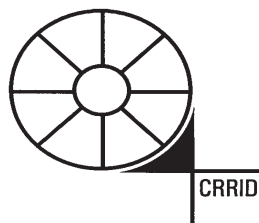


**Centre for Research in Rural and Industrial  
Development (CRRID)**

**SERVICE RULES - 2010**



**Sector 19-A, Madhya Marg,  
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## CHAPTER - I

### PRELIMINARY

1. **Short-Title:**

These rules may be called "Centre for Research in Rural and Industrial Development (CRRID) Revised Service Rules – 2010".

2. **Application:**

CRRID Revised Service Rules 2010 come into force with effect from **March 22, 2011** and shall apply to all employees of the Centre.

Provided that the terms & conditions of appointment for the Executive Vice-Chairman and Director General shall be decided upon by the Governing Body from time to time.

Provided further that any Advisor, Consultant, Officer and other staff appointed on special contracts or officers and staff deputed to the State/Central Government or other Institutions will be governed as per conditions laid down in the order of appointment/ contract.

3. **Definitions:** Under these rules, unless the context otherwise requires:

- ❖ “*Accounts Officer*” means Accounts Officer of the Centre.
- ❖ “*Academic Staff*” means Professors-cum-Directors, Professors, Associate Research Coordinators, Senior Research Fellows, Research Fellows and such other staff included in this category from time to time by the Governing Body.
- ❖ “*Administrative Officer*” means Administrative Officer of the Centre.
- ❖ “*Appointing Authority*”, in relation to any post under the Centre, means the authority competent to make appointments to that post under Service Rules.
- ❖ “*Centre*” means the Centre for Research and Rural and Industrial Development, Chandigarh, in short CRRID
- ❖ “*Controlling Authority*” means for the purpose of record of service, the Controlling Authority for posts below the grade 7880-11660 as revised from time to time shall be the Director General and in relation to posts in Grades 7880-11660 and above as revised from time to time shall be the Governing Body.

- ❖ “*Competent Authority*” (in relation to the exercise of any power) means the Governing Body of the Centre or the Chairman of the Governing Body when the Governing Body is not in session, or the Executive Vice Chairman or the Director-General or any person or body of persons to whom that particular power is assigned under these Service Rules by the Governing Body as the case may be.
- ❖ “*Chairman*” means the Chairman of the Board of Governing Body of the Centre.
- ❖ “*Continuous Service*” means the service of an employee from the beginning of his/her service without any break in the service.
- ❖ “*Compensatory Allowance*” means an allowance granted to meet the personal expenditure necessitated by the special circumstances in which duty is performed.
- ❖ ‘*Day*’ means a calendar day, beginning and ending at midnight but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.
- ❖ “*Director-General*” means the Director-General of the Centre.
- ❖ “*Duty*” Duty including all service rendered to the Centre.
- ❖ “*Editor*” means Editor of the ‘Man & Development’ Quarterly Journal of the Centre.
- ❖ “*Employee*” means any person appointed on whole time/part time by the Centre to any post in connection with its affairs.
- ❖ “*Executive Vice-Chairman*” means Executive Vice-Chairman of the Centre.
- ❖ “*Financial Advisor*” means Financial Advisor of the Centre.
- ❖ “*Honorarium*” means a recurring or non-recurring payment granted as remuneration for work of an occasional or intermittent nature.
- ❖ “*Governing Body*” means the Committee of persons duly constituted as per Memorandum of Association (MOA) of the Centre which is registered under the Societies Registration Act XXI of 1860..
- ❖ “*Holiday*” means a holiday prescribed or notified by the Centre as such.
- ❖ “*Lien*” means the title of an employee to hold substantively, a regular post to which he/she has been appointed substantively.
- ❖ “*Non-academic Staff*” means all those employees belonging to Administrative, Computer, Accounts, Estate, Hospitality and Library Staff and any other support staff included under this category from time to time by the Governing Body.

- ❖ “*Other Staff*” means staff employed by CRRID out of funds generated by the Centre. The staff can be regular or adhoc or temporary as per the appointment of the employee.
- ❖ “*Pay*” means the amount drawn monthly by an employee as pay including additional pay which has been sanctioned for a post held by him/her substantively or in an officiating capacity, special pay or personal pay and any other emoluments which may be specifically classified as pay by the Centre.
- ❖ “*Personal Pay*” means pay granted to an employee either to save him/her from a loss of substantive pay in respect of a regular post other than a tenure post.
- ❖ “*Probation*” means the period of assessment of fitness of the employee for substantive appointment to a regular post during the first year of his/her service prior to confirmation, which may be extended by a maximum period of one year at the discretion of the appointing authority after recording the reasons thereof.
- ❖ “*Project Staff*” means the staff employed under a particular project, undertaken by the Centre.
- ❖ “*Regular Staff*” means the staff who have successfully completed the probation period and is employed under the Plan/Non Plan scheme of Indian Council of Social Science Research (ICSSR) / Population Research Centre (PRC) or employed out of funds generated by the Centre.
- ❖ “*Secretary*” means the Member Secretary of Society and Secretary to the Governing Body of the Centre.
- ❖ “*Travel Allowance*” means an allowance granted to an employee to cover the expenses which he/she incurs in travelling in the interest of the Centre.
- ❖ “*Temporary Post*” means a post having sanction for a specific period or posts under projects whatever the duration of the project shall be temporary.

#### 4. **Change in Service Rules:**

The Governing Body may amend the service rules herein laid down from time to time. Such amendments shall be in accordance with the Memorandum of Association of the Centre for Research in Rural & Industrial Development.

#### 5. **Delegation of Powers:**

The Governing Body may by a resolution delegate any power to the Executive Vice-Chairman or the Director General of the Centre.

Keeping in view the hierarchal norms, the Governing Body may, by a resolution delegate such powers, duties and functions to the Professors , Editors, Secretary-cum-Establishment

Officer, Financial Advisor or any other staff member of the Centre, which are necessary for the efficient and smooth functioning of the Centre.

