

GOVERNMENT OF KERALA
Abstract

Education - Institute of Human Resources Development for
Electronics - Service Rules - Issued.

G.O. (Ms) 159/89/H, Edn. Dated, Trivandrum, 10 AUG 1989.

Read:- Letter No. C/511/HRD dated, 13.4.1989 from the
Director, Institute of Human Resources Development
for Electronics, Trivandrum.

O R D E R

Government are pleased to approve the service rules
of Institute of Human Resources Development for Electronics
as appended to this Order.

(By order of the Governor)

S. RAJESWARI AMMA
Under Secretary

To

The Director, Institute of Human Resources
Development for Electronics, Prajoe Towers,
Vazhuthacaud, Trivandrum-14.

The Director of Technical Education, Trivandrum.

The Accountant General (A&E/Audit), Kerala
Trivandrum.

The CA to C&S (HEdn).

Forwarded/by Order

Section Officer

//True Copy//

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INSTITUTE OF HUMAN RESOURCES DEVELOPMENT FOR ELECTRONICS.
PRAJEO TOWERS, VAZHUTHACAUD, THIRUVANANTHAPURAM - 14

S E R V I C E R U L E S

CHAPTER - I
PRELIMINARY

1. General Scope

1 (1) These rules shall be called the Institute Human Resources Development for Electronics Service Rules.

1 (2) These rules shall apply to all categories of Staff of the Institute. These rules will, however not apply to short term/contract appointments. Such appointments/assignments will be based on the terms of such appointments approved by the Director.

1 (3) These rules shall be deemed to have come into force with effect from the date specified by the Governing body and they shall be in force until any provision is amended by the Governing body on specific recommendation of the Executive Committee.

1 (4) When a doubt arises as to the interpretation or application of any of these rules, the matter shall be referred to the Executive Committee and its decision shall be final.

DEFINITIONS

1. Institute means the Institute of Human Resources Development for Electronics and covers its main office at Trivandrum and the Regional Offices.

2. Board means the Governing Body of the Institute.

3. 'Chairman of the Board' means the Chairman of the Governing Body.

4. Executive Committee means the Executive Committee of the Institute.
5. 'Chairman of the Committee' means the Chairman of the Executive Committee of the Institute.
6. Academic Staff means those who are engaged in academic work and shall include Professors/Project Co-ordinators, Assistant Professors/Deputy Directors, Lecturers, fellows, Project Associates, Teaching Assistants, Scientists/Engineers, Instructors and such other posts as may include by the Executive Committee under this category from time to time.
7. Non-Academic staff means all those other than academic staff and shall include administrative and library staff and any other staff included by the Executive Committee under this category from time to time.
8. Last Grade Service: This category includes all services in the following categories unless otherwise decided by and declared by the Executive Committee.
 - (a) Peons
 - (b) Watchers
 - (c) Gardeners
 - (d) Cleaners
 - (e) Sweepers
 - (f) Scavengers
9. Temporary Post : Temporary post means a post carrying a definite rate of pay sanctioned for a limited time.
10. Permanent post: Permanent post means a post sanctioned without limit of time.
11. Probationer : A person on probation on a post is one appointed to a post for determining

...3...

his fitness for eventual substantive appointment to the post.

12. Appointing authority in relation to any post under the Institute means the authority competent to make appointment to that post under these rules.
13. Sanctioning authority means the authority competent to sanction the particular activity as specified by the Governing Body/Executive Committee from time to time.
14. Competent authority in relation to the exercise of any power means the Governing Body or any authority to which the power has been delegated.
15. Joining time means the time allowed to an employee to join a post.

16. Month : Month means a Calender month.
In calculating a period expressed in terms of months and days, complete calender months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

Note : Whenever it is necessary to calculate a period in calendar months, the period shall be taken to end either on the day of the month corresponding to the day before the day on which the period begins or if there is no such corresponding day in the month, then on the last day of the months.

Example: A period of six calendar months beginning on the 28th February ends on 27th August, 31st March ends on 30th September, 30 or 31st August ends on 28th or 29th February if leap year.

17. Year means the Financial year which begins on April 1 and ends on March 31 of the following year.

...4...

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18. Lien means the title of an employee to hold substantively, either immediately or on termination of a period or periods of absence, a permanent post to which he was appointed substantively.
19. Foreign service means service in which an employee receives his pay with the sanction of the Director of this Institute from any source other than Institute's funds.
20. Holiday means a holiday declared by the Institute.
21. Officiate: An employee officiates in a post when he performs the duties of a post in which another person holds a lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds a lien.
22. Honorarium means a recurring or non-recurring payment granted to an employee from the Institute's funds as remuneration for such services of an occasional or intermittent character.
23. Leave Salary means the amount payable by the Institute to an employee on leave.
24. Pay means the amount drawn monthly by an employee as:
 - a) 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 and;
 - b) Personal pay and special pay.

