



BOSE INSTITUTE
SERVICE RULES & RECRUITMENT RULES
PART - 1 [SERVICE RULES]

[ADOPTED FOR IMPLEMENTATION WITH EFFECT FROM 1.10.1980 VIDE
DECISION UNDER AGENDA ITEM NO.11 OF THE MINUTES OF THE
BOSE INSTITUTE COUNCIL MEETING HELD ON 7/2/81]

BOSE INSTITUTE
93/1, Acharya Prafulla Chandra Road
Calcutta - 700 009

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BOSE INSTITUTE
SERVICE RULES
&
RECRUITMENT RULES

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PART : I

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SERVICE RULES

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(Adopted for implementation
with effect from 01.10.1980
vide Decision under Agenda
Item No. 11 of the minutes
of the Bose Institute Council
Meeting held on 07.02.1981)

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The Bose Institute,
93/1, Acharya Prafulla Chandra Road,
Calcutta - 700 009

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PART - I : SERVICE RULES

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CHAPTER-I

Extent of application

- 1.1.0 These Rules shall be called the Service Rules of the Bose Institute.
- 1.2.0 They shall relate to the terms and conditions of Service of the employees of the Bose Institute, Calcutta and be applicable to all categories of employees mentioned in Chapter-III, including the Director of the Institute.
- 1.3.0 In case of any repugnancy between these Rules and the Regulations and Bylaws of the Bose Institute hitherto in force, these Rules which have been framed by the same authority as was responsible for the Regulations and Bylaws and are of a later origin, shall prevail and the Regulations and Bylaws would stand amended to the extent necessary.
- *1.4.0 They shall come into force on and from such date as may be laid down by the Council of the Bose Institute by a resolution passed in a meeting.
- * The Service Rules on being adopted by the Council, have come into force with effect from 1st October 1980 vide Agenda item of the minutes of the Council meeting held on 7.2.81.

CHAPTER-II

DEFINITIONS

Unless there be something repugnant in the Subject or context, the terms defined in this chapter are used in the rules in the sense explained here :

- 2.1.0 Appointing Authority : In relation to an employee of the Bose Institute means -
- i) the authority which appointed the employee to such post,
- or
- ii) the authority empowered to make appointments to the post/grade which the employee for the time being holds.
- 2.2.0 Bose Institute : Sometimes also called 'the Institute' in the Rules, means the Society registered under Act XXI of 1860, by Acharya Jagadis Chandra Bose and others in 1917, and functioning under the name "Bose Institute", with its head office located in Calcutta for achievement of the objects set forth in the Memorandum of Association.
- 2.3.0 Council : means the Council of the Bose Institute constituted under 'Regulations' carrying on the functions mentioned therein.
- 2.4.0 Cadre : means the strength of a service or a part of a service sanctioned as a separate unit.
- 2.5.0 Compensatory Allowance : means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance.
- 2.6.0 Competent Authority : In relation to the exercise of any power under these rules means generally the Council unless such power is specifically delegated by or under these rules to any other authority.
- 2.7.0 Date of Retirement : Date of retirement otherwise also called superannuation in relation to an employee, means the afternoon of the last day of the month in which the employee attains the age prescribed for superannuation.
- 2.8.0 Day : Except as otherwise provided in these rules. Day means a calendar day beginning and ending at midnight.
- 2.9.0 Disciplinary Authority : means the authority competent under these Rules to impose on an employee any of the penalties specified in Rule 8.3.
- 2.10.0 Family : means an employee's wife or husband, as the case may be, children and step children wholly dependent upon the employee and parents, sisters and minor brothers residing with and wholly dependent upon the Employees.

NOTE - I : Not more than one wife of the employee is included in the family.

NOTE - II : An adopted child shall be deemed to be a member of the family if under the personal law of employee, adoption is recognised as conferring on it the status of a child, born in wedlock.

2.11.0 Governing Body : means the Governing Body of the Bos Institute as mentioned in the Memorandum of Association and constituted and functioning in accordance with the Regulations & Bylaws.

2.12.0 L i e n : means the title of an employee to hold substantively either immediately or on the termination of a period or periods of absence, a permanent post (including a tenure post) to which he has been appointed substantively.

2.13.0 M o n t h : means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

N O T E : Calculations of a period expressed in terms of months and days :-

(a) To calculate 3 months and 20 days on and from the 25th January, the following methods should be adopted :-

	Y	M	D
25th Jan to 31st Jan	0	0	7
Feb to April	0	3	0
1st May to 13th May	0	00	13
Total :	0	3	20

(b) The period commencing on 30th January and ending with 2nd March should be deemed as 1 month and 4 days as indicated below :-

	Y	M	D
30th Jan to 31st Jan	0	0	2
F e b r u a r y	0	1	0
1st March to 2nd March	0	0	2
Total :	0	1	4

2.14.0 Officiate : An employee officiates in a post when he is appointed to perform the duties of a post on which another person holds a lien. The competent authority may also appoint a person to officiate in a vacant post on which no other person holds a lien.

2.15.0 P a y : means the amount drawn monthly by an employee as -

- (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;
- (ii) special pay and personal pay; and
- (iii) any other emoluments which may be specially classed as 'pay' by the Council.

- 2.16.0 Permanent post : means a post carrying a definite rate of pay sanctioned without any limit of time.
- 2.17.0 Personal Pay : means additional pay granted to an employee.
- (i) to save him from the loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure;
- (ii) in exceptional circumstances, on other personal considerations.
- 2.18.0 Regulations & Bye-laws : means the Regulations & Bye-laws of the Bose Institute attached with the Memorandum of Association, as amended from time to time.
- 2.19.0 Recruitment Rules : means 'The Bose Institute Group 1 to 5 Recruitment Rules 1978' framed to regulate recruitment to posts in Group 1 to 5 of the Bose Institute and shall be deemed to include all amendments to such Rules validly made from time to time.
- 2.20.0 Selection Committee : means a Committee constituted under the Recruitment Rules for selection of any category of staff of the Bose Institute.
- 2.21.0 Substantive Pay : means the pay other than special pay, personal pay or emoluments classed as pay by the Council, to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- 2.22.0 Special Pay : means an addition of the nature of pay, to the emoluments of a post of an employee granted in consideration of :
- a) the specially arduous nature of duties; or
- b) a specific addition to the work or responsibility;
- 2.23.0 Service : means a service under the Bose Institute.
- 2.24.0 Trust : means any Trust created by Acharya Jagadis Chandra Bose of which the Bose Institute is a beneficiary.
- 2.25.0 Temporary Post : means a post carrying a definite rate of pay or fixed monthly remuneration for a limited time.
- 2.26.0 Time Scale of Pay : (a) means pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive;
- (b) Time-scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time scales are identical;
- (c) A post is said to be on the same time-scale as another post on a time scale if the two time-scales are identical and the posts fall within a cadre or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group

of establishments; so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

2.23.0

Travelling Allowance : means an allowance granted to an employee to cover the expenditure which he incurs in travelling in the interest of the Institute service.

CHAPTER - III

Classification of Posts according to functions

3.1.0

For the purpose of these Rules the posts of the Institute are divided into the following groups on the basis of their main functions and scales of pay. The order of classification stated here does not reflect the line of control for which a separate functional chart should be prepared by the Director from time to time :

Group-1: Head of the Institution

The Director

Rs.

(5900-7300)

Group-2: Academic Staff

i) Professor	(4500-5700)
ii) Reader	(3700-5700)
iii) Sr. Lecturer	(3000-5000)
iv) Lecturer	(2200-4000)
v) Librarian	(4500-5700)

Group-3 : Administrative Staff

i) Registrar	(3700-5000)
ii) S.Dy. Registrar	(3000-4500)
iii) (a) Asstt. Registrar	(2200-4000)
(b) Accounts Officer	(2200-4000)
(c) Audit & Finance Officer	(2200-4000)
iv) (a) Office Superintendent	(2000-3200)
(b) Accountant	(2000-3200)
(c) PA to Director	(2000-3200)
v) (a) Cashier	(1400-2600)
(b) Asstt. Accountant	(1400-2600)
(c) Asstt. Librarian/ Sr. Lib. Assistant/ Cataloguer	(1600-2660)

	Rs.
vi) (a) Sr. Office Asstt.	(1400-2600)
(b) Sr. Accounts Asstt.	(1400-2600)
(c) Stenographer	(1400-2300)
(d) Sr. Store Keeper	(1400-2600)
(e) Publication Asstt.	(1400-2600)
vii) Jr. Lib. Asstt.	(1400-2300)
viii) (a) Jr. Assistant	(1200-2040)
(b) Jr. Store Keeper	(1200-2040)
(c) Receptionist-cum-Telephone Operator	(1200-2040)

Group-4 : Technical Staff

i) Engineer-B/ Scientist-Incharge-RSIC	(4500-5700)
ii) Engineer-A/ Technical Officer, RSIC	(2200-4000)
iii) Technical-E Workshop Superintendent & Microanalyst	(2200-4000)
iv) Technician-D	All posts in the (2000-3200)
v) Technician-C	respective (1600-2660)
vi) Technician-B	grades (1400-2600)
vii) Technician-A	other than (1400-2300)
	classified
	under Group-3 above.

Group-5 : Auxiliary Staff

i) Helper-D Driver and others including Selection grades incumbents	(950-1500)
ii) Helper-C All posts in the Grade	(950-1500)
iii) Helper-B All posts in the grade	(800-1150)
iv) Helper-A All posts in the grade	(750-900)

Note = 1

Part-time employees and daily paid employees are not classified.

Note = 2

If any doubt arises as to the proper classification of any employee or member of the staff, whether on account of a revision of the pay structure or otherwise, the matter shall be referred to the Council whose decision shall be final.

It shall also be open to the Council to introduce any new category of posts, as and when necessary, and define its appropriate classification.

Note = 3

The duties and responsibilities involved in various posts under different groups shall be laid down in the Recruitment Rules. The chief features thereof are, however, indicated below :-

a) Head of the Institute: The Director is the Head of the Institute. Subject to the overall control of the Council, it shall be the duty of the Director to carry on the objects and business of the Institute in accordance with the Regulations and By-laws and other Rules framed by the Council from time to time. (In the day-to-day administration of the Institute, the Director shall be the final authority. He shall bring to the notice of the Council at its meeting for its confirmation any action, which, in emergency, he may have found necessary to take for smooth functioning of the Institute. The Director may also issue Standing Orders from time to time in order to regulate the activities of the Institute and the staff attached thereto.)