- ❖ “*Selection, Promotion Committee*” the Governing Body from time to time will constitute a Selection, Promotion Committee to recommend the promotion and selection cases to the Governing Body for decision in respect of post of grade 7880-11660 and above. The decisions of the Governing Body on the recommendation of the Selection, Promotion Committee shall be final. In respect of other posts below grade 7880-11660, Director General will take decisions on the recommendation of the Selection and Promotion Committee.
- ❖ “*Finance Committee*” the Governing Body shall constitute a Finance Committee which shall exercise such powers and perform such functions as provided in the bye-laws of the Centre. The Executive Vice-Chairman will be the Chairman of the Finance Committee and the Director General will be the Convener of the Committee. The other members shall be the local members of the Governing Body. The budget estimates of the Centre for the succeeding year shall be prepared in a realistic manner each year and put up to the Finance Committee for scrutiny and review and recommendation to the Governing Body for approval before the end of September each year. Revised Estimates based on actuals for the previous months and anticipated expenditure for the rest of the months of the financial year shall also be prepared and placed before the Governing Body for approval after review by the Finance Committee.
- ❖ “*Policy, Planning and Coordination Committee*” means the committee constituted by the Governing Body to advise the Governing Body on all academic matters.
- ❖ *Chairman’s Emergency Powers*: In case of any emergency where the meeting of the Governing Body cannot be called, the Chairman of the Governing Body shall have the powers to deal with the matter and inform the Governing Body at its next meeting for ratification of the action taken by him.

## 6. **Power to interpret and implement these rules:**

The power to interpret these rules vests with the Director-General, who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to, and to carry out the purposes of the provisions of these rules, or generally to secure effective control of the staff.

Provided that if as a result of any decision of the Director-General as regards the interpretation of any rule or rules, an employee feels aggrieved, he/she shall have the right to appeal against such decision of the Director-General to the Governing Body, whose decision shall be final and binding on all concerned.

Provided that all expressions used but not defined in the Service Rules and defined in the Memorandum of Association shall have the meaning respectively assigned to them in Memorandum of Association. The interpretations of the Governing Body for such expressions shall be final wherever necessary.

## CHAPTER - II

### CLASSIFICATION OF STAFF, SELECTION, APPOINTMENT, PROBATION, TERMINATION OF SERVICE, SUPERANNUATION & RETIREMENT, SENIORITY AND PROMOTION

#### 1. CLASSIFICATION OF STAFF:

The Staff in the Centre is classified in the following categories:

- Regular Staff
- Temporary Staff
- Project Staff
- Other Staff

#### REGULAR STAFF

##### Academic Staff

- i) \*Executive Vice Chairman
- ii) Director General
- iii) Professor cum Director / Professor / Research Coordinator
- iv) Associate Research Coordinator
- v) Senior Research Fellow
- vi) Research Fellow

##### Supporting Staff

##### Research

- vii) Research Investigator / Research Assistant
- viii) Field Investigator / Field Assistant
- ix) Cartographer

##### Library Staff

- x) Librarian
- xi) Deputy Librarian
- xii) Assistant Librarian (Sr. Scale)
- xiii) Assistant Librarian
- xiv) Library Assistant
- xv) Library Attendant / Library Restorer

*\*The post of Executive Vice Chairman deleted from this classification by Governing Body in its 156<sup>th</sup> meeting.*

### **Computer Staff**

- xvi) Computer Programmer / System Analyst (Selection Grade)
- xvii) Computer Programmer (Sr. Scale) / System Analyst
- xviii) Computer Programmer
- xix) Junior Computer Programmer
- xx) Computational Assistant / Asstt. Programmer / Supervisor (Comp)
- xxi) Computer Operator
- xxii) Senior Data Entry Operator
- xxiii) Data Entry Operator

### **Publication Staff**

- xxiv) Publication officer
- xxv) Assistant Publication cum Distribution officer
- xxvi) Store Assistant
- xxvii) Store Attendant

### **Administrative Staff**

- xxviii) Secretary cum Establishment Officer
- xxix) Protocol cum Liason / Estate Officer / Engineer (Maintenance)
- xxx) Financial Adviser
- xxxi) Accounts Officer
- xxxii) Project Admn. Officer
- xxxiii) Senior Assistant (A/c)
- xxxiv) Junior Assistant
- xxxv) Senior Clerk
- xxxvi) \*PA to Executive Vice-Chairman
- xxxvii) \*PS to Executive Vice Chairman
- xxxviii) \*PA to Director General
- xxxix) \*SPA to Director General
- xl) \*PS to Director General
- xli) Senior Scale Stenographer
- xlii) Junior Scale Stenographer
- xliii) Driver
- xliv) Head Mali
- xlv) Mali
- xlvi) Chowkidar
- xlvii) Cleaner
- Office Attendant / Peon

The Governing Body shall fix from time to time, the number of posts, the qualifications thereof, the pay- scales and their mode of recruitment and promotion.

Provided that in respect of posts, whose expenditure is to be met from grant-in-aid funds from the ICSSR, PRC or any other funding agencies the qualifications and pay scales may be as prescribed in consultation with the funding agencies.

\*Amended on 16.6.2011

## **2. SELECTION**

All Selections and Promotions to post of grades 7880-11660 and above shall be made through the Selection, Promotion Committee. Such Committee will be constituted by the Governing Body. For academic staff UGC rules as adopted by the ICSSR shall be followed and for Administrative staff as far as possible Punjab Government rules shall be adopted. These rules shall similarly apply to PRC subject to the instructions of the Ministry of Health & Family Welfare, issued from time to time. For post in grades below 7880-11660, the Committee will be constituted by the Director General from time to time.

## **3. APPOINTMENT**

### **i) Regular Staff**

The appointments shall be made by the Governing Body, in accordance with the procedures approved by the Governing Body, from time to time. The selection shall be made through committee(s) of experts recommended by the Director General and approved by Governing Body for the post of Senior Research Fellow or its equivalent and above, and of Secretary-cum-Establishment Officer.

The appointments for the rest of posts shall be made by the Director General in accordance with the Rules and Regulations approved by the Governing Body from time to time.

The posts shall be filled through advertisement or by directly inviting the individuals or through references.