...5...

25. Personal pay means additional pay granted to an employee.

- a) to save him from loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- b) in exceptional circumstances, on other personal considerations.

26. 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 the duties or
- b) a specific addition to the work or responsibility or
- c) in lieu of higher time scale

27. Substantive pay means pay other than special pay, personal pay or emoluments classed as pay by the Institute 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.

Note: When special pay is granted in lieu of a higher time scale, such special pay will also count as substantive pay, provided the employee holds a lien on the post to which the special pay is attached.

28. Time scale pay means pay which subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a

...6...

maximum. It includes the class of pay known as progressive.

Note:

- a) Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scale are identical.
 - b) 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 or responsibility 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.
29. Basic pay means the pay of the employee fixed in the grade in which he/she is posted, at the time of his joining the post.
 30. Actual pay means the minimum pay of the employee in the grade plus the increments earned by him.
 31. Travelling Allowances means an allowance granted to an employee to cover the expenses which he incurs in travelling in connection with the affairs of the Institute.
 32. Public Conveyance means a train, steamer, bus, boat or other conveyance which plies regularly for the conveyance of passengers.

...7...

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33. Standing orders means orders and rules which will govern the duties of the various categories of staff of the Institute, which may be issued by the Director, from time to time.

CHAPTER - II

CREATION OF POSTS, RECRUITMENT AND TERMINATION

2. (1) CREATION OF POSTS

Post under the Institute shall be created from time to time by the Executive Committee or Government as the case may be by virtue of the powers vested on them under the Rules of the Institute. There shall be both permanent and temporary posts as determined on the basis of need and the duration of tasks. The Director will make recommendations to the Executive Committee at the time of seeking creation, of a post as to whether it should be created as permanent or temporary. The title of the various posts will be consistent with the standard titles prescribed by the Institute from time to time and the pay scales will be the standard pay scales prescribed by the Institute.

2. (2) APPOINTING AUTHORITY

Appointment to a post under the Institute shall be made as follows:

The Director of the Institute will be the appointing authority for all the posts of the Institute which have been created by the Executive Committee.

The Posts which have been created for the Institute with the sanction of Government, the appointing authority shall be the Executive Committee. The above rules are applicable for the appointment made in the Institute on deputation basis also.

For casual posts on daily wages, the wages rates shall be as approved by the Executive Committee.

- (3) Appointments in the place of employee dismissed removed or reduced:

When an employee has been dismissed, removed or reduced from any cadre in the service, the vacancy caused thereby or arising subsequently in such cadre in the service shall not be substantially filled to the prejudice of such person until the appeal, if any, preferred by him against such dismissal removal or reduction is decided and except in conformity with such decision or until the time allowed for preferring an appeal has expired, as the case may be.

- (4) The age for retirement for all category of staff shall be fifty ~~five~~ *eight*.

- (5) When an employee does not resume duty after remaining on leave for a continuous period of three years, his services are liable to be terminated after giving him due notice.

- (6) Unless it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Institute and he/she may be employed in any manner required by proper authority without claim for additional remuneration. No member shall engage directly or indirectly in private practice or trade or business or occupation, except in work undertaken with the previous permission of the Director.

Note: 1. Every employee must attend the Institute punctually. For every

three days late attendance without permission an employee shall forfeit a day's leave, casual or otherwise for which he is eligible. The computation of the forfeiture of a day's casual leave will be with respect to the calendar year and late attendance without permission for less than three days at the end of a calendar year will be ignored.

Disciplinary action may be taken against the concerned person for habitual late attendance without permission.

(7) Notwithstanding anything contained in any of the rules in this part, where an employee unauthorisedly absents himself from duty on account of participation in any strike, it shall cause interruption in service entailing forfeiture of salary during the period of such absence and/or of past service.

(8) Where an employee forfeits past service under Rule 2.7 he shall lose the benefit of all increments earned by him in the scale of pay of the post which he was holding at the time of interruption and such past service shall not count for purposes of increments or leave.

Note Refusal to work though physically present at the place of duty by resort to pendown strike or stay-in-strike or other methods will be treated as unauthorised absence.

- (9) Two or more employees cannot be appointed substantively to the same permanent post the same time.
- (10) Selection to each post will be done by a selection committee constituted for this purpose. While

...11...

there will be no automatic promotions, the committee will consider the performance of all internal candidates before making recommendations for the appointment.

