a member chosen by the members present on the occasion shall function as Chairman of the meeting.
- (v) Any member desirous of moving any resolution at a meeting of the Standing Finance Committee shall give notice thereof in writing to the Secretary, so as to reach him not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately by the Secretary to the members and shall be included in the agenda of the meeting.
- (vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) above has not been given, may be considered at a meeting of the Standing Finance Committee with the permission of the Chairman.
- (vii) The proceedings of the meeting of the Standing Finance Committee shall be recorded in a Minute Book to be maintained by the Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

### **PART III - SERVICE BYE-LAWS**

#### **5. Grades of Posts**

1. Posts under the Institute shall fall into two groups:
  - (a) those maintained out of the funds of the Institute, and
  - (b) those maintained from specific grants made by outside agencies.
2. Posts shall be either "permanent", i.e. carrying a definite rate of pay sanctioned without any limit of time, or "temporary", i.e. carrying a definite rate of pay sanctioned for a limited time.
3. Posts shall be divided into four Groups as follows:
  - A** - Posts carrying a Pay Band-3 Rs. 15600-39100 (Grade Pay from Rs. 5400 to 6600) & Posts carrying a Pay Band 4 Rs. 37400-67000 (Academic Grade Pay from Rs. 6000-Rs. 10000).
  - B** - Posts carrying a Pay Band-2 Rs. 9300-34800 (Grade Pay from Rs. 4200- Rs. 4600).
  - C** - Posts carrying a Pay Band-2 Rs. 5200-20200 (Grade Pay from Rs. 1800- Rs. 2800)
4.
  - (i) Posts shall be of the groups specified in Appendix - III.
  - (ii) The Executive Council may direct:-
    - (a) Creation of any post in the Institute. For creation of all Group 'A' posts, i.e. posts in the Pay Band 3 Rs. 15600-39100 (Grade Pay from 5400-6600) and posts in the Pay Band 4 Rs. 37400-67000 (Academic Grade Pay from 6000-1000) prior approval of the Ministry of Health and Family Welfare shall be obtained.
    - (b) Abolition of any post.
5. Ad-hoc posts for specified Research Projects duly sanctioned by the Executive Council may be created by the Chairman of the Executive Council or Director for periods as under:

**Group A Posts:**

Chairman: upto one year at a time subject to report to Executive Council at its next meeting.

**Group B, C Posts:**

Director: upto six months at a time subject to report to Executive Council at its next meeting.

**6. Appointing Authority**

Appointments to Group A posts shall be made by Executive Council subject to the provisions of Rule 6(3) of the Rules and Regulations of the Institute. Director, shall, however, issue appointment letters to persons appointed to Group A posts on behalf of the Executive Council. Appointments to Group B, C and D posts shall be made by the Director.

**7. Recruitment**

1. All Group A, B and C posts carrying an initial pay of Rs.4500/- and over except that of the Director, shall be advertised by the Director in prominent newspapers of the country approved for the purpose. Group C posts carrying an initial pay of Rs.4500/- p.m. and over and likely to last for less than a year may be advertised in local newspapers only. For other Group C and D posts, the Director shall send a requisition to the Employment Exchange. Applications received directly may also be entertained provided the candidates are registered with the Employment Exchange. However, these rules are not applicable to ad-hoc posts for Research Projects which may be filled up according to the need of the specific projects.

2. The Committee for selecting the candidates for posts in the various groups shall be comprised as follows:

***I. For Group 'A' Posts***

**(A) For posts on Academic side**

**(i) For Professors**

- (a) Chairman or his nominee.



- (b) Three Professional Experts from outside the Institute who are not the members of the staff/General Council/Executive Council/Academic Council/Standing Finance Committee of the Institute to be nominated by the Chairman of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairman.
- (d) Director

**(ii) *For Associate Professors and Assistant Professors***

- (a) Chairman or his nominee of appropriate status - Chairman.
- (b) Two Professional Experts from outside the Institute who are not the members of the staff/General Council/Executive Council/Academic Council/Standing Finance Committee of the Institute to be nominated by the Chairman of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairman.
- (d) Director.
- (e) Professor of the concerned Department.
- (f) One SC/ST Representative (in case of Assistant Professors)

**(B) For all other Posts on Non-Academic side in Group 'A'**

- (a) Chairman or his nominee of appropriate status - Chairman.
- (b) One member of the Executive Council to be nominated by the Chairman.
- (c) Director.
- (d) Two members of the staff above the level of the post for which appointment is to be made.

**II. *For all posts in Group 'B'***

- (a) Director or his nominee of appropriate status - Chairman.
- (b) Two members of the staff above the level of the post for which the appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
- (c) One SC/ST Representative.

