अभिशासक परिषद
की द्वितीय बैठक का कार्यवृत्त

MINUTES OF THE 2nd MEETING OF THE BOARD OF GOVERNORS

29.06.2002

भारतीय प्रौद्योगिकी संस्थान रूड़की
रूड़की - 247 667 (भारत)

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247 667 (INDIA)

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE - 247 667 (UTTARANCHAL)

No. MS/IITR/BOG/2nd /2002/490(ii) Dated 23nd July 2002

Subject: Minutes of the 2nd meeting of the Board of Governors held on 29.6.2002.

Sir,

A copy of the minutes of the 2nd meeting of the Board of Governors of the Institute, approved by the Chairman, is sent herewith for favour of your kind perusal and comments, if any, latest by 10th Aug. 2002. If no comments are received by that date, it will be presumed that you have no comments to offer and that you approve of the minutes as recorded.

(A.K.Srivastava)
Lt. Col. (Retd) 23 JUL 2002
Registrar
Secretary, Board of Governors

To,

1. Prof.S.K.Joshi
The Chairman, Board of Governors
IIT Roorkee
Room No. 252
National Physical Laboratory
Dr. K.S.Krishnan Marg
New Delhi 110 012

2. Prof.Prem Vrat
Director
IIT, Roorkee

3. Mr. Sudripto Roy, IAS
Secretary to Govt. of H.P
Technical Education Department
Simla- 2 (Himachal Pradesh)

4. Mr. Madhukar Gupta I.A.S.
Chief Secretary to Uttaranchal Govt.
State Secretariat
Dehradun (Uttaranchal)

5. Mr. Dharamvir, I.A.S.
Financial Commissioner and
Principal Secretary to Govt. of Haryana
Room No.46, Tech. Education & I.T. Deptt.
9th Floor, Haryana Civil Secretariat
Chandigarh

6. Mr. V.S.Pandey
Jt. Secretary (Tech)
Department of Secondary
& Higher Education
MHRD, Shastri Bhawan
New Delhi

7. Dr. K.Kasturirangan
Chairman,
Deptt. of Space, Antariksh Bhavan
New BEL Road
Bangalore 560 094

8. Dr. D.P.Singh
Vice Chancellor,
U.P.Rajarshi Tandon Open University,
17, Thorn Hill Road,
(Maharishi Dayanand Marg)
Allahabad – 211 001 (U.P.)

9. Prof. R.Natarajan
Chairman
All Indian Council for Technical Education
Indira Gandhi Sports Complex,
Indraprastha Estate
New Delhi 110 002

10. Prof. K.G.Ranga Raju
Civil Engg. Deptt.
Indian Institute of Technology, Roorkee
Roorkee 247 667

11. Prof. S.S.Saini
Civil Engg. Deptt.
Indian Institute of Technology, Roorkee
Roorkee 247 667

12. Lt. Col. (Retd.) A.K.Srivastava
Registrar
Indian Institute of Technology, Roorkee
Roorkee 247 667

Secretary

23 JUL

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
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INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
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MINUTES OF THE 2ND MEETING OF THE BOARD OF GOVERNORS HELD ON 29TH JUNE 2002 AT 2.00 P.M. IN THE BOARD ROOM OF THE INSTITUTE.

PRESENT:

1.	Prof. S.K. Joshi	- Chairman
2.	Prof. Prem Vrat	- Member
3.	Prof. D.P. Singh	- Member
4.	Mr. Madhukar Gupta, IAS	- Member
5.	Mr. Sudripto Roy, IAS	- Member
6.	Mr. Dharamvir, IAS	- Member
7.	Prof. R. Natarajan	- Member
8.	Prof. K.G. Ranga Raju	- Member
9.	Lt. Col. (Retd.) A.K.Srivastava	- Secretary

APOLOGIES RECEIVED FROM THE MEMBERS FOR NOT ATTENDING THE MEETING:

(a) Prof. Kasturirangan, Chairman, ISRO, Bangalore.
(b) Mr. V.S.Pandey, Joint Secretary, MHRD, New Delhi
(c) Prof. S.S.Saini, IIT Roorkee.

OPENING REMARKS OF THE CHAIRMAN:

The Chairman welcomed the members to the 2nd meeting of the Board of Governors and specially Prof. R.Natarajan, Chairman, AICTE, Mr. Madhukar Gupta, IAS, Chief Secretary to Uttaranchal Govt., Mr. Dharamvir, IAS, Financial Commissioner & Principal Secretary to Govt. of Haryana, and Mr. Sudtripto Roy, IAS, Secretary to Govt. of Himachal Pradesh, who were attending the meeting for the first time. He expressed happiness on their presence in the meeting, and looked forward to their continued guidance and valued contribution to the activities of the Institute. He also expressed his desire to increase the linkages between the Institute and the States falling under the Zone of IIT Roorkee, in order to develop a synergy between the requirements of the respective States and the expertise of IIT Roorkee in various fields.

The agenda was then taken up.

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Item No.2.1.1: To confirm the minutes of the 1st meeting of the Board of Governors held on 30.3.2002:

The minutes of the 1st meeting of the Board of Governors held on 30th March 2002 as circulated, were confirmed.

Item No.2.1.2: To receive a report on the action taken on the decisions of the previous meeting of the Board of Governors held on 30.3.2002

The positions of action taken on the matters as reported were noted.

The Chairman desired that in future those items which had actions pending, should be listed separately.

Item No.2.1.3: To receive a brief report on the academic activities of the Department of Architecture and Planning

Prof. Najamuddin, Head, Department of Architecture & Planning made a presentation on the academic activities/ achievements of the Department. The same was noted/ appreciated by the Board.

Item No.2.1.4: To receive a report from the Director on the significant developments/ issues since the last meeting of the Board held on 30.3.2002:

Presenting the report, the Director highlighted the significant developments/ issues with special reference to (a) Administrative Restructuring and Appointments, (b) Infrastructure Improvement, (c) Academic Matters, (d) Students activities, (e) Awards/Laurels to the faculty of the Institute, (f) Workshops and Events Organised, (g) Research & Development, (h) Important Visitors to the Institute, (i) Signing of Memoranda of Understanding, (j) Library, (k) Publication of the IIT Bulletin and documents on the Ordinance and Regulations for admission to the Ph.D. Programme and (l) Other important activities of the Institute.

Noting the Report, the Board appreciated the efforts made by the Director, towards the overall development of the Institute, and in affecting the transition smoothly.

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Item No.2.2.1: To consider the Ordinance for Post Graduate Programmes as recommended by the Senate

The Director briefed the Board that the Ordinance was drafted by an Institute Committee and was considered and approved by the Senate in its meeting held on 20th June 2002. He then highlighted certain salient features of the Ordinance for the Post Graduate Programmes.

The Board approved the Ordinance and the Regulations as recommended by the Senate.

RESOLUTION NO. BG/38/2002: RESOLVED THAT the Ordinance & Regulations for the Post Graduate Programmes as given in APPENDIX 'A' be approved for adoption and may be classified as **"Ordinance No.3 - Post Graduate Programmes".**

Item No. 2.2.2: To consider the Ordinance for the Under Graduate Programmes as recommended by the Senate:

The Director briefed the Board that the Ordinance was drafted by an Institute Committee and was considered and approved by the Senate in its meeting held on 20th June 2002. He then highlighted certain salient features of the Ordinance & Regulations for the Under Graduate Programmes.

The Board approved the Ordinance & Regulations as recommended by the Senate.

RESOLUTION NO. BG/39/2002: RESOLVED THAT the Ordinance & Regulations for Under Graduate Programmes as given in APPENDIX 'B' be approved for adoption and may be classified as **"Ordinance No.4 - Under Graduate Programmes".**

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Item No. 2.2.3: To consider the recommendations of the Senate regarding the structure/ schemes of teaching for the 4 semester (24 months) M.Tech. programmes in Engineering & Technology, M.Arch., MURP & M.Tech. (Solid State Electronics Materials), to be implemented from the session 2002-2003:

The Director briefed the Board that the structure and schemes of teaching were drafted on the basis of a letter received from MHRD and highlighted the salient features of the new structure .

The Board approved the structure and schemes of teaching as recommended by the Senate.

RESOLUTION No. BG/40/2002: RESOLVED THAT the structure and schemes of teaching for the 04 semester (24 months) M.Tech. programmes in Engineering & Technology, M. Arch., MURP & M.Tech. (Solid State Electronics Materials) as given in **APPENDIX 'C'** be approved for adoption and be implemented from the session 2002-2003.

Item No. 2.2.4: The MoU between KTH Sweden and IIT Roorkee.

The Director briefed the Board about the proposal. After some deliberation, the Board approved that the proposal be sent to MHRD for specific approval.

RESOLUTION No. BG/41/2002: RESOLVED THAT the MoU as given in the Agenda Note, to be entered into between KTH Sweden and IIT Roorkee, be referred to MHRD for specific approval.

Item No. 2.2.5: The MoU between University of Waterloo, Canada and IIT Roorkee:

The Director briefed the Board about the proposal. After some deliberation, the Board approved that the proposal be sent to MHRD for specific approval.

RESOLUTION No. BG/42/2002: RESOLVED THAT the MoU as given in the Agenda Note, to be entered into between the University of Waterloo, Canada and IIT Roorkee, be referred to MHRD for specific approval.

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Item No. 2.2.6: Waiving off of the Institute fee from the students of Foreign Technical Institutes visiting under MoUs on reciprocal basis:

The Board approved the proposal as recommended by the Senate.

RESOLUTION No. BG/43/2002: RESOLVED THAT waiving off of the Institute fee from the students of Foreign Technical Institutes visiting under MoUs on reciprocal basis, be approved.

Item No.2.2.7: To consider renaming the Department of Bio-sciences & Bio-technology as Department of Biotechnology as recommended by the Senate

The Board approved the proposal as recommended by the Senate.

RESOLUTION No. BG/44/2002: RESOLVED THAT the Department of Bio-sciences & Bio-technology be re-named the Department of Biotechnology .

Item No. 2.2.8: To consider the recommendations of the Board for Sponsored Research & Industrial Consultancy (BSRIC) meeting held on 10th May 2002 and the Senate meeting held on 20th June 2002 regarding the revision of Industrial Consultancy Rules.

The Director briefed the Board about the revision of Industrial Consultancy rules and highlighted their salient features. After some deliberation, the Board approved the same.

RESOLUTION No. BG/45/2002: RESOLVED that the revised Industrial Consultancy rules as given in **APPENDIX 'D'** be approved for adoption.

Item No.2.2.9: To consider the recommendations of Board for Sponsored Research and Industrial Consultancy (BSRIC) meeting held on 19th May 2002 and Senate meeting held on 20th June, 2002 regarding rules for generation & utilization of PROFESSIONAL DEVELOPMENT FUND (PDF) at this Institute

The Director briefed the Board about the Professional Development Fund (PDF) and highlighted some salient features of the PDF. After some deliberation and with a minor modification the Board approved the proposal.

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RESOLUTION No. BG/46/2002: RESOLVED THAT the rules for generation & utilization of the Professional Development Fund (PDF) as given in **APPENDIX 'E'** be approved.

The Board further RESOLVED that the rules for the Professional Development Fund be discussed by the IIT Directors in their next meeting for formulating a common policy.

Item No.2.2.10: To consider the inclusion of a person with an E/M background on the Building and Works Committee

The Board approved the proposal.

RESOLUTION No. BG/47/2002: RESOLVED THAT Er. J.M.Lal, Dy. G.M., Uttaranchal State Electricity Board, Uttaranchal be inducted to the Building and Works Committee to advise the Institute on E/M matters.

Item No. 2.2.11: To consider the recommendations of the 2nd meeting of Building and Works Committee of the Institute held on 21.6.2002:

The Board approved the recommendations of the Building and Works Committee.

RESOLUTION No. BG/48/2002: RESOLVED THAT the recommendations of the Building and Works Committee made in its 2nd meeting held on 21.6.2002 be approved, with accordance of Administrative approval and Expenditure sanction, as detailed below:

(a) Administrative approval for Rs. 39.20 lacs and expenditure sanction for renovation of the Senate Hall.

(b) Administrative approval for Rs. 15.00 lacs and expenditure sanction for renovation of 30 Nos. Rooms in the Teachers' Hostel.

(c) Administrative approval for appointment of one Executive Engineer (Civil) on deputation due to increase in the quantum of Construction Work.

(d) Freezing of certain sites for construction of new buildings, as per the proposed Master Plan **(APPENDIX 'F').**

(e) Approval of the panel of Architects for the Institute.

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Item No. 2.3.1: To consider the adoption of various allowances/ advances in the Institute as applicable to various categories of IIT staff in accordance with the Govt. of India rules on the recommendations of Fifth Central Pay Commission.

This issue was considered by the Finance Committee earlier in the day and it had accepted the implementation of various allowances/ advances with some exceptions.

The Board approved the proposal as recommended by the Finance Committee.

RESOLUTION No. BG/49/2002: RESOLVED THAT the implementation of following allowances/ advances in the Institute as applicable to various categories of IIT staff in accordance with the Govt. of India rules on the recommendations of the Fifth Central Pay Commission as given in **APPENDICES 'G' to 'Q'** be approved. These will be effective from the date of the meeting of the Board i.e. 29.6.2002

ADVANCES

1. Festival advance
2. Conveyance Advance (Motor Car/ Motor Cycle/ Cycle Advance and Personal Computer Advance)
3. House Building Advance

Allowances:

1. House Rent Allowances (HRA)
2. Transport Allowance
3. Cycle Allowance
4. Washing Allowance
5. Overtime Allowance
6. Children's Educational Assistance
7. Conveyance Allowance
8. Non Practicing Allowance

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Item No.2.3.2: To consider the guidelines for the scheme for making appointments on compassionate grounds of Widow or Dependent son/ daughter of deceased employees:

The Board approved the proposal along with check list and proforma regarding employment of dependents of IITR employees dying while in service or invalided out of service.

RESOLUTION No. BG/50/2002: RESOLVED THAT the scheme for making appointments on compassionate grounds of Widow or Dependent son/ daughter of deceased employees/employees invalided out of service as given in **APPENDIX 'R'** be approved.

Item No.2.3.3: To consider the recommendations of the Institute Administrative Committee regarding certain minor modifications in the Purchase Procedure

The Director apprised the house about the minor modifications made in the existing Purchase Procedure. After due deliberation, the Board approved the modifications in the Purchase Procedures with some observations. Members also made some useful suggestions for further improvement in the system.

RESOLUTION No. BG/51/2002: RESOLVED that certain minor modifications in the Purchase Procedures as given in **APPENDIX 'S'** be approved.

Item No. 2.3.4: To consider the report of Prof. A.K.Pant Committee for the re-constitution of Associations in context of IIT Roorkee

The Board approved the proposal with some minor changes

RESOLUTION No. BG/52/2002: RESOLVED THAT the constitution of the IITR Employees Union **(Appendix 'T')** as recommended by the Prof. A.K.Pant Committee be approved with minor modifications with the condition that the activities of the Union will not under any circumstances interfere with or impinge upon the Statutory responsibilities and official activities of the Institute in pursuance of such responsibilities, including implementation of the directives of the MHRD, the IITs Council and the Board of Governors, IITRoorkee.

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Item No. 2.3.5: **To consider the draft MoU to be entered into between the IITs and MHRD, Govt. of India.**

The Board approved the proposal.

RESOLUTION No. BG/53/2002: RESOLVED THAT the MoU as given in the agenda note to be entered into between the IITs and MHRD, Govt. of India, be approved. This may be further modified by the MHRD, as deemed fit.

Item No.2.4.1: **To consider the issue of regularization of staff, presently working against Syndicate Created Positions**

The matter was considered by the Finance Committee earlier in the day and it was decided that a committee be constituted to examine the matters contained under this item.

RESOLUTION No. BG/54/2002: RESOLVED THAT a committee comprising Director, IIT Roorkee, Mr. V.K. Pipersenia, Financial Advisor, MHRD and Mr. Pawan Agarwal, Director, MHRD be constituted to examine the regularization of Syndicate created posts and take necessary decisions in the matter for implementation. The decisions so taken be reported to the Board of Governors.

