

SHREE KRISHNARPANA CHARITY TRUST

SERVICE RULES

FOR

BK BIRLA INSTITUTE OF ENGINEERING
AND TECHNOLOGY : *PILANI*

BIRLA TECHNICAL TRAINING
INSTITUTE : *PILANI*

B K BIRLA INSTITUTE OF HIGHER
EDUCATION : *PILANI*

CLASSIFICATION OF STAFF

Staff of Shree Krishnarpana Charity Trust shall be classified as per following categories:

A. ACADEMIC

Which term shall include Director, Principals, Registrar, Teachers, Workshop Supdt., Instructors, Librarian, Asst. Librarian, Library Asst., Lab. Asst. and other such academic posts in the Institutions and Departments under the Trust.

B. ADMINISTRATIVE

Which term shall include Administrative Officer, Public Relations Officer, Medical Officer, Office Supdt., Training & Placement Officer, Placement Coordinator, Sports Officer, PS /PA, Chief Accountant, Accountant, Office Assistants, Cashier, Store Keeper, Clerk, Security Incharge, Mess Manager, Nurses / Sick room Incharge and other such administrative staff in the Institutions and Departments of the Trust.

C. TECHNICAL

Which term shall include., Foremen, Technician, Mechanic, Carpenter, Painter, Technical Attendant, Driver and other such technical posts as may be defined by the Trust from time to time.

D. SUBORDINATE

Which term shall include Attendants, Sweepers, Security Staff, Garden Staff and all other such staff.

Note -

1. All Staff members under Regular / Contractual appointment, Long Term Contract (3 yrs or more) on scale shall be eligible for Medical reimbursement, all kinds of leave, Scholarship to staff children as detailed under this head. They will also be eligible for Dearness allowance increase as announced by the Trust from time to time.
2. All other staff members covered under 1/3/5 yr contract with consolidated pay or Work charge basis will not be eligible for any benefit covered under Medical Reimbursement, Scholarship to staff children and leave, other than Casual leave and specified vacation leave. Any enhancement in their salary and wages will solely depend upon their overall performance and recommendation of the committee.

APPOINTMENTS

(A)

- i. All the posts under the Trust covered in it shall be normally filled by advertisement. A pool will be maintained.
- ii. Selection committee for filling the posts under the Trust (other than the posts on part time and work charge basis) by advertisement or by promotion, shall be constituted by the Director. These following committees will be constituted and Director shall be the Chairman of all these committees :
 - a. Selection Committee for Head of the Institution / Department
 - b. Selection Committee for Teaching Staff
 - c. Selection Committee for Non-Teaching Staff
- iii. Appointment of subordinate staff shall be made by the Head of the Administration by constituting a selection committee after due approval of the Director.
- iv. In the absence of Director, any member of the staff of Trust who is appointed to perform the current duties of Director shall be the Chairman of the selection committee in the place of Director.
- v. In the advertisement of a post, the terms and conditions of the post shall be advertised by the Trust and the selection committee shall consider applications received within the date specified in the advertisement.
- vi. The designated selection committee shall make all the appointments on the basis of test and / or interview. Director will issue the Appointment letter with the information to the Trustees.

(B)

- (a) All appointments w.e.f. 1st April 2008 will be on contract basis.
- (b) All appointments shall ordinarily be made on Probation for a period of one year.
- (c) The employee shall be informed of his confirmation of contract within one month of the completion of Probation period.
- (d) During the period of probation, the Director shall have power to terminate the service of an employee without assigning any cause and by giving one month's notice or notice pay (incl. all allowances) in lieu of notice period. The trustees will be kept informed.
- (e) If an employee desires to be relieved during the period of probation, it will be necessary for him to give one month's notice in writing or in absence of this, the individual will have to pay one month salary inclusive of all allowances to the institute.
- (f) An employee after being confirmed on contract, may terminate his engagement by giving three month's notice in writing or past three month's salary (incl. all allowances) in lieu there of.
- (g) Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service.
- (h) The Director shall have power to terminate the service of a confirmed contract employee normally by three month's notice or on payment of three months pay (incl. all allowances) in lieu there of.
- (i) All employees shall be governed by the Service Rules and the regulations of the Trust.
- (j) Every retiring employee shall be duly informed at least three-months in advance by the competent authority so as the employee may make necessary arrangements for his clearance, etc.
- (k) All employees shall be deemed to have been appointed on the basis of representation, facts disclosed in their application for appointment. In case any fact or information in the application is found to be false or any material is suppressed, the employment in such cases would be liable to be terminated after giving an opportunity of being heard.

- (l) An employee on appointment be required to furnish the under mentioned documents or as may be specified in the letter of appointment including the following :
- i. Birth Certificate
 - Matriculation or School leaving certificate, or
 - Certified copy of date of birth from municipality, panchayat etc.
 - ii. Medical Certificate from authorized Medical Officer of the Trust stating that he is fit for service
 - iii. Permanent address of the employee
- (m) The Director may place a member of staff under suspension where a disciplinary proceeding against him is going on or where a case against him in respect of any criminal offence is under investigation or under trial or appeal in any court.
- (n) The Director has power to impose the following penalties on contract staff :
- i. Censure
 - ii. Withholding of increment or promotion
 - iii. Dismissal from service
 - iv. Compulsory retirement
 - v. Recovery of loss caused to the Trust by negligence or breach of order

The disciplinary order imposing on any member of the staff at (ii) to (iv) above, shall be passed after an inquiry has been held and the member of the staff has been given a show cause notice.

- (o) All employees shall be governed by Conduct rules, Leave rules, Medical expenses reimbursement rules, TA / DA rules, in force.

(C) Adhoc / Work Charge Appointments

- (a) Adhoc Appointments (w.e.f. 1st April 2008, no appointment shall be made on Adhoc basis)
- i. The Director shall have power to appoint any person on recommendation of Head of the Institution / Department on adhoc basis for a specific period and on specified salary by constituting a suitable selection committee.
 - ii. Adhoc staff are not eligible for any facilities and shall not claim for any facility generally given to permanent/contractual staff.
 - iii. Adhoc staff shall have no claim or right for contractual appointment in the Trust.
 - iv. Adhoc staff shall sign an agreement of service with the Trust as service agreement.
 - v. The Adhoc staff during service, shall be governed by the Service Rules and regulations of the Trust.
 - vi. Services of Adhoc employees shall be terminated on one month's notice or notice pay from either side without assigning any reason.
- (b) Work-Charge staff
- i. Work charge staff shall be appointed on day to day basis as and when required for a maximum period of 26 days per month.
 - ii. Service conditions and other details like salary, etc. of work-charge employees shall be decided case by case.