- (11) Every person appointed to a post under the Institute shall be on probation for a period of one year within a continuous period of two years. The appointing authority can extend the period of probation for a further period not exceeding one year, the reason thereof to be recorded in writing.
- (12) If a person is found unsuitable for holding the post during the probation period including the extended period in rule 2.11 above or has not completed the period of probation satisfactorily, his services will be terminated, after giving notice. However if the person was already confirmed in another post at the Institute, he will have the option to join that post.
- (13) Every person appointed to a permanent post will be confirmed on satisfactory completion of the period of probation.
- (14) The seniority of employees of the Institute in each category will be determined by the order of merit in which they were selected for appointment to the grade. Those selected on an earlier occasion shall be ranked senior to those selected later.
- (15) An employee shall be a temporary employee of the Institute until he is confirmed in a permanent post under the Institute. Those who are confirmed in a permanent post under the Institute shall be permanent employees of the Institute.

...12...

(16) Termination of service

1. The services of a temporary employee appointed without a fixed tenure may be terminated by the appointing authority without assigning reasons.
 - a) during the period of probation, following the first appointment at any time without notice; and
 - b) if the post is temporary, at any time by a notice of one month in writing on either side, or at any time without notice on payment of one month's pay.
2. The services of a permanent employee may be terminated following a termination procedure consisting of the appointment of a committee of enquiry by the Governing Body and giving opportunity to the employee whose services are proposed to be terminated, of being heard by the Committee. Such termination may be effected on a notice of three months or on payment of pay for such period as the notice falls short of three months.
3. An employee who is given notice of termination of service under clause (2) may be granted, during the period of notice, such earned leave, as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.
4. In the case of contract appointments, termination will be according to the terms of the contract.

(17) Resignation

Subject to the acceptance of resignation by the competent authority, a permanent/temporary employee may, by notice of three months/one month as the case may be in writing, addressed to the appointing authority, resign from the service of the Institute or by payment of salary in lieu thereof. The appointing authority may permit an employee to resign from the service without insisting on the notice period.

(18) Service Record

The Institute shall maintain a Service Book. Periodic reports of performance appraisal will be recorded in the service record. Inadequate performance can be a ground for termination of the services of an employee contemplated under rule 2.16 (2)

(19) Retirement on medical grounds.

An employee will be liable to be retired on his being declared medically unfit for service by a Medical Board to be constituted by the Executive Committee.

CHAPTER - III

PAY

- (1) Except in the case of personal pay, the pay of an employee shall not be so increased as to exceed the maximum of the pay sanctioned for the post.
- (2) An employee shall, on his appointment to a post on a time-scales, draw pay at the minimum of the time-scale, unless the appointing authority decides that he shall draw pay at any higher stage.
- (3) Where an employee holding a post in a substantive, temporary or officiating capacity is appointed to another post carrying a higher time-scale of pay his initial pay in the higher time-scale of pay shall be fixed at the stage next above the pay ~~rationally arrived at~~ the lower time-scale of pay by increasing the actual pay drawn by him in the lower time-scale by one increment. A re-fixation of pay will be allowed whenever there is a change of pay in the lower time scale.
- (4) The holder of a post, the pay of which is changed or revised, shall be treated as if he was transferred to a new post on that pay, provided that he may at his option retain his old pay until the date on which he had earned his next or any subsequent increment in the old scale, or until he vacates his post or ceases to draw pay in that time-scale. The option once exercised shall be final.
- (5) Unless otherwise mentioned in the order sanctioning revision of the scales of pay, the following

principles will be followed for fixation of pay when the scale of pay of a post is revised.

- a) If the pay drawn in the previous scale is less than the minimum of the revised scale, then the pay in the revised scale may be fixed at the minimum.
- b) If the pay drawn in the previous scales is a stage in the revised scale, the pay in the revised scale may be fixed at the next stage.
- c) If the pay drawn in the previous scale is not a stage, then the pay in the revised scale may be fixed at the next stage.

(6) In regard to persons joining the Institute either on leave or on deputation from other public institution/Universities/Government, the increase in pay (which includes personal pay, special pay etc.) they are entitled to in their parent Institution/University/Government, during the period of leave/deputation shall be protected subject to the terms of deputation and the arrears, if any for the period of their service at the Institute, paid by the Institute.

(7) An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be with-held from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory. In ordering the with-holding of the increment, the with-holding authority shall state the period for which it is with-held and whether the postponement of future increments.

