



INSTITUTE OF PUBLIC ENTERPRISE

ICSSR, MoE, GOI RECOGNIZED CENTRE FOR EXCELLENCE IN RESEARCH

SERVICE RULES

(as amended upto September 2019)

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SECTION - I

Service Rules for the Employees of IPE

The following Service Rules are approved by the Board of Governors, in its meeting held on 27th July, 1996 and as amended up to 30th September, 2019.

1.1 Short Title

These rules may be called the "Institute of Public Enterprise Service Rules", and are issued in supersession of all the rules applicable to the Institute's employees immediately before the introduction of these rules.

1.2 Commencement

These rules shall come into force on and from the date approved by the Executive Committee of the Institute.

1.3 Definition of Terms

- a) "Institute/IPE" means the Institute of Public Enterprise, Osmania University Campus, Hyderabad - 500 007, registered under the Societies Act, having its new campus at Survey Nos. 1266 and 1266/94, Shamirpet (V&M), Medchal, Hyderabad, Telangana 500101.
- b) "Board/Board of Governors" means the President and Board of Governors of the Institute of Public Enterprise.
- c) "EC/Executive Committee" means the Chairman and the members of the Executive Committee.
- d) "Director" means the Director of the Institute.
- e) "Competent Authority" means, the Board of the Institute of Public Enterprise.
- f) "Faculty/Academic staff" means the Research, Consultancy and Teaching/Training staff of the Institute from the Research Assistant to the Senior Faculty/ Professor and the Librarian.
- g) "Non-Academic Staff" means all employees other than academic staff and shall include the Administrative Officer, Programmes Officer, Accounts Officer and Superintendents, Computer Personnel other than Academic Staff, Personal Secretaries, Library Assistants, Documentation Assistants, Stenographers, Office Assistants, Senior and Junior Assistants, Typists, Data Entry Operators, Record Assistants, Xerox Operator, Attenders, Drivers, Watchmen, Hostel Boys, Gardeners, Sweepers and any other positions as may be required and created from time to time for the Institute of Public Enterprise.
- h) "Employee" means a person serving the Institute full time but not honorary and including academic and non-academic staff.
- i) "Family/dependants of the employee in the service of the Institute" means (1) the wife/children or step children of such employee residing

with and depending on him and in relation to an employee who is a woman, the husband residing with and dependant on her and (2) any other person related, whether by blood or by marriage to the employee, or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step child who is no longer in any way dependent upon him or her or whose custody the employee has been deprived of by law; and (3) 'Service' means service of the Institute of Public Enterprise.

j) "Appointee" means a person appointed on full-time.

1.4 Service Categories

The personnel in the service of the Institute are categorized as teaching and non-teaching staff.

1.5 Application

These Rules shall apply to the employees of the Institute, including the staff appointed on special contracts, on project related work and other staff appointed in connection with the functioning of the Institute.

1.6 Methods of Appointment

The institute shall have a staffing plan periodically as required. The plan will give details of existing posts and new posts proposed and the justification. The staffing plan should be approved by the Executive Committee and any increase shall only be according to the manpower plan and with reference to increased work. The creation of these posts will have to be with the approval of Executive Committee and the Board. All other posts would be considered only as Project / Adjunct based posts.

Appointment to the different posts shall be made as per the guidelines issued by appropriate Bodies and as approved by the Board.

The Selection Committee for appointment of the faculty shall also be as per the guidelines issued by the appropriate Bodies and as approved by the Board.

1.7 Projects / Consultancy Appointments

The Director shall be competent to make all appointments to all Research / Consultancy Projects. This may be in consultation with the Project Director / Coordinator of that particular project. The tenure of all such appointments (of personnel in the projects) will be for period not longer than the duration of the project. The compensation to all such staff will be on consolidated amount per month. Under no circumstances shall the project staff be given a scale. The project designation, fairly indicate that this is Project Research Assistant, Project Research Associate, Project Typist, Project Stenographer etc.

1.8 Temporary Appointments

The Director shall be competent to make temporary appointments for a

period not exceeding one year as required in special cases, extendable as per requirements.

1.9 Qualifications

The qualifications prescribed for different categories of personnel in the service of the Institute both academic and non-academic staff shall be as per the guidelines issued by the appropriate Bodies and as approved by the Board.