Item No.2.4.2: **To consider Report on mapping of designations of Academic and Non-Academic Group A, B, C & D employees of University of Roorkee on to the IIT Pay Structure**

The matter was considered by the Finance Committee earlier in the day and it was decided that a committee be constituted to examine the matters.

RESOLUTION No. BG/55/2002: RESOLVED THAT a committee comprising Director, IIT Roorkee, Mr. V.K. Pipersenia, Financial Advisor, MHRD and Mr. Pawan Agarwal, Director, MHRD be constituted to examine the report of the Mapping Committee and take necessary decisions in the matter for implementation. The decisions so taken be reported to the Board of Governors.

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Item No.2.4.3: To consider the panel of Experts who shall act as Nominees of the Board of Governors for Faculty Selections for Alternate Hydro Energy Centre (AHEC)

The Board approved the proposal.

RESOLUTION No. BG/56/2002: RESOLVED THAT the panel of Experts who shall act as Nominees of the Board of Governors for Faculty Selections for Alternate Hydro Energy Centre (AHEC) as given in **APPENDIX 'U'** be approved.

Item No.2.4.4: To consider the issue of the revision of range of Emoluments for 'Y' Pool Contract workers w.e.f. 01.04.2002

The issue was considered in the Finance Committee earlier in the day, and it accepted the proposal after making the under mentioned deletions. The Board approved the same.

Deleted Portion

*A P.C. Operator working in the Slab of Rs. 4300-4600 and having an experience of at least 5 years can be considered for the award of slab at (b) and a P.C. Operator working in the Slab of Rs. 5100-5400 and having an experience of at least 5 years can be considered for the award of the Slab at (c) on the recommendations of a Committee to be constituted by Dean (SRIC) with the following constitution :

(i) One Senior Professor from amongst the Panel for Chairman of Selection Committees (approved by Director for Research Schemes).

(ii) Head of the concerned Department/Centre

(iii) PI/CO-PI of the concerned Project.

In case, PI/Co-PI is also Head of the Department, another faculty member will be nominated by Dean (SRIC).

The recommendations of the above Committee will be approved by Dean (SRIC).

The Committee recommended that a person already working may be refixed in higher designation or slab on the recommendation of the PI/H.O.D., provided that the funds are available and he/she fulfils the requirements of qualification(s) and experience.

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RESOLUTION No. BG/57/2002: RESOLVED THAT the revision of range of emoluments for 'Y' Pool Contract workers and Institute charges for printing, drafting, tracing etc. for the purpose of Consultancy and Research Projects as given in **APPENDIX 'V'** be approved, to be made applicable w.e.f. 01.04.2002.

Item No.2.4.5: To consider the qualifications for filling certain essential posts and Grouping of Posts for the purpose of reservation

The Director briefed the Board about the proposal. After some deliberation and making some additions, deletions/ corrections in the qualifications, the Board approved the same.

RESOLUTION No. BG/58/2002: RESOLVED THAT the qualifications for filling certain essential posts and Grouping of Posts for the purpose of reservation as given in **APPENDIX 'W'** be approved.

Item No. 2.4.6 To consider the issue of allowing the benefit of time scale to the staff appointed in various Research Schemes/ Projects

The Board was of the view that such cases should be routed through the Finance Committee.

RESOLUTION No. BG/59/2002: RESOLVED THAT the issue of allowing the benefit of time scale to the staff appointed in various Research Schemes/ Projects be routed through the Finance Committee.

Item No. 2.4.7: To consider the panel of Board's Nominees for Selection Committees for faculty and other non-teaching Group 'A' positions

The Board authorised to Chairman, BOG to approve the panels.

RESOLUTION No.BG/60/2002: RESOLVED THAT Chairman Board of Governors be authorised to finalise and approve the panels of the Board's Nominees for Selection Committees for faculty and other non-teaching Group 'A' positions.

The Board further **RESOLVED** that any member of the Board may suggest additional names.

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tem No. 2.4.8: To consider the report of the Institute Technical Committee for writing off 184 unserviceable items of the Construction Division

The Board approved the report of the Institute Technical Committee with the condition that reserve value be indicated against each item.

RESOLUTION No. BG/61/2002: RESOLVED THAT the report of the Institute Technical Committee for writing off 184 unserviceable items costing Rs. 10,51,804.80 of the Construction Division as given in **APPENDIX 'X'** be approved with the condition that reserve value be indicated against each item . The items may then be disposed of as per the Institute Regulations.

Item No.2.4.9: To consider the recommendations of the Committee approved by the Director regarding purchase made by certain Departments from M/S Universal Refrigeration Corporation, Faridabad

After due deliberation, the Board approved that an enquiry be held by the Chief Vigilance Officer of the Institute in the matter.

RESOLUTION No. BG/62/2002: RESOLVED THAT an enquiry be held by Chief Vigilance Officer in the matter and responsibility fixed, if possible, for the loss sustained. The legal case be pursued, simultaneously.

Item No.2.4.10: To consider the proforma of Undertaking/ Agreement to be filled by a member of staff of IIT Roorkee proceeding on Extra Ordinary Leave (Ex-India):

The Board approved the proforma.

RESOLUTION No. BG/63/2002: RESOLVED THAT the proforma of the Undertaking / Agreement to be entered into by a member of staff of IIT Roorkee proceeding on Extra Ordinary Leave (Ex-India) as given in **APPENDIX 'Y'**, be approved.

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Item No. 2.4.11: To consider the proposal for opening a Senior Secondary school within the campus under the management of the Delhi Public School Society (DPS) by converting the existing Adarsh Bal Niketan (ABN) into Delhi Public School (DPS), IIT Roorkee:

The Board approved the proposal;

RESOLUTION No. BG/64/2002: RESOLVED THAT the proposal for opening a Senior Secondary school within the campus under the management of the Delhi Public School Society (DPS) by converting the existing Adarsh Bal Niketan (ABN) into Delhi Public School (DPS), IIT Roorkee (IITR) be approved with the following conditions:

(a) The management of the School will be with the DPS Society.

(b) The DPS Management will appoint the Chairman of the Management Committee.

(c) DPS will also nominate four members to the Management Committee, and four members will be nominated by IITR.

(d) There will be no monthly franchise fee, as is being charged by the DPS Society from some other DPS managed schools.

(e) There would be no requirement of a local entrepreneur to finance the school for infrastructure etc., as is being insisted upon by the DPS Society in other establishments.

(f) The same fee will be charged from the Institute Wards as is being charged presently by the ABN.

(g) Assured admission to IITR employee wards will be ensured.

(h) The necessary administrative procedures for conversion be followed.

29.06.2002

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Item No. 2.4.12: To consider the PROGRAMME – Faculty Appraisal System:

The Board approved the Faculty Appraisal System Form w.e.f. 1.7.2002.

RESOLUTION No. BG/65/2002: RESOLVED THAT the PROGRAMME- Faculty Performance Appraisal Form as given in **APPENDIX 'Z'** be approved w.e.f. 1.7.2002.

The Board FURTHER RESOLVED that certain suggestions were made by the members regarding Faculty Performance Appraisal. The same were noted and would be taken into consideration during any subsequent revision of the appraisal form.

Item No. 2.5.1: To report the Decisions/ Actions taken by the Chairman, Board of Governors on behalf of the Board of Governors

The Board ratified the approvals accorded by the Chairman, BOG/ Director, on behalf of the Board.

RESOLUTION No. BG/66/2002: RESOLVED THAT the approvals accorded by the Chairman, BOG/ Director, on behalf of the Board, in the matters listed below, be ratified:

(a) Sri Mohan Lal Doval, Telephone Operator (Senior Grade) has been allowed to take voluntary retirement.

(b) Minor correction in Appendix – G of the Minutes of the BOG dated 30.03.2002.

(c) Payment of Dearness Allowance at revised rates effective from 01.01.2002.

(d) Certain modifications in the eligibility for Promotion by Selection to the post of Office Superintendent.

(e) Medical reimbursement policy for the employees of I.I.T. Roorkee.

(f) Entitlement of various types of leave to the employees of IIT Roorkee.

(g) Extension of contract on the expiry of the contract of Dr. Zillur Rahman, Asstt. Professor, Deptt. of Management Studies.

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(h) Extension of Perks to the Scientific Staff.

(i) Acceptance of request dated 21st May 2002 of Dr. S.S.Saini, Professor, Civil Engg. Deptt. for voluntary retirement w.e.f. 20.8.2002.

(j) Appointment of a Security Officer on contract in the Institute.

(k) Approval of schemes for appointment of Emeritus Fellows, Visiting Faculty and Professor on Contract in IIT Roorkee.

(l) Standing Faculty Advertisement.

(m) Appointment of the Chief Vigilance Officer of the IIT Roorkee.

(n) Appointment of an Asstt. Engineer (Civil) on deputation.

Item No. 2.5.2: To report certain matters for the information of the Board of Governors

The Board took note of the same.

RESOLUTION No. BG/67/2002: RESOLVED THAT the matters, as listed below, be noted and recorded:

(a) Second meeting of the Senate of IIT Roorkee was held on 13.3.2002.

(b) First meeting of the Finance Committee of IIT Roorkee was held on 30.3.2002.

(c) An MoU has been entered into between Government of Uttaranchal (GOU) & IIT Roorkee (IITR) on 10th May 2002, at Dehradun.

(d) Appointment of Dean of Students' Welfare.

(e) Appointment of Chairman GATE-2003.

(f) The resignations of the following faculty members have been accepted.

Sl. No.	Name & Designation	Department	Resignation accepted w.e.f.
1.	Dr. Narendra Kumar, Assoc. Professor.	Electrical Engg.	23.5.2002 (AN)

29.06.2002

(g) The following faculty members have been granted E.O.L./ Sabbatical Leave

Sl. No.	Name, Designation & Deptt.	Period		Nature	Purpose
		From	To		
1.	Dr. S.C. Saxena, Professor, Electrical Engg.	4.6.2002	3.6.2004	E.O.L.	To join as Director, TIET Patiala
2.	Dr. Tashi Nautiyal, Asstt. Professor	1.6.2002	31.5.2003	Sabbatical leave	On Post Doctoral Fellowship

(h) The following faculty members and other staff have been brought on to the regular cadre on completion of their probation period.

Sl. No.	Name & Designation	Department	Date
1.	Dr. D.S. Arya, Asstt. Professor	Hydrology	18.2.2002
2.	Dr. Rajendra Prasad, Assoc. Professor	Electrical Engg.	18.2.2002
3.	Dr. N. P. Padhy, Asstt. Professor	Electrical Engg.	28.2.2002
4.	Dr. (Mrs.) Renu Bhargava, Professor	Civil Engg.	18.2.2002
5	Dr. Pradeep Kumar, Assoc. Professor	Civil Engg.	18.2.2002
6.	Dr. P.K. Garg, Assoc. Professor	Civil Engg.	18.2.2002
7.	Dr. Pradeep Bhargava, Assoc. Professor	Civil Engg.	18.2.2002
8.	Dr. S.K. Ghosh, Assoc. Professor	Civil Engg.	18.2.2002
9.	Dr. C.S.P. Ojha, Assoc. Professor	Civil Engg.	18.2.2002
10	Dr. Satish Chandra, Assoc. Professor	Civil Engg.	18.2.2002
11.	Dr. Mahendra Singh, Assoc. Professor	Civil Engg.	20.4.2002
12.	Dr. U.C. Kothyari, Assoc. Professor	Civil Engg.	18.2.2002
13.	Dr. G.C. Mishra, Professor	W.R.D.T.C.	4.8.2000
14.	Dr. S.M. Sondhi, Associate Professor	Chemistry	18.2.2002

29.06.2002

(i) The following faculty member was appointed as per the details given below:-

Sl. No.	Name & Designation	Department	Date of appointment
1.	Dr. Ravi Kumar, Lecturer (Ex-cadre)	Mech. & Indl. Engg.	20.5.2002

(j) An MoU has been entered into between the Department of Atomic Energy (DAE) and IIT Roorkee.

(k) The document "Ordinances and Regulations for the Ph.D. Programme" has been published.

(l) A Committee of the following has been constituted for handling the Contracts and outsourcing of various Institute services i.e. guest house operation and management, garbage collection, horticulture services, ministerial assistance, drivers, staff for cleaning of various facilities etc.

1. Chairman , Estate & Works -Convenor
2. DOSW - Member
3. Professor Incharge Guest House - Member
4. Professor Incharge Transportation - Member
5. Institute Engineer - Member
6. Asstt. Registrar (General) - Member

The meeting ended with a vote of thanks to the Chair.

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Appendix 'A'
Item No. 2.2.1

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ORDINANCES FOR POST GRADUATE PROGRAMMES

Preamble:

Postgraduate education at the Indian Institute of Technology, Roorkee, is aimed at inculcating in a student a deep sense of understanding of the fundamental principles, concepts and practices in the specialized areas of sciences, engineering, technology and management. The Institute has inherited a strong legacy of postgraduate education from its predecessor, the erstwhile University of Roorkee, which was amongst the earliest institutions in the country to introduce postgraduate programmes in engineering and technology. The various academic programmes have been so designed as to sharpen the intellect of a student, equip him with the power of incisiveness, and help him acquire the habit of enquiry and reason. The curriculum has been carefully formulated and is intended to motivate a student to delve into unknowns and prepare him to undertake research and developmental activities in his chosen discipline. IIT Roorkee is the only Institution in the country having specialized Postgraduate and Doctoral programmes in Earthquake Engg., Water Resources Engineering & Management, Hydrology, Welding Engineering, Alternate Hydro Energy and Pulp & Paper Technology.

Postgraduate education demands the right kind of ambience, a good infrastructure, an acclaimed and dedicated faculty, and considerable flexibility in the course structure. IIT Roorkee is the Institute, which provides the above ingredients in abundance. Its PG programmes are well crafted and continually updated to keep pace with the scientific, technological and societal changes taking place in the global arena. Every course has been assigned certain number of credits depending upon the workload it involves. The performance of the student is continuously evaluated to motivate him to improve his performance throughout the duration of programme and a letter grade is awarded on the completion of the course. The Course structure has enough flexibility and allows a student to progress at an optimum pace, commensurate with his intellectual quotient and convenience. When a student has earned certain minimum number of credits stipulated for the programme, with a specified minimum cumulative grade point average, he becomes eligible for the award of degree. The programmes have inherent core strengths of the Departments / Academic Centres and have specialized compulsory and elective courses, besides core courses on modeling and simulation and mathematics. This provides enough flexibility to the students to broaden their knowledge base.

The Ordinances as embodied here are for specifying the provisions required for the purpose of smooth functioning of the postgraduate programmes of the Institute.

ORDINANCES FOR THE PG PROGRAMMES

Short title & Commencement

1. (i) These Ordinances shall be called the Ordinances for the Postgraduate Programmes of the Indian Institute of Technology, Roorkee.

(ii) These ordinances shall come into force with effect from such date as the Senate/Board may appoint in this behalf.