INTERPRETATION :

- (i) Notwithstanding anything contained in these regulations, the Trustees of SKC Trust is the sole authority in deciding / interpreting on any clause. Their decision will be final.
- (ii) Annual increment : It cannot be claimed as a matter of right. Annual increment will be subject to efficient discharge of his/her duties and proper conduct. The appraisal report will form basis for grant of increment and is subject to the financial status of the Trust.

CONDUCT RULES

A. GENERAL

1. Every employee shall at all times maintain absolute discipline, integrity and devotion to duty and also be strictly honest and decent in his official dealings.
2. An employee shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work outside his official assignment.

No member of staff shall engage in private tuition.

3. Unless otherwise stated specifically in the terms of appointment, every employee is supposed to be a whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by competent authority, beyond scheduled working hours and on holidays or weekly off days and during the period of leave, except when on medical / maternity leave.
4. An employee shall be required to be regular and punctual and observe the scheduled hours of work, during which He/She must be present at the place of His/Her duty.
5. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission from competent authority.
6. No employee shall leave station without prior information and permission of Head of the Department or Director, even during Holidays, leave period, vacation etc. Whenever leaving the station, an employee shall inform the address where He/She would be available.
7. Every employee is expected to be courteous and polite in His/Her dealings.
8. Every employee is expected to strictly follow the special procedures, systems and details as defined or prescribed by the Institute in the form of Office Orders / Guidelines & Directives issued from time to time.

A. UNAUTHORIZED COMMUNICATION OF INFORMATION

No employee shall, except in accordance with any special order of the competent authority or in the performance of any particular duty assigned to Him/Her communicate, directly or indirectly, any official document or information to any person to whom He/She is not authorized to communicate such information

B. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

1. An employee shall so manage His/Her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest or has recourse to insolvency or when it is found that a moiety of His/Her salary is continuously being attached, He/She shall become liable to dismissal without any notice or notice pay.
2. An employee who becomes the subject of legal proceedings for insolvency or gets involved in a criminal proceeding shall immediately inform full facts of the matter to the Institute in writing at the earliest opportunity.
3. Similarly, a person who gets involved in a serious criminal case or proceeding shall be liable to be suspended / dismissed from the service.

4. An employee who is detained in police custody at any time whether on criminal charges or otherwise shall not join His/Her duty unless he has obtained written permission to that effect from the Director.

C. GIFTS

No employee, except with the previous sanction of the competent authority, accept or permit His/Her Spouse or any member of his family to accept from any person any gift of more than "Trifling Value". Interpretation of the term "Trifling Value" shall be the same as laid down in Central Govt. employees Conduct Rules.

H. MISUSE OF RESOURCES

All employees will ensure correct use of resources put under his disposal by the Institute.

I. TAKING PART IN POLITICS

All employees are debarred from taking part in politics or exploit His / Her official position for Political ends or permit the use of Institute's facilities for political purposes.

ACTS OF MISCONDUCT

Without prejudice to the general meaning of the term 'MISCONDUCT', it shall deem to mean and include the following Minor and Major acts of Misconduct.

a. MINOR MISDEMEANORS

The under mentioned list is not comprehensive however the following acts or omissions shall be treated as misdemeanors for which staff member may attract punishment. This list is illustrative and not exhaustive.

1. Carelessness or negligence in work.
2. Laziness and inefficiency in work.
3. Sleeping or dozing off while on duty.
4. Smoking, chewing of Beatles or spitting in the premises.
5. Chitchatting, gossiping or wasting time while on duty.
6. Failure of observing Dress code and coming to the Institute shabbily dressed.
7. Not keeping the working place and surroundings clean and tidy.
8. Leaving normal place of duty without permission during working hours.
9. Absence without permission.
10. Obtaining leave of absence by false pretences.
11. Not taking of proper care of items for which He/She is made responsible.
12. Committing nuisance in the Institute premises.
13. Quarreling which may have subversive effect on discipline.
14. Lending or borrowing of money from other employees.

b. MAJOR MISDEMEANORS

The following acts or omissions whether alone or in combination with others shall be treated as major misdemeanors. The list is illustrative and not exhaustive:

1. Willful insubordination or insult of superiors or disobedience of any reasonable order of a superior or using derogatory language whether alone or in combination with others.
2. Assault and making an effort to assault superiors, other employees or students, inside or outside the Institute premises.
3. Threatening, intimidating or misbehaving with any officer, staff of the Institute, guests, students and visitors inside or outside the Institute or abatement of these acts.
4. Riotous or disorderly behavior during working hours at the Institute or any act of subversion of discipline.
5. Habitual negligence or gross neglect of work.
6. Possession of any lethal weapon or arms within the Institute premises.
7. Commission of an act, which amounts to a criminal offence involving moral turpitude.
8. Participation, instigating or inducing, compelling or intimidating of others to strike work.
9. Slowing down in performance of work or inciting or inducing, compelling or intimidating others to resort to deliberate 'Go-Slow' policy.
10. Soliciting or collecting contribution for any purpose whatsoever at any time in the premises without express permission of the Management.
11. Organizing or holding meetings within the Institute premises without authorization.
12. Willful non-cooperation with the superiors and fellow staff members for proper discharge of duties.
13. Habitual absence without permission.
14. Frequent repetition of minor misconduct.
15. Refusal to accept Management's communication, letter, notice of suspension, warning, show cause notice issued by the management.
16. Habitual failure of getting work done by staff placed under one's supervisory control.
17. Failure on the part of staff to pass on requisite instructions and orders.
18. Irregular attendance or habitual late coming.
19. Refusing to undergo training for which Management ordered.
20. Removing or attempting to remove or tamper notice from notice board.
21. Refusal to give evidence or offer oneself for interrogation by authorities / officers, or sign any statement recorded during the course of inquiry proceedings when acting as witness or otherwise.
22. Making false complaints or giving false statement anywhere or before any authority, which is likely to bring the Management or the officer of the Institute to disrepute in the eyes of law.
23. Forging the signatures of the superiors or of another staff member.
24. Misbehaving with inquiry officer during inquiry.
25. Writing any anonymous letter or notes anywhere to anybody criticizing the officer or the Institute.
26. Any act, direct or indirect of the nature of sexual harassment, including those covered under POCSO (Protection of Children from Sexual Offences) and Sexual harassment of Women at work place (2013) Act.