### ***III. For Group 'C' and 'D' posts***

- (a) Director or his nominee of appropriate status - Chairman.
  - (b) Two members of the staff above the level of the post for which appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
  - (c) One SC/ST Representative.
3. The Chairman of the Selection Committee shall appoint a sub-committee to screen the applications received and select the candidates to be called for interview from among those applying in response to the advertisement. For posts, where suitable candidates are not likely to apply, contact candidates may also be considered in addition to those who apply in response to advertisement.
  4. The Selection Committee shall send its report to the Director who shall submit it to the appropriate authority for appointment.
  5. The maximum age of a candidate at the time of recruitment to the service of the Institute shall be in accordance with the Recruitment Rules framed by the Executive Council.
  6. An officer may be appointed to any post in the Institute on foreign service/deputation with the approval of the Executive Council or of the appropriate Selection Committee.

## **8. Tenure**

1. *Probation:*

Except when otherwise provided in the Rules and Regulations or in the special terms of appointment on fixed tenure or contract or deputation, all employees of the Institute shall, on appointment to any service of the Institute, remain on probation for a period of two years which period may be extended or reduced by the competent authority.

2. *Termination of Services*

The appointing authority may, without assigning any reason, terminate the services of any member of the staff:

- (a) Who is continuing on a substantive appointment and has completed his/her period of probation, by giving three months notice or three months salary in lieu thereof.
- (b) Who is continuing on an officiating appointment and has completed his/her period of probation by giving a month's notice or a month's salary in lieu thereof, and
- (c) Who is on probation or has completed the specified period of appointment without any notice.

3. *Resignation*

A member of the staff who wishes to leave the service of the Institute shall give:

- (a) Three months' notice or three months' pay in lieu thereof if he/she is on a substantive appointment and has completed his/her period of probation.
- (b) One months' notice or pay one months' salary in lieu thereof, if he/she is on an officiating appointment.

The Director may, in special circumstances, permit an employee to resign from the service of the Institute by notice of less than three months or one month as the case may be and report to the Executive Council at its next meeting.

4. *Retirement*

- (i) Except as otherwise provided in the Service Bye-Laws, every employees of the Institute excepting academic staff shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 60 years. Provided that a non-academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 60 years<sup>VIII</sup>.
- (ii) Except as otherwise provided in the Service Bye-Laws, every academic staff shall retire on the afternoon of the last day of the month in which he/she attains the age of 62 years. Provided that an academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the proceeding month on attaining the age of 62 years<sup>VIII</sup>.
- (iii) An employee of the Institute may be asked to retire after attaining the age of 55 years or on completion of 30 years of approved service following the prescribed formalities on giving 3 months notice without assigning any reason.
- (iv) An employee of the Institute may, after attaining the age of 55 years and **or** completion of 20 years of qualifying service may also voluntarily retire after giving 3 months' notice to the appointing authority.
- (v) The cases of retiring faculty who are willing to continue work beyond 62 years upto 65 years, will be put up to a Review Committee, one year before the date of retirement of the faculty.<sup>IX</sup>
- (vi) The Committee, based on the credentials of the faculty member and the requirement of the Institute, will review and forward their recommendations to the Director, IIPS, which will then be put up to the Executive Council for its Recommendations and approval.<sup>IX</sup>

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<sup>VIII</sup> Amendments made as approved by the Executive Council at its 76th Meeting held on October 5, 1998 and vide MoHFW letter No.A.24011/1/97-Coordn dtd. 26.6.1998 read with DOP&T O.M.No.25012/8/98-Estt.A dtd.30.5.1998 & MHRD(Dept.of Edn.) Letter No.F.1-22/9/II.I dtd 27.7.98.

<sup>IX</sup> Para (v), (vi) & (vii) added on approval of the Ministry vide letter No.A.45012/7/2007-Stat.II dtd.19.7.2007 to the recommendations made by the EC at its 90<sup>th</sup> meeting held on 20.4.2007 in the light of UGC letter No.1.19/2006-U.II dtd.23.2.2007.

- (viii) The composition of the Review Committee will be the same as that of the Committee for selection of incumbents for the regular post of Professors, IIPS.<sup>IX</sup>

## **9. Leave**

1. Employees of the Institute except Faculty members shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government servants in the Central Civil Services (Leave) Rules, 1972 as amended from time to time provided that incumbents on deputation to posts at the Institute on foreign service shall be governed by the leave rules as may be stipulated in the conditions of their deputation.
2. Faculty members will be governed by the leave rules as given in Appendix-II.
3. Application for any kind of leave shall be addressed to the Director, who shall, in accordance with the relevant provisions, grant leave to all members of staff. Director will take casual leave himself and inform the office about it. Other kinds of leave to the Director shall be granted by the Chairman.
4. When the exigencies of the Institute so require, the Director may refuse or revoke leave of any kind. In the case of members of the staff of Group 'A', he shall report such refusal or revocation to the Chairman for approval. Leave cannot be claimed as a matter of right.

## **10. Filling of Leave Vacancies**

1. Leave vacancies in Group C and D of duration of one month or more may be filled by temporary recruitment. Leave vacancies of essential services of the Jr. Library Attendant, Sweeper, Watchman and Peon and other so declared by the Executive Council may be filled for a shorter period.
2. If a member of the staff is away from duty for a period not exceeding three months, the Director may appoint another member of the staff to officiate in that vacancy.