In academic matters it shall be his responsibility not only to act as a coordinator but also to maintain and improve the level of excellence of the work of the Institute for which purpose he shall have the right to give advice and direction whenever necessary.

(On the administrative side, despite some ancillary functions delegated directly to the Registrar by the Regulations and Bylaws, Director's is the last word in all matters until in any particular case the Council holds a different view and suggests a modification.)

He shall hold meetings with Chairmen of the Departments/Heads of Section and also informally with the representatives of the recognised association whenever he deems necessary. While the hierarchical and vertical devolution of authority from the Chairman of Departments/Heads of Sections/Registrar downwards shall be ordinarily observed, this is without prejudice to his right of getting information from any quarter or, in extreme cases, the employee's right of direct approach to him.

b) , Academic Staff: It shall be the duty of the Academic staff to work towards achievement of the objects of the Institute as provided for in the Regulations and Bylaws. For this purpose every member of the academic staff shall have the right to initiate and develop independent research work and shall submit periodical reports of his work (there shall

not be less than one such report during each year) through the Chairman of each Department/Head of Section.

- c) Technical Staff: It shall be the duty of such staff to render such technical assistance in Laboratories/Workshops/Fields/etc. as would be necessary and called for, with a view to ensure that the respective establishments function smoothly and efficiently.
- d) Administrative Staff: It shall be the duty of such staff to render such administrative and/or ministerial service as may be assigned from time to time with a view to ensure smooth and efficient discharge of business of the Institute.
- e) Auxiliary Staff: It shall be the duty of such staff to render such help and assistance to the above staff and/or respective departments/sections as may be called for in the interest of the work involved.

Note = 4

Notwithstanding Note-3 above, the Director may, in case of need, allot any other duty to any member of the staff in the interest of the Institute.

CHAPTER - IV

GENERAL CONDITIONS OF SERVICE

Appointment

4.1.0 Appointment to the posts of Director, Registrar, Dy. Registrar, Professor, Reader, Lecturer, Librarian and Workshop Superintendent etc. borne in the pay-scale of Rs.2200-4000/- and upwards shall be made by the Council on the recommendations of Selection Committee as stated in the Bose Institute Recruitment Rules.

Note 1: The existing designation "Research Fellow" shall be changed to "Lecturer".

Note 2: No fresh appointments shall be made in the category of Research assistant.

Note 3: Chairman of the Department-selection of office of a Chairman (hitherto designated "Head") of a Deptt. shall be made by the Director from amongst the Professors on a rotational basis, according to their inter se seniority. The tenure of a Chairman shall not exceed two years. The office of Chairman of a Department shall carry an allowances as may be prescribed by the Council. If for any reason it is not possible to select a Chairman of a Department, his functions for the time being shall be discharged by the Director, pending such selection. The duties of the Chairman of a Department are enumerated in Appendix-I.

4.1.1 Appointment to other posts whose minimum of the pay-scale exceeds Rs. 1400/- p.m. shall also be made by the Council in accordance with the recommendations of the relevant Selection Committees as stated in the recruitment Rules.

4.1.2 Appointment to all other posts whose minimum of the pay-scale does not exceed Rs.1400/- p.m. shall be made by the Director in accordance with the recommendations of the relevant Selection Committees as stated in the Recruitment Rules.

4.1.3 On revision of a pay-scale, the existing employee shall be given a choice either to retain the existing pay-scale or to opt for the revised pay-scale. The option once exercised shall be final. If no option is exercised within a specified date, the employee shall automatically come under the revised pay-scale. Fresh appointment thereafter (either by direct recruitment or promotion) shall be made only in the revised pay-scale.

4.1.4 There shall be three main categories of Research Scholarships viz., Junior, Senior (2 types) and Post Doctoral. Appointment of the Research Scholars shall be made by the Director. All the three categories of Research Scholarship are tenural. The method of recruitment and the terms and conditions etc. of appointment of Research Scholars are laid down in Appendix - II.

4.2.0 Notwithstanding anything contained in Rules 4.1.0 to 4.1.4 the Director may, in special circumstances and in view of the urgency of filling up the post without delay, make "ad hoc" appointments to the posts mentioned therein for a period not exceeding six months, pending regular appointment according to normal procedure, in consultation with the Chairman of a Deptt./Head of Section and in respect of cases coming under Rules

4.1.0 and 4.1.1 he shall report his action to the next meeting of the Council for approval and in the meantime take all steps necessary for filling up the posts in accordance with the procedure laid down in the Regulations or the Recruitment Rules, as the case may be. No adhoc appointment shall in any case exceed the limit of one year at the outside.

4.3.0 Recruitment norms/procedure, whether direct or by promotion, for various groups of posts are laid down separately in the Recruitment Rules.

4.4.0 Subject to availability of vacancies, sons/daughters or near relatives of an employee who dies in harness leaving his family in indigent circumstances, or who has prematurely retired on medical grounds, at least three years before the date of superannuation may be appointed by the Director against posts in relaxation of the normal procedure for direct appointment, provided, the candidates to be so appointed, by and large, fulfils the requirement, as laid down for the concerned posts in the Recruitment Rules; such appointments can be made only in the scales in which the maximum pay does not exceed Rs. 2600/-.

Note: This relaxation shall be granted only in really deserving cases where the family of a deceased or prematurely retired employee stands in need of immediate assistance on account of his sudden death/retirement there being no other earning member of the family.

4.5.0 Appointment to the vacancies occurring in the different groups of posts shall be made by direct recruitment or by promotions as provided for in the Recruitment Rules.

4.5.1 Notwithstanding Rule 4.5.0 above, no employee shall normally be eligible to promotion from his post in one group to another post in a different group. However, there is no bar for an employee to compete for any post falling under a different group for direct appointment via open competition, subject to fulfilment of the terms and conditions for the respective posts, as laid down in the Recruitment Rules.

✓ 4.6.0 Subject to the condition that all vacancies in the post of Lecturer, Reader and Professor shall be filled up by open competition under the provisions of the Recruitment Rules of this Institute,

(i) A Lecturer will be eligible for consideration for promotion as Senior Lecturer on completion of 5 years service in the grade of Lecturer at the Bose Institute. If he/she has atleast 2 years of post-doctoral experience, he/she will be eligible for consideration for promotion on completion of 3 years service in the grade of Lecturer at the Bose Institute.

(ii) A Senior Lecturer will be eligible for consideration for promotion as Reader on completion of 7 years service in the grade of Senior Lecturer at the Bose Institute. He/she will also be eligible for consideration for promotion to the post of Reader in the case of extraordinary performance as Senior Lecturer at the Bose Institute on completion of 5 years service in the grade of Senior Lecturer at the Bose Institute.

(iii) A Reader will be eligible for consideration for promotion as Professor on completion of 7 years of service as Reader at the Bose Institute. He/she will also be eligible for consideration for promotion to the post of Professor in the case of extraordinary performance as Reader at the Bose Institute on completion of 6 years service in the grade of Reader at the Bose Institute.

2. All the members of the faculty who will be eligible for consideration for promotion under the Assessment and Promotion Scheme, will be required to submit in the prescribed proforma, their professional accomplishments during the period under assessment. This proforma containing their professional accomplishments will be sent to the specified number of experts as indicated below out of a panel of Council-approved experts, for evaluation of their professional achievements :-

a. For Senior Lecturer to Reader as well as Reader to Professor - Six experts, 3 of whom shall ordinarily be from abroad.

b. For Lecturer to Senior Lecturer - Six experts in the discipline from the country.

3. A Assessment Committee consisting of a Scientist Member of the Council to be nominated by the Council as the Chairman of the Assessment Committee, the Director of the Bose Institute and one expert each from Life Sciences, Physical Sciences and Chemical Sciences, will be appointed by the Council. The reports from the experts will be submitted to the Assessment Committee. Atleast 3 members including one expert from the respective discipline shall form the quorum. The Registrar of the Bose Institute will be the Non-Members secretary of the Assessment Committee.

4. The Assessment Committee shall submit their recommendations to the Director, Bose Institute, who in turn shall cause it to be presented before the Council for consideration and appropriate decision.

5. If the Council approves the promotion, it shall be given effect to from the date of eligibility of the incumbent.

6. If the Council does not find the incumbent fit for promotion; he/she would be eligible for consideration for promotion in accordance with the above procedure after expiry of further two years service in the relevant grade.

7. All such promotions under the Scheme are personal to the persons concerned. No consequential vacancy shall arise under the Scheme. On retirement/resignation/removal from service, the post which the incumbent originally had held will fall vacant.

4.6.1

Notwithstanding all that is contained in this new Assessment and Promotion Scheme for academic staff the promotion assessment of the existing academic staff who had become eligible for promotion (under the existing regulations) before the effective date of this new promotion scheme, shall be processed under the existing norms/rules.

- 4.7.0 When an employee has been dismissed, removed or reduced from any cadre in the service, no vacancy caused thereby, or arising subsequently in such cadre, shall be substantively filled up to the prejudice of such employee until the appeal proffered by him against such dismissal, removal or reduction has been disposed of or until the time allowed for preferring the appeal has expired.

P R O B A T I O N

- 4.8.0. Every person appointed to a permanent post under the Institute, whether by promotion or by direct recruitment, shall be on probation for a period of one year provided that the appointing authority may in any exceptional case reduce the period or waive it for reasons to be recorded in writing provided further that the period of probation may be extended upto another year if the appointing authority is not fully satisfied but thinks that another opportunity should be given to him to prove his fitness.
- 4.8.1. A person does not acquire a lien on a post (permanent) to which he is appointed on probation but does so only after he is confirmed and appointed substantively to that post on completion of period of probation and ceases to hold any lien acquired on any other post.
- 4.8.2. Where a person appointed on probation is, at any time during his period of probation, whether original or extended, found to be unsuitable for holding that post, the appointing authority may :-
- i) in the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment and
 - ii) in the case of a person appointed by direct recruitment, terminate his service under the Institute with one month's notice or one month's pay in advance in lieu of the notice.
- 4.8.3 Every person appointed on probation to a permanent post by promotion or by direct recruitment, shall, on satisfactorily completing his period of probation be eligible for confirmation in that post. It shall be the duty of the appointing authority to take up the case of an employee's confirmation at least six weeks before the period of probation is about to expire and it shall be permissible for an employee on probation to submit a representation to the Appointing Authority for the purpose one month before the due date.