Definitions

2. Unless the context requires otherwise,

(i) "Applicant" shall mean an individual who applies for admission to any Postgraduate (PG) programme of the Institute;

(ii) "Board" shall mean the Board of Governors of the Institute;

(iii) "CEED" shall mean Common Entrance Examination in Design;

(iv) "Casual Student" shall mean a student, who is registered for a Degree in a recognized Institution/University in India or abroad and is officially sponsored by his parent Institution to avail laboratory and other academic facilities or for attending a formal set of courses at the Institute;

(v) "CGPA" shall mean the cumulative grade point average of a student;

(vi) "Council" shall mean the council of the Indian Institutes of Technology;

(vii) "Coordination Committee" shall mean the committee of the faculty members involved in a course;

(viii) "Course" shall mean a curricular component identified by a designated code number and a title;

(ix) "Course Coordinator" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades;

(x) "DPGS&R" and "Dean PGS&R" shall mean the Dean, Postgraduate Studies and Research;

(xi) "DRC/CRC" shall mean the Postgraduate and Research Committee of the Department/Academic Centre;

(xii) "Degree" shall mean the Master's degree viz. M.Tech., M.Sc., M.C.A., M. Phil, M.Arch., M.U.R.P., M.B.A. and such other degrees of the Institute as may be approved by the Board;

(xiii) "Diploma" shall mean the Postgraduate Diploma in such areas as may be approved by the Board;

(xiv) "Educational Institution" shall mean those institutions, which offer Bachelor's and/or higher degrees in Science, Engineering, and Technology;

(xv) "Faculty Advisor" shall mean a teacher nominated by the Department/Academic Centre to advise a student on the courses

to be taken by him and other matters related to the academic programme;

(xvi) "Full-time student" shall mean a student registered for a PG Degree / diploma devoting full time for completing the academic requirements;

(xvii) "GATE" shall mean Graduate Aptitude Test conducted by the Government of India;

(xviii) "Grade Moderation Committee" shall mean the committee appointed by the department/academic centre to moderate grades awarded by the course coordinators in different courses in a semester, at a given level of a curriculum;

(xix) "Institute" shall mean the Indian Institute of Technology, Roorkee;

(xx) "Minimum Registration Period" shall mean the minimum period for which a candidate must be registered for the postgraduate degree or diploma;

(xxi) "Part-time Student" shall mean a student registered for a PG Degree/diploma, devoting a part of his time towards the completion of the PG programme and a part of his time towards the discharge of his official obligations;

(xxii) "PG" shall mean postgraduate;

(xxiii) "BPGS&R" or "Board for PGS&R" or PG Board" shall mean the Board for Post Graduate Studies and Research Programmes of the Institute;

(xxvi) "Scheme of Teaching and Examination" shall mean the scheme of teaching and examination for a PG programme approved by the Senate;

(xxv) "SGPA" shall mean the semester grade point average;

(xxvi) "SC/ST" shall mean the scheduled castes and scheduled tribes as notified by the Government of India from time to time;

(xxvii) "Sponsored Candidate/Student" shall mean a full-time PG student receiving full financial support from the Sponsoring Organization;

(xxviii) "Supervisor" shall mean a member of the academic staff of the Institute and / or from outside the Institute approved by the Department/ Academic Centre to supervise the student for the designated academic activity;

Note: 'He' & 'His' imply 'he'/'she' and 'his'/'her', respectively.

Appendix 'B'
Item No. 2.2.2

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ORDINANCES FOR UNDERGRADUATE PROGRAMMES

Preamble

Indian Institute of Technology, Roorkee, inherits the legacy of excellence in Undergraduate teaching of the erstwhile University of Roorkee as is evident from the reputation enjoyed by its illustrious alumni and their engineering feats like Aswan to Bhakra-Nangal dam, which stand testimony of their capabilities and excellence. At IIT Roorkee, aim of the education at undergraduate level is to build upon the knowledge gained by a student in school and transform him into an engineer/technologist of future. This is done by imparting knowledge through classroom instruction, laboratory courses, industrial training and other modes of learning. After completing the curriculum, the student acquires an adequate knowledge base in his chosen discipline, which can easily be employed for the solution of real life problems and developed further through higher education, for reaching the frontiers of knowledge in his/her area of specialization.

The undergraduate education at the Institute has both academic and extracurricular components, which have been designed for an integrated development of professionals possessing not only academic excellence but also, discipline, morality, and ethics. After completing the undergraduate programme, many of the students join organizations where teamwork is the predominant mode of functioning. Ethics and discipline are of paramount importance in such situations.

In these days of rapid evolution of knowledge, the academic programmes require provision for continuous updating of the content to incorporate new developments in a particular area. The curriculum is, therefore, broadly defined to make it possible for the teacher to update it continuously by including the latest developments. In addition, the Institute undertakes periodic review of the curriculum to prune the dead wood and incorporate new ingredients, which might have become necessary in the changed context. Exchange of knowledge and methodology across the disciplines is important in furthering its frontiers. In keeping with this spirit, the undergraduate curriculum encourages students to learn across different disciplines. In the undergraduate programme in engineering, apart from the inputs from social sciences and management, biotechnology has been introduced recently, since many novel ideas from this area are being borrowed in engineering.

The curriculum at the undergraduate level has been so structured that it offers enough flexibility to the students to tailor his/her learning to individual inclinations and the desired career objectives. Every course has been assigned certain number of credits depending on the workload it involves. The students are continuously evaluated during the conduct of a course and are awarded a letter grade on the basis of his performance. The academic year is divided into semesters and, in each semester, the students have to register in a branch of study for a number of courses. When a student earns a minimum number of credits specified for a given curriculum, he becomes eligible for the award of the degree.

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The ordinances as embodied here are for specifying the provisions required for the purpose of smooth functioning of undergraduate academic programmes.

ORDINANCES FOR THE UG PROGRAMMES

Short title & Commencement

1 (i) These ordinances shall be called the Ordinances for the Undergraduate Programme of the Indian Institute of Technology, Roorkee

(ii) These ordinances shall come into force with effect from such date as the Senate/Board may appoint in this behalf.

Definitions

2 Unless the context requires otherwise,

(i) "**Applicant**" shall mean an individual who applies for admission to any Undergraduate (UG) programme of the Institute.

(ii) "**Board**" shall mean the Board of Governors of the Institute.

(iii) "**BUGS**" shall mean the Board for Undergraduate studies of the Institute.

(iv) "**Casual Student**" shall mean a student who is registered for a degree in a recognized Institution/ University in India or abroad and is officially sponsored by his parent institute to avail laboratory and other academic facilities or for attending a formal set of courses at the Institute.

(v) "**CGPA**" shall mean the cumulative grade point average of a student.

(vi) "**Coordination Committee**" shall mean the committee of the faculty members involved in a course.

(vii) "**Council**" shall mean the council of the Indian Institutes of Technology.

(viii) "**Course**" shall mean a curricular component identified by a designated code number and a title.

(ix) "**Course Coordinator**" shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades.

(x) "**Degree**" shall mean the Bachelor's degree viz. B.Tech., and such other degrees of the Institute as may be approved by the Board.

(xi) "**Direct Admission Student**" shall mean the students who are admitted directly from abroad and not through JEE, and registered for undergraduate programme for full-time study leading to Bachelor's degree.

(xii) "**DUGC**" shall mean the Department Undergraduate Committee of the Department/ Academic Centre.

(xiii) "**DUGS**" and "**Dean UGS**" shall mean the Dean, Undergraduate Studies.

(xiv) "**Faculty Advisor**" shall mean a teacher nominated by the Department / Academic Centre to advise a student on the courses to be taken by him and other matters related to the academic programme.

(xv) "**Grade Moderation Committee**" shall mean the committee appointed by the department/academic centre to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum.

(xvi) "**Institute**" shall mean the Indian Institute of Technology, Roorkee.

(xvii) "**JEE**" shall mean the Joint Entrance Examination for admission to IITs.

(xviii) "**Student**" shall mean a student admitted through JEE and registered for an undergraduate programme for full-time study leading to Bachelor's degree.

(xix) "**Scheme of Teaching and Examination**" shall mean the scheme of teaching and examination for a branch of study as approved by the Senate.

(xx) "**SC/ST**" shall mean the scheduled castes and scheduled tribes as notified by the Government of India from time to time.

(xxi) "**SGPA**" shall mean the semester grade point average.

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(xxii) "UG" shall mean Undergraduate.

Note: 'He' & 'His' imply 'he'/ 'she' and 'his'/ 'her', respectively

Ordinances

3 (1) The Institute shall offer such UG programmes and of such minimum duration as the Board may approve on the recommendation of the Senate either on its own or on the initiative of a Department/Academic Centre, and/or on the direction of the Board/Council/Government of India.

Provided that the UG Board shall recommend all such programmes.

Provided further that an interdisciplinary programme may be proposed by a Department/Academic Centre or by a committee appointed by the Director for the consideration of the BUGS, the senate and the Board.

(2) The procedure for starting a new programme, temporarily suspending a programme, or phasing out a programme shall be such as may be laid down in the regulations.

(3) The minimum entry qualifications for admission to UG programmes shall be such as may be laid down in the Regulations.

(4) A UG student shall be required to earn a minimum number of credits through various academic courses of a curriculum as provided for in the regulations.

(5) A UG student shall be required to complete all the requirements for the award of the Bachelor's degree within such period as may be specified in the Regulations, including those credits earned at such other institutions as have been recognized by the Institute for this purpose.

(6) The date of initial registration for the UG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes.

(7) Normally, a student shall be required to attend every

lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence to a certain extent may be allowed as provided for in the regulations.

(8) An undergraduate student may be granted such scholarship /studentship /assistantship/stipend, etc. and awarded such medals as may be specified in the regulations in accordance with the directions of the Government of India and/or the decision of the Council/ Board from time to time.

(9) The procedure for the admission of a student or a direct admission student to an undergraduate programme shall be such as may be specified in the regulations; the casual students may be allowed access to academic programmes in the manner provided under the regulations.

(10) In case all the reserved seats for SC/ST category are not filled even with relaxed admission norms, the students in this category, who satisfy some minimum norms specified for this purpose, may be offered admission to one year preparatory programme. On successful completion, these students may be offered direct admission against the unfilled quota of seats as provided for in the regulations.

(11) The procedure for the withdrawal from an undergraduate programme, rejoining the programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may be connected with the running of a UG programme shall be such as may be specified in the regulations.

(12) The award of the UG degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.

(13) A student admitted to the UG programme shall abide by the "Standing Orders for Students" issued by the Institute from time to time. These standing orders shall deal with the discipline of the students in the Bhawans/Hostels, Departments/Academic Centres, the Institute premises and outside. The standing orders may also deal with such other matters as are considered necessary for co-curricular and extra-curricular activities and the general conduct of the students. These standing orders shall be approved by the

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Director on the recommendation of the Dean of Student's Welfare.

(14) Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board/Council and/or the direction of the Government of India, in regard to the duration of the UG programme, the amount and number of scholarship/assistantships and the number of studentships and the procedure thereof. The regulations for the UG programme shall be framed by the BUGS, which shall be considered and approved by the Senate.

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Appendix 'C'
Item No.2.2.3

Structure/Scheme of PG Programmes in respect of M.Tech. in Engg.& Tehnology, M.Arch./MURP, M.Tech.(SSEM) & P.G. Diploma.

(1) The duration of one and half year M.Tech/M.Arch., M.U.R.P. programme shall be increased from 18 months to 24 months (4 Semesters) duration to strengthen project work (dissertation) as per policy guidelines issued by MHRD, Government of India, with effect from the session 2002-03.

(2) The Maximum duration for award of Full-Time and Part-Time M.Tech. /M.Arch./M.U.R.P. degree shall be 6 and 10 semesters, respectively.

(3) The minimum duration of Part time programme is 3 years.

(4) HS-501: Technical Communication course for all postgraduate degree programmes in Engineering, Architecture & Planning and Sciences shall be optional with 2 credit weightage. This shall be run entirely by the Department of Humanities and Social Sciences. The course shall be scheduled in the Time Table so as not to disturb the normal working of the other Departments. The credits shall be included in the requirement of total credits in the concerned programme. This course shall be run in both Autumn and Spring Semesters of each academic session. The Faculty Advisor of the students shall advise the students weak in communication to opt for this course.

(5) The maximum duration for completion of M.Tech./ M.Arch./ M.U.R.P. degree for full-time and part – time students shall be 6 semesters and 10 semesters, respectively.

A. M.Tech. Programmes :

The structure of 4 Semesters M.Tech. programmes shall be as follows :

Semester I	:	**Total Credit 20-25**
Semester II	:	**Total credits 20-25**

(a) Institute core courses except HS 501 Technical Communication shall be the same as in the existing system.
(b) HS:501 : Technical communication shall be optional and shall be of 2 credits to be run in Autumn or Spring Semesters of each academic session.
(c) Departmental core course shall be of 4 credits. The Department may have 1 to 3 alternative courses.
(d) Minor specialisation (courses) : 4-8 credits.
(e) Major specialization (courses) : 20-28 credits.
(f) Project of 4-8 credits may be offered either in II or III semester of the M.Tech. Programme.

The sum total credits for I and II semester together shall be 44 to 48 credits.

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Semester III : Total credits 20-24

(a) Seminar (write up, presentation for evaluation) : **4** credits
(b) Project : **4**-8 credits, if not included in II Semester.
(c) Course **U**nit to be decided by the Department for each programme: 0-4 credits (optional for the Department) .
(d) Dissertation : The credits for dissertation in Semester III & IV taken together shall be between 32 and 40.
(e) The topic of dissertation shall be decided in the 2nd semester.
(f) `The portion of dissertation work of 8-16 credits, carried out in III semester, shall be examined at the end of III Semester and the evaluation shall be recorded as Satisfactory or **U**nsatisfactory with Grades 'S' or '**U**', respectively.
(g) If the dissertation of a student is graded unsatisfactory (**U**), he/she shall cease to get scholarship/assistantship in the IV Semester.
(h) For the calculation of SGPA and CGPA of III Semester, only the credits of Seminar, Project (if not offered in II Semester), one course unit (if approved by the Deptt./Centre) and Technical Communication (if not opted in I or II Semester) shall be taken into account.

Semester IV : Total Credits 20-24

(a) Dissertation : The credits for Dissertation in Semester III & IV taken together shall be between 32-40 Credits.
(b) Dissertation work done in the III and IV Semester shall be submitted in the form of a Write up, which shall be presented for evaluation as a whole at the time of final Viva-Voce Examination at the end of IV Semester.
(c) If a student gets unsatisfactory (**U**) grade in Dissertation in the III Semester, he/she shall not be awarded the final Grade higher than B Plus in the Dissertation as a whole at the end of IV Semester.
(d) The Dissertation Viva-Voce Board shall consist of the following :

(i)	Head of the Deptt. or his nominee	Chairman
(ii)	One nominee of DRC	Member
(iii)	Supervisor(s)	Member
(iv)	External Examiner	Member

(e) The distribution of weightage for the Dissertation amongst the Examiners shall be as follows :

(i) Supervisor(s)	:	25%
(ii) External Examiner	:	25%
(iii) Viva-Voce Board together	:	50%

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The above weightage shall be summed up and converted out of 100 marks. The grades will be awarded on the basis of absolute marks system given below :

A Plus	> 91
A	82-90
B Plus	73-81
B	64-72
C Plus	55-63
C	46-54
D	40-45

(f) Total credits for Semester III and IV put together shall be between 44 to 48.

(g) Normal vacations should be utilised for completion of requirements of the PG programmes.

(h) A minimum of total course credits to be earned by a student for the award of the M.Tech. degree shall be 88 with the minimum CGPA requirement of 5.5 as passed by the Senate vide item 2.3.36 on 13th March 2002.
In the PG degree programme, a student who discontinues at the end of 3rd semester with acceptable performance (CGPA ≥5.5) may resume the work (dissertation).

B. M. Arch. & MURP Programmes :

The P.G. degree Programmes of the Department of Architecture and Planning should conform to the above broad framework for M.Tech. programme with credits of 20-25 for I & II Semesters each, 20-24 for III Semester and 20-24 Credits for IV Semester, respectively. A minimum total of 88 credits for all the four semesters taken together with minimum CGPA requirement of 5.5 be earned by a student for the award of M.Arch/M.U.R.P. degree. In the III Semester a course unit of 4 credits may be offered. This is, however, optional for the Department. The dissertation of 8-16 credits shall be evaluated at the end of III Semester and shall be graded as satisfactory (S grade)/ Unsatisfactory (U grade) similar to M.Tech. programmes.

C. P.G. Diploma :

(1) P.G. Diploma of two Semester (one year duration) presently run in the WRDTC, Hydrology and Earthquake Engineering Departments may be continued as at present with the following broad framework.

(i) Credit requirements for each of the two semester be 20-25.
(ii) Project of 4-8 Credits shall be completed by the end of Semester II.
(iii) The total Credit requirement for the award of Diploma shall be 44-48.