## **11. G.P.F. - cum Pension - cum Gratuity Scheme**

1. Members of the staff shall be eligible, after satisfactory completion of one year service, to the benefit of G.P.F. - cum - Pension - cum Gratuity rules as enjoined in the C.C.S. (Pension) Rules 1972 and C.P.F. (C S) Rules, as applicable to the Central Government employees as amended from time to time.
2. The qualifying service of the employees of the Institute will be counted from the date of introduction of the C.P.F. Scheme in the Institute, i.e., 1-2-1961 and the pension amount will be calculated accordingly.
3. Those who have opted for Contributory Provident Fund and Death -cum - Retirement Gratuity Scheme on April 01, 1987 will continue to be governed by the Contributory Provident Fund Rules of Government of India and Death -cum- Retirement Gratuity Scheme as per Institute's Rules.
4. G.P.F. - cum Pension - cum - Gratuity Scheme was introduced with effect from April 01, 1987.
5. New Pension scheme in accordance to Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification F.No.5/7/2003-ECB&PR dated 22/12/2003 to the new recruits at the Institute has been introduced w.e.f. January 01, 2004.<sup>x</sup>

## **12. Conduct, Discipline and Penalties**

1. The Central Civil Services (Conduct) Rules, 1964, shall apply, mutatis mutandis, to the employees of the Institute.
2. The appointing authority or any other authority superior to it may impose on an employee of the Institute any of the following penalties for good and sufficient reasons:
  - (i) Censure;
  - (ii) Withholding of increments or promotion;

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<sup>x</sup> Amendments made as approved by the General Council at its 36th meeting held on 9.1.2005 and also on MoHFW approval contained in their letter No.45012/18/2005.Admn.II dtd.6.12.2005.

- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules / bye-laws of the Institute on orders or directions of superior authorities;
  - (iv) Reduction to a lower grade or post or to a lower stage in a time-scale;
  - (v) Compulsory retirement; and
  - (vi) Dismissal from service.
- 3. No order imposing any penalty on a employee shall be passed, except after:
  - (a) the employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/she may wish to make within a specified time, which shall ordinarily be not less than a fortnight.
  - (b) such representation, if any, is taken into consideration by the authority imposing the penalty.
- 4. Provided that, without prejudice to the inquiry, the Director may, excepting in the case of employees holding Group A posts either *sou motu* or if he/she deems necessary, in consultation with the Chairman, suspend a person from his post for the period of the enquiry.
- 5. In respect of an order of punishment:
  - (a) a member of the staff in Group B, C and D shall have the right to appeal to the Chairman of the Executive Council; and
  - (b) a member of the staff in Group A shall have the right to appeal to the President of General Council.
- 6. The right of appeal shall be exercised within one month of the date on which the punishment is awarded.

7. Every appeal shall be submitted to the Director who shall transmit it to the appellate authority with his remark on point of fact.
8. The decision of the authority, to whom the appeal is preferred, shall be final.



## **PART IV**

### **CONSULTANCY AND FEE RULES AND MERIT PROMOTION**

#### **BYE-LAWS**

#### **13. Rules for Consultancy and Merit promotion Scheme**

##### **1. Consultancy and Fee Rules:**

The rules for consultancy and acceptance of fee as framed by the Central Government under F.R.s. 46 and 47 S.R.s. 9 to 12, amended from time to time will apply mutatis mutandis to the members of the staff. (The consultancy and fee rules as approved by the Executive Council at its meeting held on July 15, 1974 be treated as repealed).

#### **14. Miscellaneous**

1. Unless in any case it is provided otherwise, the whole time of an employee shall be at the disposal of the Institute. He may be employed in any manner required by the appropriate authority without claim for additional remuneration.
2. The Institute shall observe such holidays as are observed by the Secretariat of the Government of India for its offices located in Mumbai and such other holidays as may be determined by the Executive Council.
3. In respect of matters not provided in the Rules and Regulations and the Bye-laws of the Institute, as amended from time to time, the rules applicable to Central Government servants regarding the general conditions of services, pay, allowances including travelling and daily allowances, leave salary, joining time, foreign service terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.
4. The Executive council may make such variations from the provisions of the bye-laws in the case of special appointments as it may consider necessary.

## **PART V**

### **FINANCIAL BYE-LAWS**

#### **15. General procedure**

The Director shall submit the budget estimates of receipts and expenditure for the ensuing financial year to the Standing Finance Committee for obtaining approval of the Executive Council.

Provided that if, during the course of a financial year, it becomes necessary to meet from the funds of the Institute the cost of any scheme, which has not been included in the annual Budget Estimates of each year, the Director shall obtain the sanction of the Executive Council before taking up the scheme.