27. Loitering in the Institute premises or visiting other's work place except in discharge of duties.
28. Involved in theft within the premises, or fraud or dishonesty in connection with the Institute's work or property.
29. Demanding, offering or accepting bribes or any illegal gratification.
30. Engaging in private tuition, trade or any other commercial activity within the Institute's premises or official residential accommodation or outside.
31. Engaging in other employment whilst still in the service of the Institute.
32. Deceptive or corrupt practices in connection with the work of the Institute in the Institute premises or outside.
33. Misuse of Institute name or facilities provided during working hours, after working hours or while on vacation, leave or on holidays.
34. Breach of any rules or instructions, whether verbal or written, in connection with day to day work.
35. Drunkenness, intoxication or indecent behavior in the premises of Institute or official residential accommodation and surroundings.
36. Unauthorized stay in the Institute premises beyond normal working hours with the intention of subversive activity.
37. Disclosing to any unauthorized person any information and secrets of the Institute.
38. Gambling within the Institute premises.
39. Securing the undue benefits by giving false information.
40. Interfering with the records of the Institute.
41. Any offence committed anywhere, which is punishable under the IPC.
42. Attempting to obtain or actually obtain papers or record of the Institute in an unauthorized manner.
43. Giving false information, particularly regarding one's name, age, father's name, qualifications, previous service experience or any other personal data at the time of employment or thereafter.
44. Unauthorized occupation of Institute's residential accommodation or other premises, or unauthorized sub-letting or permitting use thereof by another person or putting any unauthorized structure on such accommodation, premises without proper permission.
45. Willful damage to any property of the Institute.
46. Failure to accept safety instructions and rules.
47. Contravention of any of the provisions of these regulations.

Removal & Dismissal of Employees

a) Dismissal/Removal of Temporary/Contractual(Short Term) Staff :-

The services of an employee appointed temporarily/Contractual(short term) may be terminated by the management at any time after giving atleast one month's notice or one month's salary. Temporary/Contractual(short term) employee, who wishes to resign shall also give atleast one month's notice in advance or in lieu thereof deposit or surrender one month's salary to the management.

b) Dismissal/Removal of Permanent Staff/Contractual-Long Term

An employee, appointed permanently or on contractual Long term may be removed or dismissed from service on the grounds of insubordination, inefficiency, neglect of duty, misconduct or any other grounds which makes the employee unsuitable for further retention in service. The following procedure shall be adopted for the removal or dismissal of an employee:-

1. On the basis of the enquiry report/complaints made to or available with the Principal or reports received by the Principal or by any higher authority or there are grounds to believe that the employee has committed acts of misconduct, then the Principal shall issue a warning letter to the said employee mentioning the alleged misconduct and the said employee shall be given 2 days (48 hrs) time for submitting his/her explanations to the warning letter.
2. In case no explanation is received within the specified time or the explanation rendered by the employee is not found satisfactory, the Principal will put up the case to the managing committee with his comments.
3. Management committee will take the decision of option and penalty for the employee on the basis of the gravity of the misconduct and his/her previous record.

- a) Option : The management shall order a domestic inquiry to be held by an officer of management or any other person including an advocate. On the basis of the report of enquiry, penalty decision may be taken by the committee.

or

Employee may be terminated in the interest of the institute after giving six months notice or salary with the maximum decision of Management Committee.

b) Penalty / Warning

- i) Reducing contract period during next extension
or
- ii) Suspension for specific period without wages
or
- iii) Demotion up to his original appointment
or
- iv) Stoppage of annual increments for specified periods

c) Immediate Dismissal / Removal in Special Case(Permanent / Contractual long term staff)

Employee of the trust may be removed, dismissed if it is felt that he/she is not suitable in the interest of the Institute with sufficient proofs under following section, he/she may face immediate Dismissal or Removal :

“ Where the managing committee is of unanimous opinion that the services of an employee cannot be continued without prejudice to the interest of the institution, the services of such employee are terminated after giving him six months notice or salary.”

- d) After completion of Long Term Contract (3-5 yrs) or Short Term contract (less than 3 yrs), if the Management Committee is of unanimous opinion that the services of an employee cannot be continued without prejudice to the interest of the institute, the services of such employee will not be extended beyond the specified contract period given in his/her appointment letter without assigning any reason.

He/she may be informed three months or one month prior to the completion of their Long term or Short term contract period.

Note : Contractual : Short term - Less than 3 yrs
Long term - 3 yrs or more

LEAVE RULES

1 RIGHT OF LEAVE

Leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any kind may be refused or revoked by the authority empowered to sanction the leave.

2 AUTHORITY EMPOWERED TO SANCTION THE LEAVE

- a. While Casual Leave (up to 3 days in a month) may be sanctioned by the Head of the Department, all others will be sanctioned by the Director.
- b. All leaves of Head of the Departments shall be sanctioned by the Director.

3 COMMENCEMENT & TERMINATION OF LEAVE

- a. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- b. Sundays or Holidays can be prefixed or suffixed to leave, subject to any limit of absence on leave prescribed under each category of leave.

4 COMBINATION OF LEAVES

Except as otherwise provided in this schedule, any kind of leave under these provisions may be granted in combination or in continuation of any kind of leave, subject to the Director's discretion.

5 CONVERSION OF ONE KIND OF LEAVE INTO ANOTHER KIND

- a. At the request of the member of staff the sanctioning authority may convert any kind of leave including leave without pay retrospectively into of a different kind which may be admissible as on the date on which the conversion is sought; but the member of staff cannot claim such conversion as a matter of right.
- b. If one kind of leave is converted into another kind the amount of leave salary and allowances admissible shall be recalculated and the arrears of leave salary and allowances paid or amount overdrawn recovered, as the case may be.