(2) New P.G. Diploma programmes, specially the industry oriented programmes, may be proposed for and considered later.

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Appendix 'D'
Item No.2.2.8

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (UTTARANCHAL)

RULES FOR INDUSTRIAL CONSULTANCY

1. DEFINITIONS:

1.(a) Department :

All *academic* departments and *academic* centres will be covered by the word 'department' for the purpose of *these rules*.

1.(b) Departmental Consultancy Projects:

A project referred to the Head of the Department may be taken up as a Departmental Consultancy Project. Further, a project referred to an individual faculty member may also be taken up as Departmental Consultancy Project at the request of the that faculty member. Normally, Consultancy Projects involving multi disciplinary/ inter departmental inputs or requiring use of large facilities, likewise projects which were expected to run for a long period may be considered by a department to be taken up as Departmental Consultancy Projects. A Departmental Consultancy Project will have at least three investigators.

However, for centres / departments with special character different from normal teaching departments the respective Centres/ departments may define the scope of departmental Consultancy Projects, in accordance with their needs, subject to the approval of the *Board of Governors*.

1.(c) Individual Consultancy Projects:

All Consultancy Projects which are not Departmental Consultancy projects will be treated as Individual Consultancy Projects. A Human Resources Development Project may be classified as a Consultancy Project.

1.(d) Institute Development Fund: (hereinafter referred to as I.D.F.)

(i) A part of the Institutional Overhead Charges received for sponsored research and a part of the Institute share from Industrial Consultancy project will be credited to a separate fund to be called as SRIC fund and to be operated by Dean SRIC as per budget approved by the Budget Committee of the Institute.

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(ii) A part of the SRIC fund will be transferred every year to Institute Development fund, which will form the corpus of the Institute.

1.(e) Departmental Development Fund : (hereinafter referred to as D.D.F.)

This will be a departmental fund. The objective of this fund is to provide additional grant to the department for its developmental activities as well as for funding its other activities for which adequate funds are not available from other sources. This fund can also be used for activities like providing seed money for holding conferences/ workshops and seminars etc. This account will be operated by the Head of the concerned department according to a budget made by the *Professorial Committee of the Department.*

1.(f) Professional Development Fund: (hereinafter referred to as P.D.F.)

There will be a Professional Development Fund for individual academic staff,. the objective of which will be to help individuals in their professional development . A part of the Institute share from Consultancy Projects will be transferred to the P.D.F. of the concerned academic staff and utilized by them as per norms.

1.(g) Type - I Consultancy Projects:

Consultancy Projects without the use of laboratory facilities of *the Institute*, will be classified as Type-I Consultancy Projects.

1.(h) Type-II Consultancy Projects:

Consultancy Projects involving use of laboratory facilities of *the Institute will be classified as Type-II Consultancy Projects.* Such projects will cover field testing, and field measurements, calibration of equipment/ instruments and testing of material / equipment in laboratory and development work using laboratory facilities

Note : (I) For Departmental Consultancy Projects, the Principal Investigator will be decided by the Head of the Department in consultation with the *Professorial Committee of the Department.*

(ii) Each Consultancy project will be classified either as Type I or Type II and will not be bifurcated. In case of multi-disciplinary/ inter departmental projects, a single project can be divided into subprojects on mutually agreed terms, by the consenting departments.

(iii) In addition, to academic & technical staff, the PI may distribute upto *Rs.5000/- or 2% of total amount of honorarium being distributed,* whichever is less, as remuneration to other staff of the department for miscellaneous assistance rendered in the execution of the project.

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2. GENERAL CONDITIONS

2(a) Individuals or Departments may take up Consultancy work only after taking approval of the *Dean SRIC* through the Head of the concerned Department. The report of Departmental Consultancy Projects will be signed by the Head of the Department and the report of the individual Consultancy project will be signed by the Principal Investigator.

In emergent cases where only advice at Roorkee is involved or, where testing of materials/ products in the Laboratory is concerned, the work may be accepted with the approval of the Head of the department under intimation to *Dean SRIC*. However, normally the report may be given only when the Consultancy Project has been duly approved.

2(b) All fees in connection with *Consultancy Projects* should be received in the name of the *IIT, Roorkee*. The *Board of Governors (BOG)* may permit individual departments to receive and disburse Consultancy funds, if it is considered necessary in the interest of the work / Institute.

2(c) For projects involving only site visits for consultation work and/ or personal discussion, fees may be charged on per day basis at mutually acceptable rate subject to minimum of Rs.2500/- per man-day for academic staff, including the days spent on travel.

2(d) For technical and other *non-academic* staff, making only site visits outside the scope of an on going Consultancy project, fees may be charged on per day basis at minimum of Rs.200/- per man-day.

2(e) The PI may, with the prior permission of *Dean SRIC* avail the services of persons not in the Institute service as *Consultants*, provided that the PI certifies that the services are of a nature for which the expertise is not available in department/ Institute.

2(f) No Consultancy project from any agency can be taken up for an amount less than Rs.2500/-. This will, however, not apply for cases where rates have been fixed by the department / *Institute*. This limit may be reviewed every three years.

2(g) *Special casual leave* will be admissible for individual Consultancy work within the over all limits. *For further absence* for Consultancy work, leave as due will be taken by the staff. For Departmental Consultancy work, persons concerned will be treated on duty during absence from the campus. Any absence from the Headquarters in connection with Consultancy project of any type will be with prior approval of Competent Authority.

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3. NORMS FOR EXPENDITURE

3(a) The Principal Investigator may get specific work done on payment from outside. However, such payment may not exceed 5% of the total amount contracted for the project. While making such expenditure all the rules regulations as applicable to Consultancy Projects should be followed. For higher expenditure HOD's prior permission will be necessary.

3(b) The Principal Investigator may engage Institute Students as Student Assistants for consultancy and testing work on payment of Rs. 50/- per hour subject to a maximum of 50 hours per month. However, students receiving fellowship from any agency shall not be entitled to such payments.

3(c) Expenses incurred on reasonable hospitality not exceeding *Rs.300/-* per head per meal and *Rs. 75/-* per head for snacks etc., in connection with the consultation work can be charged as expenses out of the fee received subject to the condition that the total expenditure on this account should not exceed 5% of gross fees contracted for the project. For larger expenditure approval of Dean SRIC will be necessary.

3(d)Travel : The most expeditious and convenient mode of travel should be used to minimise period of absence from the *Institute*. There will be no restriction placed by the *Institute,* on the mode of travel. Actual boarding & lodging expenses, in addition to DA, will be paid on production of receipt, subject to maximum of twice the daily gross salary at the ceiling of the person's pay scale. In case of field work, the field allowance will be permissible in addition to the DA as per *Institute* rules. All these expenses will be met out of the Consultancy project funds.

3(e) *Consultants:* Normally provision for *involving experts from outside the Institute as consultants*, if necessary, will be made at the time of acceptance / approval of the project. An amount upto Rs. 25,000 or 10% of the Consultancy fee whichever is lower, can be paid to *Consultant(s)* after obtaining approval from the *Dean, Sponsored Research & Industrial Consultancy*. For payment over Rs.25,000 and upto Rs.50,000 or 15% of the total fees, whichever is lower, approval of a committee set up for this purpose by the *Director* under the chaimanship of *Dean, Sponsored Research & Industrial Consultancy* would be required. For payments over Rs. 50,000 or over 15% of the Consultancy fee, *Director* may approve payments on the recommendation of the Committee mentioned above. Payment exceeding 20% of the total Consultancy fee shall not normally be allowed to *consultant(s)*.

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4. DISTRIBUTION OF CONSULTANCY FUNDS

Individual Consultancy Projects:

4(a) Consultancy work without use of laboratory facilities (Type I) :
For Consultancy work without use of Laboratory Facilities the norms for calculation of various percentages for distribution will be as follows:
Total Fee received from client = I
Amount paid *as Institute share* in the beginning = 0.05 I
Remaining amount (F) = 0.95 I
Total expenditure on the project = E
Savings = (S) = (F –E)
Amount paid as *Institute share* = 0.15 S
Remaining Amount = 0.85 S
0.80 S to be distributed to the investigators
0.05 S to be distributed for office support and staff welfare fund

4(b) Consultancy work involving use of laboratory facilities (Type II):
For Consultancy work involving use of Laboratory Facilities, the norms for calculation of various percentages for distribution will be as follows:
Total Fee received from client = I
Amount paid *as Institute share* in the beginning = 0.05 I
Remaining amount (F) = 0.95 I
Total expenditure on the project = E
Savings = (S) = (F – E)
Amount paid as *Institute share* = 0.30 S
Remainder = 0.70 S
0.65 S to be distributed to Investigators / Technical staff
0.05 S to be distributed for office support and staff welfare fund.

4(c) The guidelines for Distribution of 0.05 S will be decided by the *Board for Sponsored Research & Industrial Consultancy (BSRIC)* from time to time.

4(d) Distribution for 'Departmental Consultancy Projects:

(i) In 'Departmental Consultancy Projects' without use of Laboratory Facilities, the *Institute share* from the saving(S) will be 0.35 S; 0.6 S will be distributed to investigators/ technical staff and 0.05 S is to be distributed as per clause 4 (c).

(ii) In 'Departmental Consultancy Projects' involving laboratory facilities, the *Institute* share from saving (S) will be 0.5 S, 0.45 S will be distributed to the investigators / technical staff and 0.05 S is to be distributed as per clause 4(c)

(iii) For deficit departments/ centres the *Institute* share of saving(S) as given in (i) and (ii) above will go towards salary of staff of the concerned department. 0.05 S to be distributed as per clause 4 (c) and remaining to be distributed to investigators/ technical staff.

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4(e) Sale proceeds of software products developed by a faculty member/ Scientist/ Research Worker, will be shared between the *Institute* and the individual as per the norms of TYPE II Consultancy Project. If a student is involved in developing a software, he/she will be paid due share. A list of computer programmes developed by a student as a part of the thesis will be included in the thesis as an Annexure.

5 Limit on Total Remuneration by an Academic staff from Consultancy/ Testing work:

5(a) There will be no limit on the total remuneration to be received from Consultancy projects during the financial year by faculty & other Academic staff. However for departmental consultancies this limit will be 40% of the gross salary received during the financial year. For technical staff, the limit on total remuneration will be 40% of his gross salary received during the financial year. For departmental consultancies this limit will be 20% with the provision that the total remuneration from all consultancies does not exceed 40%. If the total remuneration payable to a staff member exceeds the prescribed limit, the excess amount will be deposited in the Professional Development Fund (PDF).

5(b) If any of the academic staff wishes to divert part or whole of his/her own remuneration to his/her Professional Development Fund (P.D.F.), the same will be permissible.

6. *Any revision in the guidelines for operating Consultancy Projects proposed by Dean, SRIC from time to time will be considered by Board for Sponsored Research & Industrial Consultancy (BSRIC) for approval.*

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Rules For Professional Development Fund (As recommended by BSRIC & Senate)

The rules for generation and utilization of Professional Development Fund (PDF) will be as follows:

(i) The PDF of a faculty member or other academic staff member may be generated by crediting a certain percentage of the following:

(a) The Institute overhead charges received in a Sponsored Research Project from the funding agency.
(b) Institute share from a Consultancy Project and unspent balance, if any,
(c) Institutional overhead charges received from HRD Programmes.

The proposed percentages to be credited to the PDF of the concerned faculty/academic staff are as per the following table. Another portion of the Institutional overhead charges / Institute share will be credited to the Departmental Development Fund (DDF) of the concerned Department/Academic Centre as shown in the table:

Type of Project and Component available for distribution	Distribution			
	Professional Development Fund	Departmental Development Fund	Incentive toOffice/Tech.Staff/ Cont. toSWF etc.*	SRF Fund
(A) Sponsored Research Project Institutional overhead charges received from funding agency (I)	0.2 I	0.2 I	0.1 I	0.5 I
(B) Industrial Consultancy Projects				
Institute Share (I)				
(i) Type-I , Individual	0.25 I	0.25 I	-	0.5 I
(ii) Type- II, Individual	0.15 I	0.15 I	-	0.7 I
(iii) Type-I, Departmental	0.10 I	0.10 I	-	0.8 I
(iv) Type-II, Departmental	0.075 I	0.075 I	-	0.85 I
(v) For deficit Deptts(e.g. AHEC contributing @ 5% of gross amount only	Nil	Nil	-	I
Unspent Balance (UB)	-	UB	-	-
(c) HRD programmes				
Institutional Over head Charges(I)				
(i) Sponsored Courses				
(ii) Special Courses	0.3 I	0.1 I	0.1 I	0.5 I
Unspent Balance (UB)	0.3 I	0.15 I	0.05 I	0.5 I
	-	UB	-	-

*** The Guidelines for distributions of this amount will be made by BSRIC.**

23 JUL 2002

(ii) The PDF can be utilized by the concerned faculty member for the following purposes:

1. TA/DA and Registration fee for attending a Conference in India or abroad and for making exploratory visits for Sponsored Research /Consultancy work.
2. Membership fee of Professional Societies.
3. Purchase of Professional Books, Journals, Stationery, Computer Stationery, Software or data on any storage medium
4. Equipments/ Air Conditioner facilities for laboratories and Phone/Fax facilities in the Office.
5. Upgradation or outright purchase of laptop or desk-top computer and related peripherals for use by the faculty member at any location as per the work requirement.
6. Purchase of office and laboratory furniture.
7. Cost of handset (Cellular Phone) once in five years and Rs. 500/- p.m. on any type of telephone calls including prepaid cash card.

(iii) All purchases and travel shall be made as per rules of the Institute.

(iv) The items procured out of PDF shall be properly accounted for and shall remain the property of the IITR. However, the items mentioned at serial nos (ii) 3,5, & 7 above may remain as permanent loan to the concerned faculty from the Departmental Library/Laboratory, where the stock entry was made.

(v) If expenditure on the above items at one time exceeds Rs.5000/-, prior approval of Dean (SRIC) will be necessary, For items at serial no. (ii) 1 prior approval of Dean SRIC will be necessary irrespective of the amount involved. For any expenditure not covered above, recommendation of Dean (SRIC) and prior approval of the Director will be necessary.

(vi) PDF will be available to the faculty member upto 3 years of his/her leaving the Institute or upto 3 years after retirement, as the case may be.