No person shall be appointed to the service of the Centre unless:

- a) He/She has been certified by a qualified medical practitioner approved by the Centre to be of mentally sound condition and medically fit for the purpose of academic and other duties.
- b) He/She is a citizen of India. Foreign nationals shall be permitted under the rules of Government of India.
- c) He/She within prescribed age limit
- d) The appointment will be subject to character verification and genuineness of Degree from a recognized university and institution

### **ii) Project Staff**

- a) Notwithstanding anything contained in these rules, the Director-General may create, subject to budget provision, temporary posts for research studies for the duration of particular project, and make appointment thereto whenever circumstances so require. The Director-General shall report to the Governing Body all temporary posts created in the academic categories and adhoc appointments thereto. All selections and promotions for the Project Staff shall be made by the Director General on the recommendation of the Selection, Promotion Committee constituted



by him for this purpose. The Committee shall follow for academic staff UGC rules while making recommendations, as adopted by the ICSSR, and for administrative staff Punjab Government rules as far as possible.

- b) The terms and conditions of service of the temporary staff shall be determined by the Director-General. These terms and conditions so determined will normally be not more favourable than those laid down in these rules for any appointment carrying equivalent status or responsibility. Governing Body may allow better terms and conditions in special cases.
- c) The Director-General shall have power to make ad-hoc appointments to vacant posts in categories below grade 7880-11660 pending recruitment in accordance with the Service Rules. However, such appointments shall be for a period not exceeding three months. Beyond three months and up to one year, such ad-hoc appointments will only be made with prior approval of the Governing Body.
- d) Notwithstanding anything contained in these Rules, the Governing Body shall have the power to invite a person who has distinguished himself in a relevant discipline and fulfils the requisite qualifications for the post of a Professor, to join the Centre on contract basis.
- e) The Project Coordinator following the procedure of selection shall make his/her recommendation to the Director General who shall have the power to appoint Project staff for the duration of the project.

### **iii) Temporary Staff**

An employee shall be a temporary employee of the Centre until he is appointed substantively to a regular post of the Centre sanctioned under ICSSR,PRC or any other funding agencies.

An employee appointed substantively to any post under the Centre shall be a regular employee of the Centre.

### **Grant of initial increments on first appointments:**

In case an internal candidate holding a substantive post in the Centre is appointed to a higher post by direct recruitment whether on contract or otherwise and the pay drawn by the candidate in that substantive post was more than the minimum in the scale of pay of the new post, then the initial pay of the individual may be fixed at the stage next above the pay drawn in the earlier substantive post.

The pay of the individual may be refixed on the date of the increment drawn in the substantive post by giving notional increment in the lower scale and fixed in the higher scale if there is no corresponding stage in the higher post.

All appointments shall normally be made on the minimum pay of the grade to which the appointment is made. Under special circumstances, where candidates possess good academic

qualifications and /or special experience of value to the Centre, the Governing Body may, after taking into consideration the recommendation of the concerned Selection Committee, authorize grant of suitable increments in the scale of pay fixed for the grade in which the appointment is made.

#### **Commencement of Service**

"Service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these rules at the place and time intimated to him/her by the Director-General, if he/she reports before noon and from next day if he/she reports in the afternoon.

### **4. PROBATION**

Every person appointed to a post under the Centre after the commencement of these Service rules whether by promotion or by direct recruitment shall be on probation in such post for a period of one year; provided that the Appointing Authority may, in any individual case, extend the period of probation up to a maximum of one year.

In case a person appointed on probation is found unsuitable for the post during the period of probation or he/she fails to complete the period of probation satisfactorily, the Competent Authority may before the period of his/her probation comes to an end, either terminate his/her appointment in that post or extend his/her period of probation for a further period not exceeding one year. In case of promotion where a period of probation or extended probation is not completed satisfactorily, person so promoted is liable to be reverted.

Every person appointed to a regular post under the Centre by promotion or by direct recruitment shall, on satisfactorily completing his/her period of probation, be eligible for confirmation to that post.

### **5. TERMINATION OF SERVICE**

Termination of service by notice: An employee shall not leave or discontinue his/her service in the Centre without first giving notice in writing of his intention to leave or discontinue the service. The period of notice required shall be:

- a) During probationary period:
  - One day during the first month
  - One month during the rest of the probationary period.
- b) After confirmation:
  - Three months

Provided that the payment of such compensation may be waived by the Director-General in whole or in part for which he/she is the appointing authority, otherwise after approval of the Governing Body.

## **6. SUPERANNUATION AND RETIREMENT:**

The age of superannuation of the academic staff borne on the ICSSR/State Government Annual Maintenance Grant would be 62 years. The superannuation age of 62 years shall also be applicable to the Secretary of the Society cum Establishment Officer of the Centre and who is being treated at par with the academic staff and whose age of superannuation was 62 years. Thereafter, no extension in service should be given. However, it will be open to the authorities to re-employ superannuated member of the staff according to the existing guidelines framed by UGC as adopted by the ICSSR up to the age of 65 years. These shall also apply to PRC in accordance with the instructions of the Ministry of Health & Family Welfare, issued from time to time.

The age of retirement of supporting, administrative and other staff borne on the Annual Maintenance Grant provided by the ICSSR and State Government would continue to be 60 years. The re-employment of such members of the staff upto the age of 65 years may be given by the authorities of the Centre in exceptional cases for the special needs of the Centre subject to employee found mentally sound and physically fit with a continuing record of efficiency.

Notwithstanding, the provisions contained in the preceding paragraphs the Centre shall have the right with the approval of the Governing body to enter into special contract with distinguished scholars, either as experts, consultants or as coordinators on such terms and conditions as may be mutually agreed between the Centre and the invitee. For such a category of scholars/ experts/ consultants, there shall be no age bar provided the person concerned is in a good state of health and is known to be active in his/her field.

## **7. SENIORITY**

An employee confirmed in the Centre's Service shall rank for seniority in his/her grade according to the date of his/her regular appointment in the grade. In the case of persons appointed in the same order, their inter-seniority shall be according to the order of merit in which they are placed as per the recommendation of the Selection Committee.

## **8. PROMOTION**

All promotions shall be made on the basis of seniority-cum-merit in accordance with the procedure laid down for the purpose; no employee shall have a right to be promoted to any particular vacant post, notwithstanding anything contained in these rules. The person so promoted will be on probation for a period of one year and his/her promotion will be regularized on satisfactory completion of probation period. The probation period may be

extended by a maximum period of one year at the discretion of the appointing authority after recording the reasons thereof.

## **9. APPLICATION AND SCOPE**

Every person holding a post at the Centre on the commencement of these Regulations shall, on such commencement, be appointed under the provisions of these regulations after they have exercised their options. A period of 60 days shall be given to all the employees to exercise their options.