3. (8) The following provisions prescribed the conditions on which service counts for increment in a time-scale.

- a) All duty in a post on a time-scale counts for increments in that time-scale.
- b) All leave, except leave without allowances taken, other than on medical certificate count for increments in the time-scale.
- c) Period spent on study leave, on deputation or on other full-time assignments such as foreign service subject to a maximum of 3 years shall count for increments applicable to a post in which the employee holds a lien.

(9) Good service entries and incentive awards are possible variants to advance increments for the recognition of meritorious service rendered by the employees of the Institute. Incentive awards could be made for outstanding performance of employees in the discharge of their duties and responsibilities. Under a scheme of performance criteria to be evolved by the Institute, cases of extraordinary originality, imagination and brilliance, or rare devotion to duty deserving recognition in a special way and suggestions for reduction of expenditure without affecting efficiency can all be considered for incentive awards. The system of awarding good service entries and incentive awards are eminently suited for recognizing specific or individual cases of meritorious service/work on the part of the employee the grant of advance increment being restricted to cases of sustained merit and continuous record of good work. In other words, good service entries, incentive awards and advance increments will be in an ascending order in the matter of recognition of meritorious services.

CHAPTER - IV
LEAVE RULES

(1) General

(1)

(1) 1. In these rules:

- a) Leave includes "earned leave", "half pay leave" "commuted leave", "Leave without allowances", "leave not due", and "maternity leave."
- b) Half pay leave means leave earned in respect of completed years of service calculated according to the rules hereinafter contained.
- c) "Completed years of service" means continuous service of the specified duration under the Institute.

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(1) 2. Right of leave

Leave cannot be claimed as a matter of right and when the exigencies of service so demand leave of any description can be refused or revoked by the leave sanctioning authority.

(1) 3. Earning of leave

Except as otherwise provided in these rules, leave shall be earned by periods spent on duty only.

(1) 4. Commencement and termination of leave

- a) Leave begins from the date on which leave is actually availed of and ends on the day preceding the day on which duty is resumed.

b) Sundays or other holidays may be prefixed or suffixed to leave other than to leave without allowances.

(1) 5. Return to duty on expiry of leave

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

(1) 6. Combination of leave

Except as otherwise provided in these rules, any kind of leave other than casual leave under these rules may be granted in combination with or in continuation of any other kind of leave.

(1) 7. Grant of leave beyond the date of retirement

No leave shall be granted beyond the date on which an employee must ordinarily retire. If an employee is prevented from taking leave on account of exigencies of service, he or she will be granted leave beyond the retirement date to a maximum limit of 120 days.

Note

1. For the purpose of this rule, an employee may be deemed to have been denied leave only if, in sufficient time before the date on which he must retire or the date on which his duties finally cease, he has either formally applied for leave as leave preparatory to retirement and has

been refused it on the ground of exigencies of service or has ascertained in writing from sanctioning authority that such leave if applied for would not be granted on the aforesaid ground.

2. An employee who has been granted an extension will be deemed to be in the continuous service of the Institute.

4. (1) 8. Conversion of one kind of leave into other kind

(i) At the request of a person, the Director may sanction conversion of any kind of leave including leave without allowances retrospectively into leave of a different kind which may be admissible as on the date of which the conversion is sought but earned leave granted cannot be converted into other kinds of leave.

(ii) If one kind of leave is converted into another, the amount of leave salary admissible as on the earlier date from which leave being converted, shall be recalculated and arrears of leave salary paid or amounts overdrawn recovered as the case may be. But the employee concerned cannot claim it as a matter of right.

4. (1) 9. Rejoining of duty on return from leave on medical ground

A person who has been granted leave on medical certificate will be required to produce a medical certificate of fitness before resuming duties in such manner and from such person as may be prescribed.

(1) 10. Leave should always be applied for and sanctioned before it is availed of except in cases of emergency.

(1) 11. The Director or Director's nominee shall be the sanctioning authority for grant of leave, unless otherwise specified.

4. (2) EARNED LEAVE

a. The earned leave admissible to an employee is one-eleventh of the period spent on duty provided that he will cease to earn such leave when the earned leave due amounts 180 days and the maximum earned leave that can be granted to an individual at a time shall be 120 days.

4. (3) Half pay leave

The half pay leave admissible to a person in respect of each completed year of service shall be 20 days. The Half pay leave may be granted to a person on medical certificate or on private affairs.

4. (4) Commutated Leave

Commutated leave not exceeding half the amount of half pay leave may be granted subject to the following conditions.

a) When commuted leave is sanctioned, twice the amount of such leave should be debited to the half pay leave.