22/6/2002

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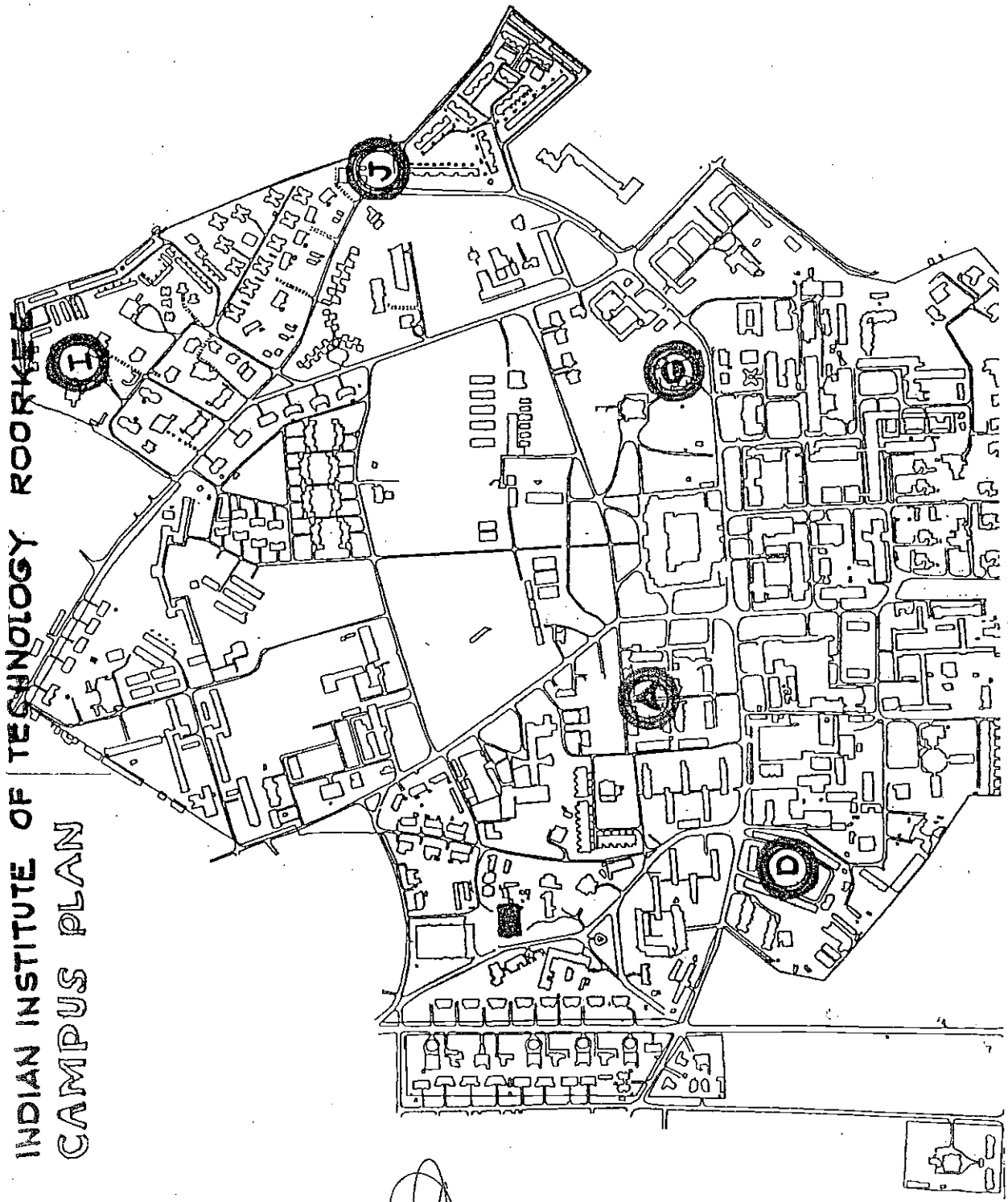
Appendix 'F'
Item No. 2.2.11(d)



Appendix –'G'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 01/2002 ON FESTIVAL ADVANCE

1. **OBJECTIVE: -**

The Festival Advance is given to the employees of the Institute, to enable them to meet out the immediate expenses on account of a festival. The advance is free of interest and the recovery is made in easy installments.

2. **ADMISSIBILITY: -**

(a) An employee whose basic pay plus stagnation increment does not exceed Rs.8300/- p.m.
(b) An employee who is temporary, under suspension, on half pay leave, on EOL or LPR is not eligible for this benefit.

3. **AMOUNT: -**

The Current rate of advance is Rs. 1500/-. The increased rate will be admissible as per Central Govt. norms/ orders issued from time to time.

4. **CONDITIONS: -**

(a) This advance is admissible only once in a financial year even if the festival falls twice in the same year.
(b) Earlier advance, if any, should have been recovered in full.

5. **RECOVERY: -**

(a) Recovery should commence with the issue of pay for the month following that in which the advance is drawn.
(b) Advance should be recovered in not more than 10 monthly installments.

6. **Head of Account** :- Debited to the respective Salary Grants.

7. **Application Procedure**:- To apply on **IITR FORM FA-I.**

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/Fes. Adv./2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

23 JUL 2002

IITR FORM - FA - I

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247 667 (उत्तरांचल)

पर्व अग्रिम हेतु आवेदन–पत्र

1. आवेदक का नाम : _____
2. पदनाम एवं विभाग : _____
3. कर्मचारी संख्या : _____
4. वर्तमान वेतन (महंगाई एवं अन्य भत्तों को मिलाकर) : _____
5. पर्व का नाम जिसके लिए अग्रिम की आवश्यकता हैं : _____
6. क्या पिछला अग्रिम पूरी तरह से चुकता हो चुका हैं? : _____
7. आवेदित अग्रिम की राशि : _____
8. कर्मचारी की सेवानिवृत्ति का दिनांक : _____
9. किस्तों की संख्या जिनमें यह राशि वापिस की जायेंगी (अधिकतम 10 किस्तों में) : _____
10. प्रमाणित किया जाता है कि मैने चालू वित्त वर्ष में किसी प्रकार का पर्व अग्रिम नहीं लिया हैं ।

दिनांक : ..... आवेदक के हस्ताक्षर

संस्थापन कार्यालय हेतु अग्रसारित

विभागाध्यक्ष / कार्यालयाध्यक्ष

संस्थापन कार्यालय प्रयोग हेतु

श्री / श्रीमति / कु0 ..... को रू0 .....
(रूपये .....) की धनराशि अनुमोदित की जाती हैं। लेखा विभाग इस सन्दर्भ में अग्रिम आवश्यक कार्यवाही करने का कष्ट करें।

स्वीकृत

सहायक कुलसचिव / उप कुलसचिव / कुलसचिव
प्राधिकृत अधिकारी

लेखा कार्यालय प्रयोग हेतु

श्री / श्रीमति / कु0 ..... को रू0 ..... का पर्व अग्रिम भुगतान हेतु पास किया जाता हैं। जिसकी वसूली ..... समान किस्तों में माह ..... के वेतन से प्रारम्भ होगी।

सहायक बिल अनुभाग	कार्यालय अधीक्षक बिल अनुभाग	सहायक लेखाधिकारी / वित्त नियंत्रक प्राधिकृत अधिकारी

29.06.2002

Appendix – 'H'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 02/2002 ON CONVEYANCE AND PERSONAL COMPUTER ADVANCE

1. **OBJECTIVES: -**

The Conveyance Advance is given to the Institute employees, to purchase any old/new Motor Car/ Motor Cycle/ Scooter/ Cycle/ Personal Computer etc. for their daily use enabling them to perform their duties more efficiently.

2. **SANCTIONING AUTHORITY :-**

Director / Dy. Director on behalf of the BOG.

3. **GENERAL CONDITIONS: -**

(i) The authority should be satisfied about the applicants' repaying capacity.
(ii) Official without substantive appointment should furnish Surety Bond in Form CA-III from a permanent official of status equal to or higher than the applicant himself.
(iii) The advance should not be sanctioned or disbursed to an official under suspension.
(iv) The advance can be granted only if the outstanding balance, if any, in respect of an advance previously granted, for the same purpose, together with interest thereon, has been fully repaid.
(v) The advance cannot be granted if the vehicle (or machine) has been purchased already and paid for, unless it has been purchased and paid for by raising temporary loan within three months from the date the advance is applied for.
(vi) Prior permission for, or intimation of, the purchase of the vehicle is necessary under the Conduct Rules.
(vii) Purchase of the vehicle should be made within one month from the date of drawal of the advance - exception Item (v) above.
(viii) Registration Certificate of the vehicle in his name should be produced within a month of purchase, or within two months from the date of drawal of the advance, failing which penal interest from the date of drawal of the advance, to the date of production of RC will be levied.
(ix) The Motor Car should, after purchase, be mortgaged to the Director.
(x) A property return on the prescribed form showing the purchase of the vehicle (or machine) will be submitted within three months of the date on which the vehicle is purchased.
(xi) Recovery of the advance will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of advance.
(xii) Simple interest at the rate prescribed for the purpose, will be charged on the balance outstanding on the last date of each month and will be recovered in one or more instalments after complete repayment of the principal. The amount of each such instalment should not be greater than the amount fixed for repayment of principal.

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(xiii) Sanction should indicate the interest at 2½% more than the prescribed rate with a stipulation that a rebate of 2½% will be allowed for prompt repayment and observing of other conditions.

(xiv) Interest may be calculated by applying the following formulae :-

(a) Principal repaid in equal instalments from month to month -

$$\text{Interest} = \frac{n(n+1)}{2} \times \frac{x}{12} \times \frac{r}{100}$$

(b) Portion of the principal is paid in equal monthly instalments, and the balance is paid in lumpsum -

$$\text{Interest} = \frac{n}{2}(a+l) \times \frac{r}{100} \times \frac{1}{12}$$

(c) Repayment is not regular -

The balances outstanding on the last day of each month should be added up. Then -

$$\text{Interest} = \text{Total interest bearing balance} \times \frac{1}{12} \times \frac{r}{100}$$

Where n	-	No. of instalments including last instalment of lumpsum payment, if any.
a	-	Amount of principal.
x	-	Amount of each instalment of repayment.
r	-	Rate of interest.
l	-	Last balance for which interest is due.

NOTES:-

1. Recovery made from the pay for a month is deemed to be made on the first of the succeeding month.
2. The amount recovered from pay and any lumpsum payment(s) during that particular month should be taken as one instalment; eg., when an instalment is recovered from pay for April, paid on 30th April, if the balance is repaid in lumpsum any time (in one or more instalments) during April, the recovery through pay bill and the lumpsum payment(s) should all be taken as one instalment, for formula (ii).

(xv) The prescribed rates of interest will be chargeable as per Central Government norms.

(xvi) Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the advance with interest thereon. The sale proceeds in such cases should be applied towards repayment of the advance with interest, to the extent necessary.

4. Debited Head :-

The amount of Advances will be debited to the funds allotted for this purpose under the Head "Advances".

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MOTOR CAR ADVANCE

1. **ELIGIBILITY :-**

Officers drawing basic pay (including NPA and stagnation increment) of Rs. 10,500 p.m. or more are eligible for the grant of the advance. This may be relaxed by the Competent Authority in deserving cases.

2. **AMOUNT :-**

On the first occasion restricted to Rs. 1,80,000 or eleven months' basic pay (plus NPA and stagnation increment) or the price of the car to be purchased, whichever is the least.

On the second/subsequent occasions, restricted to Rs. 1,60,000 or eleven months' basic pay (plus NPA and stagnation increment) or the price of the car to be purchased, whichever is the least.

Second/subsequent advance for the purchase of a different type of vehicle is admissible without selling the previous vehicle, but the balance of the previous advance with interest should be repaid in full.

Second or every subsequent advance for the purchase of motor car will be admissible only after four years from the date of drawal of the earlier advance; this condition will not apply -

(i) if the preceding advance was for motor cycle and the second advance is for a motor car.
(ii) when a Government servant disposes of his motor car in India prior to deputation/ training abroad lasting for more than a year and returns to India without a car;

3. **MORTGAGE :-**

The Motor Car after purchase, be mortgaged to the Director, IIT Roorkee.

4. **REPAYMENT:-**

In not more than 200 equal monthly instalments. The Government servant may at his option repay more than one instalment in a month. Recovery should start from the first issue of pay/leave salary/subsistence allowance after the drawal of advance.

5. **INTEREST:-**

To be recovered in minimum number of monthly instalments. Amount of each instalment to be not greater than the amount fixed for repayment of principal.

If the advance is drawn in more than one instalment, the rate of interest is determined with reference to the date of drawal of first instalment.

6. **APPLICATION PROCEDURE: -**

The procedure of applying for advance is given at Form CA-I, CA-II, CA-III & CA-IV.

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MOTOR CYCLE/ SCOOTER ADVANCE

1. **ELIGIBILITY :-**

Officials drawing basic pay (including NPA and stagnation increment) of Rs. 4,600 p.m. or more. This may be relaxed by the sanctioning authority in deserving cases.

2. **AMOUNT :-**

On the first occasion restricted to Rs. 30,000 or 6 months' basic pay (plus NPA and stagnation increment) or the anticipated price of motor cycle/ scooter/ moped, whichever is the least.

On the second/subsequent occasions restricted to Rs. 24,000 or 5 months' basic pay (plus NPA and stagnation increment) or the price of motor cycle/ scooter to be purchased, whichever is the least.

Second/ subsequent advance for purchase of different type of vehicle, viz., motor car, is admissible without selling the vehicle previously purchase with advance from Government; but the balance of the previous advance with interest should be repaid in full.

3. **REPAYMENT :-**

In not more than 70 equal monthly instalments.

4 **INTEREST:-**

To be recovered in minimum number of monthly instalments. Amount of each instalment to be not greater than the amount fixed for repayment of principal.

If the advance is drawn in more than one instalment, the rate of interest is determined with reference to the date of drawal of first instalment.

5. **APPLICATION PROCEDURE: -**

The procedure of applying for advance is given at Form CA-I, CA-II, CA-III & CA-IV.

CYCLE ADVANCE

1. **ELIGIBILITY :-**

An employee, whose basic pay (plus stagnation increment) does not exceed Rs.5,000 p.m.

2. **AMOUNT :-**

Rs. 1,500 or the anticipated price including sales tax, whichever is less.

3. **CONDITIONS:-**

1. Should furnish cash receipt, and particulars of the cycle within one month of drawing the advance.
2. Subsequent advance will not ordinarily be admissible within 3 years of the first advance.
3. Priority to be given to those who have not availed the advance during the preceding five years.
4. Cannot be granted to an official under suspension.

29.06.2002

5. Cannot be granted if the bicycle has already been purchased and paid for, unless it was purchased and paid for by raising temporary loan within 3 months from the date the advance was applied for.

4. **REPAYMENT :-**

In not more than 30 equal monthly installments.

5. **RECOVERY : -**

Recovery will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of the advance.

6. **INTEREST : -**

To be recovered in one or more instalments after repayment of the principal.

PERSONAL COMPUTER ADVANCE

1. **ELIGIBILITY :-**

Officers drawing basic pay (including NPA and stagnation increment) of Rs. 10,500 p.m. or more are eligible for the grant of the advance. This may be relaxed by the Competent Authority in deserving cases.

2. **AMOUNT :-**

Rs. 80,000 on the first occasion and Rs. 75,000 on second or subsequent occasions or the anticipated price of the computer (excluding customs duty, if any) whichever is less.

3. **CONDITIONS:-**

1. An application for the grant of advance for the purchase of a Personal Computer shall be made in Form CA-I.
2. A second or subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance.
3. Advance not admissible for payment of customs duty on the Personal Computer.

4. **REPAYMENT :-**

In not more than 150 monthly instalments. Total recoveries on account of computer advance, taken by an Institute employee shall not exceed 50% of the total emoluments.

CHARGEABLE HEAD ACCOUNT: -

The amount of these advances will be debited to the funds allotted for this purpose under the Head "Advances".

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/Con. Adv./2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

IITR FORM - CA - I

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की (उत्तरांचल) 247 667
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

मोटरकार/मोटर साईकिल/स्कूटर/व्यक्तिगत कम्प्यूटर खरीदने हेतु
अग्रिम के लिए आवेदन–प्रपत्र
APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF
MOTOR CAR/ MOTOR CYCLE/ SCOOTER/PERSONAL COMPUTER

1. आवेदक का नाम तथा कर्मचारी संख्या _____
Name of the applicant & Emp. No.

2. आवेदक का पदनाम तथा विभाग _____
Applicant's designation & Deptt.

3. जिला तथा स्टेशन/District & Station _____

4. वेतन/Pay :
   (1) मूल वेतन तथा वेतनमान/Basic Pay and Scale _____
   (2) विशेष/वैयक्तिक वेतन/Special/Personal pay _____
   (3) अस्थाई है या स्थाई _____
   Whether temporary or permanent

5. मोटर कार/स्कूटर/मोटर साईकिल/कम्प्यूटर की अनुमानित कीमत _____
Anticipated price of Motor Car/ Scooter/Motor Cycle/Computer

6. अग्रिम की राशि/Amount of advance required _____

7. अधिवर्षिता अथवा सेवानिवृत्ति की तारीख या अनुबन्ध के आधार पर नियुक्त अधिकारी के मामलें में अनुबन्ध की समाप्ति की तारीख _____
Date of Superannuation or retirement or date of expiry of contract in case of officer appointed on contract basis

8. किस्तों की संख्या, जिनमें अग्रिम की राशि वापस लौटानी हैं _____
Number of instalments in which the advance is desired to be repaid

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9. क्या इसी उद्देश्य के लिए पहले भी अग्रिम ली थी?
यदि हाँ, तो/Whether advance for similar purpose was obtained previously and if so,

(1) अग्रिम की तारीख _____
Date of drawal of the advance

(2) अग्रिम की राशि तथा/या उस पर ब्याज जो अब तक बकाया हो _____
The amount of advance and or interest thereon still outstanding, if any

10. क्या खरीदना चाहते हैं?
What is the intention to purchase ?