#### **16. Appropriations**

1. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by competent authority under these bye-laws.
2. The primary unit of appropriation shall be a major head, which may further be divided into minor heads sub-ordinate thereto. The major and minor heads of accounts shall be such as may be approved for the budget estimates of the year.
3. The Director shall sanction all items of expenditure within the approved budget allotment.
4. The Chairman of the Executive Council and the Director may sanction an additional grant not exceeding Rs. 10,000 and Rs. 2,500 respectively for any approved scheme, provided that such grant is not inconsistent with the nature and object of the scheme itself and is also not more than 20% of the cost of the approved scheme.

#### **17. Re-appropriations**

1. The Director shall have the power to re- appropriate funds from one secondary unit of appropriation to another within a primary unit, provided the re-appropriation does not have the effect of increasing the original allotment by more than 10%. For any other

re-appropriation the Director shall obtain the approval of the Standing Finance Committee.

2. The Director shall keep a watch over expenditure against the sanctioned grants and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant beyond the prescribed 10% as in clause (1) above, he should refer the matter to the Standing Finance Committee for necessary action.

#### **18. Imprest Amount**

The Director may keep an imprest amount not exceeding Rs. 1,500 for cash payments. This limit can be varied by the Standing Finance Committee from time to time.

#### **19. Primary Accounts**

The primary accounts of the Institute will be maintained in the following forms:

##### **Form**

1. The cash book
2. Accounts ledger which should inter-alia, show grant-in-aid from Government, contribution from other sources, other receipts such as sales of publication, securities and other capital investments, leave and pensionary contribution and advances, permanent and temporary
3. The Receipt Book
4. Stock of Cheque Books
5. Stock of Receipt Books
6. Stock of non- expendable articles
7. Stock of stationery
8. Stock of publications
9. Library Accession Register

10. Miscellaneous stock
11. Contributory/General Provident Fund Account of the employees
12. Monthly and annual accounts
13. Other forms prescribed from time to time by the Director

## **20. Purchase and Execution of Works**

1. Working stores, tools, plants, fittings, and fixtures should, as far as possible, be purchased through the Director General of Supplies and Disposals. For such of the items as cannot be obtained through the D.G.S.&D. tenders, will be obtained from three reputed dealers provided that purchases costing Rs. 5,000/- or less may be made locally with the approval of the Director.

Spare parts of motor vehicles and other mechanical equipment may be purchased from established firms without inviting tenders and the cost of these items may be taken separately from the cost of repairs.

2. For items of work connected with construction, repairs and fittings and fixtures costing above Rs. 5000/- but below Rs. 2,00,000/- the rate contract of the DGSD or the approved list of CPWD shall be followed as far as possible failing which tenders shall be obtained from at least 3 parties. For items of work costing above Rs. 2,00,000/- tenders shall be invited through open advertisement in three local newspapers. Items of purchases and work costing Rs. 5,000/- or less may be made locally with the approval of the Director without inviting any tenders.<sup>XI</sup>
3. Contracts for maintenance of typewriters, calculating and processing machines may be made with established firms. For other kinds of maintenance services, the Director may sanction a sum not exceeding Rs. 100/- per month to any one person for any specified item of work. For items exceeding this limit approval of the Standing Finance Committee shall be obtained.

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<sup>XI</sup> Amendments made as approved by the General Council at its 37th meeting held on 10.3.2006 and vide MoHFW letter No.A.45012/14/2006-Stat.II dtd Oct.16/17, 2006.

4. The Director may accept tenders of the value of Rs. 2,00,000/- or less. Tenders of value above Rs. 2,00,000/- may be accepted by the Director with the concurrence of a member of the Executive Council who may be empowered to do so on behalf of the Standing Finance Committee. In case of difference of opinion, the matter shall be referred to the Chairman of the Standing Finance Committee for final disposal.<sup>xii</sup>

## **21. Disposal of Property**

The Director shall have the full power to dispose of the surplus stores left over on the termination of a scheme, provided that the action taken by him shall be reported to the Executive Council.

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<sup>xii</sup> Amendment made as approved by the Ministry vide MoHFW letter No.A.45012/4/09-Stats.II dtd 10/02/2009.