Any matter relating to the conditions of service of any employee, for which no provision is made in these regulations, shall be governed by the rules framed by the Governing Body from time to time.

## **CHAPTER - III**

### **RECORD OF SERVICE AND REPORTING**

1. The Centre shall maintain a Service Book of each employee in such form and setting out such particulars as may be approved by the Governing Body. The entries in the Service Book of an employee shall be made by the Controlling Authority.
2. A Service Book shall be maintained for an employee from the date of his first appointment in the Centre (whether Regular, temporary or Project staff). It shall be kept in the custody of the Administrative Officer.
3. Every step in the employee's official career including temporary and officiating, promotions of all kinds, date on which period of probation is satisfactorily completed, increments, leave of absence etc., should be regularly and concurrently recorded in the Service Book, each entry being verified duly with reference to relevant orders and payments and leave statements and attested by the Secretary-cum-Establishment Officer. There should be no erasing or overwriting and all corrections should be neatly made, properly attested in ink. Qualifications and academic distinctions should also be entered in the Service Book together with reference to relevant orders.
4. Entries in the Service Book of the Secretary shall be attested by the Director-General.
5. Personal certificates of character should not, unless it is so directed by the Director-General, be entered in the Service Book. When penalty is awarded under the rules of Centre it shall be recorded in the Service Book.
6. Copies of relevant orders regarding reduction, removal, suspension or other penalty should be filed with the Service Book.
7. Entries in the leave account should be attested by the Administrative Officer. Declaration of employees exercising option regarding scales of pay, leave rules or other rules regulating conditions of service should be posted in the Service Book with dated signature of the Administrative Officer.
8. Date of birth should be verified with reference to birth certificate or any legal valid document recorded to that effect stating the nature of document relied on. Finger prints of illiterate employees should be recorded in the column 'Personal Marks of Identification' in the Service Book.
9. It is the duty of every employee to see that his/her Service Book is properly kept up. The Administrative Officer will therefore allow the employee to examine the Service Book if he/she so desires once a year. Such scrutiny of service register by the employee concerned must always be made in the presence of a responsible official.

10. As a token of scrutiny and acceptance of entries in the Service Book, the employee should sign his/her name in the relevant column of the Service Book and the official who supervises the scrutiny should also endorse his/her signature as evidence that no unauthorized changes are made in the Service Book in the course of such scrutiny. The Service Book should not be returned to the employee on retirement, resignation or discharge from service. If he/she asks for certified copy of the Service Book, on quitting the Centre 's service, the same may be supplied to him/her on payment of a copying fee.
11. When the service of an employee is terminated by removal or dismissal, his/her Service Book should be retained for a period of five years or until the employee's death whichever is earlier after which it will be destroyed. The same procedure should be followed in the case of an employee whose probation is terminated.
12. Personal file of an employee should be treated as official document and should not be returned to him/her on his retirement either voluntarily or at his/her request.
13. The Service Book should be taken for verification once a year by the Administrative Officer who after satisfying himself/herself that the services of the employee concerned are correctly recorded in his/her Service Book shall record a certificate in the following words over his/her signature: "Service verified up to date from pay bills, acquittance rolls, and similar records" (to be specified by reference to which the verification was made).
14. **Confidential Report:**
  - i) **For Academic and Supporting Staff (Regular, Temporary or Project staff):**  
All academic and supporting staff (regular, temporary or project staff) shall submit a report to his/her Controlling Officer every year informing in details the research carried out, paper / book published, project completed or in progress.
  - ii) **For Administrative Staff:**  
Administrative staff, (regular, temporary or project staff), shall submit report to his/her reporting officer every year. The Controlling Officer will give his/her comments and suggestions, if any on improvement. In case of difference of opinion by the Reviewing and Accepting Authority, the reasons should be recorded while giving their assessment.

## CHAPTER - IV

### DISCIPLINE & MISCONDUCT, PENALTIES, SUSPENSION & APPEAL

#### **1. DISCIPLINE & MISCONDUCT**

- i) Every employee shall at all times maintain absolute integrity, devotion to duty; shall abide by and comply with the rules and regulations of the Centre and all orders and directions of his superior authority. He/She shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the course of discharging his/her duties.
- ii) Every employee shall endeavor to promote the interests of the Centre and shall not act in any manner prejudicial thereto.
  - a) No employee shall absent himself/herself from his/her duties without the permission of the Controlling Authority.
  - b) No employee shall absent himself/herself from his/her Headquarters overnight without obtaining permission for leaving the station from the controlling authority.
- iii) The following acts and omissions will amount to misconduct.
  - a) Willful insubordination or disobedience, whether alone or in combination with others, to any order of a superior;
  - b) Theft, fraud, or dishonesty in connection with the business or property of the Centre;
  - c) Unethical professional behavior;
  - d) Acts subversive of discipline, riotous or disorderly behavior;
  - e) Late attendance without reasonable cause;
  - f) Negligence or neglect of work or duty;
  - g) Absence without permission and overstaying leave; and
  - h) Conviction by a criminal court.
- iv) **Work for outside bodies:**
  - a) No employee shall undertake part-time work for a private or public body or private person or accept fees therefrom without the prior permission of the Director-General subject to the condition that such outside work shall be without detriment to his duties and responsibilities in the Centre. However in case of recognized academic work, the Director General shall be informed.
  - b) Any staff member may accept Royalties for academic work in his/her individual capacity, and may also accept fees for articles, radio and television talks etc., or correcting examination scripts of any statutory university in India or Union or State Public Service Commission, or for delivering extension or foundation lectures in any statutory university.

- v) Employees not to be absent from duty without permission or being late in attendance:
- a) An employee shall not absent himself/herself from his/her duties without having first obtained the permission of the competent authority nor shall he/she be absent himself/herself in case of sickness or accident without submitting a medical certificate.
  - b) Any employee absenting himself/herself from duty without leave or overstays his/her leave without permission shall be liable to disciplinary action by the Competent Authority.