(1) एक नई या एक पुरानी मोटरकार/स्कूटर/मोटर साईकिल/कम्प्यूटर ____
A new or an old motor car/ scooter/Motor Cycle/Computer

(2) यदि किसी नियमित या प्रतिष्ठित विक्रेता या एजेन्ट के अलावा किसी अन्य व्यक्ति के माध्यम से मोटरकार/स्कूटर/मोटर साईकिल/कम्प्यूटर खरीदना चाहते हैं तो क्या केन्द्रीय सेवा (आचरण) नियमावली 1955 के नियम 15(2) के अनुसार आपने सक्षम प्राधिकारी की स्वीकृति पहले से प्राप्त कर ली हैं।
If the intention is to purchase motor car/ scooter/motor cycle/computer through a person other than a regular or reputed dealer or agent whether previous sanction of the competent authority has been obtained, as required under Rule 15(2) of the Central Service (Conduct) Rules, 1955.

11. क्या अधिकारी छुट्टी पर है या छुट्टी पर जाने वाला हैं ?_____
Whether the officer is on leave or is about to proceed on leave ?

(क) अवकाश प्रारम्भ होने की तारीख/Date of Commencement of leave _____
(ख) अवकाश समाप्त होने की तारीख/Date of expiry of leave _____

12. बातचीत चल रही है या आपने इस संबंध में प्रारंभिक जांच कर ली है कि अग्रिम लेने की तारीख से एक माह के अन्दर ही मोटरकार/स्कूटर/मोटर साईकिल/कम्प्यूटर की सुपुर्दगी ले ली जाएगी।
Are you negotiating or preliminary enquiry is being made so that delivery may be taken of the motor car/ scooter/Motor Cycle/Computer within one month from the date of drawal of advance.

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13. (i) प्रमाणित किया जाता है कि उपरोक्त जानकारी पूर्ण तथा सत्य हैं।
Certified that the information given above is complete and true.

(ii) प्रमाणित किया जाता है कि जिस मोटरकार/मोटर साईकिल/स्कूटर/कम्प्यूटर के लिए मैने अग्रिम के लिए आवेदन किया है उसकी सुपुर्दगी मैंने अब तक नहीं ली है तथा अग्रिम की राशि लेने की तारीख से एक माह के अन्दर खरीदने के संबंध में बातचीत पूर्ण कर लूंगा, पूर्ण रूप से भुगतान कर दूंगा तथा मोटरकार/ मोटर साईकिल/स्कूटर/कम्प्यूटर की सुपुर्दगी ले लूंगा।
Certified that I have not taken delivery of the Motor Car/ Motor Cycle/ Scooter/Computer on account of which I apply for the advance, that I shall complete negotiations for the purchase, pay finally and take possession of the motor car/ motor cycle/scooter/Computer before the expiry of one month from the date of drawal of advance and that of taking delivery of it.

आवेदक के हस्ताक्षर _____
Applicant's signature

पदनाम तथा विभाग _____
Designation & Department

तारीख/ Date _____

अग्रसारित/ **Forwarded**

विभागाध्यक्ष/कार्यालयाध्यक्ष
Head of the Deptt./ Office

टिप्पणी : आवेदन जमा करने से पहले इसके 1 से 4 तथा 7 तक के कॉलम की सूचना को सम्बन्धित संस्थापन अनुभाग से सत्यापित करवा लेना चाहिए।

Note : Column 1 to 4 and 7 of the application form may please be got verified from concerned Establishment Section before submission.

संस्थापन कार्यालय हेतु

प्रमाणित किया जाता है कि कॉलम सं0 1 से 4 व 7 में भरी गयी प्रविष्टयों को चैक कर लिया गया हैं तथा वह सही पायी गयी।

Certified that the entries in Column No. 1 to 4 and 7 has been checked and found correct.

कार्यालयाध्यक्ष, संस्थापन अनुभाग
Office Supdt., Establishment

सहायक कुलसचिव/उपकुलसचिव
Asstt. Registrar/ Dy. Registar

29.06.2002

IITR FORM - CA - II

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की (उत्तरांचल) 247 667
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE (UTTARANCHAL) 247 667

सं0 भा.प्रौ.सं.रु. / सामान्य / दिनांक :
No. IITR/Gen/ Dated :

स्वीकृति आदेश
SANCTION ORDER

मोटर कार / मोटर साईकिल / स्कूटर / कम्प्यूटर खरीदने के लिए एतद्द्वारा _____ रू0 की अग्रिम स्वीकृति की जाती हैं।

Sanction is hereby accorded to the grant of an advance of Rs. _____ _____ for purchase of a Motor Car/ Motor Cycle/ Scooter/Computer.

2. _____ से अग्रिम की राशि _____ _____ रू0 माह के हिसाब से _____ किस्तों में तथा उस पर लगा ब्याज _____ अतिरिक्त किस्तों में वसूल किया जाएगा।

The advance will be recovered from _____ in _____ monthly instalment of Rs. _____ each ..... additional instalments for interest accured there on.

3. अधिकारी द्वारा स्कूटर / मोटर साईकिल / कार / कम्प्यूटर अपने पास रखना उसके कार्यालयीन कर्तव्यों को कार्यकुशलता पूर्वक सम्पन्न करने के लिए आवश्यक समझा जाता हैं।

The possession of the Scooter/ Motor Cycle/ Car /Computer by the official is considered necessary for the efficient discharge of his official duties.

4. _____ रू0 की राशि वर्तमान वित्तीय वर्ष के लिए स्वीकृत बजट में निर्धारित निधि के अन्तर्गत आती हैं।

The amount of Rs. _____ is covered by the funds earmarked for the purpose in the sanctioned budget for the current financial year.

5. इस अग्रिम की स्वीकृति "अनुबन्ध" एवं बन्धक बॉन्ड में नियत शर्तों के अतिरिक्त निम्नांकित शर्तों पर की जाती हैं :–

In addition to the conditions in "Agreement" and mortgage bond, the sanction of this advance is subject to the following conditions:-

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(1) संबंधित पदाधिकारी द्वारा संस्थान के साथ निर्धारित प्रपत्र में अनुबन्ध पर हस्ताक्षर करने के पश्चात ही पूर्वोक्त अग्रिम की राशि को एक निर्मोचन आदेश द्वारा निर्मोचित किया जाएगा। इस स्वीकृति आदेश के जारी होने के एक माह के अन्दर हस्ताक्षरित अनुबन्ध इस कार्यालय में जमा किया जाएगा ऐसा न करने पर स्वीकृति आदेश अपने आप ही रद्द हो जाएगा।

The amount of advance aforesaid shall be released through a Release Order after an agreement with the Institute is signed by the official concerned in the prescribed proforma. The signed agreement shall be deposited with the office within one month from the date of issue of sanction order failing which the sanction order shall automatically stand cancelled.

(2) पूर्वोक्त निर्मोचन आदेश के जारी होने के पश्चात् अग्रिम की राशि तत्काल आहंरित करनी होगी तथा मोटर कार/मोटर साईकिल/स्कूटर/कम्प्यूटर खरीदना होगा तथा निर्मोचन आदेश/अग्रिम लेने के एक महीने के अन्दर निर्धारित प्रपत्र भरकर संस्थान में उसे बन्धक रखना होगा।

The amount of advance shall be drawn immediately after the issue of Release Order, aforesaid and the Motor Car/ Motor Cycle/ Scooter/ Computer shall be purchased and Mortgaged to the Institute in the prescribed proforma within one month from the date of issue of Release Order/ drawal of advance.

(3) मोटरकार/ मोटर साईकिल/ स्कूटर/ कम्प्यूटर खरीदने के 15 दिन के अन्दर उपरोक्त पदाधिकारी के नाम पर बने निम्नांकित दस्तावेज इस कार्यालय में जमा करने होगें।

The following documents in the name of official concerned shall be submitted to the office within 15 days from the date of the purchase of the Motor Car/ Motor Cycle/ Scooter/Computer:-

(अ) वास्तविक भुगतान की गई राशि की टिकट लगी रसीद।
(a) Stamped receipt for the amount actually paid.

(ब) संबंधित वाहन की सर्वसमावेशी बीमा पॉलिसी।
(b) Comprehensive insurance policy in respect of vehicle concerned.

(स) वाहन के पंजीकरण कागजात।
(c) Registration papers of vehicle.

(द) यदि पुराना वाहन/कम्प्यूटर खरीदा हो तो पदाधिकारी के नाम पर हस्तानांतरण/ पंजीकरण कागजात।
(d) Transfer papers/ Registration papers in the name of the official if a second hand vehicle/Computer is purchased.

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"अ" से लेकर "द" तक की उपरोक्त शर्तों के पालन न करने की स्थिति में प्राप्त की गई अग्रिम की पूरी राशि इस संबंध में बने नियमों के अनुसार ब्याज के साथ अविलम्ब वापस करनी होगी। कृपया इस संबंध में स्वीकृति के अन्त में उल्लिखित "बाध्यता" पर ध्यान दें। कृपया इस पत्र के साथ संलग्न अनुबन्ध प्रपत्र को दिनांक ..... अथवा उससे पूर्व तक इस कार्यालय में जमा कर दें।

In the event of non-compliance of conditions (a) to (d) above the amount of conveyance advance drawn shall have to be refunded in full forthwith alongwith interest as per rules in the behalf. Please see the 'obligation' in this connection given at the bottom of this sanction. It is requested that the enclosed agreement may kindly be submitted on or before _____.

सहायक कुलसचिव (सामान्य)
Asstt. Registrar (Gen.)

अनुलग्नक / Encl. : अनुबन्ध प्रपत्र / Agreement form
प्रतिलिपि / C.C. to: (1) वित्त नियंत्रक / Finance Controller
(2) सहायक कुलसचिव / Asstt. Registrar संस्थापन (अ / ब) / Estt. (A/B)

बाध्यता / OBLIGATION

यदि निर्धारित समय तक वाहन नहीं खरीदा गया / कागजात प्रस्तुत नहीं किए गए तो स्वीकृति रद्द कर दी जाएगी तथा अग्रिम की राशि दण्ड स्वरूप ब्याज सहित एक मुश्त वसूल की जाएगी। इसके अतिरिक्त कदाचार के लिए नियमानुसार अनुशासनात्मक कार्यवाही भी की जा सकती हैं।

If vehicle is not purchased/ papers not produced within the stipulated period, the sanction will be cancelled and full amount of the advance recovered in lumpsum with penal interest. Besides, disciplinary action may also be taken for the Misconduct as per rules.

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IITR FORM - CA - III

मोटर वाहन/कम्प्यूटर खरीदने के लिए पेशगी लेने के समय लिया जाने वाला अनुबन्ध का प्रपत्र

FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR VEHICLE/COMPUTER

यह अनुबन्ध एक पक्षकार के रूप में ..... (जिसे आगे "उधार लेने वाला" कहा गया है और इसके अन्तर्गत उसके वारिस, निष्पादक, प्रशासक और विधिक प्रतिनिधि भी हैं) और दूसरे पक्षकार के रूप में अध्यक्ष, अभिशासक परिषद्, भारतीय प्रौद्योगिकी संस्थान रुड़की (जिन्हें इसमें आगे "अध्यक्ष" कहा गया है और इसके अन्तर्गत उनके उत्तरवर्ती और समुनिदेशिती भी हैं) के बीच आज तारीख ..... को किया गया है। उधार लेने वाले ने मोटर वाहन/कम्प्यूटर खरीदने के लिए साधारण वित्तीय नियम 3 (जिसे इसमें आगे "उदत्त नियम" कहा गया है जिसके अन्तर्गत उस नियम के उस समय प्रवृत्त संशोधन भी है) उपबन्धों के अधीन ..... रू. उधार दिए जाने के लिए अध्यक्ष को आवेदन किया है और अध्यक्ष उधार लेने वाले को इसमें आगे दिए निबंधनों और शर्तों पर उक्त रकम उधार देने के लिए सहमत हो गए हैं। रू. ..... की धनराशि (जिसकी प्राप्ति एतद्द्वारा ऋणी स्वीकार करता है) के संबंध में ऋणी अध्यक्ष के साथ सहमत हैं कि (1) उक्त नियम में दिए अनुसार वेतन में से मासिक कटौती द्वारा उक्त राशि का नियमानुसार जोड़े गए ब्याज सहित अध्यक्ष को भुगतान किया जाएगा और वह ऐसी कटौतियां करने के लिए अध्यक्ष को प्राधिकृत करता है तथा (2) ऋण लेने की तारीख से एक माह के भीतर यह पूरी राशि मोटर वाहन/कम्प्यूटर की खरीद पर खर्च की जाएगी और यदि दिया गया वास्तविक मूल्य ऋण से कम है तो शेष राशि अध्यक्ष को तत्काल लौटा दी जाएगी तथा (3) उधार लेने वाले को उधार दी गई उपरोक्तानुसार राशि एवं उक्त नियम द्वारा निर्धारित ब्याज की राशि को जमानत के रूप में उक्त मोटर वाहन/कम्प्यूटर को अध्यक्ष के पास बन्धक रखने के लिए दस्तावेज प्रस्तुत किया जाएगा। अंत में इससे सहमति प्रकट की जाती है और यह घोषित किया जाता है कि यदि उधार लेने वाले को उक्त रकम लिए जाने की तारिख से एक मास के भीतर मोटर वाहन/कम्प्यूटर नहीं खरीदा गया और न ही उसे बन्धक रखा गया अथवा यदि उधार लेने वाला इस अवधि के भीतर दिवालिया हो

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जाता है या संस्थान की सेवाएं छोड़ जाता है अथवा उसकी मृत्यु हो जाती है तो उधार की कुल राशि एवं उस पर उक्त ब्याज की समस्त राशि तत्काल शोध्य और देय हो जाएगी।

इसके साक्ष्य स्वरूप उधार लेने वाले और अध्यक्ष की ओर से कुलसचिव ने पहले लिखे गए दिन और वर्ष को इस पर अपने–अपने हस्ताक्षर कर दिए हैं।

An agreement made on _____ day of _____ of two thousand and _____ between _____ (hereinafter called the Borrower which expression shall include his heirs, administrators executors and legal representatives) of the one part and the Chairman, Board of Governors, IIT Roorkee (hereinafter called the Chairman, which expressing shall include his successor and assignees) of the other part. Whereas the Borrower has under the provisions of the General Financial Rules, 1963 (hereinafter referred to as the said Rules which expression shall include any amendment there of for the time being in force) applied to the Chairman for a loan of Rs. _____ for the purchase of a Motor Vehicle/Computer and whereas the Chairman has agreed to loan the said amount to the borrower on the terms and conditions hereinafter contained. Now it is here by agreed between the parties here to that in consideration of the sum of Rs. _____ paid by the Chairman to the Borrower (the receipt of which the Borrower hereby acknowledged) the borrower hereby agrees with the Chairman (1) to pay the Chairman the said amount with interest calculated according to the said Rules by Monthly deductions from his salary as provided in the said Rules and hereby authorises the Chairman to make such deductions. (2) within one month from the date of these presents to expend the full amount of the said loan in purchase of a motor vehicle/Computer or if the actual price paid is less than the loan to repay the difference to the Chairman forthwith, and (3) to execute a documents hypothecating the said Motor Vehicle/Computer to the Chairman as Security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said rules and it is hereby lastly agreed and declared that if the Motor Vehicle/Computer has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrower within that period become insolvent of quits the service of the Institute or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

In witness whereof the Borrower and Registrar for and on behalf of the Chairman have here in to set their hands the day and year first before written.