1.10 Probation

- a) All academic staff shall be placed on probation for a period of two years from the date of appointment in the Institute. Subject to satisfactory performance, the probation can be extended by a further period of one year.
- b) All non-academic staff shall be placed on probation for a period of one year from the date of appointment. Subject to satisfactory performance, the period of probation can be extended by a further period of six months.

1.11 Promotion

Promotion in respect of academic staff will be made on the basis of merit and selection only. Promotion in respect of non-academic staff will be made on seniority-cum-merit basis upto the rank of Superintendents and in the case of Officers by Merit and selection only.

1.12 Confirmation

An employee of the Institute may be confirmed as a permanent member of the Institute's service on satisfactory completion of the prescribed period of probation and/or such extended period of probation as prescribed in Rule 1.10.

1.13 Termination

The rules regarding termination of services of the Institute's personnel are given in the chapter "**Discipline - Control and Appeal Rules**".

1.14 Resignation

Any permanent employee of the Institute, either academic or non-academic staff, may tender his/ her resignation with three months advance notice to the Director. Any temporary employee may tender his / her resignation with one month advance notice to the Director. Project staff may tender resignation with one week notice. However, the Director shall have discretionary powers to relax the rules in this matter.

1.15 Retirement Age

The retirement age for all the academic staff may be 65 years as per UGC norms. The retirement age for all the non-academic staff shall be as per rules of the State Government and as approved by the Board.

All appointments for faculty positions shall be on a contract basis for a period of 5 years, with a review after 12 months (as stipulated by the rule). If the review report is satisfactory then only, the candidate can continue upto 5 years. If the review report is not satisfactory, then the services will be terminated. In case the review does not take place the employee will be deemed to be in temporary service till such time the review is completed. After 5 years, the contract for further period of 5 years at a time is to be renewed with mutual agreement.

SECTION - II

Salary, perquisites and other benefits to the employees of the Institute

- 2.1** The scales of pay for teaching and non-teaching staff of the Institute shall be as per the guidelines issued by the appropriate Bodies and as approved by the Board from time to time.
- 2.2 Dearness Allowance(D.A)**
The permanent teaching and non-teaching staff are eligible for D.A. in addition to the Pay.
The DA for teaching and non-teaching staff shall be at the rates sanctioned by the appropriate Bodies and as approved by the Board from time to time.
- 2.3 House Rent Allowance (H.R.A)**
All academic staff of the institute shall draw HRA as per the UGC scales and approved by the Board. All the non-academic staff shall draw H.R.A at the rates fixed by the State Government and approved by the Board. In special circumstances, the Institute may lease a suitable accommodation to an employee and in such cases, house rent equivalent to 10% or more of pay as may be prescribed from time to time shall be deducted and the employee shall not be entitled to any H.R.A.
- 2.4 City Compensatory Allowance (C.C.A)**
All employees of the Institute shall be entitled to payment of C.C.A as per the rules framed by the appropriate Bodies from time to time and as approved by the Board.
- 2.5 Increments**
All employees of the Institute shall draw increments in the scale of pay applicable to them on completion of one year service in that scale and after declaration of probation. This will be subject to a review in terms of competence and performance as prescribed.
- 2.6 Contributory Provident Fund / NPS**
A contributory provident fund shall be constituted for the benefit of the employees of the Institute. The Fund shall be governed by the Employees' Provident Fund Rule of the Government. The accounts shall be maintained with the Provident Fund Commissioner, Government of India, Hyderabad.
An employee shall contribute to the Fund a minimum of 12% of his / her pay (Basic+D.A) as per Government rules. He / she may increase the subscription to a maximum of 20% of pay. Such increases shall be made according to the Provident Fund Rules.

The Institute's contribution shall, however, be limited to 12% of pay of each employee as per State Government rules in force.

Withdrawals and refunds shall be in accordance with the Employee's Provident Fund Rules.

NPS

The employees appointed on or after 1st April 2012 are eligible for a 10% contribution (Basic+DA) from the Institute towards Pension Fund operated by New Pension Scheme(NPS). Employees would be encouraged to make their contribution of 10% to this fund. In cases where NPS is not accessible, the contribution could be made in a suitable pension fund..

2.7 Gratuity

A permanent employee of the Institute shall be entitled to gratuity on termination, Retirement / resignation only and on completion of a minimum of five years of regular service.

The amount of gratuity will be equal to half-a month's pay (Basic plus D.A) last drawn for each completed year of service or part thereof in excess of six months for their entire service period.