T E N U R E

- // 4.9.0 Except in the case of Contract appointments, which are to be governed by the special terms of the Agreement of contract, no person appointed for the first time under the Institute shall be permitted to join the post, whether on probation or otherwise, without prior medical examination for physical fitness by an authority appointed by the Director.
- 4.10.0 The age of superannuation of permanent employee of the Institute shall be as follows :
- i) All staff borne in the revised pay-scales implemented since 1.1.73 and 1.4.78 - 60 years.

- ii) Academic staff who have opted for unrevised pay-scale - 62 years.
 - iii) Non-academic staff who have opted for unrevised pay-scale - 58 years.
- 4.10.1 It shall be open to the Council to reemploy (but not extend the tenure of service) deserving academic staff upto 5 years beyond the superannuation age of 60 years with initial period of 2 years to be followed on year to year basis.
- 4.10.2 Notwithstanding anything contained in Rule 4.10.0 it shall be open to the Council under special circumstances and for reasons to be recorded in writing, to extend the service of any employee falling within (ii) and (iii) above, upto 3 years beyond the age of superannuation, subject to his being mentally and physically fit.
- 4.10.3 If an employee completes his allotted span of years fixed for superannuation within a month, the last date of the month shall be deemed to be the date on which he attains the age of superannuation for the purpose of retirement.
- 4.11.0 Subject to acceptance by the appointing authority, a permanent employee of the Institute may give the Institute 3 months' notice, if he wants to resign or relinquish his post under the Institute. The appointing authority may waive or reduce the period of notice at its discretion.
- 4.12.0 ; The services of a temporary employee may be terminated by the Appointing Authority without assigning any reason by a notice of one month in writing given to the employee or without notice on payment of one month's salary.
- 4.12.1 Subject to acceptance of resignation by the Appointing Authority, a temporary employee may, by a month's notice in writing, addressed to that authority or by waiver or adjustment of salary and leave in lieu thereof, resign from the service of the Institute.
- 4.13.0 Unless, in view of the special circumstances of a case, the Council shall otherwise decide, an employee shall be deemed to have resigned after two years continuous absence from duty without sanction and shall cease to be in the employ of the Institute.

CHAPTER - V

Attendance in Office, Duties of Employees and Assessment reports

A. Attendance

- 5.1.0 The whole time of an employee is at the disposal of the Institute.
- 5.2.0 Unless otherwise stated specifically in the terms of appointment, every whole-time employee may, if the exigencies of work so require, be called upon to perform such duties as may be assigned to him by the Director, whether within scheduled working hours or beyond them or on Sundays and holidays.

Provided that, if he is directed to work beyond scheduled working hours, or on Sundays and holidays, he shall be entitled to such overtime allowance and/or compensatory leave, as is provided for in these Rules.

5.3.0

An employee, when not on leave, shall be present at his place of duty during the scheduled working hours to carry on his allotted work and no employee shall be absent from duty or be away from station without prior permission from the competent authority except for valid reasons and unforeseen contingencies.

5.3.1

An employee shall attend his office regularly and punctually and remain there till the closing hour.

5.4.0

The normal office hours of the general departments of the Institute on weekdays (which shall exclude the Saturdays) shall be from 9.45 a.m. to 6.15 p.m. with half an hour recess from 1.30 p.m. to 2.00 p.m., provided that members of the auxiliary staff may be required to attend office 15 minutes earlier. On the Saturdays, the Institute shall remain closed. The Director shall have the power to alter the hours of work of an employee, whenever necessary, and the Chairman of Departments/Head of Sections may require an employee to attend earlier or stay on longer if the exigencies of work so require.

5.4.1

The normal working hours of the Drivers-cum-Mechanic will be from 9.45 a.m. to 6.15 p.m. with a lunch break of half an hour from 1.30 p.m. to 2.00 p.m. but the Registrar may so prescribe their working hours (on any day) according to administrative needs or exigencies, subject to the conditions that the total number of hours of effective duty shall not exceed 8 hours per day. Overtime allowance will, however, be admissible to a driver-cum-mechanic as per the rates as allowed under the Rule 5.4.3.

5.4.2

There are no fixed hours of work for the auxiliary staff performing duties of Cleaners, Sweepers, Malis, Watchmen, Field staff and the like. For such employees, the most convenient hours of work shall be fixed as the case may be by the Registrar or by other competent authorities under information to the Registrar but in no case shall their total period of work exceed 8 hours per day.

5.4.3

Whenever a Chairman of a Deptt./Head of Section feels it necessary that a work is inescapably required to be done beyond scheduled hours, or during Sundays and Holidays, for smooth functioning of the Institute, he shall submit a requisition for overtime work in the proscribed form to the Director. Such work shall not ordinarily be undertaken till after the Director has given his approval to it. In cases where the matter brooks no delay and it is not feasible to obtain prior sanction of the Director, the Chairman of the Deptt./Head of Section may get the overtime work executed and shall arrange to obtain the Director's approval at the earliest opportunity. No employees, however, be ordinarily made to work beyond office hours for more than 2 hours a day and 10 hours in any month.

For any extra work beyond this limit during working days or work during Sundays and Holidays, an employee shall be entitled to overtime allowance as per Central Government Rules, except that any person put on

overtime work on Sundays/Holidays will have the option to take Compensatory Leave OR receive Overtime Allowance in Cash at the admissible rates. No such overtime allowance or compensatory Leave shall be available to :-

- i) Any member of the staff excluded under Central Rules.
- ii) An employee who is in receipt of any allowance in lieu of specific duties beyond office hours.
- iii) An employee appointed on contract basis.

5.5.0 The Director shall issue appropriate standing orders about the attendance of members of staff, the manner of recording it and other related matters.

B. DUTY

5.6.0 Every employee shall at all times -

- i) be devoted to his duty
- ii) maintain absolute integrity in the discharge of his duty
- iii) refrain from doing anything which is prejudicial to the interests of the Institute, and
- iv) do nothing which is unbecoming of an employee of the Institute.

5.7.0 During the period of his service every employee shall observe, obey and abide by the Rules and the Bylaws and the Standing Orders as issued from time to time by the Council as well as by the Director and other competent authorities, within the sphere of their jurisdiction.

5.7.1 Every Employee shall perform to the best of his ability all the duties pertaining to his post and shall carry out any lawful directions given to him. Such orders shall be given by the Council in the case of the Director and in other cases by the Director or by any other person to whom the power to give such directions has been given expressly or impliedly.

5.8.0 No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the Institute, or public order or decency or morality.

Illustration:

The following, shall inter alia be deemed to be prejudicial to the interests of the Institute.

- i) Engaging in any activity whether violent or peaceful likely to disrupt work of research or study or teaching in the Institute or the administration of the Institute or the work of any of its Committees.
- ii) Obstructing the Director or any member of the staff in the performance of his duties.

- iii) Damaging or defacing any property of the Institute.
 - iv) Indulging in disorderly conduct.
 - v) Acting in a manner at variance with the objects of the Institute.
- 5.9.0 The formation of an Association of the employee for the promotion of their legitimate and bonafide interests is a right which is not barred by these rules.
- 5.10.0 No employee shall make any press statement about the affairs of the Bose Institute or publicly ventilate adverse views about the administration of the Institute nor be connected with any newspaper or periodicals in which tendentious and scurrilous views about the Institute are published. But there is no objection to literary contributions to journals or to broadcasting even without permission if it is of a purely literary, artistic or scientific character, and the Director's opinion as to whether it is so, shall be conclusive.
- 5.11.0 No employee shall, except in accordance with the general or special order of the Director or in the performance in good faith of the duties assigned to him communicate directly or indirectly any official document or part thereof of any confidential information concerning the Institute either to the mass media or to any other person to whom he is not authorised to communicate such document or information.
- 5.12.0 No full-time employee shall be allowed to do any remunerative work except with the previous sanction of the Director but there is no bar to an employee,
- i) undertaking honorary work of social or charitable nature or occasional work of a literary, artistic or scientific character, so long as his official duties do not suffer thereby.
 - ii) taking part in the registration, promotion or management of a Co-operative Society under the Co-operative Society Act.
- 5.13.0 No employees shall bring or attempt to bring any pressure or influence, of any kind to bear upon any superior authority in the Institute to further his interest in respect of matters pertaining to his service under the Institute.
- 5.14.0 No employee, shall, except after notice to the Director, have recourse to any action in a court of law for vindication of any official act on his part which has been the subject matter of adverse criticism or any attack of a defamatory character. He shall not go to the press and make a statement without prior approval of the Director.
- 5.15.0 Nothing in the rule 5.14.0 shall be deemed to prohibit an employee in taking recourse to legal action in vindicating his private character or any act done by him in his private capacity.
- 5.16.0 If any criminal or insolvency proceedings are instituted against an employee of the Institute, he shall report the full facts of the legal proceedings to the Director at the earliest opportunity.

5.17.0 Save as provided in clause 5.17.1 below, no employee shall except with the previous sanction of the Director, give evidence in connection with any enquiry about the affairs of the Institute conducted by any person, Committee or Authority.

5.17.1 Nothing in this rule shall apply to giving

- i) evidence before any Committee or Commission appointed by the Government (Central or State) the Parliament, the State Legislature or the Council of the Institute.
- ii) evidence before any judicial or quasi-judicial tribunal or in any judicial enquiry.
- iii) evidence in any departmental enquiry ordered by the Director or any authority subordinate to the Director.

5.18.0 Any person in the employ of the Institute may be posted in any of the offices or departments of the Institute or transferred from one Office or department to another, provided, however, it should not prejudicially affect his terms and conditions of service and should not ordinarily be so frequent as to cause him hardship. Such postings and transfers shall be made under the orders of the Director in consultation with the Chairman of the Department/Head of Section concerned. A representation in writing regarding the transfer causing hardship to an employee may be permitted to be made to the Director by the employee concerned.

C. Service Book and Assessment Report

5.19.0 For every employee serving under the Institute, there shall be maintained a Service Book and an Annual Assessment Report (AR), in such form and with such particulars, as may be prescribed by the Council/Director for different groups of posts.