6 GENERAL

- a. Leave shall be applied for in writing and sanctioned before it is taken except in cases of emergency or any other exceptional circumstances.
- b. In the event of a staff member desiring to extend the originally sanctioned leave, he shall make an application in writing to the Director / Head of the Department, specifically stating the reason warranting such extension and submit sufficiently in advance of the expiry of the sanctioned leave. The Director or Head of the Department, shall, on receipt of such application, inform the staff member as soon as possible on the address given by the staff member, whether the extension applied for has been sanctioned or refused.
- c. A member of the staff who has been granted leave on Medical Certificate shall be required to produce a Medical certificate of fitness before resuming duty.

- d. If a member of staff goes on any kind of leave and does not rejoin service at the expiry of such leave, a notice will be served and he will be marked 'Absent without leave.' and leave regularized by imposing penalty / granting extension of leave. In the event, he resigns, then the notice period salary clause will be involved.
- e. No leave (except CL) shall be granted beyond the date on which a member of the staff has resigned.
- f. The maximum period of leave with or without pay admissible to any member of staff shall not exceed six months at a time.
- g. A staff member who absents from duty for more than 90 days without any written request may be deemed to have ceased to be in employment of the Trust.

KINDS OF LEAVE

For the purpose of leave the staff shall be categorized as following :

- A. ACADEMIC STAFF
- B. MINISTERIAL / TECHNICAL & SUBORDINATE STAFF
- C. ADMINISTRATIVE STAFF (those who are not entitled for Summer/ Winter or Puja vacation)

A. ACADEMIC STAFF

There will be seven kinds of leave for the members of teaching staff :

- i. Casual Leave
- ii. Privilege Leave
- iii. Sick Leave
- iv. Maternity Leave
- v. Duty Leave
- vi. Leave Without Pay

i. CASUAL LEAVE

- a. Casual leave is not earned by duty and it cannot be claimed as a right. Its grant is always subject to the exigencies of service to a maximum of 15 days in the aggregate in one year (from July to June).
- b. Casual leave may be granted, as and when the occasion arises, at the discretion of the sanctioning authority, provided that the total period of leave including Sundays or other off days, including holidays, prefixed and/or suffixed, shall not exceed twelve days at a time.
- c. Casual leave cannot be combined with any other kind of leave.
- d. Casual leave is non-cumulative and the portion not utilized will lapse every year.

ii. **PRIVILEGE LEAVE**

- a. Summer/Winter vacation will be treated as privilege leave and will not be given during the session and shall not exceed by more than 60 days in a year.

Under very special circumstances and keeping in view the interest of the Institute, PL (minimum 6 days) may be given during the session.

- b. If required head of the Institution may detain any staff member during this period for a maximum of 30 days and the staff member will get 15 days salary in lieu of Privilege leave or 10,000/- whichever is less.
- c. For Academic staff of ITI, who do not have Summer/Winter vacation will be entitled for 30 days Privilege leave, in lieu of privilege leave, 10,000/- or 15 days salary whichever is less will be paid.
- d. In any case this leave will not be accumulated.
- e. Privilege Leave will not be applicable in first year of service.
- f. PL may be availed during the prescribed period as follows. No PL will be given in any case in other period.

Winter : 1st Dec. – 15th Jan.

Summer : 1st May – 25th July

- g. As a special case, PL for a maximum 15 days may be given during the academic session in case of emergency.

iii. **SICK LEAVE**

- a. Sick Leave on full pay will be admissible up to one month for a block of three years.
- b. In addition to (a), Sick Leave on half pay will be allowed up to one month for the same block of three years.
- c. Sick Leave is cumulative for a block of 3 years and after that will lapse.
- d. Sick Leave shall not be granted for less than three days and for minor ailments like cold, cough, fever etc.
- e. Application for Sick Leave shall not be considered unless it is accompanied by all the following documents :
1. Medical Certificate from the medical officer of Birla Sarvajanik Hospital, BITS Dispensary, MS Eye Hospital, Medical officer of BKBIET (from whom the treatment was taken) and counter signed by the CMO, Birla Sarvajanik Hospital.
 2. Medical fitness certificate from the Doctor issuing the Medical Certificate and countersigned by the CMO, Birla Sarvajanik Hospital.
 3. Medical reimbursement form duly filled and countersigned along with all enclosures.
- f. In case of treatment taken outside Pilani, Medical & Fitness certificate from District Civil Surgeon, District medical or health Officer of the concerned District or Primary Health Centre of the place and duly countersigned by CMO, Birla Sarvajanik Hospital along with medical reimbursement form as stated above shall be required.
- g. Sick Leave shall also be granted to staff who may be hospitalized on account of illness or injury, if such illness or injury has occurred directly due to risk involved / or in the course of his official duty. The duration and other terms of this leave will depend on merit of situation and as determined by the Director in each case.

iv. **MATERNITY LEAVE**

- a. Maternity leave may be granted to a woman staff member on full pay for a period of 180 days out of which a minimum of 40 days shall be mandatory from the date of actual delivery. Maternity leave may also be granted in cases of miscarriage/abortion, subject to the condition that the leave applied does not exceed six weeks and the application of leave is supported by medical certificate etc. as detailed under sick leave.
- b. For maternity leave two child norms shall be followed and no maternity leave beyond two children will be sanctioned to any member of staff.
- c. Maternity leave shall not be debited to the leave account.
- d. Maternity leave may be combined with leave of other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate etc. as detailed under sick leave.
- e. Maternity leave will not be applicable during probation period or short term contracts / Adhoc appointments.

v. **DUTY LEAVE**

Duty leave maximum up to fifteen days may be given to a member of staff, if the work of the Institution is not likely to suffer in any way as following :

- a. Conducting practical examination outside Pilani
- b. Attending meeting of the Board or University or other scholarly Institutions / Departments having collaboration with the Institute or for those Organizations for which the Director deems fit and useful for the Institute.
- c. Attending professional conferences, seminars etc. of National or International level in the Country which the Director feels will be helpful in the upliftment of the Institute. (Maximum two per year, i.e., one in each semester)
- d. Inspecting Institutions on behalf of the Board or University
- e. For any official work as directed by the Director of the Institution

vi. **LEAVE WITHOUT PAY**

- a. Depending upon the discretion of the Director, leave without pay may be granted on health or similar other important grounds, when no other kind of leave is available or admissible; or when other leave being admissible, the member of the staff concerned specifically applies for the same.
- b. The period of such leave shall not count for increment purpose except when such leave is granted to a member of staff for going abroad under fellowship/scholarship programme which may be beneficial for the Institution.