2.8 The Institute may organize a gratuity fund to meet such payments.

2.9 The employees are eligible for the following allowances/benefits as approved by the Board from time to time:

- a) Medical Insurance Premium
For teaching staff: Rs.25,000 per annum
For non-teaching Staff: Rs.25,000 for officers, Rs 22,000/- for support staff and Rs 20,000/- for subordinate staff
- b) Children Education Expenses
Rs.2,250/- per month (Rs.27,000/- p.a.) per child for maximum of two children for all employees as per Central Government Rules
- c) Professional Development Expenses for Academic Staff
Actual amount incurred up to a maximum of Rs.30,000 per annum.
- d) Leave Travel Concession
For teaching staff: Rs.40,000 for a Block period of two years for the academic staff
For non-teaching staff: As per the guidelines issued by the Telangana State Government and as approved by the Board
Food Allowance Rs.1,000 per month for all employees
- e) Conveyance Allowance
- f) For teaching staff: As per the guidelines issued by the appropriate Bodies and as approved by the Board from time to time.
For non-teaching staff: As approved by the Board from time to time.

- g) Funeral Expenses
Rs 20,000/- in case of death of an employee and Rs 10,000/- in case of death of a dependent for all employees
- h) Term policy for Life & Accident Cover
Group Insurance policy for life cover of Rs.15,00,000 for faculty and officers and Rs.7,50,000 for support and subordinate staff.
Accidental cover of Rs.5,00,000 for all the employees.

2.10 Advance to non-academic staff

An employee of the institute shall be eligible to draw an advance equal to his/her one month's salary (Basic+DA) or Rs 50,000 whichever is lower towards any emergency expenses like children's education. The advance shall be interest free and shall be recovered in ten equal installments. Such advances will be sanctioned only once at a time. The sanction of each advance would be subject to the availability of funds on first come first basis.

SECTION - III

Deputation Rules

- 3.1** Recruitment of persons on deputation to the Institute shall be initially for a period of one year extendable to a maximum of two years. The Board in exceptional cases can extend deputation beyond two years.
- 3.2** Appointment by deputation can be made by the Director for temporary positions and Project related posts upto the level of Assistant Professors and by the Executive Committee for higher posts.
- 3.3** The Institute shall enter into a contract with the parent organization of the person recruited on deputation which shall cover the following aspects of the service contract:
- a) Period of deputation;
 - b) Nature of job and specific responsibilities;
 - c) Scales of pay, perquisites and other benefits to a person on deputation
- 3.4** The services of the person on deputation shall be governed as per condition and rules stipulated by the service contract.
- 3.5** Notwithstanding anything contained in 3.4 above, the services of the person on deputation shall be terminated before the contract period as per the "Discipline, Control and Appeal Rules" given in Section-IV.
- 3.6** Persons on deputation shall not be eligible to the facilities available under the Faculty Improvement Programmes.
- 3.7** Persons on deputation shall not be eligible to any other leave, except the normal leave, viz. casual leave, earned leave and medical leave.
- 3.8 Deputation/Lien of the Academic Staff of the Institute to other Organisations**
- Subject to the approval of the Director, all academic staff of the institute with a service of five years shall be eligible to go on deputation / lien to other organizations. The period of deputation / lien shall be one year for every ten years of service. This facility shall not apply to (i) those working on deputation in the Institute and (ii) those on contract appointments. The term of service and other conditions of the service of such employees are governed by the conditions in the agreement of deputation.

SECTION - IV

Discipline, Control and Appeal Rules

- 4.1** These rules shall be known as 'Discipline, control and Appeal Rules of the IPE'. These shall apply to all the employees of the Institute, whether employed on permanent, temporary, contractual, retainer or casual basis.
- 4.2** The academic staff shall be liable to disciplinary action on the following grounds by the Director or the Executive Committee:
- a) Non-completion of Research and Consultancy Projects within the scheduled time.
 - b) Irregularity in attending the Institute and absence from the Institute without prior permission.
 - c) Inefficiency in teaching, training or in conducting Research and Consultancy studies.
 - d) Refusal to take up any academic work assigned.
 - e) Moral turpitude, misbehavior, indiscipline, misappropriation / diversion of Institute funds or any other act which is prejudicial to the interest of the Institute.
 - f) Working full time or part-time outside the Institute or in conflict with the Institute's interest or associating in acts prejudicial to the interest of the Institute.
- 4.3** The supporting staff shall be liable to disciplinary action on the following grounds by the Director or a committee constituted for this purpose:
- a) Irregularity in attendance and absence from the Institute without prior permission.
 - b) Non-completion of assigned functions and duties within the scheduled time and costs.
 - c) Failure to carry on their normal official duties as directed by the Director and other concerned supervisory staff.
 - d) Negligence in duties, misconduct, misappropriation, pilferage, habitual late coming and unauthorized absenteeism.
 - e) Moral turpitude, indiscipline or any other act which is prejudicial to the interest of the Institute.
- 4.4 Control Procedure**
- The Director on the basis of his personal knowledge and information, shall call for information from the employees and shall initiate an inquiry and take appropriate action.