The Service Book shall be kept in the Central Office. The AR for the Academic Staff, Workshop Superintendent, Librarian, the Registrar and the Engineers shall be kept in the custody of the Director and for all other staff in that of the Registrar.

5.19.1 The entries in the Service Book shall be made by the Central Office and attested by the Registrar/Asstt. Registrar and countersigned by the employee.

5.19.2 The A.R. for each employee shall be written originally by the staff concerned and the comments on it will be made by his immediate superior not below the rank of Office Superintendent and be submitted by the reporting authority to his own superior in the department/section/office in which he works, for review. Provided that, in the cases of Chairman of a Deptt./Head of a Section/Professors, Engineers, the Registrar, Workshop Superintendent and Librarian, the entries after the self assessment shall be recorded by the Director.

5.20.0 The AR shall be recorded annually for each calendar year. Necessary action on recording of AR shall commence by the 15th of January every year following the calendar year for which the report has to be written and the AR for each employee shall be made available duly completed in all respects to the respective custodians by the 15th of February. The AR

on the work and conduct of any employee shall be recorded by a Reporting Authority in respect of any employee who has worked under him for a period not less than 4 months in the preceding calendar year.

NOTE

If an employee has served for the prescribed period in more departments than one within a calendar year, such assessment report shall be forwarded by the corresponding authority of all these departments.

5.20.1 The Registrar, on the advice of the Director, shall communicate in writing all adverse entries to the non-academic employees concerned within a reasonable period. For academic staff such communications shall be made by the Director. While communicating the adverse entries, a substance of whatever has been stated in praise of the employee, i.e. his good points, if any, shall also be communicated. The employee shall have the right to make a representation against the adverse entries within two months from the date of such communication with a prayer for reconsideration. The representation together with the original AR shall then be placed before the Director whose decision made after consideration of the representation and other relevant papers and such further discussions with the reporting and reviewing authorities, as he may think necessary, shall be intimated to the concerned employee and this decision shall be recorded in the Assessment Report.

5.20.2 In case the employee is not satisfied with the above decision of the Director, he may be permitted to make a report to the Council through the Director for expunction and/or toning down of the adverse entries/remarks. And the Council shall pass such orders as considered just and proper, on the report which shall be made within a month from the date of communication of the Director's decision.

CHAPTER - VI

PAY AND ALLOWANCES

6.1.0 The scale of pay for the posts in the Institute shall be as laid in the Recruitment Rules in force on the relevant period, as amended by the Council from time to time.

6.2.0 An employee shall begin to draw the pay attached to a post to which he has been appointed and such allowances as may be fixed from time to time with effect from the date on which he assumes duties of that post and shall cease to draw the same when he ceases to discharge those duties.

6.3.0 Unless otherwise provided in a contract, or in letter of appointment, an employee shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time-scale.

Provided that if he had previously officiated in or held substantively a post in the same or identical time-scale, his initial pay scale not be less than the pay which he drew on such occasion after excluding any special pay or special allowances, or personal pay which he might also have drawn.

NOTE

Nothing stated in rule 6.3.0 above shall apply to persons who previously held positions in a similar pay-scale under grants-in-aid project/scientists pool or outside the Institute etc.

- 6.4.0 Where an employee is promoted to or appointed in a substantive, temporary or officiating capacity in another higher post in the Institute, his initial pay in the time-scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his existing pay in respect of the lower post by one increment. If such an employee is already drawing pay at the maximum of the time-scale of the lower post for not less than one year, his pay shall be fixed at the stage in the higher scale next above the pay notionally arrived at by increasing his existing pay by an amount equal to the last increment in the time-scale of the lower post.
- 6.5.0 An increment shall ordinarily be drawn as a matter of course unless it is withheld as a penal measure.
- 6.5.1 Where an efficiency bar is prescribed in the time-scale, the increment next above that bar shall not be given to an employee without specific recommendation of the Chairman of Department/Head of Section where he works and the sanction of the Director.
- 6.5.2 An employee, who is stagnating at the maximum of his pay-scale, for two years or more, shall be granted a "personal pay" of one increment equivalent to the increment last drawn by him. This element of "personal pay" shall be taken into account for all purposes as admissible under the normal Rules.
- 6.6.0 In calculating the period of service required for earning an increment in a time-scale, account shall be taken of the period spent on -
- i) duty in that post or in any other post of the same or higher grade;
 - ii) duty in an equivalent or higher post in "foreign service", if any;
 - iii) duty in a temporary post and on probation; and
 - iv) any period of leave as may be admissible for this purpose under the Leave Rules.
- NOTE Extra-ordinary leave shall not count towards increment, unless the Director is satisfied in any case that the extra-ordinary leave was taken on account of illness or for other reasons beyond the employee's control and directs that the whole or any part of such leave shall count for increment in the time-scale of the post held by the employee.
- 6.7.0 An employee placed in charge of the current duties of a higher post, in addition to his own duties, shall, if the period of such additional charge exceeds 30 days receive an additional remuneration at the rate of 1/5th of the minimum of the scale of the pay of the higher post upto a maximum of Rs.100/- per month.
- 6.7.1 Notwithstanding anything contained in clause 6.7.0 no academic staff shall be eligible for the remuneration as stated therein, for performance of such duties in the Departments concerned.
- 6.8.0 All employees shall join the Provident Fund maintained by the Institute and be governed by the Rules of that Fund. It shall be obligatory on the part of the Institute to furnish a statement of account of the Provident Fund to each employee every year.

- 6.9.0 All regular employees of the Institute shall be entitled to draw (i) house-rent allowance, (ii) dearness allowance, (iii) medical allowance and (iv) such other allowances, as may be prescribed by the Council, from time to time.
- 6.10.0 An employee placed under suspension shall draw a subsistence allowance equivalent to half the rate of pay which was admissible to him immediately before the commencement of the suspension with a proportionate reduction in other allowances during the first six months.
- Provided that, if the period of suspension extends beyond six months, for any reason not directly attributable to the employee, the allowance shall after the expiry of six months be enhanced to three-fourths of pay he was drawing before suspension, with a proportionate increase in other admissible allowances, till the proceedings against the employee are terminated.
- Provided further that the payment of these other allowances shall be subject to fulfillment of all other conditions under which such allowances are admissible.
- 6.10.0 No payment of subsistence allowance shall be made unless the employee furnishes a certificate that he is not engaged during his suspension in any other employment, business, profession or vocation.

CHAPTER - VII

Leave Rules

- 7.1.0 The rules shall apply to all full-time regular employees of the Institute. In the case of an employee in service on the date the Service Rules come into force, the balance of earned leave due to him on that date in terms of the extant rules, shall be calculated and credited to his leave account. After that date he shall be allowed to earn and accumulate leave in accordance with these Rules.
- 7.1.1 The member of the staff appointed on a contract basis shall have the same privilege, as regards leave, as permanent employees of the Institute unless otherwise agreed to.
- 7.1.2 Research Scholars shall be deemed to be employees of the Institute for the purpose of leave.
- 7.2.0 Although the total period of earned leave due to an employee for the period spent on duty is subject to such deductions or lapsing, as may be provided for in the Rules, a right to which an employee can lay claim, leave at any particular point of time cannot be claimed as of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the authority empowered to sanction it.
- 7.3.0 Any kind of leave under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence from duty as may be prescribed, but casual and quarantine leave cannot be combined with any other kind of leave.

7.3.1

Prefixing and suffixing holidays including compensatory leave to leave other than on medical certificate, shall be allowed automatically except in cases where for administrative reasons, permission for prefixing/suffixing of holidays to leave is specifically withheld.

In case of leave on medical certificate, if the day on which an employee is certified medically fit for rejoining duty happens to be a holiday, he shall be automatically allowed to suffix such holiday(s).

7.4.0

Leave ordinarily begins on the date on which leave as such is actually availed of or charge, if any made over before midday. It ends on the date preceding the one on the forenoon of which the employee resumes his duty.

7.5.0

An employee on leave shall not return to duty before expiry of his leave without permission of the authority which sanctioned the leave.

7.5.1

An employee who was granted leave on medical grounds, shall be required to produce a medical certificate of fitness before resuming duty. If the leave was taken on the ground of illness, although not as a formal medical leave, the authority competent to allow him to rejoin his post may require him to produce a medical certificate showing that he has got rid of the illness which made him go on leave.

7.6.0

Unless the authority competent to grant leave extends the leave, an employee who remains absent without information after the expiry of leave, is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half-pay leave, to the extent such leave is due. The period in excess of such leave as due will be treated as extraordinary leave without pay.

7.6.1

Willful absence from duty after expiry of leave renders an employee liable to disciplinary action.

7.7.0

Subject to the foregoing general principles, the following kinds of leave, classified according to their nature, shall be available to the employee according to the Rules in this chapter :

i) Kinds of leave due and admissible

a) Earned leave.

b) Half-pay leave

c) Commuted leave

d) Leave not due

e) Extra-ordinary leave

f) Leave preparatory to retirement

g) Earned leave after retirement

ii) Special kinds of leave

a) Compensatory leave

b) Casual leave

- c) Special casual leave
- d) Maternity leave
- e) Hospital leave
- f) Special Disability leave
- g) Quarantine leave
- h) Study leave.

7.7.1 A leave account shall be maintained for each employee in the prescribed form and recorded in a leave register. The record will be available for verification by the employee.

7.8.0 Earned leave : admissible to all employees shall be credited in advance with 30 days for each calendar year. This shall be done in instalments, on a uniform rate of 15 days at the commencement of each calendar half year, i.e., on the 1st of January and July every year. The leave at the credit of the employee at the close of the previous half year shall be carried forward to the next half year, but the leave so carried forward plus the credit for the half year can be accumulated only upto 240 days, beyond which the employee shall cease to accumulate such leave. Provided that if at any particular point of time leave applied for by an employee cannot be sanctioned by the competent authority for exigencies of service causing thereby the accumulation of leave at his credit on the commencement of a calendar half year to exceed the prescribed limit of 240 days, such excess shall be allowed to be added to the aforesaid limit subject to an overall limit of 255 days beyond which no further accumulation shall be allowed.

7.8.1 The credit of earned leave for the half year in which an employee is appointed, will be afforded @ 2 1/2 days for each completed month of service which he is likely to render in the calendar half year in which he is appointed. Similarly, the credit for the half year in which an employee is due to retire or resign from the service, will be afforded only @ 2 1/2 days per completed month in that year upto the date of retirement/resignation.