4. (5) Leave without allowances

a) Leave without allowances shall always be without pay and may be granted when no other

kind of leave is admissible.

- b) Leave without allowances does not count for increment, unless otherwise specified.

4. (6) Maternity Leave

- a) Maternity leave may be granted to a woman employee on full pay for a period which may extend upto the end of three months from the date of its commencement.
- b) Such ~~leave~~ shall not be debited to the leave account.
- c) Maternity Leave may be combined with leave of any other kind.

Note:- Maternity Leave may also be granted in case of miscarriage including abortion subject to the condition that the leave applied for does not exceed six weeks and the application for leave is supported by a Medical Certificate.

4. (8) Casual Leave

- a) Casual Leave is not recognised as leave. Technically, therefore, an employee on casual leave is not treated as absent from duty and his pay and allowances are not intermitted.
- b) The amount of casual leave admissible is 20 days in a calendar year subject to the condition that, the period of absence on casual leave should not exceed 10 days at a time.
- c) Casual leave may be combined with Sundays and other authorised holidays. However, the total period of absence should not exceed 12 days.

- d) When the period of continuous absence exceeds 12 days, the entire period of leave should be treated either as earned leave, half pay leave, commuted leave or leave without allowance.
- e) A casual leave register should be maintained to record the casual leave taken.
- f) No person may except for unavoidable circumstances like sudden illness, avail himself of casual leave unless it has been sanctioned previously by the competent authority.
- g) With regard to persons who join the Institute in the middle of a leave year, the authority competent to grant such leave will have the discretion to grant either the full quota of 20 days or only a portion thereof, after taking into account all the circumstances of the case.

4. (10) Holidays

The Institute will have holidays designed as such at the commencement of the calendar year, Compensatory Leave may be granted by the Director for work done on holidays. Such ~~compensatory~~ leave should be availed of within a period of 3 months.

4. (11) Leave Salary

- a) A person on earned leave and commuted leave is entitled to pay and allowances at the rate as on the day before the leave commences.
- b) A person on half pay leave is entitled to leave salary equal to half the pay at the rate as on the date before the leave commences.

4. (12) A leave account shall be maintained for each employee in his service Book.

4. (13) Special Rules for Academic Staff

a. Study leave

Study Leave for periods upto one year at a time and not exceeding three years during the service at the Institute, may be granted by the Executive Committee to such of the regular members of the academic staff for pursuing a programme of approved research work in an approved institution on such terms and conditions as may be decided upon, on the merits of each case.

b. Leave on duty

A number of the academic staff may apply for and avail leave on duty for attending/participating in academic meetings such as Seminars/Symposia/Workshops/Conferences etc. organised by other agencies/institutions, as permitted by the Director.

4. (14) No employee shall be granted leave of any kind for a continuous period exceeding three years.

4. (15) Contributory provident Fund

The service in the Institute is not pensionable. A Scheme of Contributory Provident Fund will be instituted.

CHAPTER - V

TRAVELLING ALLOWANCE

5. (1) Travelling allowances of the employees of the Institute will be governed by the T.A. rules under part II K.S.R. Vol.I.

Note:- The members of the Governing Body, Academic Committee and other similar committees appointed from time to time shall be classified as persons belonging to the First Grade under rule 1 of part II of K.S.R. Vol. I.

CHAPTER - VI

MEDICAL FACILITIES

6. (1) These rules shall apply to all employees and the members of their family of the Institute except.
- i) The members of the staff who are on leave abroad or on deputation abroad. However, if their family members stay in India, they are eligible for reimbursement of medical expenses:
 - ii) Work charged staff, daily labourers, Casual labourers and part-time employees and employees on contract appointment.
 - iii) Those to whom any other rules are applicable.
6. (2) For purpose of reimbursement of medical expenses, the employees of the Institute shall be grouped as under:

- i) Group "A" : Those who are drawing pay of Rs.3000/- per month and above.
- ii) Group "B" : Those who are drawing pay of Rs.1050/- per month and above but below Rs.3000/- per month.
- iii) Group "C" : Those who are drawing pay below Rs.1050/- per month.

Note

- a) To determine the status of an employee, the actual pay he was drawing at the time he fell sick, will be taken into account.
 - b) The term "family" means the staff members wife or husband, parents and children (including step children or legally adopted children if any) who are wholly dependent upon him/her. Other relations whether dependent or otherwise such as brother, sister, widowed sister, step parents etc. are not covered by the term "Family".
 - c) The term "leave" includes vacation.
6. (3) The authorised Medical Attendant for the purpose of medical treatment and reimbursement of medical expenses, is the Institute's Medical Officer to be nominated. In case any operation or specialist treatment is needed, the Institute's Medical Officer will refer the patient to the specialists and the charges will be as per schedule of rates fixed from time to time. In cases of emergency, however, a registered medical practitioner with an MBBS degree or equivalent, located nearest to the employee's residence may be consulted.