4.5 The Director shall have the right to impose any of the following disciplinary measures on any of the employees of all cadres after an impartial enquiry and after giving a reasonable opportunity and time to the person charged under any offences to explain the position and report to Executive Committee.

- a) Censure
- b) Fine
- c) Stoppage of increment
- d) Suspension
- e) Dismissal

Punishments including suspension and dismissal shall be imposed by the Appointing Authority.

4.6 Appeals

There shall be no appeal against the imposition of punishment specified in item 4.5 (a). In other cases, where the punishment is imposed by the Director an employee can appeal to the Executive Committee; and where the punishment is imposed by the Executive Committee, an employee can appeal to the Board of Governors. Where the punishment is imposed by the Board of Governors, there shall be no appeal and it shall be final.

SECTION - V

Travelling Allowance Rules

- 5.1** All journeys undertaken on duty should have the prior approval of the Director or his nominee.
- 5.2** In respect of journeys undertaken for official work, an employee shall be entitled to the allowances as per the following TA & DA Rates:

Category of Place	Daily Allowance			Food / out of pocket Expenses where client provides only lodging	Out of pocket Expenses where client provides board & lodging	Out-of-pocket expenses where Employee makes his/her own stay arrangement
	Employee Category	Hotel Charges Per Day (Room Rent)	Food / out of pocket Expenses			
Category A Delhi, Calcutta, Chennai, Mumbai, Bangalore	Professors	8000	1000	1000	1000	1500
	Associate/ Assistant Professors/ Officers	6500	1000	1000	1000	1200
	Research Assts/ Other Staff	5000	800	800	800	1000
Category B State Capital (Other than mentioned above) Capital Cities of Union Territories, Agra, Allahabad, Amritsar, Baroda, Cochin, Coimbatore, Indore, Jabalpur, Ludhiana, Madurai, Nagpur, Sholapur, Surat, Varanasi, Vizag, Kanpur, Pune	Professors	6000	800	800	500	800
	Associate/ Assistant Professors/ Officers	5000	800	800	500	800
	Research Associates / Other Staff	4000	700	700	500	800

Category of Place	Daily Allowance			Food / out of pocket Expenses where client provides only lodging	Out of pocket Expenses where client provides board & lodging	Out-of-pocket expenses where Employee makes his/her own stay arrangement
	Employee Category	Hotel Charges Per Day (Room Rent)	Food / out of pocket Expenses			
Category C: All other places	Professors	5000	700	700	400	700
	Associate/ Assistant Professors/ Officers	4000	700	600	400	700
	Research Associates/ Other Staff	3000	600	600	400	700

- 5.3** Prior approval of the Director has to be obtained in the case of Air-travel within the country.
- 5.4** In the case of international travel prior approval of the Executive committee shall be taken.

SECTION - VI

Leave Rules

6 An employee of the Institute will be eligible to the following kinds of leave. No leave can however be claimed as a matter of right.

6.1 Casual Leave

An employee will be eligible for **8 days** of casual leave in a calendar year. At a time, not more than 5 days casual leave (Saturdays, Sundays and holidays not counted) can be availed. Casual leave cannot be suffixed or prefixed to any other form of leave.

6.2 Earned Leave

A permanent employee of the Institute will earn leave at the rate of 30 days per year: 15 days of earned leave will be credited to the Leave account of the employee on the 1st January and 1st July each year. Earned leave can be accumulated to a maximum of **90 days**. 50% of the EL credited during the year should be availed by the Faculty and Staff with proper planning and scheduling of the activities. In case 50% of EL credited during the year is not availed within the academic year, such leave would stand forfeited.