✓ 7.8.2 The credit of earned leave shall be reduced by 1/10th of the period of extra-ordinary leave only availed of during the previous half year, subject to a maximum of 15 days.

7.8.3 While affording credit in the above method, fractions of a day if any should be rounded off to the nearest day.

7.8.4 The maximum earned leave that may be granted to an employee at a time shall be 120 days if spent in India and 180 days, if spent outside India.

7.8.5 The Director shall be the sanctioning authority for all kinds of leave except Study Leave, applied for by the Academic staff, the Workshop Superintendent, the Librarian and the Registrar. The Registrar shall be the sanctioning authority for all kinds of leave except Study Leave, applied for, by all other groups of employees upto 30 days and if the leave is asked for a longer period, sanction of the Director shall be

obtained. The Registrar may, however, grant such leave to all staff other than the Academic Staff, the Workshop Superintendent and the Librarian, beyond 30 days in anticipation of the sanction of the Director if the matter is urgent. The Director may avail himself of leave when necessary subject to report to & approval of the Council at the earliest opportunity.

7.9.0 All employees of the Institute may be granted leave on half-pay on medical certificate or on private affairs, provided that, in the case of an employee not in permanent employment, no half-pay leave shall be granted, unless the authority competent to grant leave has reasons to believe that the employee will return to duty on its expiry except in the case of an employee who has been declared permanently incapacitated for further service by a medical authority.

7.9.1 An employee shall be entitled to half-pay leave of 20 days in respect of each completed year of service.

7.10.0 An employee shall be entitled to commute the half-pay leave that he has earned to full-pay leave for half the period but such commuted leave shall be granted on production of medical certificate only. Commuted leave may be combined with earned leave but only if the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

7.11.0 Leave 'not due' may, at the discretion of the sanctioning authority, be granted on half-pay to a person in permanent employment only on medical certificate for a period not exceeding 180 days during the entire service. Such leave shall be debited against the half-pay leave that the employee may earn subsequently. Such leave shall not be granted unless the sanctioning authority is reasonably satisfied that the employee will return to duty on the expiry of the leave and earn the leave granted. Such 'leave not due' shall not be granted more than twice during the whole period of service and in no case shall it be granted second time till after the leave taken for the first time has been completely wiped off by putting in the requisite period of duty.

7.11.1 An employee to whom 'leave not due' is granted, shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service, unless he refunds the amount paid to him as salary for the period of leave not earned, provided that no leave salary shall be recovered if the employee retires due to reason of ill health incapacitating him for further service or in the event of his death.

7.12.0 Extra-ordinary leave means leave without pay and allowance and may be granted in special circumstances to a permanent employee when no other kind of leave is due and admissible and when other leave is admissible but the employee applies in writing for grant of extra-ordinary leave. It should not normally exceed 90 days at a stretch but may be granted in continuation of other kinds of leave, provided Extra-ordinary leave may be granted upto 540 days in case of such an employee suffering from cancer, mental illness, pulmonary tuberculosis, plurisy of tubercular origin, tuberculosis of any other part of the body or leprosy subject to production of medical certificate from a

specialist. The period of extra-ordinary leave is not deemed to be time spent on duty and shall not count towards annual increment of pay, except as may be otherwise provided specifically elsewhere.

- 7.13.0 Leave preparatory to retirement is (strictly speaking) not a separate category of leave but earned leave which an employee has not drawn upon so long but which he now applies for so that the end of the period of leave due and that of the tenure of his service may coincide.

Leave preparatory to retirement can be availed of subject to a maximum of 180 days and the employee is entitled to leave salary as admissible in the case of earned leave.

- 7.13.1 Earned leave after retirement - Employees may be paid cash equivalent of leave salary in respect of the period of earned leave at their credit at the time of retirement on superannuation, subject to the conditions; (a) the cash equivalent shall be limited to a maximum of 240 days of earned leave except in cases coming within the period of the provision to Rule 7.8.0 where it shall be limited to the maximum of 255 days, (b) the cash equivalent admissible becomes payable on retirement and will be paid in lump-sum, as a one time settlement, (d) cash payment will be equal to leave salary, as admissible for earned leave and dearness allowance on that leave salary at the rates in force on the date of retirement; but no city compensatory allowance and/or house rent allowance shall be payable. Employees proceeding on premature -voluntary retirement or compulsorily retired as a measure of punishment, will not be covered by this concession.

- 7.14.0 Compensatory leave on full pay in lieu of work done on approved holidays/Sundays under orders of the Director shall be available to all employees except the Academic Staff, the Registrar and the Sectional Heads. The amount of such leave shall be limited to the number of holidays actually spent on duty and shall have to be availed of normally within the calendar year in which such duty was done. It may be combined with casual leave, earned leave or half-pay leave, either by prefixing or suffixing.

- 7.15.0 Casual leave for a short period, not exceeding 5 days at a time or 12 days in all in a calendar year, may be sanctioned to the Academic staff, Workshop Superintendent, Librarian & Registrar by the Director and to others by the Registrar. Such leave shall not be combined with any other leave except compensatory leave, or holiday and the balance at credit is not carried over from one year to another.

- 7.15.1 Persons who join service in middle of the year shall be eligible to proportionate casual leave subject to the usual restrictions mentioned above.

- 7.15.2 A person on casual leave is not treated as absent from duty and his pay is not intermitted.

- 7.15.3 Half-a-day's casual leave, if applied for, by an employee may be granted to him either for the forenoon session, when he would be required to come to the office at 2 p.m. or for the afternoon when he will be allowed to leave office at 1.30 p.m.

7.16.0 In addition to the casual leave, an employee when summoned to serve as a Juror or Assessor or to give an evidence before a Court of Law, as a witness in a Civil or Criminal Case, in which private interest are not in issue, may be granted Special Casual Leave sufficient to cover the period of absence necessary.

7.16.1 In addition, Special Casual Leave, not exceeding 30 days in a year, may also be granted to an employee (a) to conduct examination of a University, Public Service Commission, Board of Examination or other similar bodies/institutes, (b) to participate in a literary, scientific or educational conference, symposium or seminar (c) to do such other work as may be approved/directed by the Director.

NOTE In computing the special leave admissible, the period of actual journey, if any, to and from the places where such conference/activity takes place, will be excluded.

7.16.2 The period of absence in excess of the limit of 30 days for special casual leave should be treated as regular leave of the kind, admissible under the leave rules as applicable. For this purpose, the employees may, as a special case, be permitted to combine the Special Casual Leave with regular leave but Special Casual Leave should not be granted in combination with ordinary Casual leave. Special Casual leave cannot be accumulated and no balance is carried over from one year to another.

7.17.0 Maternity leave may be granted to a woman employee on full pay for a period of 90 days from the date of its commencement in all cases.

7.17.1 It shall not be granted more than three times during the whole period of service.

7.17.2 Maternity leave may be combined with leave of other kinds, except casual leave, special casual leave and compensatory leave but the leave applied for in continuation of Maternity leave must be supported by a medical certificate.

7.18.0 An employee may be allowed Hospital Leave for such period not exceeding 180 days on production of Medical Certificate, for medical treatment in a hospital or otherwise for illness or injury, if such illness is directly due to the risks incurred in the course of official duty, to which he is exposed on account of such duty.

7.18.1 An employee on Hospital leave shall be granted leave salary as on earned leave, upto a maximum period of 120 days, beyond which the leave salary shall be as on half pay leave.

7.18.2 Hospital leave may be combined with any other leave which may be admissible.

7.19.0 Special Disability Leave - An employee who is disabled by injury, intentionally inflicted by another person, or caused in or accidentally incurred in, or in consequence of the due performance of his official duty, or in consequence of his official position, or by illness incurred in the performance of any particular duty, which has the effect of increasing his liability to illness, or injury beyond the ordinary risk attaching to the post which he holds, may be allowed

Special Disability Leave for a maximum period of 24 months. Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed and the person disabled acted with due promptitude in bringing it to notice.

7.19.1 Special Disability leave may be combined with leave of any other kind.

7.19.2 Leave salary during Special disability leave shall be paid for the first 120 days equal to leave salary while on earned leave and for the remaining period of any such leave be equal to leave salary during half-pay leave.

7.20.0 Quarantine Leave - is leave of absence from work, necessitated by the occurrence of an infectious disease in the employee's house-hold or family at his place of duty. Such leave may be granted by the Director on the certificate of a Public or Municipal Health Officer or a registered medical practitioner, for a period not exceeding 21 days or in exceptional cases 30 days. Any leave necessary for quarantine purpose in excess of this period shall be treated as ordinary leave as admissible.

NOTE

For the purpose of this rule, cholera, small-pox, plague, diphtheria, typhus fever, cerebrospinal meningitis are considered as infectious diseases.

7.20.1 An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

7.21.0 Study Leave Rules - vide Appendix III.

7.22.0 Employees on earned leave shall be entitled to leave salary equal to the pay drawn, immediately before proceeding on leave.

7.23.0 An employee on half-pay leave, or leave-not-due, is entitled to leave salary equal to half the amount specified in Rule 7.22.0.

7.24.0 In case an employee dies while in service, the cash equivalent of the leave salary that the employee (deceased) would have got, had he gone on earned leave, that would have been due and admissible to him but for the death, on the date immediately following the death and in any case not exceeding leave salary for 240 days, and in cases coming within the ambit of the proviso to Rule 7.8.0, not exceeding 255 days, plus Dearness Allowance as may be admissible shall be paid to his family, without prejudice to the retirement benefits as may be admissible to the family.

7.25.0 A compensatory allowance, which is usually available to an employee when on duty, may be paid to an employee on leave, subject to such limitations as to the amount and the period of availability, as the Director may prescribe. Dearness allowance is payable on the leave salary at appropriate rates as may be admissible.

7.26.0 For short period on leave, especially at the auxiliary level, it may not be necessary to make any officiating arrangement. But the Director, may in case a non-essential member of the auxiliary staff goes on leave for more than 30 days or an essential member does so for lesser periods, appoint persons on a temporary basis in his place in the interest of the Institute.