- (4) As there is an Institute Medical Officer, the question of referring persons to outpatient department of a hospital etc. contemplated in Government Rules will not normally arise. If the treatment is needed for more than 10 days the Institute Medical Officer will decide whether the patient is to be referred to a specialist or whether he would himself treat the patient. Medical expenses for treatment undertaken by the Institute employees under the Indian System of Medicine and Homoeopathy will also be reimbursable. The list of medicines admissible will be as per the list notified by the Government of India from time to time in the case of Indian Systems of Medicine as also the Allopathic System of Medicine.

6.5. "It may not always be possible to obtain suitable accommodation proportionate to the status of the employees in Government Hospitals and hence they may be permitted to obtain treatment in a hospital or nursing home authorised by the Medical Officer, subject to the condition that the schedule of rates prescribed either for admission or other charges should not exceed the rate approved by the Executive Committee. If the amount exceeds the permissible amount, it should be borne by the employee concerned".

6.6. During the prescribed hour, no consultation fee will be charged by the Medical Officer. If he is consulted outside this hour, he is entitled to charge a consultation fee, as per the schedule of rates.

The Director may approve list of (i) Ayurvedic (ii) Homeopathic and (iii) Unani practitioners from whom & employees may obtain treatment, for which reimbursement of expenses may be admitted subject to the monetary limits laid down.

- 1) Reimbursement of medical expenses for dental treatment will be permissible only if the diagnosis of the Physiological that teeth are the real source of disturbance.
- ii) Reimbursement for dental treatment is admissible provided it is a major treatment such as treatment of jaw bone disease whole-sale removal of teeth etc.
- iii) Expenses incurred by employees in connection with the following types of dental treatment obtained at Government hospitals recognised under Government Rules may also be reimbursed.
 - a) Extraction
 - b) Sealing and Gum Treatment
 - c) Filling of Teeth (cost of denture will not be reimbursed)

: Expenses incurred on dental treatment obtained from private dental doctors may also be allowed for reimbursement subject to the condition that such reimbursement shall be limited to the rates admissible for similar treatment in a Government hospital or the amount & actually paid to the private dental doctors whichever is less.

Employees may have their eyesight tested for glasses at the hospitals once in every three years on the recommendations of the Institute's Medical Officer. Fees paid to the specialists for such services will be reimbursed according to the rates prescribed. The above concessions do not include provision of spectacles at the Institute's expense.

Procedure for Reimbursement

6.9.

6.9.1.

All claims for reimbursement of medical expenses should be preferred within three months from the date of completion of treatment in the Institute's prescribed form duly countersigned by the Institute's Medical Officer.

6.9.2.

If the employee is admitted to the hospital, the procedure to be followed is as follows:

At the time of leaving the hospital after treatment the member should collect the hospital bills and receipts of vouchers, essentiality certificate etc. duly signed/countersigned by the Medical Officer in charge of the patient in the hospital. When the patient is admitted to a hospital due to emergency without consulting the Institute's Medical Officer, the claims should be signed by the Medical Attendant and referred after getting it countersigned by the Institute's Medical Officer.

6.9.3.

Whenever the employees are admitted to the hospital, the hospital charges are to be paid by the employee and on production of the receipt, the charges will be reimbursed to the employees as per rules.

6.9.4.

Employees are required to buy medicines as far as possible from approved chemists.

6.9.5.

Reimbursement of cost of medicines is permissible only in respect of admissible medicines in the approved category.

6.9.6.

In case of special treatment required outside headquarters but within the country for which facilities are not available at the headquarters, on the advice of the Institute Medical Officer, the patient can be sent outside the headquarters for

specialised treatment for which the rates will be reimbursable as per the schedule, after the bills are countersigned by the Medical Officer in the prescribed form. In this case, TA will be paid as per rules to the patient as well as to the escort, if the escort is necessary, and certified by the Medical Attendant to accompany the patient to the place of treatment.

6.10.

Reimbursement of Travel Expenses
in connection with Medical Attendance/Treatment

- a. When the place at which a patient falls ill, is more than 8 kms by the shortest route from the Institute or the consulting room of the nearest Medical Attendant, the patient shall be entitled to travelling allowance for the journey to and from the Institute or such consulting room.
- b. If the patient is too ill to travel, the Institute Doctor or the attending nearest Registered Medical Practitioner (in case of emergency) shall be entitled to Travelling Allowance for the journey to and from the place where the patient is, as per rules.