**APPENDIX - I**  
**POWERS OF THE DIRECTOR REFERRED TO IN BYE-LAWS 2(2)**

Nature of Power		Extent of Power
(1)	(2)	(3)
1.	Power to suspend or transfer a lien.	Full powers in respect of posts to which he is authorised to make appointments.
2.	Power to transfer an employee from one post to another.	Full powers in respect of posts to which he is authorised to make appointments.
3.	Power to sanction the re-employment of superannuated persons in temporary vacancies.	Recommendatory power in the case of Grades B and C employees upto the age of 62 years, one year at a time, subject to approval of Chairman, Executive Council.
4.	Power to retain the Institute's employees upto the age of 62 years, one year at a time.	Recommendatory power in the case of Group B and C employees, subject to approval of Chairman, Executive Council.
5.	Power to decide whether a particular absence is absence on duty.	Full powers for cases within India.
6.	Power to sanction grant or acceptance of honorarium.	Upto a maximum of Rs.2,500/- in each case.
7.	Power to permit undertaking of private work and acceptance of fee.	Upto Rs.2,500/- in each case.
8.	Power to decide the shortest of or more routes.	Full powers for journeys within his jurisdiction.
9.	Power to allow mileage allowances by a route other than the shortest.	Full powers provided selection of the route is in Institute's interest.
10.	Power to define the limits of a worker's sphere of duty.	Full powers.
11.	Power to grant fixed conveyance allowances.	Upto Rs.50/- per month.
12.	Power to restrict the frequency and duration of journeys.	Full powers.
13.	Power to allow actual expenses for carriage of personal effects by road between stations connected by rail.	Full powers subject to railway freight rate.

Nature of Power		Extent of Power
(1)	(2)	(3)
14.	Power to countersign his own travelling allowance bills and those of other employees and official and non-official members of the General Council, Executive Council, Academic Council and Standing and ad-hoc committees.	Full powers.
15.	Power to authorize to travel by air to an officer who is not eligible for such travel.	Full powers.
16.	Power to waive proviso (a) Supplementary Rule 209 and to authorize departure from Supplementary Rule 211, regarding combination of holidays with leave.	Full powers.
17.	Power to allot residences.	As per allotment Rules framed by the Institute.
18.	Power to direct that an employee on leave shall be considered to be in occupation of a residence.	As per allotment Rules framed by the Institute.
19.	Power to order the retention of undisbursed pay and allowances of establishment for any period but not exceeding three months.	Full powers.
20.	Power to write off:	
	(a) Loss of irrecoverable value of stores of public money due to fraud, theft, etc.	Upto Rs.500/- in each case.
	(b) Loss of revenue or of irrecoverable advance.	
21.	Power in regard to writing off the irrecoverable value of stores, etc. provided that (i) the loss is not due to theft and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employee or employees of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority.	Upto Rs.1,000/- in each case.

Nature of Power		Extent of Power
(1)	(2)	(3)

- |     |  |              |
|-----|--|--------------|
| 22. | Power to order sale, by auction or otherwise, in the interest of the Institute | Full powers. |
|-----|--|--------------|

	of unserviceable stores or perishable articles.	
23.	Power to sanction non-recurring contingent charges within budget limits.	Upto the limit of specific budget provisions for such purpose.
24.	Power to sanction permanent advances.	Full powers.
25.	Power to sanction advances for authorised contingent expenditure.	Full powers.
26.	Power to sanction Municipal or Cantonment taxes.	Full powers.
27.	Power to purchase within budget limits official and non-official publications required by him or by officers under his control.	Full powers.
28.	Power to sanction fixed recurring charges of a contingent character.	Full powers.
29.	Power to sanction telephone rents.	Full powers.
30.	Power to sanction advance of pay to an employee under transfer.	Full powers.
31.	Power to grant advance of travelling allowances to himself and to other employees.	Full powers.
32.	Power to sanction advances for the purchase of conveyance.	Full powers in respect of all employees except himself.
33.	Power to sanction advances/final withdrawals out of the Contributory/General Provident fund.	Full powers in respect of all employees except himself.
34.	Power to order destruction of records.	Full powers subject to the conditions laid down in Appendix 13 to the compilation of the General Financial Rules, 1963.

Nature of Power		Extent of Power
(1)	(2)	(3)
35.		



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	Maintenance of Building and Petty Works:	
	(a) Original works and special repairs.	Upto Rs.5000 in each cases.
	(b) Annual repairs.	Full powers.
36.	Power to sanction stipend to trainees and honorarium to guest Assistant Professors.	Full powers at the approved rates and within the specific budget provision.

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## **APPENDIX-II**

### **RULES GOVERNING LEAVE TO FACULTY MEMBERS**

#### **Kinds of Leave Admissible:-**

**1. The following kinds of leave would be admissible to Faculty Members:**

**(i) Leave treated as duty:**

Casual Leave  
Special Casual Leave  
Duty Leave

**(ii) Leave earned by duty:**

Earned Leave  
Half Pay Leave  
Commutated Leave

**(iii) Leave not earned by duty**

Extraordinary Leave  
Leave not due

**(iv) Leave not debited to leave account:**

**(a) Leave for academic pursuits:**

Study Leave  
Sabbatical Leave

**(b) Leave on grounds of health:**

Maternity Leave  
Quarantine Leave  
Paternity Leave  
Child Care Leave

The Executive Council may, in exceptional cases, grant, for the reason to be recorded, other leave, subject to such terms and conditions as it may deem fit to impose.

## **2. CASUAL LEAVE**

- (i) Total casual leave granted to a Faculty Member shall not exceed eight days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave and vacation. It may be combined with holidays, including Saturdays and Sundays. Holidays or Saturdays and Sundays falling within the period of casual leave shall not be counted as casual leave.