- 7.26.1 In leave vacancies upto 30 days in all groups above the auxiliary one, except the Professors and Chairmen of the Departments/Heads of Sections and the Registrar, officiating arrangements may be made by the Director on his own responsibility and without reference to the Council; officiating arrangements against leave vacancies exceeding 30 days requires the prior approval of the Council but in case immediate action is needed, the Director may make such arrangement on his own and report the matter to the Council afterwards for approval.
- 7.26.2 For Director, Professors and Chairmen of Departments/Heads of Sections and the Registrar, prior approval of the Council to any officiating arrangement should be normally taken, but in case of urgency relating to the posts other than Director, when there is no time to get such prior approval, the Director may make an officiating arrangement and get ex-post-facto approval afterwards.
- 7.27.0 The Institute may be closed for such period as may be declared during the Durga Puja which shall be considered as Autumn holidays.
- 7.27.1 If an employee is required to perform urgent or essential work during the Autumn holidays and other declared Institute holidays, he shall earn and be given Compensatory leave for the period he is on such holiday duty and also for Autumn holidays an allowance in addition as decided by the Director and approved by the Council.
- 7.27.2 Two days' sectional holidays may be sanctioned by the Director during the calendar year for a member of any particular community, who wants it for the observance of his religious rights, in addition to the normal general holidays during the year. The occasions for such holidays shall be specified for each year in advance.
- 7.28.0 The Chairman of a Department/Head of a Section continues to be in formal charge of his office during leave, except when an officiating arrangement has been made, or when he has handed over charge to another staff member under instruction from the Director before proceeding on leave. In case of his sudden absence due to unforeseen circumstances, the Director would make necessary alternative arrangements.
- 7.29.0 All leave applications should be made in a form specially prescribed for the purpose and supplied from the office of the Registrar who shall be responsible for maintaining leave registers for all employees. Normally leave shall be availed of with prior sanction. Intimation of absence, if any, should reach the office within three days at the latest, failing which the absence will be treated as unauthorised absence, unless the leave sanctioning authority is satisfied about the reasons of delay, if any, in receipt of such intimations.
- 7.30.0 The Council may, however, for reasons which it considers adequate, vary or revise or cancel any leave order issued by itself or by the director or the Registrar.
- 7.31.0 No leave shall be granted to an employee under suspension or undergoing imprisonment after conviction in a Court of Law.

CHAPTER - VIII

Penalties and Appeals

- 8.1.0 The Institute has the right to impose penalty or adopt other corrective measures against any member of its staff for good and sufficient reason in the manner stated in this Chapter.
- 8.1.1 The following are illustrative examples of good and sufficient reasons for taking action under this Chapter.
- i) neglect of duty
 - ii) breach of office discipline including disorderly behaviour in the Institute premises
 - iii) wilful damage to and/or theft of property and installations of the Institute
 - iv) tampering with official records or offering or taking bribes in any connection
 - v) conviction in a criminal court of law for any offence whatsoever
- 8.2.0 The disciplinary authority referred to in this Chapter, shall be the Director except that in the case of an employee who is in a scale of pay, the minimum of which is above Rs.1400/-, any action started against him, shall be reported to the Council and the final order of penalty shall require its approval.
- The Director may delegate to any senior employee of the Institute the task of holding the enquiry referred to subsequently in this Chapter, but the final order of penalty as deemed fit and appropriate by him (the Director), shall always be passed by him under his signature.
- 8.3.0 Any one of the following penalties may be imposed upon an employee depending upon the nature and gravity of the charge or charges proved against him.

MINOR

- a) censure
- b) recovery from the pay of the employee the whole or part of any pecuniary loss caused to the Institute through negligence or breach of order.

MAJOR

- c) the withholding of increments or promotion
- d) reduction to a lower service, grade or post or to a lower stage in the time-scale
- e) compulsory retirement
- f) removal from service, and
- g) dismissal from service

Explanation : 1 - An order of suspension is not a substantive penalty but a preliminary step in connection with the inquiry that is contemplated

against an employee. Such an order should be passed only if his continued presence in office and handling of papers is likely to cause disappearance of material evidence or otherwise prejudice the enquiry or likely to affect adversely the activities of the Institute.

Provided that when a penal order of compulsory retirement, or removal or dismissal from service is passed on any employee, he shall, notwithstanding any appeal he may prefer against such order, be deemed to be at once placed under suspension, which shall continue till the case is finally disposed of.

Explanation : 2 - The following measures shall not amount to or be deemed as penalty so as to attract any of the provisions of this Chapter, namely :

- i) Adverse remarks, if any, in Assessment Report (A.R.)
- ii) Drawing the attention of the employee by his superiors to slackness or negligence in work and administration of a warning or rebuke, not amounting to formal censure, whether conveyed orally or entered in his A.R.
- iii) Stoppage of increment at the efficiency bar on the ground of his unfitness to cross the bar.
- iv) Non-promotion of an employee, whether in a substantive or officiating capacity, to a higher grade or post after due consideration of his case.
- v) Reversion of any employee officiating in a higher grade or post to his original lower grade during the period of probation on the ground that the employee is unsuitable for this higher responsibility.
- vi) Termination of the service :-
 - a) of an employee appointed on probation, in accordance with the rules and orders governing such probation,
 - b) of a temporary employee on the expiration of the term of his employment, or where the appointment is for an unspecified period as 'until further orders', on a month's notice or on payment of a month's salary or wages in lieu of notice,
 - c) of an employee employed under an agreement contract, in accordance with the terms of such agreement contract, and
 - d) of a seasonal employee, at the end of the season for which he is expressly or impliedly employed.

Explanation : 3 - Where an order withholding increment is passed, the disciplinary authority shall clearly state whether it shall have the effect of permanently and cumulatively postponing future increments or whether at the end of a specified period the employee shall be restored to the position which he would have reached had no such order withholding increments been passed.

- 8.4.0 In all proceedings relating to the imposition of a penalty the principles of natural justice should be followed, which means that nobody should be condemned unheard, that he should be informed of the charges and confronted with the evidence against him which he shall have the right to challenge and cross-examine, and that he should be allowed to put up his defence and examine witnesses if he so chooses.
- 8.5.0 When the offence or misconduct is minor and the penalty likely to be imposed not heavier than what is contemplated in items (a) and (b) of Rule 8.3 an elaborate enquiry is not necessary. But no order imposing penalty on an employee shall be passed without (i) informing him of the acts of negligence or misconduct alleged against him and the penalty proposed to be imposed, (ii) giving him a reasonable opportunity to make such representation as he chooses, and (iii) holding a summary inquiry in such a manner as the disciplinary authority thinks fit without prejudice to the right of the employee to put up an adequate defence.
- 8.6.0 When a major penalty as described in items (c) to (g) of Rule 8.3.0 is likely to be imposed, the disciplinary authority or the officer to whom the holding of the enquiry is entrusted, shall (i) cause the substance of the several charges preferred against the employee and a brief synopsis of the evidence supporting such charges to be served upon him (ii) ask him to submit his reply by a specified date, and in case he denies the allegations, (iii) fix a date on which he shall hold the enquiry and hear evidence of both sides.
- 8.6.1 On the appointed day, the evidence in support of the charges shall be first heard, and the employee given all reasonable opportunities to test it by cross-examination or otherwise. He may also produce his own evidence in rebuttal of the charges and sum up his defence in a final argument, either himself or through a representative, who shall be an employee of the Institute. The officer holding the enquiry shall then record his findings with brief summary of the facts and materials on which such findings are based, and forward them to the disciplinary authority, unless he himself is that authority.
- NOTE An employee may take the assistance of any other employee to present the case on his behalf, but not engage a legal practitioner for the purpose unless the presenting officer appointed by the disciplinary authority is a legal practitioner or the disciplinary authority having regard to the circumstances of the case permits engagement of a legal practitioner to present the case.
- 8.7.0 When the enquiry is held under Rule 8.5.0, the disciplinary authority may at once pass the order of penalty which he thinks fair and proper in the circumstances.
- 8.7.1 When the enquiry is under Rule 8.6.0, the disciplinary authority shall first tentatively determine which one of the penalties mentioned in items (c) to (g) of Rule 8.3.0, should be imposed and call upon the employee in question to submit whether he can plead on any extenuating circumstances that would justify a lesser penalty than what he has decided to pass. After hearing his submission, the disciplinary authority may pass a written order as he thinks fit and proper to meet the ends of justice.

- 8.7.2 In the case of an employee who is in the scale of which minimum is above Rs. 1400/-, such an order becomes final only when it receives the approval of the Council.
- 8.8.0 There shall be no appeal against a penalty of the nature mentioned in items (a) and (b) of Rule 8.3.0, if passed by the Director, provided that an aggrieved employee may within a period of 90 days from the date of communication of the order, file a representation to Director to have the matter reconsidered.
- 8.8.1 Against any other penalty, coming under items (c) to (g) of Rule 8.3.0, the right of appeal lies, irrespective of the group or class of employee, on whom it is imposed. Such an appeal shall have to be filed within 90 days from the date of communication of the order of penalty to the employee concerned. The appeal shall be heard, decided upon and disposed of by a Board consisting of -
- i) One member of the Council and willing to serve as Chairman
 - ii) The Chairman of the Department/Head of Section concerned.
 - iii) One Professor of another department who is willing to serve and chosen by the Director.
 - iv) One representative of the recognised Employees' Association, not below the rank of the person whose case is under consideration provided the employee has no objection to his presence. The representative also must give his consent to the Director to serve on the Committee.
- Explanation : When the employee penalised is one, against whom penal order can be passed only by Council the Board above referred to shall not be an Appeal Board but shall only make a recommendation to the Council for a revision of the order, if any, the employee shall have the right to appeal to the Council, if he so wishes.
- 8.9.0 The Council has powers of revision in all cases, whether the original penal order was passed by it or not, to redress any genuine grievance or to meet the ends of justice.
- 8.10.0 The pay and allowance of an employee, who is dismissed or removed from service or compulsorily retired, ceases from the date when such dismissal, removal or compulsory retirement becomes effective.
- 8.10.1 When such an employee is reinstated, the Director shall grant to him for the period of his absence from duty -
- i) if he is honourably acquitted without a stigma in his character, the full pay and allowances to which he would have been entitled if he had not been dismissed, removed or compulsorily retired; the payment of allowance is however subject to fulfilment of the conditions under which allowances are payable,

- ii) in other cases, such proportion of pay and allowances as the Council may decide.

NOTE :

In case falling under (i), the entire period of absence from duty shall be treated as period spent on duty. In other cases the period may be treated as spent on duty or leave, as the Council may decide.