6.11.

Journey by Rail

- a) For the employees
Fare of the entitled class or of the lower class by which they actually travel, plus D.A. admissible as if the travel is on tour.
- b) For members of their families
Fare of the class by which the employee is entitled to travel or tour under the Rules in force or the lower class by which they actually travel.

Note

The facility of travel by air or airconditioned accommodation at the Institute's expenses is not admissible for journeys performed for receiving medical attendance and treatment. However, the Board may consider refund of air fare paid in individual cases on merits, provided the Board is satisfied that the "air travel" was absolutely essential and that travel by any other means would have definitely endanger the life of the patient or involved a risk of serious aggravation of his/her condition. In any case, an employee or a member of his family travelling by air for the purpose at his/her discretion is entitled to claim travel allowance to the extent admissible as provided in this rule.

6.12. Journey by Road

a) For the employees

For the road portion of the journeys between stations connected by road only, actual fare paid for the journey by bus or other public conveyance or road mileage as on tour admissible under rules in force, whichever is less.

b) For the members of their families

Actual fare paid for the journey by bus or other public conveyance, or mileage allowance at half the rate of road mileage admissible to the employees whichever is less.

6.13. Conveyance charges and ambulance charges will be admissible as per rates fixed from time to time.

6.14. The employee may be provided with an advance for medical treatment as per rates specified from time to time.

CHAPTER - VII
CONSULTANCY RULES

7.1. Consultancy Rules

Academic Staff of the Institute will be permitted to undertake consultancy assignments. However, all consultancy assignments undertaken by the staff shall be institutional, i.e. routed through the Institute of Human Resources Development for Electronics. Thus no member of staff can enter into consultancy contracts on his own. Every care should be taken in regard to the timing of the consultancy assignment. At a time when the Institute's training or other activities require the staff member's full involvement, consultancy assignments should be avoided. Consultancy assignments will be governed by the following rules:

- a) Prior written approval of the Director shall be obtained.
- b) The maximum number of days a member of academic staff can be engaged in consultancy assignments is limited to 52 (fifty two) in a year (including days spent on travel for the purpose).
- c) The direct expenses of the Institute shall be met in full from out of the consultancy fee. Thereafter one third of the amount will be the share to be given to the Institute.
- d) From out of the one third share of the Institute mentioned in (c) above, 25% will be earmarked for an endowment which will be used for arrangement of foundation day lectures, publications, Instituting fellowships and other research and development activities.
- e) The decision of the Director of the Institute will be final in all matters relating to consultancy assignments.

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SERVICE RULES

AMENDMENT TO SERVICE RULES APPROVED AS PER G.O.(MS) 159/89/
H.Edn. Dt. 10..8..1989.

The following shall be incorporated as para (2) to Rule 2.3 of the Service Rules.

"The appellate authority, for the post to which the Director of Institute of Human Resources Development for Electronics is the disciplinary authority, will be the Executive Committee and the posts for which the Executive Committee is the disciplinary authority will be Governing Body. The time limit for submitting appeals against the punishment imposed by the disciplinary authority will be 3 months from the date of receipt of orders.

(2) The following shall be added as last sentence to Rule 2.11

"The probationer is eligible for the first increment only on successful completion of his period of probation".

(3) Last sentence of Rule 3.7 shall be substituted as follows.

"In ordering the withholding of the increment, the withholding authority shall state the period for which it is withheld and the withholding of increment is with or without cumulative effect".

(4) The following shall be incorporated as sub para (b) to Rule 4.4.

"The total duration of Earned Leave and commuted leave taken in conjunction shall not exceed 240 days provided that no commuted leave may be granted under this Rule unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry.

(5) (i) The following sentence shall be incorporated to para (a) under Rule 4.5 after the last word 'admissible' "but the officer concerned applies in writing for the grant of leave without allowances".

(ii) Para (b) under Rule 4.5 shall be substituted as "Except in the case of an officer in permanent employ the duration of leave without allowances shall not exceed 3 months on any one occasion".

(6) The following shall be incorporated as last sentence to note 'C' to Rule 6.2.

"Vacation means a vacation declared by the Director, Institute of Human Resources Development for Electronics for the whole or part of academic staff of the Institute on Associate Institutions at the end of an academic course".

(7) (i) The following shall be incorporated after the word 'rates' in para 1 of Rule 6.6 "fixed by the Executive Committee of the Institute".