- c. The duration of such leave on any occasion shall not exceed the following limits :
1. Six months in case of an employee who may have completed five years of continuous service and is in need of long leave on account of health or other similar important reasons.
 2. Twelve months where an employee may have completed ten years of continuous service and is suffering from some serious ailment for which he is undergoing treatment or other similar important reasons.
 3. Twenty-four months in case of an employee going abroad for further study or training and has completed ten years of continuous service.

If a member of staff goes on leave without pay and does not rejoin service at the expiry of such leave period he will be required to pay due notice salary before his / her resignation is accepted.

vii. SHORT LEAVE

1. Maximum 4 short leaves may be granted in a month. More than 4 short leaves will be converted into one CL.
2. Short leave will not be of more than one hour.
3. For some special valid reasons, short leaves may be granted for complete month. In lieu of that, 6 PL/6 WPL will be given for the respective month.
4. All the above leaves will be granted by the respective principals.

Note : In case of availing short leave without prior information/permission (whether living inside or outside campus) suitable disciplinary action may be taken.

viii. VACATION LEAVE (for staff on one year contract)

One month vacation leave may be given to the faculty of short term contract during the prescribed period (PL rules)
This will be effective from the second year of their service at the Institute.

B. MINISTERIAL / TECHNICAL & SUBORDINATE STAFF

There will be six kinds of leave for the members of this group of staff :

- i. Casual leave
- ii. Privilege Leave
- iii. Sick Leave
- iv. Maternity Leave
- v. Duty Leave
- vi. Leave without Pay

CASUAL LEAVE

Same as for Academic staff

PRIVILEGE LEAVE

Those staff members of this category who are not entitled for summer / winter vacation shall be entitled for 30 days privilege leave on full pay. Other conditions for this category will be same as for academic staff.

SICK LEAVE

Same as for Academic staff

MATERNITY LEAVE

Same as for Academic staff

DUTY LEAVE

Same as for Academic staff

LEAVE WITHOUT PAY

Same as for Academic staff

C. ADMINISTRATIVE STAFF (those who are not entitled for summer/ winter vacation)

This category of staff shall be entitled for following six kinds of leave :

- i. Casual leave
- ii. Privilege Leave
- iii. Sick Leave
- iv. Maternity Leave
- v. Duty Leave
- vi. Leave without Pay

CASUAL LEAVE

They will be entitled for 27 days casual in a year and other conditions shall remain the same as for teaching staff

PRIVILEGE LEAVE

They will be entitled for 30 days privilege leave on full pay in one year.

If a staff member of this category is detained during May or June, he will be paid extra half salary during the specified month and his one-month privilege leave will lapse.

In case any staff member avails himself of leave during May or June (specified one month) when he is detained for official work, he will not be entitled to casual leave during this period. He will be sanctioned only privilege leave in that specified month.

SICK LEAVE

Same as for Academic staff

MATERNITY LEAVE

Same as for Academic staff

DUTY LEAVE

Same as for Academic staff

LEAVE WITHOUT PAY

Same as for Academic staff

.Note :

1. Contractual short term staff (Subordinate/Technical/Administrative : 1 yr contract)

The Staff shall be entitled for 27 days CL in a year. Leaves in lieu of the working on Sundays / Holidays may be granted/adjusted with the permission of the Director for a maximum of 10 days in a year.

2. All other situations not covered in these rules shall be dealt with in accordance with the orders of the Director in each case and the decision of the Director shall be final in all respects.

LEAVE TRAVEL CONCESSION RULES

1. Leave travel concessions will be admissible to members of the staff of all groups once a cycle of two calendar years beginning from the year 1966 onwards for visiting their homes. It will cover all members of the staff and their families as defined in Clause (7) below. The families need not necessarily accompany the member of the staff but may proceed or follow them during the same calendar year. For purpose of deciding the number of occasions, the qualifying journeys made by a member of the staff and his family will be viewed as one.
2. Members of the staff whose 'homes' are within a distance of 400 kilo metres from their Headquarters will not be allowed the concession.
3. Members of the staff whose 'homes' are beyond 400 kilometres from their Head quarters shall, themselves, meet the entire cost of fares for the initial 400 kilometres of each of the onward and return journeys. For the remaining distance (beyond the initial 400 kilometres), the trust will meet 90% of the actual fare, the balance 10% being borne by the member of the staff. In every case, the journey should be to the home and back but it need not necessarily commence from or end at the Head quarters of the member of the staff either in his own case or in the case of the family. But the assistance admissible will be the amount admissible for the actual distance travelled limited to the amount that would have been admissible had the journey been performed between the headquarters and the home of the member of the staff.
4. 'Home' means the permanent home town or village as entered in the service book or other appropriate official record of a member of the staff concerned or such other place as may be declared by him, duly supported by reasons (such as, ownership of immovable property, permanent residence of near relatives, for example parents, brothers, etc.). as the place where he would normally reside but for his absence from such a station for service in the Trust. In every case, the declaration should be made to the authority who has been declared to be the controlling officer in respect of the trust servant for the purpose of TA claim.
5. The declaration will be subject in each case to the acceptance of the controlling officer who shall satisfy himself about the correctness thereof after calling for such evidence as he may consider necessary.
6. The declaration of 'home' made shall ordinarily be treated as final, but in exceptional circumstances, the secretary may authorize a change in such declaration provided that such a change shall not be made more than once during the service of the member of the staff.

Note : The term family includes spouse and two children only. The term 'Child' or 'Children' includes sons and daughters so long as they are residing with and wholly dependent upon him.

The concession is admissible to a member of the staff who has completed two years of probation on the date of journey performed by him or his family, as the case may be.

7. The concession will be admissible only in the case of journeys performed by the member of the staff during regular leave, including earned leave, leave on half pay, extra ordinary leave, maternity leave and vacation and not in the case of journeys performed during casual leave . The period of the leave taken should not be less than 15 days. In the event of the inward journey falling in the succeeding calendar year, the concession could be counted against the year in which the outward journey commenced.
8. If the leave applied for by a member of the staff is refused in writing by the authority competent to sanction the same in the interest of Trust service and if it is also certified by that authority that leave cannot be granted at any time during that calendar year, the concession may be granted in respect of the family of the member of the staff during that year. In that case, the concession may be granted subsequently for that occasion so far as the member of the staff is himself concerned.
9. The Trust servant and his family members could travel either independently or together, as might be convenient to them, and the claim for reimbursement in respect of the journey of one need not depend on the journey performed by the other. The Trust servant could, therefore, claim reimbursement in respect of the journey performed by the family members provided the inward journey was completed within six months of the outward journey, even though the Trust servant himself might not have undertaken the journey either way.
10. The concession is restricted to journey by rail/road within India. In case of road, the rates admissible will be rates of state roadways.
11. The classification of the members of the Trust staff for the purpose of grant of leave travel concession and class of railway accommodation to which a member of the staff and his family will be entitled as per the category/class entitlement given in TA & DA rules.
12. For the reimbursement, original tickets/attested photocopy of the tickets shall be submitted along with the TA claim form.