## **2. PENALTIES**

- i) An employee who commits a breach of the rules or regulations of the Centre or who displays negligence, inefficiency or indolence or who knowingly does anything detrimental to the interests of the Centre or in conflict with the instructions, commits a breach of discipline or is guilty of any act of misconduct shall be liable to the following penalties:
- a) **Minor Penalties:**
    - Censure
    - withholding of increments (with cumulative effect or without cumulative effect)
    - withholding of promotion
    - recovery from pay of the whole or part of any pecuniary loss caused to the Centre by negligence or breach of orders.
  - b) **Major Penalties:**
    - reduction to a lower grade or post
    - removal from service
    - termination from service
    - dismissal from service
- ii) The Appointing Authority shall be the Competent Authority to impose any of the penalties specified above on any employee of the Centre.
- iii) The Director-General may initiate disciplinary proceedings against any employee of the Centre, notwithstanding the fact that he/she is not competent to impose any or some of the penalties in respect of such an employee.

## **3. SUSPENSION**

- ii) The Director General may place a member of the staff under suspension and not permit him/her to continue working in his/her post in the interest of the Centre for any of the causes mentioned below:
- a) indiscipline and misconduct
  - b) where a disciplinary proceeding against him/her is contemplated or pending



- c) where a case against him/her in respect of any criminal offence is under investigation or trial.

In all such cases of suspension where the Governing Body is the Appointing Authority, the Director General shall make a report to the Governing Body.

Within a period of one month as from the date of the suspension order, an enquiry shall be instituted into the charges against the employee, opportunity being given to him/her to represent his/her case.

- iii) During the period of suspension a member of the staff concerned shall be entitled to subsistence allowance at an amount equal to the leave salary which he/she would have drawn had he/she been on leave on half-salary. In case suspension continues more than six months, the Competent Authority may consider to allow subsistence allowance up to 75% of the leave salary.
- iv) When a member of the staff of the Centre has been dismissed, removed or suspended from service on certain charges and if his appeal is accepted by the Competent Authority, the following shall be granted to him/her for the period of his/her absence from duty.
- v) The full pay and allowances to which he/she would have been entitled if he/she had not been dismissed, removed or suspended from service, the period of absence from duty shall be treated as a period spent on duty.
- vi) This is subject to the condition that during suspension if he/she is found to worked anywhere else, he/she will not be entitled to any of the above benefits subject to the direction in Appellant Order of the Authority.

#### **4. APPEALS**

- i. Right to Appeal: An employee shall have the right to appeal to a superior authority against any order which adversely affects his/her interests, within one month of the date of such order
- ii. **Appellate Authorities:** An appeal shall lie against any order passed by the Administrative Officer or any other Officer in exercise of powers conferred on him or under these rules to the Director-General and against the orders of the Director-General, to the Governing Body.
- iii. Conditions which an appeal should satisfy: Every appeal shall comply with the following requirements;
  - a) it shall be in polite language and to the point
  - b) it shall contain all material statements and grounds relied upon and shall be complete in itself
  - c) it shall specify the relief desired
  - d) it shall be submitted through proper channel

- iv. When appeals may be withheld:  
An appeal may be withheld if,
- a) it does not comply with the requirements; or
  - b) it is illegible or is unintelligible; or
  - c) it deals with matters which do not concern the employee; or
  - d) it repeats an appeal already rejected and which does not disclose any new points or circumstances which afford grounds for reconsideration; or
  - e) it is not preferred within one month of the order against which it is made, and no reasonable cause is shown for delay.
- v. Appeal shall not be addressed directly to the members of the Governing Body personally and any such action shall be deemed to be a breach of discipline.

In every case of such withholding the grounds for withholding the appeal shall be communicated to the applicant.

## CHAPTER – V

### **GRADES, PAY & ALLOWANCES, PROVIDENT FUND AND GRATUITY**

#### **1. GRADE**

- i) Grades, Pay and Allowances of all the employees under the grants from ICSSR / PGG Maintenance and Development Grants (Non Plan and Plan) and the Population Research Centre at CRRID and of the staff employed by CRRID from its own resources are liable to be modified from time to time as per the requirements of the funding agencies only after it has been approved by the Governing Body.
- ii) In posts carrying grades, the increments shall accrue on the completion of each year of service. If the employee is on earned leave, the date of increment will remain the same but the increment will be granted only after his/her joining the service.

#### **2. PROVIDENT FUND**

- i) The Centre shall follow the rules under the Employees Provident Fund Act 1952 as modified from time to time. The Centre for Research in Rural & Industrial Development has been brought under the Employees Provident Fund & Miscellaneous Provision Act under the Category "Educational Institutions" vide letter No. PN/11091/Enf-1/4640 dated 16.6.1988 from Regional Provident Fund Commissioner, Punjab, Himachal Pradesh & U.T. Chandigarh in pursuance of Government of India Notification No. S.C. 986 dated 19.2.82.
- ii) The Provident fund consists of subscription of the members and contribution from the Centre. The Centre's employees shall contribute to the Employees Provident Fund as provided under the Employees Provident Fund Act, 1952. The Centre shall also contribute upto 12% of the salary towards the Employees Provident Fund. In addition, the Centre will also contribute ½ % towards the Deposit Linked Insurance Scheme.

The employees can contribute more than 12% at his/her discretion but the contribution of the Centre shall be subject to the upper limit of 12% of the employee's salary (Basic pay + D.A.).

#### **3. GRATUITY**

The Centre shall make payment of Gratuity under the Payment of Gratuity Act 1972 as amended from time to time under the following conditions.

- i) The maximum amount of gratuity payable to an employee shall not exceed half month's salary commuted for each year of service rendered subject to a maximum of Rs. 10.0 lacs.
- ii) The Director General is empowered to sanction Gratuity to all categories of employees of Centre except himself/herself, irrespective of the salary drawn.
- iii) The powers to sanction Gratuity to Director General shall vest with the Governing Body.

## CHAPTER - VI

### LEAVE AND JOINING TIME

**Kinds of Leave:** Subject to the provisions of these rules, the following kinds of leave may be granted to an employee:

- a) Casual Leave
- b) Earned Leave
- c) Half-Pay Leave
- d) Maternity Leave
- e) Duty Leave
- f) Study Leave
- g) Extra Ordinary Leave

Leave cannot be claimed as a matter of right. When the exigencies of the service so require, the discretion to refuse or revoke leave of any description except medical and maternity leave is vested in the sanctioning authority, and an employee already on leave may be recalled by that authority when considered necessary in the interests of the Centre.