8.11.0

The above principles shall also apply to an employee who has been suspended with a subsistence allowance but is afterwards reinstated. But in such cases the amount of subsistence allowance drawn during the period of suspension shall be deducted from the total amount calculated on the above principles.

CHAPTER - IX

GENERAL

9.1.0

Notwithstanding anything contained anywhere in the foregoing Rules, where the Council is of the opinion that, in view of the very special and exceptional circumstances of a case pertaining to any individual member of the staff, it is necessary so to do, it may, by a resolution passed in a meeting and for reasons to be recorded in writing, relax any of the provisions of these Rules and pass any order that may be deemed necessary in the interest of the Institute.

9.2.0

The power of interpreting these rules vests in the Council.

APPENDIX - I

(VIDE RULE 4.1.0 NOTE - 3)

DUTIES & RESPONSIBILITIES OF THE CHAIRMAN OF A DEPARTMENT

- a) The Chairman of a Department shall be in charge of administrative duties of the department and be responsible for its smooth and efficient functioning. It shall be his duty to see that a high standard of research work is maintained in the department.
- b) He shall act as the representative of the department at the meetings of Chairmen of Departments with the Director and shall place there the views and requirements of members of his department.
- c) He shall form Staff Committees with members of the academic staff of his department, which will meet as and when necessary, to consider, discuss and decide upon, among other things, the following matters :-
 - i) Personnel and budget requirement of the department, allocation to individual research workers or research groups, funds, staff, space, laboratory facilities and equipment;
 - ii) Preparation of reports (including Annual Reports);
 - iii) Preparation of Research Plans;
 - iv) Feasibility of Research Schemes prepared by members of the department including himself, for submission to grant-in-aid authorities with reference to space and facilities available in the dept., workshop, library and administration;
 - v) Arrangement of seminars and symposia;
 - vi) Minutes of all meetings shall be maintained and submitted by Chairman of a Department to the Director well in advance for consideration in the meetings of Chairmen with the Director.
- d) It shall be the duty of the Chairmen of the Departments to report back to the Staff Committee the decisions taken in meetings of Chairmen of Department with the Director on matters concerning the department.
- e) He shall see, with the help of his colleagues, that all items of equipment and scientific instruments are properly serviced and maintained in running condition and are available to users of his, and when required, other departments. He shall periodically examine the Log Books of the instruments to check how effectively the instruments are being utilised.
- f) All official communications from departmental staff, research papers and thesis shall be forwarded by him to the Director for necessary action.
- g) He shall be an ex-officio member of all Committees constituted for selection or promotion of staff of his department as per provision in the recruitment Rules.

- h) In all matters relating to purchase, he shall be the requisitioning and countersigning authority and shall approve all bills after stock entry. Departmental stores and all items of equipments/instruments shall be under his charge for which he shall see that appropriate stock-books, inventories and issue books are maintained. He shall also ensure that annual stock verification is made.
- i) He shall attend to other duties as may be assigned to him from time to time by the Director.

APPENDIX-II

(VIDE RULE 4.1.4)

TERMS AND CONDITIONS FOR BOSE INSTITUTE
RESEARCH SCHOLARS

Eligibility:

1. Normally Indian citizens, resident in India, are eligible for research scholarships.
2. Candidates for Junior Research Scholarships shall have at least a good second class Master's degree in the relevant discipline, and are entitled to a fixed monthly scholarship to be decided by the Council from time to time.
3. Candidates for Senior Research Scholarships shall have the above qualifications and in addition they must have at least two years' research experience, as an Institute Jr. Scholar, preferably with one or more published papers (or papers accepted for publication) in recognised journals. Along with the applications of Jr. Institute Fellows, those of the Jr. Scholars engaged in different Schemes attached to this Institute and experienced Sr. Scholars from outside should be considered for Sr. Institute Fellowship. The candidate has also to appear before a Board of Academic Staff to be appointed by the Director and make an oral presentation of his work to justify his claim. The Board will send suitable recommendation to the Director to enable him to take a decision. A senior Research Scholar is entitled to a fixed monthly scholarship to be decided by the Council from time to time.
- 4(a) Candidates for Post-doctoral Scholarships shall be required to possess a doctorate degree and one or more research papers in support of his research experience. A Post-doctoral Research Scholar is entitled to a fixed monthly scholarship to be decided by the Council from time to time.
- (b) The candidates for Research Associateship shall have all the qualifications as under 4(a) with additional experience and publications of commendable merit. An Associate shall be entitled to a fixed monthly fellowship to be decided by the Council from time to time depending on his qualifications and experience.
5. The upper age limit for a Junior Research Scholar will be 25 years, for Senior Research Scholar - 30 years, for Post-Doctoral Scholar - 32 years and for Research Associate - 35 years.

Relaxation in the age limit upto 2 years may be considered in the case of candidates who are judged to have high academic qualifications, high ability or are serving as teachers and in case of candidates belonging to SC/ST communities.
6. An applicant who has held a junior, senior, post-doctoral scholarship or a Research Associateship for a full tenure shall not be considered for a fresh-award for the same or lower category of scholarships.

7. Tenure:-

- *i) Junior Research Scholarship - 2 to 3 years.
(under exceptional circumstances extension beyond 3 years on a six monthly basis may be granted to a scholar who, has failed to complete his work).
- *ii) (a) Senior Research Scholarship - 2 years
- (b) Senior Research Scholarship
after submission of Doctoral
thesis Not exceeding six
months from the
thesis submission
date but restricted
within the overall
period of Senior
Research
Scholarship.
- iii) Post Doctoral Scholarship 2 years

*The total tenure of an individual who successively holds Junior
and Senior Scholarships shall not exceed 5 (five) years.

N.B. The Scholarships shall be awarded for one year in each case (except in ii(b) above whenever awarded) renewable yearly upon receipt of a satisfactory progress report as under Clause-10.

- 8. The Scholar shall not be allowed to shift from one guide to another except in special circumstances with the prior approval of both the guides and the Director.
- 9. For administrative purpose scholars (all categories) shall be deemed to be temporary employees of the Institute and shall be guided by the Regulations, Bylaws and Service Rules of the Institute during their tenure.
- 10. After completion of one year, the scholars shall submit a progress report together with the application for renewal of scholarship through the Chairman of the Department/Head of Section to the Director along with the guide's assessment report and recommendation for renewal.
- 11. Each scholar shall submit a report of his work for the period ending 31st March for its incorporation in the Annual Report of the Bose Institute.
- 12. He shall submit a final consolidated report of his work upon termination of his tenure of scholarship or at the time of resignation from scholarship.
- 13. Every research scholar shall be required to give seminars/lectures (at least once a year) on his own work in the course of the tenure of his scholarship.
- 14. He shall be required to submit a copy of his Ph.D. thesis for accession into the Bose Institute Library. The cost towards preparation of 5 copies of the thesis according to specification laid down by the Director shall be partially borne by the Institute, against presentation of actual bills subject to a limit to be decided from time to time.

15. A scholarship shall ordinarily terminate on the date its normal tenure expires. In case of prior resignation, it shall terminate on the date a Scholar's resignation is accepted.
16. If a scholar is found lacking in research aptitude or negligent in his research assignment, his scholarship shall be terminated with one month's notice or payment of one month's scholarship in lieu of notice.
17. The vacancies in Junior Research Scholarships and Post-doctoral Scholarships and Research Associateships shall be advertised in the newspapers and widely publicised in the Universities and Scientific Institutions.
18. The selection of Junior Research Scholars shall be made through interview by a Committee consisting of (a) The Chairman of the Deptt./Head of Section concerned, who shall be the Chairman of the Committee if the Director is not present (b) the guide under whom the scholar work, and (c) an Expert or all Chairmen of Deptts./Heads of academic sections or their nominees, (d) Registrar or his nominee (Secretary). If the Director is present in any such Committee, he shall be the Chairman. The Registrar or his nominee shall function as the non-member Secretary.
19. Candidates for Senior Research Scholarships shall be required to submit a self-assessment report of their work as Junior Research Scholar together with a copy of the published (or accepted) papers. Such award shall be considered according to the procedure laid down in Clause 3.
20. The award of Post-doctoral Scholarships and Research Associateship shall be made by a Selection Committee as under Clause 18. In such cases the Director shall be the Chairman of the Committee.
21. The award of scholarship does not imply any assurance or guarantee to the Scholar for absorption in the service of the Institute.

APPENDIX - III

STUDY LEAVE RULES

(Vide Rule 7.21.0)

1(a) Study Leave is a kind of extra-ordinary leave with allowances not debitable to ordinary leave account, to which only the permanent members of the academic staff who have already put in at least two years of approved service are eligible under certain circumstances. The circumstances and conditions of the grant of such leave are indicated below. It cannot be claimed as of right. It shall be for the Council to allow or refuse such leave in any particular case or at any particular time and having regard to the exigencies of the current work of the Institute, the number of members already enjoying such leave at the material time and the financial involvement consequent on such leave being allowed.

1(b) The purpose of such study leave is to enable a member to undertake a course of study or training or do advanced research in University or Institute in India or abroad where better facilities are available for the kind of work he is doing in the Institute or work having a direct bearing on it so that the Institute will be benefited by the added efficiency of this member when he rejoins after the expiry of his leave.

1(c) No member granted Study Leave shall be permitted to alter substantially the course of study or the programme of research for which the leave was granted without the express sanction of the Council. When the programme of study or research is completed before the period of Study Leave has run out, he is expected to return to duty without loss of time after cancelling the unexpired portion of the Study Leave sanctioned.

1(d) No member should be allowed such leave who shall have less than three years of service left to him on the date his study leave (together with any other kind of leave that may be tagged on to it) is due to expire. This condition of three years post-study leave service would be strictly enforced, and the member shall, after Study Leave has been sanctioned and before the member proceeds on leave, execute a bond in a prescribed form binding him to serve the Institute for a period of not less than three years from the date he rejoins his duty, failing which he will be required to refund the salary and allowances paid to him during the period.

1(e) Before deciding whether Study Leave should be allowed in any case, the Council shall be satisfied on receipt of a report from the Head of the Department/the Director that the member applying for study leave has the requisite qualifications to profit by such study abroad and that the Institute will benefit by his being allowed this facility.