Sundays and other Public holidays can be either suffixed or prefixed to a spell of earned leave with the prior approval of the sanctioning authority.

6.3 Medical Leave

An employee will be eligible for 20 days medical leave on half pay which can be counted into full pay for 10 days per year.

6.4 Maternity Leave

Maternity leave may be granted to all female employees for a period of 180 days only twice during the service. The employees on deputation will not be entitled to the benefit of maternity leave.

6.5 In addition to the above leave, the academic staff of the Institute shall be eligible to have the facility of the leave indicated below:

a) Duty Leave

Duty leave will be given to attend conferences, seminars, symposia of a non-remunerative type, etc. or for delivering lectures at Universities, Institutions, colleges etc., of non-remunerative type. This will be treated as on duty and the number of days will be fixed by the Director on each occasion. Normally duty leave shall not exceed 20 days in a year.

b) Extraordinary Leave

The Director with the approval of Executive Committee can sanction the Extraordinary Leave (a) when no other leave is admissible; and (b) in special circumstances, even when other kinds of leave are available. This leave can be used to hold a Fellowship, studyship or

any occupation or activity of academic nature at any University or organization. Such leave will be regulated at the discretion of the Executive Committee.

- c) **Sabbatical Leave** may be sanctioned to the academic staff for a period of one year after every six years of continuous services. Sabbatical leave shall not be sanctioned for more than one year at a time under any condition and in the entire service this facility can be availed only twice. However, the Executive Committee may sanction such leave after making sure that such sanction to any member should not affect the normal functioning of teaching and training programmes in the Institute.

SECTION - VII

Rules Governing the Faculty Improvement Programmes (Study Leave and Sabbatical Leave Facilities)

7.1 Subject to the approval of the Director, all the academic staff of the Institute with a minimum of five years of service (except the deputationists and the persons working as consultants, project staff and those working on specific contracts) shall be eligible to one year leave with full pay and allowance to utilize their time for the following categories of faculty improvement programme.

Category - I (Study Leave)

- a) To complete Doctoral and Post-doctoral studies such as Ph.D./D.Litt./D.S.C. subject to the following conditions:
 - i) at the time of applying for the one year leave with full pay, a person should have valid registration with an Indian University recognized by the University Grants Commission.
 - ii) Such person in addition to having a valid registration should have completed a significant part of the research.
 - iii) Such person should satisfy the Director or his nominee or a Committee constituted for this purpose that he / she is in a position to utilize the leave period for the purpose for which it is stipulated.
 - iv) In case a person fails to complete the task for genuine reasons within one year period, he / she is eligible to go on another year leave without pay to utilize the time for the purpose for which it is granted.
 - v) even after the extension of the period of leave, as in (iv) above, a person fails to complete the task, suitable action shall be taken against him / her by the Director.
 - vi) after completion of the higher studies as per the rules above, a person should serve the Institute for double the period of leave availed. An agreement shall be entered into to this effect between the employee, who is granted the study leave, and the Institute.

Category - II (Sabbatical Leave)

- b) To conduct research in a University / Institute / Public Enterprise Government / any reputed organization in India or abroad in a subject of relevance to the Institute or to bring out a specific publication based on research within the stipulated time. This is subject to the following conditions:
- i) This is at the rate of six months for every 5 years of service and in total duration not exceeding two years with pay and allowances.
 - ii) The programme to be followed during the study leave / sabbatical should be submitted to the Institute for approval along with the application for grant of leave.
 - iii) On return from the leave, the person shall report to the Institute the nature of studies, research or other work undertaken by him / her during the period of leave.
 - iv) The person shall execute a bond with proper sureties that he / she shall return to the Institute and serve thereafter for a period of two years for every one year of such leave, failing which he / she will refund to the Institute the leave salary and allowances.

7.2 During the above leave period the staff member shall not take up any regular appointment under another organization in Indian or abroad.

8 Limitation to Leave Privileges

An academic staff of the Institute is eligible to avail any one among study leave, sabbatical leave or deputation facilities during a period of 15 years of service with the Institute.

9 Powers of Board of Governors

9.1 All the rules above are subject to amendment / modification or cancellation by the Board of Governors. The decision of the Board of Governors will be final in all such matters.

9.2 The Board of Governors shall have powers to relax any of the provisions of these Rules in deserving and individual cases of hardship arising from the operation of such provision or in the interest of the Institute.



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