#### 1. **Casual Leave:**

Casual Leave may be granted to an employee up to a maximum of 10 days in each calendar year, provided that not more than three days leave can be taken continuously, and provided that Sundays and other notified holidays may not be combined with such leave in such a way so as to increase the absence at any one time beyond 10 days. Casual Leave may not be granted in combination with any other kind of leave (except maternity leave) or with joining time

#### 2. **Earned Leave:**

- i) Earned Leave is admissible to an employee at the rate 30 days in a calendar year.
- ii) The leave account of every employee shall be credited with earned leave in two installments of fifteen days each on the 1st January and 1st July every year.
- iii) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year subject to the conditions that the leave so carried forward plus the credit for the half year does not exceed 180 days during the entire service.
- iv) The earned leave shall be credited at the rate of 2½ days per month for each completed calendar month of service in the half of the calendar year in which the employee is appointed.
- v) The credit for the half year in which an employee is due to retire or resigns from service shall be afforded at the rate of 2½ days for each completed calendar month of service up to the date of retirement or resignation.
- vi) When an employee is removed from service or dies while in service, the credit of earned leave shall be allowed at the rate of 2½ days for each completed calendar month of service up to the end of the calendar month preceding the calendar month in which he/she is removed or dismissed from service or dies while in service.
- vii) The maximum earned leave that can be granted to any one time shall not exceed 120 days.

viii) Earned Leave which remains unutilized at the time an employee retires from the Centre shall be commuted into cash equal to full pay for the period involved not exceeding 180 days.

### **3. Half-Pay Leave**

- i) Every employee of the Centre may be allowed half-pay leave at the rate of 15 days for each completed year of service
- ii) The half-pay leave due may be granted on medical certificate or on grounds of private affairs, unforeseen reasons etc.

### **4. Maternity Leave**

- i) A married female employee may be granted maternity leave for a period of 3 months from the date of its commencement. During the leave she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave: Provided that a female employee is having two or more living children shall not be entitled to maternity leave under this sub-rule.
- ii) Maternity leave may be combined with Earned Leave.

### **5. Duty Leave**

A member of the academic and supporting staff may be granted leave to attend conferences, meetings and seminars within or outside India, which are considered to be relevant to the functioning of the Centre, or meeting of Committees, Councils, appointed by Central/State Governments or by Statutory Organizations/ Institutions. Such leave shall not exceed 7 days in a year in the case of academic staff in an academic year (April to March). Further in special cases, after recording reasons, the Director-General may sanction duty leave in excess of these limits.

### **6. Study Leave:**

- i) Study leave may be granted to a regular employee belonging to the academic category as defined by the Centre for a period of not exceeding one year to enable the employee to proceed to a place of higher learning outside the Centre, either within the country or abroad for the purpose of improving his/her academic attainments and making him more serviceable to the Centre.
- ii) Study leave can be granted only to those members of the staff who have put in at least ten years of service including the period of probation subject to relaxation of this period at the discretion of the Governing Body. Only those scholars whose professional skills and competence will, in the opinion of the competent authority, increase as a result of the studies to be undertaken, are eligible for study leave. The decision of the Governing Body regarding desirability and usefulness of the assignment shall be final and conclusive in the matter. The pay and allowances granted during Study Leave shall be decided by the Governing Body.

### **7. Extra ordinary leave (without pay):**

In case an employee has no other leave to his credit, the Governing Body may sanction Extra Ordinary Leave for a period not exceeding three months during the entire service subject to the condition of his having served the Centre not less than five years. However, a period of leave and service can be relaxed by the Governing Body.

## **CHAPTER - VII**

### **DEPUTATION & LIEN**

#### **1. Deputation of Employees to other Services:**

- i) An employee of the Centre may be deputed to serve under any other reputed Institute/Organization. The Competent Authority to sanction the deputation and to fix terms and conditions shall be the Governing Body in case of academic staff and Director General in case of other category
- ii) Where the services of an employee are placed at the disposal of another employer, these shall be subject to the condition that the borrowing employer shall during the period of such deputation, bear the entire cost of the employee including travel and other allowances, joining time pay, leave earned during the period of deputation and provident fund and gratuity contributions.

#### **2. General Rule Regarding Lien:**

- i) An employee cannot be appointed substantively to a post on which another holds lien.
- ii) Unless lien is suspended, an employee holding a substantive post retains the lien on that post: (a) While performing the duties of that post; (b) while on deputation or holding another temporary post or officiating in another post; (c) while on leave; (d) while under suspension.

## CHAPTER - VIII

### FINANCIAL REGULATIONS

For the proper management of finances of the Centre, the Governing Body of the CRRID hereby makes the following Financial Regulations:

#### 1. SHORT TITLE:

- i) These regulations shall be called “the CRRID Financial Regulations, 2010”.
- ii) These Regulations shall come into force with effect from DATE/MONTH/2010
- iii) The properties and funds of the Centre shall vest in and be administered by the Governing Body.
- iv) The Director-General is authorized to incur all expenditure necessary, for the Research work and administration of the Centre provided such expenditure is for the purpose it is sanctioned in accordance with the budget estimate of the Centre as approved by Governing Body. The Budget Estimates will include ICSSR/PGG/PRC Grants and other funds
- v) The Director General is further authorized to incur all necessary expenditure on projects as per the conditions and funds provided by the funding agencies. The Director General is further authorized to delegate these powers to employee of the Centre he/she deem suitable.

#### 2. FINANCE COMMITTEE:

The Finance Committee constituted by Governing Body shall exercise such powers and perform such functions as prescribed in the bye-laws of the Centre on the internal structure and working of the Centre. Executive Vice-Chairman shall be the Chairman of said Finance Committee.

#### 3. BUDGET:

- i) The budget estimates of the Centre for the succeeding year shall be prepared in a realistic manner each year and put up to the Finance Committee for scrutiny and review and recommendation to the Governing Body for approval before the end of December each year.
- ii) The Revised Estimates based on actuals for the previous months and anticipated expenditure for the rest of the months of the financial year shall also be prepared and placed before the Governing Body for approval after review by the Finance Committee.
- iii) Temporary re-appropriation of funds from one head of budget to another and from one project to another shall be made to the extent of powers delegated to the Director General by Governing Body.
- iv) The Director-General may order re-appropriation from one detailed head to another in anticipation and subject to the approval of the Governing Body.