(ii) The following shall be incorporated after the words "rates prescribed" in Rule 6.8 "by the Executive Committee of the Institute".

(iii) The following shall be incorporated after the words 'as per the schedule' in Rule 6.9.6 "fixed by the Executive Committee of this Institute".

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G. J. J. J.

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P R O C E E D I N G S

IHRD - Service Rules - Amendments - Orders issued.

No.E1/9719/97/HRD. Dated, Thiruvananthapuram, 10th August, 1998.

Read: 1. G.O.(MS) No.159/89/HEdn. dated 10..8..89.
2. Minutes of the 11th Governing Body meeting which met
on 23..6..1998.

O R D E R

The Service Rules for the Institute of Human Resources Development (IHRD) was approved in the Government Order read as first paper above. As per clause 1.3 of the Service Rules, the Governing Body is competent to amend any provision of the said rules on specific recommendation of the Executive Committee. Certain benefits now enjoyed by the State Government employees are deprived to the IHRD employees. In the above circumstances and as recommended by the Executive Committee of IHRD, the Governing Body in its 11th meeting held on 23..6..1998 has resolved to amend the IHRD Service Rules. As resolved by the Governing body, following amendments to IHRD Service Rules are ordered.

(i) Amendment of Rule 4.2 of the IHRD Service Rules

The Earned Leave admissible to an employee is 1/11 of the period spent on duty provided that he will cease to earn such leave when the Earned Leave due amounts to 240 days and the maximum Earned Leave that can be granted to an employee at a time shall be 180 days.

(ii) Incorporation as Rule 4.7 in the IHRD Service Rules.

Surrender of Earned Leave for monetary benefit

The benefit of surrender of Earned Leave for deriving monetary benefits now enjoyed by the State Government employees as per the provisions under KSR is applicable for the regular IHRD employees. This include the encashment of accumulated Earned Leave at the credit of the employees as on the date of their retirement subject to maximum of 240 days.

(iii) The existing Clause VI of IHRD Service Rules will be substituted as follows

The medical attendance rules followed in the State Government service shall be applicable for the IHRD Service.

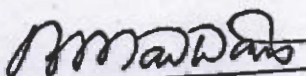
2. These amendments shall be deemed to have come into force w.e.f. 18.8.1989.

Sd/-
DR.K.G.BALAKRISHNAN,
DIRECTOR.

To

1. Heads of associate Institutions under IHRD.
2. The Finance Officer
3. The Additional Director,
4. The Administrative Officer
5. E Section
6. A Section
7. D Section
8. S.F.
9. O.C.

Forwarded/By Order


SENIOR SUPERINTEND

BB.

INSTITUTE OF HUMAN RESOURCES DEVELOPMENT
Prajae Towers, Vazhuthacaud, V.
Thiruvananthapuram -14.

PROCEEDINGS

IHRD - Service Rules of IHRD - Amendments - Orders Issued -

Jo.E5/10285/2001/IHRD

Dated, Thiruvananthapuram, 1st July, 2002.

- Read:-
1. G.O.(MS) No.159/89/H.Edn dated 10.8.1989.
 2. This Office Proceedings No.E1/9719/97/IHRD dated 10.8.1998.
 3. Resolution of the 13th meeting of Governing Body meeting of IHRD which met on 23.6.1998.

ORDER (C.R)

With the concurrence of the Governing Body of IHRD which met on 4.6.2002, the following amendments to the IHRD Service Rules are ordered.

A. Amendment of Rule 4.2 of the IHRD Service Rules:

The Earned Leave admissible to an employee is 1/11th of the period spent on duty provided that the employee will cease to earn such leave when the Earned Leave due amounts to 300 days and the maximum leave that can be granted to an employee at a time shall be 180 days.

B. Amendment of Rule 4.7 of IHRD Service Rules:

Encashment of accumulated Earned Leave at the credit of the employees as on the date of their retirement now enjoyed by the State Govt. employees are extended to IHRD employees also. The maximum number of earned leave that can be encashed by an employee as on the date of retirement shall be 300 days.

This amendment will be deemed to have come into force with effect from 1.11.1998.

This Office Proceedings read as second paper stands amended accordingly.

Sd/-
Prof. V. Subramony
Additional Director
in charge of Director

To

1. All Heads of Associate institutions under IHRD.
2. Finance Officer.
3. Administrative Officer
4. Assistant Registrar
5. Accounts Officer
6. All Section Heads of IHRD (Head Quarters)
7. E2, E3 & E4 sections.
8. SF 9. OC

Forwarded/By Order

Mangla

Accounts Officer

SS/27/02

62