## **3. SPECIAL CASUAL LEAVE AND ACADEMIC LEAVE**

- (i) Special casual leave not exceeding ten days in an academic year may be granted to a Faculty Member for the following purposes:
  - (a) to conduct examination of a University, Public Service Commission, Board of Examination or any other similar bodies / institutions;
  - (b) to inspect academic institutions attached to Statutory Board etc.

### **NOTE**

In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where such activity/conference takes place will be excluded.

- (ii) Special academic leave upto 30 days in an academic year may be granted by the Director provided it does not interfere with Institute's academic work.
- (iii) Special casual leave and academic leave cannot be accumulated nor can it be combined with any other leave except casual leave. However, it may be combined with holidays or vacation.

## **4. DUTY LEAVE**

- (i) Duty leave may be granted for the following purpose:

1. attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Director.
  2. delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities with permission from the Director.
  3. working in another Indian or foreign Universities, other institution or organization when so deputed by the Institute.
  4. working on a delegation or committee appointed by the Government of India, State Government, University Grant Commission, a sister University or any other academic body, and
  5. for performing any other duty for the Institute.
- (ii) The duration of the leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

## 5. EARNED LEAVE

- (i) Earned leave admissible to a Faculty Member shall be as follows:
- (a)  $\frac{1}{30}^{\text{th}}$  of actual service including vacation; plus
  - (b)  $\frac{1}{3}^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.
- (ii) Earned leave at the credit of a Faculty Member shall not accumulate beyond (300) days. The maximum earned leave that may be sanctioned at a time shall not exceed (60) days. Earned leave exceeding (60) days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.
- (iii) In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 60 days shall be subject to the

condition that the portion of the leave spent in India shall not, in the aggregate, exceed 60 days.

#### **NOTE**

For purpose of computation of period of actual service, all periods of leave except casual leave, special casual leave and duty leave shall be excluded.

### **6. HALF-PAY LEAVE**

Half pay leave admissible to Faculty Member shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, on private affairs, or for academic purposes.

#### **NOTE**

A “completed year of service” means continuous service of specified duration under the Institute and includes periods spent on duty as well as leave including extraordinary leave.

### **7. COMMUTED LEAVE**

Commutated leave not exceeding half the period of half pay leave due may be granted on medical certificate to a Faculty Member subject to following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the period of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the Faculty member will return to duty on its expiry.

### **8. EXTRAORDINARY LEAVE**

- (i) A Faculty Member may be granted extraordinary leave as follows:
  - (a) When no other leave is admissible, or
  - (b) Even when other leave is admissible, the Faculty Member applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on medical certificate.
  - (b) Cases where the Director is satisfied that the leave was taken due to causes beyond the control of the Faculty Member, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the Faculty Member has no other kind of leave to his credit;
  - (c) Leave taken for prosecuting higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum teaching post or on assignment for technical or academic work.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

## **9. LEAVE NOT DUE**

- (i) Leave not due may, at the discretion of the Director, be granted to a Faculty Member for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.

- (ii) 'Leave not due' shall not be granted unless the Director is satisfied that as far as can reasonably be foreseen, the Faculty Member will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A Faculty Member to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from the service so long as the debit balance in his / her leave account is not wiped off by active service, or he / she refunds the amount paid to him /her as pay and allowances for the period not so earned. In case where retirement is unavoidable on account of reason of ill health incapacitating the Faculty Member for further service, refund of leave salary for the period of leave still to be earned may, be waived by the Executive Council. Provided further the Executive Council may in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

## 10. STUDY LEAVE

- (i) Study leave may be granted to a Faculty Member, other than a Professor, with not less than two years continuous service, to pursue a special line of study or research related to him / her in the Institute.
- (ii) Study leave shall be granted by the Director for a period not more than two years and the same may be reported to Executive Council. The leave can be extended for a period of one year. The period of Study leave shall, in no case, exceed three years.
- (iii) Study leave shall not be granted to a Faculty Member who is due to retire within three years of the date on which he / she is expected to return to duty after the expiry of Study Leave.
- (iv) Study leave may be granted more than once provided not less than five years has elapsed after the Faculty Member returned to duty on completion of earlier spell of Study leave. For subsequent spell of Study leave, the Faculty Member shall indicate the work done during the period of earlier leave as also give the details of work to be done during the proposed spell of Study leave.
- (v) No Faculty Member who has been granted Study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Director. When the course of study falls short of Study leave sanctioned, the

Faculty Member shall resume duty on the conclusion of the course of study unless the previous approval of the Director to treat the period of short-fall as Extraordinary leave has been obtained.