#### **4. RECEIPTS:**

- i) All receipts (cash/drafts/cheques) pertaining to the Centre shall be credited promptly under the heads for which they will be received and accordingly deposited in the designated scheduled bank accounts. The fund shall be kept in the bank or invested by the Centre in accordance with the modes specified in section 11(2), 11(3) and 11(5) of the Income Tax Act, 1961 as amended from time to time.
- ii) The funds received for specific purposes/projects from State and Central Governments and from other Public and Private Institutions shall be kept and accounted for separately as per the requirements.
- iii) The Accounts Officer is authorized to receive money on behalf of the Centre and arrange to issue proper receipts with the help of accounts staff.

#### **5. EXPENDITURE:**

- i) While incurring expenditure out of the Centre funds, the generally accepted canons of financial propriety should be observed by all officers.
- ii) Proper accounts of receipts and expenditure of the Centre shall be maintained in the Accounts Branch under the direct supervision of the Accounts Officer.
- iii) Amounts required for meeting the expenditure may be drawn from banks on cheques signed either by the Director-General singly or jointly by any two of the following officers to whom the Director-General may delegate his powers for withdrawal of money. The withdrawal of money is subject to approval of the expenditure by the Competent Authority.
  - a) Secretary cum Establishment Officer
  - b) Accounts Officer
  - c) Professor of the Centre / Research Coordinator / Advisors
- iv) A bill or other voucher presented as a claim for payment shall contain full particulars such as (a) the nature of the claim: (b) the amount: (c) the period to which it relates: (d) the orders of the competent authority that sanctioned it: and (e) the head of account to which it is debitible etc.
- v) All vouchers must be filled in and signed in ink and must contain the endorsement of 'Pay Order' and paid by cheque no....., duly signed by the officers authorized in this behalf. All such vouchers should be numbered serially and filed chronologically in the file to which they relate.

#### **6. PAY AND ALLOWANCES:**

- i) Pay and Allowances of the staff of the Centre for a particular month shall be drawn in the prescribed pay bill form by the Accounts branch based on the rates specified in the Service Regulations and disbursed by means of bank transfer or cheque. The Director-General or the



Officer/s to whom powers are delegated shall be the Drawing Officer/s.

- ii) A last pay certificate in the prescribed form shall be issued to an employee of the Centre on his/her transfer or deputation to another establishment

**7. TRAVELLING ALLOWANCE:**

- i) For purposes of travelling allowance, employees will be divided into classes based on actual pay plus allowance. They will be entitled to railway accommodation and rates of travel allowance admissible for the class to which they belong. Classification of posts and rates of allowance will be prescribed by the Governing Body on the recommendation of Finance Committee and as per the financial regulations of the Centre. The rate of daily allowance in cases of special hardship may be enhanced by the Director-General at his/her discretion up to a limit of 20 per cent of the rates prescribed.
- ii) In case where an employee is promoted or reverted or is granted an increased rate of pay, no revision of claim for retrospective travel undertaken is permissible of the period. The provision of this rule shall apply for the regulation of payment of conveyance allowance also.
- iii)
  - a) For the purpose of calculating travelling allowance, a journey between two stations shall be held to be performed by the shortest or cheapest route.
  - b) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling.
  - c) If an employee travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance shall be calculated by the route by which he/she makes the journey.
  - d) The Director-General is authorized to permit his/her subordinates to perform road journeys between places connected by railway, when such journeys are required to be performed in the interest of the Centre.
- iv) The Director-General, may for unavoidable special reasons, which should be recorded, declare any particular employee or class of employees to be entitled to accommodation of a higher class than that prescribed in the rules for a particular journey. An employee who is entitled to travel in a class higher than the entitlement, will be paid the entitled fare.
- v) If an employee travels by rail in second class and pays the extra charges for sleeping accommodation provided by the railways for second class passengers during night journey, he/she may be allowed the fare of the accommodation actually used, inclusive of the charges for the sleeping accommodation.
- vi) When an employee is required by competent authority to travel by special means of conveyance, the cost of which exceeds the daily allowance, when daily allowance only is admissible, the actual cost of transit may be drawn in lieu of daily allowance. The bill for the actual cost of transit must be supported by a certificate by the competent authority, stating

that the use of the special means of conveyance was necessary.

vii) An employee may draw travelling allowances as follows:

If he returns to his headquarters on the same day, daily allowance, if admissible, will be calculated as follows:

- a) The absence from headquarters does not exceed six hours - NIL
- b) the absence from headquarters exceeds six hours but does not exceed 12 hours - Half the daily allowance
- c) the absence from headquarters exceeds twelve hours - Full daily allowance is admissible

viii) Every employee provided with a vehicle of the Centre should make use of it for journeys on work of the Centre; when road mileage is drawn by him/her for journeys in his/her own car, he/she should specifically note in the TA Bills the reason as to why he/she could not make use of the vehicle of the Centre.

ix) An employee, who, while on tour, is provided with free board and lodging may draw only 1/4 of the daily allowance admissible to him/her. If either only free board or only free lodging is provided, he/she may draw daily allowance at half the admissible rate.

The employee provided with free board and/or free lodging should indicate the fact in his TA Bill for the information of the countersigning authority and the Account Officer.

x) Notwithstanding anything contained in these rules, the Director-General is authorized, in the case of sponsored projects, to allow actual travel and lodging expenses to be paid on reimbursement basis, if there is adequate provision in the budget of such projects.

xi) Recall from Leave: An employee recalled to duty before the expiry of leave in India is entitled to travelling allowance for the journey from the place at which the order of recall reaches him/her.

xii) A bill for traveling allowance (other than a permanent allowance) for journeys on tour should be paid after countersignature by the controlling authority.

xiii) False claim of travel allowance will be considered a severe mis-conduct and may lead to dismissal from service.

xiv) Travelling allowance bills should be drawn in the prescribed form setting forth inter-alia details of the journey, purposes etc. All such bills shall be countersigned by the head of the division or such officers as may be designated. The travelling allowance bill of the Professor cum Director shall be countersigned by the Director General. The travelling allowance bill of the Director General does not require countersignature.

xv) Travelling allowance admissible to non-officials, i.e., to those other than the employees of the Institute shall be at the rates admissible to the senior most officer of the Institute. The rates of boarding and lodging will be as approved from time to time by Governing Body. The Director

General will be authorized to sanction higher rates depending upon the needs of the Centre.