MEDICAL REIMBURSEMENT RULES

1. The provisions contained in these regulations shall apply to all the employees of the Trust, but shall not apply to :
 - a. Those members of staff who are on leave or deputation abroad
 - b. Retired members of the staff (even if their children or spouse are working in the Trust), and
 - c. Work-charged staff, Daily labours, Part-time employees, Contractual staff (S)
2. For the purpose of medical expenses, members of the staff shall be grouped as under

1.	Those holding posts carrying a scale of pay, the Basic salary of which is Rs. 15600(Grade pay-Rs.7200) p.m. or above	- Group - A
2.	Those holding posts carrying a scale of pay, the Basic salary of which is Rs. 5200 (Grade pay-2500) p.m. but less than Rs.15600 (Grade pay-Rs.6000)p.m.	- Group - B
3.	Those holding posts carrying a scale of pay, the Basic salary of which is less than Rs. 5200 (Grade pay-Rs.2500) p.m.	- Group - C

3. In this schedule unless there is anything repugnant in the subject or context :
 - a. "Authorized Medical Officer" means :

i.	In respect of the members of the staff of the Trust belonging to Group - A	Chief Medical Officer of the Trust and in his absence the Medical Officer of the Trust
ii.	In respect of the members of the staff of the Trust belonging to Group - B	
iii.	In respect of the members of the staff of the Trust belonging to Group - C	Medical Officer of the Trust
iv.	In respect of members of staff of the Trust belonging to Group - 'A' when outside Pilani, on duty or leave	Chief or Principal Medical Officer of Govt. in District or Presidency Surgeon or Govt. Medical Officer of the area where the treatment was taken, and counter signed by the authorized Medical Office at Pilani
v.	In respect of members of staff of the Trust belonging to Group - 'B' and 'C' when outside Pilani, on duty or leave	Asst. Surgeon of Govt. in the District or Govt. Medical Officer or equivalent rank of the area where the treatment was taken and countersigned by the CMO of Trust.

- b. "Hospital" means the Birla Sarvajanic Hospital, Pilani / MS Eye Hospital, Pilani / Medical Centre Vidya Vihar, Pilani or any other Govt.Hospital of Raj.

- c. The term "family" means a spouse, legitimate children and step-children and parents residing with and wholly dependent on him.
 - d. The term "leave" includes all types of leaves including vacation.
4. Cost of reimbursement of expenses incurred by the members of the staff in connection with medical attendance and treatment of themselves and their family will be reimbursed by 90% of the bill subject to condition that the total value of Medical Claim in a year shall not increase by 30 days salary (Basic + DA) of the staff member.
5. Medical treatment means the use of all medical and surgical facilities available at the Hospital in which the individual is treated and it includes :
 - a. Employment of such pathological, bacteriological, radiological or other methods as is considered necessary by the authorized medical officer.
 - b. The supplies of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Hospital.
 - c. The supply of such medicines, vaccines, sera or other therapeutic substances not available in Hospital but may be purchased from outside after getting certification of non-availability from the Hospital.
 - d. The accommodation ordinarily provided to the indoor patients in the general Ward of the Hospital and members of staff should avail of that accommodation facility only except that staff members drawing a basic salary of Rs. 9300(Grade pay-Rs.4800) or more may avail the facility of a special ward.
 - e. Specialist consultation on the advice of Authorized Medical Officer.
 - f. The reimbursement of the cost of preparations, which are not medicines but are primarily foods, tonics, toilet preparation or disinfectants is not admissible (as per Rajasthan Gazette notification).
6. Dental treatment is not covered in medical rules, but if the diagnosis of the physiological or other disability from which a member of the staff is suffering indicates that the teeth are the real source of disturbance, reimbursement may be considered. He is entitled to free dental treatment provided it is of major kind such as treatment of a jaw bone disease, wholesale removal of teeth etc. It does not include scaling of teeth, treatment of pyorrhea and gingivitis or the free supply of artificial denture or treatment from a private dentist or outside the hospital even on the advice of the authorized Medical Officer.
7. No reimbursement of expenses for provision of spectacles is admissible.
8. No reimbursement of charges for special nursing will be admissible unless it is certified by the Authorized Medical Officer and Medical Superintendent / Chief Medical officer of the Hospital / District, that their services were absolute essential.
9. If the authorized Medical Officer is of the opinion that the case of a patient is of such a serious nature as to require Medical Attendance by some person other than himself, he may :
 - i. Send the patient to the nearest Specialist or Other Govt. Medical Officer, by whom in his opinion medical attendance is required for the patient.
 - ii. If the patient is too ill to travel, summon such specialist or other Govt. Medical Officer to attend upon the patient.
 - iii. Reimbursement of expenses is admissible for clause (i) and (ii).