- (vi) The Faculty Members granted Study leave would be entitled to continue to draw their total emoluments for the duration of the Study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowances of Rs. 500/- p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the Faculty Members on Study leave shall be reduced subject to the provisions of sub-clauses (vii) and (viii) below.
- (vii) The amount of scholarship / fellowship or other financial assistance that a Faculty Member granted Study leave has been awarded, will not preclude his being granted Study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the Study leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance is received by a Faculty Member:

- (i) If he / she receives \$10,000 or above per annum, leave shall be granted without pay;
  - (ii) If he / she receives \$5,000 and above but less than \$10,000 per annum, leave on half pay, and
  - (iii) If he / she receives below \$5,000 per annum, leave with full pay.
- (vii) If a Faculty Member, who is granted Study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study leave, he /she shall ordinarily not be granted any Study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Director may determine the Study leave salary payable in each case.

**NOTE**



It shall be the duty of the Faculty Member granted Study Leave to communicate immediately to the Institute the amount of financial assistance in any form received by him/her during the course of Study Leave from any person or Institution whatsoever.

- (viii) Subject to the maximum period of absence from duty or leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation provided that the earned leave at the credit of the Faculty Member shall be availed of at the commencement of the Study leave. When Study Leave is taken in continuation of the vacation, the period of Study Leave shall be deemed to commence on the expiry of the vacation.
- (ix) The period of study leave shall count as service for purpose of retirement benefits, provided that the Faculty Member rejoins the Institute on the expiry of his/her Study leave and serves for the period for which the bond has been executed.
- (x) Study Leave granted to a Faculty Member shall be deemed to be cancelled in case it is not availed of within six months of its sanction, provided that where Study Leave granted has been so cancelled, the Faculty Member may apply again for such leave.
- (xi) A Faculty Member availing of Study Leave shall undertake that he/she shall serve the Institute continuously for double the period of Study Leave subject to maximum of three years from the date of his / her resuming duty after expiry of the Study Leave.
- (xiii) A Faculty Member
  - (a) who is unable to complete his / her studies within the period of Study leave granted to him/her, or
  - (b) who fails to rejoin the service of the Institute on the expiry of his / her Study Leave, or
  - (c) who rejoins the service of the Institute but leaves the service without completing the prescribed period of service after rejoining the service, or
  - (d) who within the said period is dismissed or removed from the service of the Institute, shall be liable to refund to the Institute, the amount of leave salary and allowances and other expenses, incurred on the Faculty Member or paid to

him / her or on his / her behalf in connection with the course of the study. Provided that if a Faculty Member had served in the Institute for a period of not less than half the period of service under the Bond on return from Study leave, he / she shall refund to the Institute half of the amount calculated as above. In case the Faculty Member has been granted Study Leave without pay and allowances, he / she shall be liable to pay to the Institute an amount equivalent to his / her four months pay and allowances last drawn as well as other expenses incurred by the Institute in connection with the course of study.

**Explanation:**

If a Faculty Member asks for extension of Study leave and is not granted the extension; but does not rejoin duty on the expiry of the leave originally sanctioned, he / she will be deemed to have failed to rejoin the service on the expiry of his / her leave for the purpose of recovery of dues under these rules.

- (e) notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to the Faculty Member who, within three years of return to duty from Study leave, is permitted to retire from service on medical grounds, provided further that the Executive Council may, in other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a Faculty Member under these rules.
- (xiv) (a) After the leave has been sanctioned, the Faculty Member shall, before availing of the leave, execute a bond in favour of the Institute in the prescribed form undertaking to serve the Institute for not less than double the period of Study Leave sanctioned to him / her on full- pay, half- pay or no pay subject to a maximum period of three years.
- (b) In addition to executing a bond as aforesaid the Faculty Member shall have to provide two sureties when Study Leave is granted to him / her on full-pay and one surety when Study Leave is granted to him / her on half-pay or no-pay and give security of immovable property to the satisfaction of the Institute or a Fidelity Bond of an Insurance Company, or a guarantee by a scheduled Bank. The sureties furnished should be acceptable to the Institute.

Where the two sureties or the one surety, as the case may be, provided by the Faculty Member are those who are Faculty Members of the Institute to which the Faculty Member belongs, the Institute may, in its discretion, waive the additional requirement of getting security of immovable property on a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the Study Leave Bond and the persons giving surety shall be liable to pay to the Institute the amount recoverable from the Faculty Member concerned on his/her failure to the obligations of the Bond.

- (xv) A Faculty Member who has been granted Study Leave for pursuing studies towards his doctorate shall submit to the Director six monthly reports of progress in his studies through his supervisor. In case of others, the Faculty Member concerned may send the report of the work done by him / her directly to the Director. These reports shall reach the Director within one month of the expiry of every six months of the Study Leave. If the reports do not reach the Director within the time specified, the payment of salary may be deferred till receipt of such report.

## **11. SABBATICAL LEAVE**

- (i) Whole time Faculty Member of the Institute who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Institute. This leave shall not be granted to a Faculty Member who has less than five years of service in the Institute to retire.
- (ii) The duration of leave shall not exceed six months or two semesters accordingly, as the Faculty Member has actually worked in the Institute for not less than five years since his / her return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the Faculty Member's return from previous Study Leave or any kind of training programme.
- (iii) The Faculty Member shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he / she will return to the service of the Institute and serve thereafter at least for three years failing which he / she will refund

to the Institute the leave salary and allowances and other expenses, if any, spent on him / her, paid to him / her or on his / her behalf together with interest at the rate of 11% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a Faculty Member under this Rule.