#### **8. SANCTIONING AND CONTROLLING OFFICER:**

- i) Chairman of the Governing Body for his own T.A. Bill;
- ii) Executive Vice Chairman of the Governing Body for his own T.A. bill
- iii) Director General for his own T.A. bill
- iv) Director General for the members of the Governing Body, Guests, Experts and Secretary of the Centre.
- v) Secretary of the Centre for other employees of the Centre

Before signing or countersigning a T.A. bill, the Controlling officer shall:-

- a) Scrutinize the necessity, duration of journey, halts for travelling allowance claimed and to disallow the whole or any journey or any halt, if it is considered that the journey was unnecessary or unduly protracted, or that a halt was of excessive duration.
- b) Ensure that mileage allowance for journey by railway or by bus excluding additional fare or fares allowed for incidental expenses has been claimed at the rate applicable to the class of accommodation actually used.

9. **ADVANCES:** The following kinds of advances may be sanctioned to the employees of the Centre. An employee will be required to submit the adjustment within 30 working days of the completion of purpose for which advance was given to him/her.

#### **i) Tour travelling allowance advance;**

Tour travelling allowance advance is granted to an employee who proceeds on tour of an amount equal to 90% of the probable travelling expenses. This shall be adjusted from his/her final T.A. bill which he/she should submit immediately on return to headquarters from tour failing which the advance shall be recovered from his pay bill.

#### **ii) Advance for Project work at field**

Advance for Project work at field is granted in the name of the Project Coordinator or to the employee who is heading the team in the field. The adjustment of the advance is submitted periodically to the accounts department.

#### **iii) Any other advance necessitated for carrying out the work of the centre**

This advance is adjusted for the purpose it is sanctioned on submission of original bills.

#### **10. FIXED ASSETS**

- i) Accounting of fixed assets, Capital expenditure on infrastructure, Library books, publication books and stores and stocks'**

- a) These provisions would encompass purchases and incurring of expenditure on all Fixed Assets, including building construction, Plant & Machinery, Furniture & Fixtures and Equipments.
- b) For all expenses of capital nature such as Fixed Assets, Furniture & Fixtures, Equipment, the property, the fixed assets registers shall be maintained containing headwise accounting thereof in which particulars of the fixed assets shall be specified with both quantitative and value wise details.
- c) The purchases of such fixed assets and incurring of infrastructure cost shall be done in most economical manner only after due approval of Purchase and Finance Committee constituted for the purpose, which would require ratification and approval by the Governing Body.
- d) Such fixed assets shall be physically verified periodically once/twice a year with the fixed assets registers. Such physical verification shall be carried out under supervision of the Secretary cum Administrative Officer. The status report of any assets that are dilapidated or liable to be discarded should be prepared and approval of the Director General shall be obtained after due determination of the salvage value of such assets for disposing of them.

**ii) STORES AND PURCHASES:**

- a) This covers of machinery, equipment, furniture, stationery and other miscellaneous and contingent articles.
- b) Purchase of stores has to be made in the most economical manner only after obtaining sanction of competent authority as per the delegation of powers and the purchases taken to stock inventory. A complete record will be maintained by the store incharge.
- c) Stock verification of all store articles as at the end of 31st March shall be arranged for every year before end of June of that year.
- d) While calling quotations, only firms of repute and credibility, shall be addressed. The notice inviting quotations shall contain the necessary details, description and specifications of the goods intended to be purchased and the last date for the receipt of the quotations shall also be indicated. The quotation should be addressed to the Secretary cum Establishment Officer and the same will be opened in the presence of a committee of three persons appointed by the Secretary cum Establishment Officer. The Committee opening the quotations shall, sign them of their having opened the quotations.
- e) Where it is not possible to call quotations/tenders due to exceptional circumstances or paucity of time, the purchase may be made through a 'Purchase Committee' of not less than three persons constituted by the Director General. The Committee may collect quotations by visiting the markets after verifying the quality and specifications of the

articles up to the sanctioned limits. The Committee may order a purchase at the higher rates after recording justification for doing so.

11. **IMPREST:** To meet emergent expenditure which has to be incurred before money could be obtained from the Accounts Branch, an imprest may be sanctioned by the Director-General to persons who have to incur such expenditure on behalf of the Centre. The holder of the imprest is responsible for the safe custody of the amount and shall at all times be ready to produce the total amount of imprest either in the form of vouchers or in the form of cash or both. The imprest holder must be a regular employee of the centre. Every imprest reimbursement will be given only when previous imprest amount has been adjusted and the imprest amount be properly submitted to the accounts section.

12. **AUDIT OF ACCOUNTS OF THE CENTRE:**

- i) The annual accounts of the Centre shall be audited by Chartered Accountants appointed for the purpose.
- ii) The audited accounts together with the Auditor's report shall be reviewed by the Finance Committee and placed before the Governing Body at its meeting. for recommendation to the Annual General Meeting of the society of the Centre for approval.
- iii) The accounts of the Centre are also subject to audit by the Accountant General

13. **POWERS TO WRITE OFF DURABLE ARTICLES:**

- i) Secretary-cum-Establishment Officer: Articles valued up to Rs. 1,000/-per article and upto a maximum or Rs. 10,000/- per annum after recommendation by a Committee constituted for this purpose by Director General.
- ii) Committee of Condemnation: Director-General is authorized to constitute a Committee of Condemnation, as and when needed, of which three Senior Employees of CRRID shall be Members to identify and recommend the condemnation of Articles.
- iii) Director-General on the report of the Committee of Condemnation of Articles can write off articles and report the same to the Finance Committee.

15. **POWER TO SANCTION ADVANCE:**

Director-General – full power

Project Coordinator / Professor cum Director – Full powers as provided for in the budget of the project

Secretary-cum-Establishment Officer – upto Rs. 25,000/- in a single case.

## **CHAPTER – IX**

### **LIBRARY RULES**

The library is a treasure house of knowledge and most important instrument of research which needs to be updated from time to time. For efficient functioning of the library, the Director General shall constitute a Library Committee consisting of Heads of the Divisions and Professors. Director General shall nominate one of the professors as Chairman of the Library committee. The librarian shall be the convener of the Library Committee. The Library Committee shall frame rules for the use of library, make proposals for its further development, spell out financial implications of such proposals, approve the allocation of funds among various disciplines of the centre in the yearly budget and also approve all expenditure of recurring nature like purchase of books, subscription of periodicals etc. The primary function of the library Committee is the guardianship of the library and its proper maintenance.