10. A patient sent under clause (i) of paragraph "9" shall on production of a certificate in writing by the authorized Medical Officer in this behalf be entitled to traveling allowance for the journeys to and from the headquarter of the specialist or other Govt. Medical officer.
11. A Specialist or Govt. Medical Officer summoned under clause (ii) of paragraph "9" shall on production of a certificate in writing by the authorized Medical Officer in this behalf be entitled to traveling allowance for the journey to and from the place where the patient resides.
12. Traveling allowance admissible under paragraph "9" shall be calculated as for a journey for a tour but no daily allowance for halts will be admissible. If an escort be necessary on the advice of the authorized Medical Officer, he may be paid TA (TA in all cases shall be paid as admissible under Trust Rules). The fees to the specialist shall be payable as prescribed by the Govt. of the state in which the specialist has been employed or practicing.
13. Where a member of the staff or the member of his family is entitled to treatment in the Hospital free of charge under the schedule on the advice of authorized Medical Officer, any amount paid by him on account of such treatment shall, on production of such certificate in the form to be prescribed by the Trust in this behalf, be reimbursed to him by the Trust.
14. If the authorized Medical Officer is of the opinion that owing to the severity of the illness, a patient (member of the staff) cannot be given treatment at the authorized Hospital, the patient may receive treatment at his residence.
15. In the case referred to in paragraph 14 of the individual receiving treatment at his residence, he shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entitled, free of charge, to receive under this schedule if he had not been treated at his residence.
Note : Claims of sums admissible under paragraph 14 shall be accompanied by a certificate in writing by the authorized Medical Officer stating :
 - a. His reason for the opinion referred to in paragraph 14 and
 - b. The cost of similar treatment referred to in paragraph 15.
16. For the highly specialized treatment / investigation, Chief Medical Officer of Birla Sarvajanik Hospital is authorized to consider and refer the case to specialized Hospital / Centre.
17. All the other cases not covered under these rules shall be dealt by Director and the decision of the Director shall be final in all respect.
18. a) In case of married female employee, medical reimbursement will be made only for self (not to her husband/parents/in-laws). Children's case may only be considered if her husband is not getting any medical facilities elsewhere.
b) In case of married male employee, medical reimbursement will be made for self and dependent parents(not to his working wife). Children's case may be considered if his wife is not getting any medical facility elsewhere.
c) Medical reimbursement for parents will be on the basis of complete dependence, for which a certificate / declaration will be submitted by the employee.
19. Reimbursement of a bill will be considered only within three months from the bill date.

20.

- ❖ Reimbursement of any Medical test will be made with the prescribed rates of Sarvajanic Hospital or equal/less of other test centres in Pilani. No reimbursement will be made for outside (Pilani) private test centres without recommendation of Medical Officer to the specialist.
- ❖ Reimbursement of Tests may be made for Government hospitals (outside Pilani) maximum to Sarvajanic Hospital rates or maximum Rs. 500/- per test.
- ❖ On the recommendation of Medical Officer to the specialist of private medical hospital / clinic (in Pilani / outside Pilani) :
 - (a) Consultation charges may be reimbursed
 - (b) Testing charges in proposed center may be paid max to Rs 500/- per test or equivalent to Sarvajanic hospital charges whichever is less.

21. Parents Medical Reimbursement (MR)

1. Retired persons (Father/Mother) from any Govt. / Private job, pensioners are not eligible for MR.
2. Parents residing with staff and having only son, will be considered as wholly dependent.
3. Parents residing with staff, but having more than one son (others living together or elsewhere), MR will be given partially (for 2 sons- 50%, 3 sons - one third...)
Cost of reimbursement will be 50% with the above conditions
4. Retired persons getting pension will not be considered
5. Parents residing with staff and one of the sons is in Govt. job, MR will not be given.
6. All the staff members are supposed to give correct details to the office. In case of any false information, appropriate action may be taken against the staff.

Accommodation Criteria

1. Institute is not obliged to provide residential accommodation to all the staff. The accommodation may be allotted on the basis of availability and seniority.
2. Preference for allotment may be given to teaching/technical faculty.
3. License fees of the quarter may be fixed up by the Management Committee and as and when required will be revised (atleast once in two yrs).
4. Colony maintenance fees (Sweeper/Chowkidar, etc) will be charged, which may be revised (atleast once in two years).
5. At the time of allotment, all the required maintenance will be made and after that, it will be the responsibility of the staff for its maintenance and breakage. Institute will be responsible only for the maintenance of basic supply lines like sewage line, electrical lines, water lines.
6. Initially, Institute will provide some fixtures like fans, tubelights, washbasins, sink, etc. Maintenance & breakage will be the responsibility of the staff.
7. Electricity charges will be paid by the staff as per the electrical meter reading.
8. In case of furniture provided to the allottee, monthly charges will be taken, decided time to time.
9. Allottee will ensure that the allotted accommodation will not be used for any political and commercial activities.
10. Accommodation will not be allotted to the staff having any house in the name of self/spouse or parents' name in Pilani. In extra ordinary circumstances, the case can be considered on merit. It will not be quoted as precedent. The matter will be referred to quartering committee. Allotment of quarters will be done by a quartering committee headed by the Director.

SCHOLARSHIP TO STAFF CHILDREN

Facility of Scholarship to Staff Children shall be for the staff covered under the category of Permanent or on Contract (L) only and restricted to first two children only.

Details of Scholarship are as under:

a) SCHOOL LEVEL (Up to class XII)

Tuition Fee shall be paid by the Institute for education up to class XII. This will be applicable to following Schools of Pilani only:

Birla Public School, Birla Sr. Sec. School, Birla Balika Vidyapeeth, Birla Shishu Vihar, Bal Niketan Sr. Sec. School, Saboo School, Bal Mandir, Moondra School, Janki Devi Mandelia School, UR Padia School, CEERI Vidya Mandir, Hari Devi Jhutharam School, Goenka School, Jamuna Mishra Academy.

b) COLLEGE LEVEL

This facility will be available for higher studies in following Colleges of Pilani :

B K Birla Institute of Engineering & Technology, Birla Technical Training Institute, B K Birla Institute of Higher Education.

c) No fees reimbursement for Play schools (upto 5 yrs or less age)

Terms & Conditions

(a) The Scholarship under category (a), (b) shall be available as per the following marks/percentage criteria:

- i. Students securing 65% marks & more in previous class - 100% Tuition Fee
 - ii. Students securing between 60% and 64.9% marks in previous class - 50% Tuition Fee
 - iii. Students securing between 50% - 59.9% - marks in previous class - 25% Tuition Fee
 - iv. No Scholarship for below 50% marks in previous class
 - v. No Scholarship if student repeats in the same class
 - vi. No Scholarship if students get Backlogs in previous year/semester in Diploma/Engineering Courses.
- In case overall/aggregate grade of the taken subjects is not given, may be found out from the percentage level of grades.

(b) For availing this facility staff members shall apply to the Director/Head of the Institution (along with fee receipt and last exam result) and the same shall be considered after verifying the facts and norms as mentioned above by the Constituted Committee.

(c) No fees will be sent directly to the school/college. It will be reimbursed to the staff member by cheque.

(d) Scholarship shall be given only on the Tuition fee.