2(a) The period of leave sanctioned as Study Leave, shall not ordinarily exceed 12 months at a stretch and shall in no case exceed 2 years during one's entire period of service subject to the conditions that there should be a gap of at least 5 years between the expiry of one study leave (with other kinds of leave tagged on, if any) and the beginning of another. In special circumstances, the Council may, on being satisfied that a longer spell more than one year is necessary to enable the member to complete his work, extend the period of study leave upto the maximum of two years at a stretch.

2(b) Study Leave may be combined with other kinds of leave to which the member may be entitled, but so as not to involve a total absence of more than three years from his regular duties in the Institute.

- 3(a) No travelling expenses shall be payable to a member proceeding on study leave.
- 3(b) The leave salary payable to such a member shall be equal to his full pay for the first 12 months and half pay for the next 12 months whether the second period is taken in continuation of the part or after an interval of five years as mentioned in Rule 2(a).
- 3(c) He will also be entitled to draw full dearness allowance as well as full house rent allowance subject to the usual terms and conditions under which such allowances are admissible.
- 3(d) If any other kind of leave is tagged on to the study leave on its expiry as contemplated in Rule 3(b), the member shall draw for the added leave such salary and allowance to which he may be entitled to under the ordinary leave rules but no special salary or allowance under the Study Leave Rules.
- 3(e) Study Leave shall count as service for retirement benefits provided the member rejoins the Institute after the expiry of his leave.
- 3(f) On resumption of duty after the expiry of study leave, the salary of the member will be placed at the stage which he would have reached if his normal increments had taken place during the intervening period, but he shall not be entitled to any arrears of salary for this period calculated on the basis of such increments.
- 3(g) If the date of promotion of any member of the academic staff (who has been promoted in term of Rule 4.6.0) falls within the period of study leave, his pay on resumption of duty after the study leave shall be placed at the stage of the scale of pay of his promotional post which he would have reached if he would have assumed charge of the higher post on the expected date of promotion and normal increments were allowed during the intervening period, but he shall not be entitled to any arrears of salary calculated on the basis of such increments.
- 3(h) A member proceeding on study leave is not expected to combine with his study or research any other job or assignment to which any salary or remuneration is attached, although there is no objection to his accepting a fellowship or stipend if attached to his study or research work. But whenever there is an addition to his income by reason of such remuneration or salary or fellowship or stipend, the fact must be reported at once to the Council and if the Council agrees to his acceptance of the job or assignment or fellowship or stipend, an equivalent deduction may be made from his leave allowance upto the limits of such allowance unless the Council thinks, having regard to the living and other expenses of the place where the member is studying that any such deduction (in whole or part) will be an unbearable strain which should not be imposed.
4. On the expiry of leave and on completion of the course or study or programme of research for which such study leave was granted, the member shall submit a report to the Director through the Head of the Department giving a brief synopsis of the work he has done and a copy of his publications, if any. The Director shall incorporate a brief summary of it in the Annual Report of the Institute.
5. Extra-ordinary Study Leave without pay: When a member of the academic staff applies for leave to prosecute further studies or research or to take up a scientific assignment abroad and it is considered that such study or assignment will enhance

his utility in serving the Institute although not to such an extent as to justify granting of study leave under the foregoing rules, he may be granted extra-ordinary study leave without pay for a period of one year at a time and subject to a total period not exceeding three years." No member who has not put in at least two years service in the Institute shall be entitled to apply for or obtain such leave. Whether such leave shall count for increments will be decided by the Director after taking into consideration all the relevant facts and circumstances of the case.

Principles for granting Study Leave

- i. In all cases where foreign assignment will carry a remuneration exceeding \$ 1000 per month, extraordinary Study Leave without pay may be granted for a period of one year at a time and subject to a total period not exceeding 3 years.
- ii. Should the staff desire that the period of such leave be counted for increment, he/she should contribute towards the Institute's share of CPF contribution as well as Gratuity and Pension Funds at the rate to be prescribed by the Institute, in addition to his/her own contribution towards CPF during the entire period of extra-ordinary leave, the calculation of such contributions being made on the basis of the substantive pay in the Institute. Failing this contribution by the staff concerned, the entire period of leave will be counted towards increment in the payscale of the post in the Institute and will not also be reckoned as qualifying service for the purpose of retiring benefits, but without causing any break in service.
- iii. The staff availing themselves of extraordinary study leave without pay shall not be granted Earned Leave with pay and allowances.

BOSE INSTITUTE EMPLOYEES' PENSION SCHEME REGULATIONS

1. REGULATIONS: These regulations may be called the "Bose Institute Employees' Pension Fund Regulations" and shall come into force from the date notified by the Council of Bose Institute.
2. S C O P E: The Institute shall follow the Central Civil Service (Pension) Rules, 1972, as amended from time to time mutatis mutandis.
3. O P T I O N: Every employee in the service of the Institute as on the date notified by the Bose Institute Council for the implementation of these regulations shall be given a right to exercise an option either to continue with the Contributory Provident Fund (CPF) Scheme of the Institute or come under the Institute's Pension Scheme. Option once exercised shall be final. All new entrants to the service of the Institute on or after the date notified by the Bose Institute Council shall be governed only by the Institute's Pension Scheme.
4. PENSION & GRATUITY: Every employee of the Institute other than an employee on deputation to the Institute, who opts to come under the Pension and Gratuity Scheme shall be entitled to pension and death-cum-retirement gratuity (including family pension, extraordinary pension and commutation of pension) at such rates and with such conditions as are prescribed in the Central Civil Services (Pension) Rules, 1972, from time to time.

Provided further that if any employee electing for the Pension-cum-Gratuity Scheme had already withdrawn any amount from the Institute's Contribution to the Employees' Provident Fund, the right to count the service upto the notified date as qualifying service shall not revive unless he remits to the Institute the whole of such amount together with interest from the date of drawal compounded annually in March, at the rate allowed to contributions to Employees' Provident Fund, either in lumpsum or in instalments fixed by the Institute.
5. GENERAL PROVIDENT FUND: Every employee who elects to come under the Pension and Gratuity Scheme shall subscribe to the Institute's General Provident Fund (GPF). The GPF Rules applicable to the Central Government employees as amended from time to time will apply mutatis mutandis to the Institute's General Provident Fund. Interest payable to the subscribers of the Fund will be at the rate as the Government of India may prescribe for payment of interest to Central Government employees on subscription to the GPF.
6. CONTRIBUTORY PROVIDENT FUND: Any employee in the service of the Institute on the date of implementation of these regulations who opts for the benefit of the Institute's CPF shall subscribe to the Fund. The CPF Rules, 1962, as amended from time to time shall apply mutatis mutandis to the Institute's Contributory Provident Fund Scheme. Interest payable to the subscribers will be at the same rate as the Government of India may prescribe for payment of interest to Central Government employee on subscription to the CPF. An employee who opts for the Institute's CPF Scheme shall on retirement/resignation be paid gratuity as per rules in this behalf.

7. CONSTITUTION OF PENSION FUND: The Fund called the Bose Institute Employees' Pension Fund shall be constituted and will consist of :
- (a) The balance representing the Institute's contribution to the Employees' Contributory Provident Fund as on the date of implementation of the Pension Scheme in respect of such employees including interest thereon who opt for the Pension Scheme shall be transferred to the Pension Fund as its Corpus.
 - (b) The contributions payable by the Institute towards pension which would be equal to the employer's contribution to the CPF, had the employee(s) been subscribers to the CPF Scheme of the Institute.
 - (c) The Institute shall also annually credit to the fund a sum of Rs.5,00,000/- towards the Death-cum-Retirement Gratuity.
 - (d) The income of the fund from deposits/investment and the like.
 - (e) Any other amount that may be transferred from the general funds of the Institute with the approval of the Bose Institute Council.
8. CONSTITUTION OF THE GENERAL PROVIDENT FUND: The fund shall be called the "Bose Institute Employees General Provident Fund" and will consist of :
- (a) All amounts representing the accumulated subscriptions made by the employees to the Contributory Provident Fund on the date of the implementation of the scheme together with interest thereon in respect of employees who elect to come over to the Pension-cum-Gratuity Scheme.
 - (b) Monthly subscription by the employees.
 - (c) The income of the fund from loans/deposits/investments.
 - (d) Such additions to the fund as the Bose Institute Council may from time to time decide to make.
9. VESTING AND ADMINISTRATION: The Pension Fund and the General Provident Fund shall vest in the Institute and be administered by the Bose Institute Council.
10. DELEGATION: The Bose Institute Council may delegate powers to the Director to such extent as it may deem fit in respect of the Pension Fund and General Provident Fund.
11. PENSION SANCTIONS: The Director of the Institute shall be the Pension sanctioning authority.
12. PAYMENT OF MONTHLY PENSION: Payment of monthly pension to the retired employees shall be made by cheque by a suitable arrangement with the Institute's Bankers. For this purpose, an arrangement similar to the one in the case of Central Government employees shall be evolved by the Institute.

13. FINANCES & ACCOUNTS:

- (i) All sums paid into the Pension Fund and the Institute Employees General Provident Fund shall be accounted for separately in the books of the Institute called "BOSE INSTITUTE EMPLOYEES' PENSION FUND" and "BOSE INSTITUTE EMPLOYEES' GENERAL PROVIDENT FUND" respectively.
- (ii) All expenses of the Fund shall be met from the income of the Fund as the Bose Institute Council may direct.
- (iii) Moneys required for current expenditure with the exception of the Petty Cash, and surplus money shall be kept in current/savings bank a/c. with the State Bank of India or any other Nationalised Bank.
- (iv) Moneys in the Funds not required for current expenditure may be invested in Government Securities/Post Office Deposits/Fixed Deposits of the State Bank of India or any other Nationalised Bank.
- (v) Cheques for withdrawals from the current/savings bank account, and all orders for making deposits/investments/withdrawals of the same or disposal in any manner of the moneys in the Funds shall be signed by any two of the following:
 - (a) Director
 - (b) Registrar
 - (c) Deputy Registrar
 - (d) Accounts Officer

Provided that for the cheques for withdrawal(s) of Rs.50,000/- and above from the current/Savings Bank A/c. of the Fund, one of the signatories shall be the Director of the Institute.

- 14. ALTERATIONS TO REGULATIONS: Subject to approval of the Central Government, the Bose Institute Council, if considered necessary, may alter these regulations.
- 15. INTERPRETATION: If any question as to the correctness/interpretation of these regulations arises, the decision of the Bose Institute Council shall be final.