- (iv) A Faculty Member shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on sabbatical leave.
- (v) A Faculty Member on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He / She may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an Institution of advanced studies, provided that in such cases the Executive Council may, if so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave the Faculty Member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purpose of pension / Contributory/General Provident Fund provided the Faculty Member rejoins the Institute on the expiry of his / her leave.

#### **NOTE**

1. The programme to be followed during sabbatical leave shall be submitted to the Institute for approval along with the application for grant of leave.
2. On return from leave the Faculty member shall report to the Institute the nature of studies, research or other work undertaken during the period of leave. In the case of other kind of leave and leave salary not covered herein, the C.C.S. (Leave) Rules 1972 will apply mutatis mutandis, as amended from time to time.

## **12. VACATION**

- (i) During the period of one academic year, the period of vacation for a Faculty Member will be 56 days. Vacation may be taken in combination with any kind of leave [except casual leave, special casual leave and academic leave] provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a Faculty Member shall be entitled to the same pay as when on duty. A Faculty Member will, however, be entitled only to half of such pay if he / she has given notice of resignation and the period of such notice expires during vacation or within one month from the last day thereof.

## **APPENDIX – III**

### **SCHEDULE SHOWING POSTS IN THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

DESIGNATIONS	PAY BAND	AGP/GP	SANCTIONED POSTS
<b>Group A Faculty</b>			
Director & Sr. Professor	PB4 37400-67000	10000	1
Professor	PB4 37400-67000	10000	8
Associate Professor	PB4 37400-67000	9000	11
Assistant Professor	PB4 15600-39100	6000	13
<b>Group A Non-Faculty</b>			
Registrar	PB3 15600-39100	6600	1
Library & Information Officer	PB3 15600-39100	6600	1
System Manager	PB3 15600-39100	6600	1
Accounts Officer	PB3 15600-39100	5400	1
Assistant Registrar (Acad.)	PB3 15600-39100	5400	1
<b>Group B</b>			
Programmer	PB2 9300-34800	4600	1
Section Officer	PB2 9300-34800	4200	1
Assistt. Lib. & Inf. Officer	PB2 9300-34800	4200	1
Asstt. Research Officer	PB2 9300-34800	4200	2
Hindi Officer	PB2 9300-34800	4200	1
Data Processing Asstt. Gr.B	PB2 9300-34800	4200	2
Selection Grade Stenographer	PB2 9300-34800	4200	1
Hostel Manager	PB2 9300-34800	4200	1
Sr. Lib. & Information Asstt.	PB2 9300-34800	4200	1
Sr. Research Assistant	PB2 9300-34800	4200	2
Office Superintendent	PB2 9300-34800	4200	3
Accountant	PB2 9300-34800	4200	2
Research Assistant	PB2 9300-34800	4200	6
<b>Group C</b>			
Assistant	PB1 5200-20200	2800	6
Artist-cum-Photographer	PB1 5200-20200	2800	1
Supervisor (Technical)	PB1 5200-20200	2800	1
Hostel Housekeeper	PB1 5200-20200	2800	1
Stenographer Grade II	PB1 5200-20200	2800	1
Data Entry Operator Gr.B	PB1 5200-20200	2800	4
UDC-cum-Cashier	PB1 5200-20200	2400	1
Upper Division Clerk	PB1 5200-20200	2400	10
Stenographer Grade III	PB1 5200-20200	2400	3

Caretaker	PB1 5200-20200	2400	2
Driver-cum-Mechanic	PB1 5200-20200	2400	1
Telephone Operator	PB1 5200-20200	1900	2
Library Clerk	PB1 5200-20200	1900	3
Cook Grade I	PB1 5200-20200	1900	1
Lift Operator-cum-Hostel Attendant	PB1 5200-20200	1900	1
Lower Division Clerk	PB1 5200-20200	1900	5
OHP Operator-cum-PA Equipment	PB1 5200-20200	1900	1
Machine Operator	PB1 5200-20200	1900	1
Driver	PB1 5200-20200	1900	3
Xerox Operator	PB1 5200-20200	1900	1
Gestetnor Operator	PB1 5200-20200	1900	1
Cook Grade II	PB1 5200-20200	1800	1
Peon	PB1 5200-20200	1800	7
Watchman	PB1 5200-20200	1800	10
Hostel Attendant	PB1 5200-20200	1800	4
Sweeper	PB1 5200-20200	1800	5
Gardener	PB1 5200-20200	1800	4
Jr. Library Attendant	PB1 5200-20200	1800	4
Water Pump Attendant	PB1 5200-20200	1800	1
Cleaner	PB1 5200-20200	1800	1
<b>Total</b>			<b>149</b>