(e) Facility can be withheld at any time, if the conduct of the staff is not satisfactory and is working against the interest of the Institute.

TA & DA RULES

1. Traveling allowance and Daily allowance shall be paid only when journeys are performed in connection with Institute work.
2. TA & DA shall be admissible as per schedule given below :
 - a. Members of the Board of Governors, Director of the Institute, Foreign professor (in India only), Special Invitees.
 - i. Entitled to travel by Air or AC First Class and shall be paid
 - a) Air Fare for the Air journey
 - b) AC First Class if the journey is performed by Train
When AC First Class is not available and the journey is performed by AC Two Tier Fare for same shall be paid
 - ii. Actual expenses incurred in connection to the road journey
 - iii. Daily allowance @ Rs. 600/- per day or part of the day
 - iv. Actual lodging charges
 - b. Members of staff drawing basic salary of Rs.37400 (Grade pay-Rs.12,000) PM and above shall be eligible to travel by own car for which actual fuel expenses shall be reimbursed. However a special permission of the Director shall be required for such journey each time.

S.No.	Category	Class entitlement	Lodging Charges	DA per Day
1.	Members of Selection Committee, External Examiners, Visiting professors and Members of the staff drawing a Basic Salary of Rs. Rs.37400(Grade pay-Rs.10,000) PM and above	AC Two Tier	Rs. 800/- per day	Rs. 400/- per day
2.	Staff Members drawing a Basic Salary between Rs. 15600/- (Grade pay-Rs.7000) PM and Rs.37400(Grade pay-Rs.9000) PM	AC ThreeTier	Rs. 600/- per day	Rs. 300/- per day
3.	Staff Members drawing a Basic Salary between Rs. 9300 (Grade pay-Rs.3000) PM and Rs.15600(Grade pay-Rs.6000) PM	AC Three Tier	Rs. 400/- per day	Rs. 200/- per day
4.	Staff Members drawing a Basic Salary less than Rs.9300 (Grade pay-Rs.3000) PM	Second Sleeper Class	Rs. 300/- per day	Rs. 150/- per day

When Lodging is provided by the Institute, no lodging charges shall be paid. If Lodging charges are higher, may be paid as per actual with the approval of the competent authority. Lodging charges will always be paid on production of Bill. Without the Bill lodging charges shall be paid 50% of the admissible amount.

NOTE :

- (a) No incidental expenses will be payable for any travel. However normal DA rates without lodging charges will be applicable for journey period. If to and fro journey is more than 12 hrs, full DA will be given and for less than 12 hrs, half DA will be given.
- ii. No Daily Allowance will be admissible when all actual expenses including Hotel Charges are paid by the Institute.

- iii. For continuous halt beyond first Fifteen days DA and Lodging Charges will be admissible at following Rates:
 - (a) For continuous halt after first 15 days to 45 days – Half Rate of DA & Lodging Charges
 - (b) For continuous halt beyond 45 Days – No DA or Lodging Charges
- iv. DA will be calculated on following Basis
 - For absence from headquarter for 6 Hours – 25%:
 - For absence from headquarter between 6 and 12 Hours – 50%
 - For absence from headquarter exceeding 12 Hours – 100%
3. The actual conveyance expenses at the place of Halt other than Headquarter shall not exceed by one half of the admissible DA without specific approval of the Institute.
4. If Road journey is performed by any public conveyance, Fare shall be restricted to actual fare paid for a seat in a conveyance.
5. Daily allowance shall be reduced by one half if boarding and lodging are provided at the place of halt and by one fourth if only lodging is provided.
6. DA and Lodging charges will be increased by 50% in A class cities (Delhi, Bombay, Calcutta, Bangalore, Chennai, Hyderabad) and Hill stations.
7. For staff car Drivers night allowance @ Rs. 80/- per night shall be admissible over and above the DA and lodging expenses. Advance of toll fees to be paid both ways will be granted.
8. All journeys shall normally be performed by the shortest routes except when it is not possible due to some specific reasons.
9. As far as possible concessional Air Ticket shall be procured for Air Travel.
10. Fare of Road Transport is not admissible when transport is provided by the Institute
11. Government Officers attending the meetings of the Institute shall be paid TA & DA as per rules of their department.
12. Members of staff permitted to attend Conferences, Meetings of the learned bodies etc shall be paid Rail/Bus fare for which they are entitled and DA as admissible for the place of halt. They shall not be entitled for any other expenses.
13. No Traveling Allowance shall be paid to any staff member to join the first appointment.
14. If any staff member travels by his/her own car for official work, he may be given actual consumption of petrol/diesel cost (Receipt of petrol/diesel has to be submitted).

POWERS OF DIRECTOR

1. The Director shall be the final authority on matters pertaining to the Institute.
2. The Director shall have the power to incur expenditure in accordance with the procedures as determined by the Board of Trustees from time to time, subject to the budget provisions made for the specific purposes.
3. The Director shall have the power to reappropriate funds with respect to different items constituting the recurring budget, provided that such reappropriation will not involve any liability in future years. Every such reappropriation shall be done after due approval of the Trustees.
4. The Director shall have power to write off irrecoverable losses up to Rs. 5000/- and of irrecoverable value of stores lost or rendered unserviceable due to fair wear and tear up to Rs. 10000/- in any individual case, subject to such stipulations as may be made by the Board of Trustees from time to time.
5. The Director shall have power to fix, on the recommendation of the selection committee, the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of posts to which appointment can be made by him under the powers vested in him by the provision of these regulations.
6. The Director shall have power to appoint a person on adhoc basis for a fixed period and on a fixed pay on recommendations of head of the Institution / Department. However, sanction for such appointments shall depend on the availability of funds.
7. The Director shall have power to grant Honorarium / Allowance to staff members or invited experts for special programmes of the Institutions and Departments on the recommendation of head of the Institution / Department. Sanction for this will also depend on the availability of funds with the Institution / Department.
8. The Director may during his absence from headquarters, authorize a senior person present to sanction staff advances including advances for TA, contingencies, and medical treatment etc., to sign/countersign bills and vouchers on his behalf and to look after the routine and urgent nature jobs.
9. The Director may at his discretion, constitute a committee, as he may consider appropriate for any particular purpose or task, if and when required.
10. In case of dispute regarding any matter, the decision of the Director shall be treated as final.
11. Director will be the Chairman of the Management Committee of Birla Technical Training Institute (BTTI).