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निम्नलिखित की उपस्थिति में उधार लेने वाले के हस्ताक्षर
Signed by the said in the presence of

1. गवाह के हस्ताक्षर
Signature of witnesses _____

नाम, पदनाम एवं विभाग
Name, Designations & Deptt. _____

_____

2. गवाह के हस्ताक्षर _____ उधार लेने वाले के हस्ताक्षर एवं पदनाम
Signature of witness Signature & Designation of the Borrower

नाम, पदनाम एवं विभाग
Name, Designation & Deptt. _____

_____

अध्यक्ष, अभिशासक परिषद् की ओर से निम्नलिखित की उपस्थिति में हस्ताक्षर किए
Signed by for and on behalf of the Chairman, BOG in the presence of

प्राधिकृत अधिकारी के हस्ताक्षर
Signature of Authorised Officer

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IITR FORM - CA - IV

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की – 247 667 (उत्तरांचल)
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

सं0 : भा.प्रौ.सं.रु./सामान्य/2002/ दिनांक:
No. IITR/Gen./2002 Dated :

विषयः– मोटरकार/ मोटर साईकिल/ स्कूटर/ कम्प्यूटर पेशगी का निर्मोचन।
Subject:- Release of Motor Car/ Motor Cycle/ Scooter/ Computer Advance.

डॉ./श्री/श्रीमति/कु0 _____ ने वह अनुबन्ध दे दिया हैं जिसे मोटर कार/मोटर साईकिल/स्कूटर/कम्प्यूटर की खरीद की अग्रिम प्राप्त करने से पहले प्रस्तुत करने की आवश्यकता थी। इसके परिणामस्वरूप डॉ./श्री/श्रीमति/कु0 _____ की स्वीकृति सं0 भा.प्रौ.सं.रु./सामान्य/..... दिनांक _____ के द्वारा स्वीकृत _____ मोटर कार/मोटर साईकिल/स्कूटर/कम्प्यूटर की अग्रिम राशि का उनको भुगतान कर दिया गया।

Dr./Shri/Smt./Km. _____ has since furnished the "Agreement" which was required to be executed before the drawal of advance for the purchase of Motor Car/Motor Cycle/Scooter/Computer. As a sequal, Motor Car/Motor Cycle/Scooter/Computer Advance sanctioned to Dr./Shri/Smt./Km. _____ vide sanction No. IITR/Gen/ _____ dated _____ may kindly be released to him.

अग्रिम (आहरण) में निम्नांकित बातें सम्मिलित हैं जिन्हें उपरोक्त संदर्भ के अंतर्गत सूचित कर दिया गया था।

Drawal of advance is subject interalis to the following condition. Which were also intimated vide above reference.

1. पूर्वोक्त निर्मोचन आदेश के जारी होने के पश्चात् अग्रिम राशि तत्काल आहरित करनी होगी तथा निर्मोचन आदेश जारी होने के एक माह के अन्दर वाहन/कम्प्यूटर खरीदकर निर्धारित प्रपत्र के अन्तर्गत उसे संस्थान को बन्धक रखना होगा।

The amount of advance shall be drawn immediately after the issue of release order afored said and vehicle/Computer shall be purchased and Mortgage to the Institute in the prescribed proforma within one month from the date of issue of the Release Order.

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2. वाहन/कम्प्यूटर खरीदने के 15 दिन के अन्दर उपरोक्त अधिकारी/ कर्मचारी के नाम पर बने निम्नांकित दस्तावेज इस कार्यालय में जमा करने होगें :–

The following documents in the name of the above official shall be submitted to the office within 15 days from the date of the purchase of the vehicle/Computer:-

(अ) वास्तविक भुगतान की गई राशि की टिकटसुदा रसीद।
(a) Stamped receipt for the amount actually paid.

(ब) वाहन/कम्प्यूटर सम्बन्धी सर्वसमावेशी बीमा पॉलिसी।
(b) Comprehensive insurance policy in respect of vehicle/computer concerned.

(स) वाहन पंजीकरण कागजात।
(c) Registration papers of the vehicle.

(द) यदि पुराना वाहन खरीदा हो तो पदाधिकारी के नाम हस्तांतरण पंजीकरण कागजात।
(d) Transfer papers/ Registration papers in the name of the official if a second-hand vehicle is purchased.

"अ" से लेकर "द" तक की उपरोक्त शर्तों के अनुपालन न करने की स्थिति में आहरित अग्रिम की पूरी राशि ब्याज के साथ तत्काल बिना कोई सूचना/अनुस्मारक दिए वापस करनी होगी।

In the event of non-compliance of condition(s) (a) to (d) above, the amount of advance drawn shall have to be refunded in full alongwith interest immediately without any notice/ reminder.

सहायक कुलसचिव (सामान्य)
Asstt. Registrar (Gen.)

संलग्नक : प्रबन्धक प्रपत्र
Encl : Mortgage Form

श्री/डॉ. _____

प्रतिलिपि :– 1. वित्त नियंत्रक
Copy to:- Finance Controller
2. सहायक कुलसचिव (संस्थापन 'अ'/'ब')
Asstt. Registrar (Estt. 'A'/'B')

29.06.2002

Appendix – 'I'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 03/2002 ON HOUSE BUILDING ADVANCE

1. OBJECTIVES

a. Acquiring a plot and constructing a house thereon.

b. Constructing a new house on the plot already owned by the official or jointly with his/her spouse.

c. Getting a plot under Co-operative Schemes and building a house, where title will vest in the official after the house is built.

d. Enlarging living accommodation in an existing house owned by the official or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.

e. Conversion of hire-purchase into outright purchase of house/flat from State Housing Boards or similar Government-controlled Bodies, and outright purchase of new ready-built house or flat from Government, semi-Government or Local Bodies, Housing Boards, Development Authorities, etc. and from private parties, i.e. registered builders, architects, house building societies, etc. and *not private individuals.*

f. Purchase of house/flat under 'Self-Financing Housing Schemes' and 'Co-operative Group Housing Societies'.

g. Repayment of a loan taken from Govt./private source or from HUDCO for house construction, even if the construction has already commenced, but only if the official had applied for HBA before availing such loan.

h. Constructing the residential portion alone of the building on a plot, which is earmarked as a shop-cum-residential plot in a residential colony.

i. For purchase of house/flat from private parties, i.e., registered builders, architects, house building societies, etc. but *not from private individuals.*

2. ELIGIBILITY

a. All permanent officials of the Institute.

b. Officials with at least 10 years' continuous service. Past military service of re-employed Ex-Servicemen will be reckoned for counting the minimum period of 10 years. The sanctioning authority should be satisfied about the official's likely retention in service till the house is completely built and mortgaged to the Director.

c. If both husband and wife are Government servants, advance is admissible to only one of them.

3. CONDITIONS

a. The official should not have availed of any loan or advance for the purpose from any other Government source, Housing Board, other semi-Government or Local Bodies, Development Authorities, etc. Where such loan has been availed of, HBA can be granted if the Institute employee undertakes to repay the outstanding loan forthwith in one lumpsum.

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b. The officials or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

c. If the official is a member of HUF, which owns a house at the same place, he may be granted advance restricted to 60% of the normal entitlement.

d. The title to the land should be clear.

e. Advance for ready-built house or flat is admissible for outright purchase only.

f. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only.

g. Only one advance is admissible during the entire service.

4. COST CEILING

a. Cost of the house (excluding cost of land) should not exceed 200 times of the (basic pay + NPA + Stagnation increment) of the Institute employees, subject to a minimum of Rs.7.5 lakhs and a maximum of Rs.18 lakhs. This may be subject to revision by the Board from time to time taken into account the revisions effected by the Govt. of India for its own employees.

NOTE (i) If both husband and wife are employed in Central/State Government, Public Undertaking, Semi-Government Institutions or Local Bodies, the pay of both of them will be taken into consideration for calculating the cost ceiling.

(ii) The cost ceiling may be relaxed upto 25% in individual cases based on merit by the Board of Governors.

(ii) In the case of self-financing housing scheme (SFSH) as notified by the different Development Authorities, e.g. Haridwar Development Authority, etc., the cost ceiling should be taken as inclusive of land and development charges.

b. Minimum cost ceiling need not be insisted upon.

c. In the case of enlargement to existing accommodation, the total cost of the existing structure and the cost of enlargement should not exceed the limit as above.

d. If GPF withdrawal is also taken for house building, the total amount of GPF withdrawal and the House Building Advance should not exceed the cost-ceiling limit as above.

e. If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony-

- the cost of land and the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.
- the entire property including the shop(s) and the residential portion should be mortgaged.
- the entire building including the shop(s) should be insured against fire, lightning, floods, etc.

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5. AMOUNT OF ADVANCE

a. For construction of a new house on an existing plot/purchasing of a plot and constructing a house thereon/purchasing of a ready-built house or flat :

- 50 times of the (basic pay + NPA + Stagnation increment) of the Institute employee subject to a maximum of Rs.7.5 lakhs, or cost of the house or repaying capacity whichever is the least.

b. For enlargement of living accommodation in an existing house:

- 50 times of the (basic pay +NPA+ Stagnation increment) of the Institute employee, subject to a maximum of Rs.1.80 lakhs, or repaying capacity whichever is the least.

c. In case of construction of a house in a rural area, the advance sanctioned will be the least of 80% of cost or 50 times of (basic pay + NPA + Stagnation Increment) or Rs.7.50 lakhs. For enlarging the existing living accommodation in a rural area, the ceiling will be the lest of 80% of cost or 50 times of (basic pay + NPA + Stagnation increment) or Rs.1.80 lakhs.

d. The advance will be limited to the estimated cost of construction.

e. Family pension at normal rates drawn by the Institute employees will be clubbed with basic pay for computing amount of advance as well as cost ceiling.

f. The amount of advance shall be restricted to the repaying capacity of the employee.

g. The amount of advance sanctioned can be reduced at the request of the Institute employee to avail of the reduced rate of interest, if the entire advance has not been drawn.

NOTE:- Amount of advance will be decided by the Institute separately in individual cases depending on the availability of funds for the purpose.

6. REPAYING CAPACITY

The repaying capacity of the Institute employee will be computed on the following basis:-

Length of remaining service	Repaying capacity
Employees retiring after 20 years	40% of (basic pay + NPA + Stagnation increment)
Employees retiring after 10 years but not later than 20 years.	40% of (basic pay + NPA + Stagnation increment), 65% of Retirement Gratuity may also be adjusted.
Employees retiring within 10 years	50% of (basic pay + NPA + Stagnation increment), 75% of Retirement Gratuity may also be adjusted.

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7. DISBURSEMENT OF ADVANCE

a. **For enlargement/construction:-** Single/Double storyed. – 50% on execution of the mortgage deed in all cases. Balance 50% on the construction reaching plinth level for enlargement of ground floor/construction reaching roof level for enlargement in upper floor.

b. **For purchase of land and construction:-** Single-storyed house.- 40% or the actual cost of the plot for purchase of plot on execution of agreement in Form HBA-III and production of Surety Bond (HBA-IV), 50% of the balance on execution of the mortgage deed (HBA-V) and the balance on the construction reaching plinth level.

c. **For purchase of land and construction:-** Double-storyed house.- 30% or the actual cost of plot on executing the agreement, 50% of the balance on execution of the mortgage deed and the balance on the construction reaching plinth level.

d. **For purchase /construction of flat or purchase of a house:-** In one lumpsum.

e. **For purchase of house/flat from Co-operative Group Housing Societies:-** 30% on execution of mortgage deed and the balance in suitable instalments on receipt of demand.

8. TIME LIMIT FOR UTILIZATION OF ADVANCE

a. **Purchase of land:-** Should be completed and the Sale deed produced within two months, failing which the advances should be refunded in lump.
b. **Purchase of house:-** Acquisition and mortgage to the Director be completed within three months. The Director may grant extension of time limit.
c. **Purchase/construction of new flat:-** Should be utilized within one month, unless extension of time limit is granted.
d. The construction should be completed within 18 months of the date on which the first instalment is drawn. Extension of time limit is permissible up to one year by the Director and for a longer period by the Board of Governors if the work is delayed due to circumstances beyond the Institute employee's control.
e. The construction should be exactly according to the approved plan and specifications as the basis of which the advance was sanctioned. Prior concurrence of the Director is necessary for any deviation.

9. SURETY IN CERTAIN CASES

In addition to execution of mortgage/agreement, the surety of a permanent employee of the Institute is necessary before releasing the sanctioned advance or any part thereof to-

a. Officials who are not permanent.
b. Officials due to retire from service within 18 months following the date of application for advance.
c. Permanent officials [not covered by (b) above] requiring the advance for the purchase of a ready-built house.

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10. INSURANCE

On completion of construction/purchase, the house should be insured by the Institute employee at his cost against fire, flood and lightning for the full value of the house. The Insurance policy should be deposited with the Institute and the premia receipts should be produced for inspection. The insurance should be kept alive till liquidation of advance.

Separate insurance of flats/ houses acquired through membership of Co-operative Group Housing Societies is not necessary.

11. MAINTENANCE

The house should be maintained in good condition at owner's cost and kept free from all encumbrances. The employee should pay all taxes regularly and furnish a certificate annually to that effect to the Institute. The Institute may carry out annual inspection for checking up the maintenance.

12. SECOND MORTGAGE

If an employee wants to avail of a further loan (in addition to the HBA) from any financial institution, he may create a second charge on the property, with the prior permission of the Director, subject to the following conditions:-

a. Loan to be obtained should be from recognized financial institutions like Banks, Govt. Financial Corporations, co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.
b. The total HBA taken plus the amount of loan now raised should not exceed the prescribed cost ceiling.
c. Second charge can be created in respect of loan for meeting the balance cost of the house/flat.
d. Second charge can be created also for enlargement of living accommodation in the house constructed/acquired with HBA, if two years have elapsed after completion of the house constructed with HBA.

13. INTEREST

a. The House Building Advance carry simple interest from the date of payment of the first instalment and is calculated on the balance outstanding on the last day of each month.
b. No interest is chargeable beyond the date of retirement/death of the Institute employees.

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14. RATES OF INTEREST

Interest will be charged as per Govt. orders received from time to time. Present rate of interest effective from 1st April 2001 are given below:-

Amount of Loan sanctioned	Rate of interest on the advance sanctioned from 1.4.2001*
Upto Rs. 50,000	6.5 %
Rs. 50,001 to Rs.1,50,000	8.0 %
Rs.1,50,001 to Rs.5,00,000	10.0 %
Rs.5,00,001 to Rs.7,50,000	11.0 %

*The rates of interest as revised by the Central Government from time to time and as prevailing on the date of sanction of advance shall be levied.

15. CONCESSIONAL INTEREST TO EMPLOYEES FOR PROMOTING SMALL FAMILY NORM

The rate of interest will be half- percent less for an employee who undergoes sterilization:-

a. If the employee is male, he is not over 50 years of age and his wife is between 20 and 45 years of age. If the employee is female, she must not be above 45 years and her husband must not be over 50 years of age.
b. Has one to three living children.
c. Has had the sterilization operation in an approved hospital/clinic.

NOTE 1.- The sterilization operation can be undergone by the Institute employee or his/her spouse.

NOTE 2.- The rebate is admissible only in cases where the sterilization is done on or after 1.9.1979 irrespective of date of release of the first instalment of the advance but before final instalment is drawn.

16. REPAYMENT OF ADVANCE

a. The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest.
b. The amount of recovery will be fixed in whole rupees.
c. The employee may elect to repay in a shorter period than that agreed to.
d. Recovery will be effected through monthly pay/leave salary or subsistence allowance bills. Recovery cannot be postponed without the prior approval of the Board of Governors.

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17. COMMENCEMENT OF RECOVERY

a. In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay for the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier.
b. In the case of HBA taken partly for purchase of land and partly for construction, recovery will commence from the pay for the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the employee, whichever is earlier.
c. In the case of ready-built house or flat, recovery will commence from the pay for the month following that in which the advance is taken.

18. ADJUSTMENT OF A PORTION FROM RETIREMENT/DEATH GRATUITY

In the case of employees retiring within 20 years, a portion of the HBA and/or interest may be left to be adjusted from the retirement/death gratuity if a suitable clause to that effect is inserted in the mortgage deed.

19. FAILURE TO REPAY

If the employees fail to repay the balance of the HBA on or before the date of retirement, Institute may enforce recovery from retirement/death gratuity or by sale of the house or in any other manner, as may be decided by the Board of Governors.

20. PROCEDURE TO APPLY

Prescribed application forms for the purpose of taking the House Building Advance may be obtained from the General Section of the Registry **(IITR FORM HBA-I to V)**.

21. DEBITABLE HEAD

The amount of advance will be debitable to the funds allotted for the purpose under the head 'HOUSE BUILDING ADVANCE'.

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/HBA/2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

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IITR FORM - HBA - I

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

GRANT OF ADVANCE FOR PURCHASE OF LAND/OR PART/FULL CONSTRUCTION/ ENLARGEMENT ETC. OF HOUSE

APPLICATION FORM
(To be filled by the Applicant)

GENERAL

1. Name (in block letters) _____

2. Employee No. _____

3. Designation _____

4. Post held (i) Permanent _____
   (ii) Temporary/ Offg. _____
   (iii) Length of service on the date of application _____

5. Present pay as defined in Rule 4(b) and scale of pay _____

6. Whether governed by pension rules _____

7. Date of Superannuation _____

8. Amount of provident fund/ any other advance/ final withdrawal taken for purchase of land/ construction (An attested copy of the sanction to be enclosed)

_____

PARTICULARS RELATING TO ADVNACE

9. If advance is needed for purchase of a plot and/ or for construction of a new house, please give the following information:-

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Contd.....

A. Plot

Location with address	Rural/ Urban	Is it clearly demarcated & developed	Approximate area (in Sq. mtrs)	(a) Cost (b) Amount actually paid	If not purchased when pro-posed to be acquired	Un-expired portion of lease, if not free hold
1	2	3	4	5	6	7
				(a)		
				(b)		

B. Construction

Floor wise area to be constructed in Sq. mtrs.	Estimated cost	Amount of advance required (for land/ construction/both)	No. of installments for re-payment
8	9	10	11
G. Floor			
1st Floor			
2nd Floor			

10. If advance is required for enlarging the existing house, please state :-

Location with address	Plinth area(in Sq. mtrs.	Plinth area proposed for enlarge-ment (in Sq. mtrs.	Cost of construction/ acquisition of existing house	Cost of pro-posed enlarge-ment	Total plinth area (2+3)	Total cost (4+5)	Amount of advance required
1	2	3	4	5	6	7	8

Contd.....

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Note:- If the enlargement is proposed on any floor other than ground floor, certificate from an approved Engineer to the effect that foundations of the existing structure can safely take the load of the proposed enlargement, should be enclosed.

11. If advance is required for purchasing a ready built house/flat, please state:-

Location with address	Plinth area (in Sq.mtrs)	When constru-ted	Price settled	The agency from whom to be pur-chased	Amount(a) already paid (b) to be paid	Amount of advance required	No. of installment for repayment
1	2	3	4	5	6	7	8
					(a)		
					(b)		

MISCELLANEOUS

12. If you or any dependent member of your family already owns a house, please state :-

Location with address	Plinth area (floor-wise) in Sq. mtrs.	Present fair market value (Rs.)	Reason for acquiring another house or enlarging the existing house
1	2	3	4

13. Have you enclosed (a) the relevant construction plan approved by the Municipal authority concerned and (b) detailed construction estimates based on Central/ State P.W.D. Schedule, prevailing in the area corrected as per relevant cost of index duly signed by qualified Engineer.

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Contd.....

DECLARATION

1. I solemnly declare that the information furnished by me in respect of Conveyance Allowance is true to the best of my knowledge and belief.

2. I have read the rules & regulations of the grant of advances to Central Government Servants for purchase of land and purchase/ construction of buildings etc. and agree to abide by the terms and conditions stipulated therein.

3. I certify that :- (*)

   (i) My wife/ husband is not a Central Government servant, my wife/ husband who is a Central Government servant has not applied for and/or obtained an advance under these rules.

   (ii) Neither I ____ my wife/ husband/ minor child has applied for and/or obtained any loan or advance for acquisition of a house in the past from any Government source (e.g., Ministry of Rehabilitation or under any Central or State Housing Scheme.)

   (iii) The construction of the house for which the advance has been applied for, has not yet been commenced.

   (* Strike out the alternative(s) Not applicable).

Station _____ Signature of the Applicant _____

Employee No. _____

Designation _____

Department/ Office _____

Forwarded:-

Head of the Deptt./ Section/ Office/ Centre

29.06.2002

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Appendix – 'J'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 04/2002 ON HOUSE RENT ALLOWANCE (HRA)

1. **OBJECTIVES :-**

To compensate the Institute employees towards expenditure incurred by them in respect of House Rent etc.

2. **ADMISSIBILITY :-**

(i) H.R.A. is admissible to all employees of the Institute who have not been provided the Institute/Govt. accommodation, on furnishing a certificate on Form HRA -1.

(ii) In case of re-employed pensioners, the non-ignorable portion of Pension to be added with actual pay, subject to the total limit of maximum of pay scale.

3. **RATES :-**

7.5 % of (Basic pay + Stagnation Increment + NPA).

4. **DURING LEAVE/ VACATION :-**

H.R.A. is admissible during leave of all kinds including Study Leave and also during vacation, for the first 180 days of combined period of leave/vacation/holidays. Beyond this period allowances can be claimed by furnishing prescribed certificates.

5. **LEAVE WITH MEDICAL CERTIFICATE :-**

H.R.A. is admissible upto 8 months on leave with medical certificate. The Director may decide payment of allowance beyond this period subject to furnishing the prescribed certificate.

6. **WHEN THE OFFICIAL DOES NOT JOIN AFTER LEAVE :-**

If it is due to invalidation/ death, HRA paid for the leave period is not to be recovered. In case of resignation, recoveries to be effected before accepting resignation.

7. **DURING SUSPENSION :-**

H.R.A. is admissible during suspension for the first 180 days. Beyond this period payment will be subject to furnishing the required certificates.

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8. **DRAWAL OF HRA :-**

Without reference quantum of rent paid. No rent receipt is necessary.

9. **NO HRA IF OCCUPYING INSTITUTE ACCOMMODATION :-**

H.R.A. is not admissible to those provided with the Institute/ Government accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi-Autonomous Organizations at subsidized rent and officers staying in Inspection quarters.

10. **REFUSAL OF ACCOMMODATION :-**

H.R.A. is not admissible for the period employees are debarred from further allotment on their refusal of allotted accommodation.

11. **DATE OF DISCONTINUANCE OF HRA :-**

From the date of occupation or from 8th day of allotment, whichever is earlier. In the case of refusal, from the date of allotment.

12. **PERSONS OWNING HOUSE :-**

H.R.A. is admissible to an employee living in a house owned by him/his wife/children/father/ mother. Also admissible if he owns a house but lives in a rented house.

13. **SHARING RENT-FREE ACCOMMODATION :-**

H.R.A. is not admissible if an employee shares rent-free accommodation allotted to another Government servant or Institute employee.

14. **RESIDING IN ACCOMMODATION ALLOTTED TO A RELATIVE :-**

H.R.A. is not admissible if the Institute employee resides in accommodation allotted to his/her parents, son/daughter by the Central/ State Government, Autonomous Bodies, Public Sector Undertaking or Semi-Government Organization, e.g. Municipality, Port Trust, Nationalized Bank, LIC, etc.

15. **ACCOMMODATION AT THE SAME STATION :-**

H.R.A. is not admissible if his wife/ her husband has been allotted accommodation at the same station by the Institute, Central/ State Government, Autonomous Bodies, Public Sector Undertaking or Semi-Government Organization, e.g. Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in the accommodation rented by him/her.

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16. **CHARGEABLE HEAD ACCOUNT**

Debited to Salary Head of the Institute's Non-Plan Funds.

17. **Applicable**: - After furnishing an undertaking on Form **IITR H.R.A.-I.**

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/HRA/2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

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IITR H.R.A.-I

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

CERTIFICATE TO BE FURNISHED BY AN INSTITUTE EMPLOYEE CLAIMING HOUSE RENT ALLOWANCE.

(1) I certify that (I have applied for the Institute accommodation in accordance with the prescribed procedure but) have not been provided with Institute/Government accommodation. (I have refused the allotment of Government accommodation) during the period in respect of which the allowance is claimed.

(2) I certify that I am residing in a house hired/owned by me/my wife/husband/daughter/father/mother/a Hindu Undivided Family in which I am a co- parcener.

(3) I certify that I am incurring some expenditure on rent/contributing towards rent.

(4) I certify that I am not sharing accommodation allotted to my parent (child) by the State/Central Government, an autonomous public undertaking or semi-Government organization such as Municipality; port trust etc., allotted rent free to another Government servant.

Date:_____

Signature: (_____)

Name: (_____)

Designation:_____

Employee No._____

Department/Centre/Office:_____

Forwarded

Head of the Deptt./Office

29.06.2002

23 JUL 2002

Appendix – 'K'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 05/2002 ON TRANSPORT ALLOWANCE

1. **OBJECTIVES : -**

To compensate the Institute employees towards transport expenses incurred by them for attending their daily duties at the Institute.

2. **ADMISSIBILITY: -**

Transport Allowance is admissible to the Institute employees as under : -

Employees drawing pay in the scale of	Rate of Transport Allowance per month
Rs. 8000-13500 & above	Rs. 400
Rs. 6500-6900 & above, but below Rs. 8000-13500	Rs. 200
Below the scale of Rs. 6500-6900	Rs. 75
Casual labour with temporary status	Rs. 75

3. **CONDITIONS**

(a) Transport Allowance is not admissible to:-

(i) The employees who are provided with Institute/ Government accommodation within a distance of 1 km or within a campus housing the places of work and residence. Drawal of transport allowance is permissible subject to employee furnishing a certificate that he has not been provided with Institute/ Government accommodation within a distance of 1 km or within a campus housing the places of work and residence.

(ii) Employees who have been provided with facility of Institute/Government transport.

(iii) Employees who are absent from duty exceeding 30 days due to leave/ training/ tour etc.

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(b) Officers who are provided a Staff Car for commuting between office and residence can have the option to retain the facility or to draw transport allowance. If they opt for transport allowance, the Staff Car facility will be withdrawn from the date they opt for the allowance.

(c) Transport Allowance is admissible to handicapped employees at double the rates prescribed above. However, handicapped employees provided with Institute/ Government accommodation within a distance of 1 km from the place of work or within a campus housing the places of work and residence can draw transport allowance at the normal rates.

4. CHARGEABLE HEAD ACCOUNT

Debited to Salary Head of the Non-Plan Funds.

5. <u>Application Procedure</u>:- To apply on **IITR FORM -TA – 1**.

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/TA/2002 Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

23 JUL 2002

IITR FORM – TA – I

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

CERTIFICATE TO BE FURNISHED BY THE INSTITUTE EMPOYEE CLAIMING TRANSPORT ALLOWANCE.

(i) I certify that the Central Government/State Government/IIT Roorkee accommodation meant for Institute staff, available to me not located within one kilometer from the Institute Main Building or within the Institute campus.

(ii) I have not been provided with the facility of Government transport.

(iii) I do not occupy any Central Government/State Government/Institute accommodation meant for Institute Staff and my residence is not located within one kilometer from the Institute Campus.

(iv) I am blind/ orthopaedically handicapped with disability of lower extremities. (Certificate attached) [applicable only for Physically handicapped persons. Strike out otherwise].

Transport allowance may please be granted to me (under clause (i) (ii) (iii) & (iv) above.

I hereby undertake that I have not hidden any factual information. In the event of any documentary proof of distance less than one kilometer from places of work and residence are found in the light of discrepancies noticed subsequently, the entire amount paid to me will be refunded by me to the Institute either by adjustment against any future payments or from my salary bills as the case may be, forthwith.

Date:_____ Signature:_____

Place:_____ Name:_____

Designation:_____

Employee No. _____

Local Residential Address: _____

_____

_____

Forwarded

Head of the Deptt./Office

Please strike out the items whichever is not applicable

29.06.2002

23 JUL 2002

Appendix – 'L'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 06/2002 ON CYCLE ALLOWANCE

1. **OBJECTIVES**

To compensate the Institute Group 'D' staff towards expenses for maintaining their cycles for use for official purposes.

2. **ADMISSIBILITY**

Where the duties assigned to a post require extensive travelling at or near the headquarters and the maintenance of a bicycle is essential for the purpose.

3. **RATE**

Rs. 30 per month.

4. **CONDITIONS**

(i) The Head of Department should be satisfied about the admissibility as in para 2 above
(ii) The official concerned should maintain and use his/her own cycle for official journeys.
(iii) Not admissible during leave, during holidays prefixed/ suffixed to leave.
(iv) Not admissible for any period of more than one month at a time during which the official does not maintain a cycle or the cycle remains out of order or is not used for official purpose for any other reason.

5. **SANCTION**

The sanction is with reference to the post and not the incumbent. Sanction issued initially for two years and renewed thereafter.

6. **CHARGEABLE HEAD ACCOUNT**

Debited to Salary Head of the Non-Plan Funds.

7. **Applicable**: - After furnishing an undertaking on **IITR FORM CYCLE ALLOWANCE-I.**

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/Cycle Allow./2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

IITR FORM CYCLE ALLOWANCE-I

भारतीय प्रौद्योगिकी संस्थान रूड़की
रूड़की – 247 667

साईकिल भत्ते के लिए आवेदन पत्र

कर्मचारी का नाम : _____

पदनाम : _____

कर्मचारी संख्या : _____

वेतनमान : _____

संस्थान में नियुक्ति की तिथि : _____

विभाग : _____

हकदारी की तिथि : _____

घोषणा

मैं एतद् द्वारा घोषणा करता/करती हूँ कि मैं संस्थान में अपनी डयूटी करने के लिए साईकिल का प्रयोग करता/करती हूँ।

दिनांक ..... (आवेदनकर्त्ता के हस्ताक्षर)

संस्थापन अनुभाग हेतु अग्रसारित

विभागाध्यक्ष/कार्यालयाध्यक्ष

29.06.2002

23 JUL 2002

Appendix – 'M'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 07/2002 ON WASHING ALLOWANCE

1. **OBJECTIVES**

   To compensate the Institute Group 'C' &'D' staff towards expenses for washing of their uniforms.

2. **ADMISSIBILITY**

   Common categories of Group 'C' and Group 'D' staff who have been supplied with uniforms.

3. **RATE**

   Rs. 30 per month.

4. **NO DEDUCTION DURING LEAVE**

   No deduction, whatsoever, of Washing Allowance, need be made for the period of any leave taken by the employee.

5. **UNDERTAKING**

   Staff who are supplied uniforms/ granted Washing Allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non-receipt of undertaking, further supply of uniforms/ payment of Washing Allowance to be stopped.

6. **CHARGEABLE HEAD ACCOUNT**

   Debited to Salary Head of the Non- Plan Funds.

7. **Applicable**: - After furnishing an undertaking on **IITR FORM WA-I**.

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/WA/2002/ Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

23 JUL 2002

IITR FORM WA - I

भारतीय प्रौद्योगिकी संस्थान रूड़की
रूड़की – 247 667

धुलाई भत्ते के लिए आवेदन पत्र

कर्मचारी का नाम : _____

पदनाम : _____

कर्मचारी संख्या : _____

वेतनमान : _____

संस्थान में नियुक्ति की तिथि : _____

विभाग : _____

हकदारी की तिथि : _____

घोषणा

मैं एतद् द्वारा घोषणा करता/करती हूँ कि मुझे संस्थान की ओर से वर्दी उपलब्ध करायी जाती है तथा मैं संस्थान में अपनी ड्युटी के समय संस्थान द्वारा उपलब्ध करायी गयी वर्दी का प्रयोग करता/करती हूँ।

दिनांक ..... (आवेदनकर्त्ता के हस्ताक्षर)

संस्थापन अनुभाग हेतु अग्रसारित

विभागाध्यक्ष/कार्यालयाध्यक्ष

29.06.2002

23 JUL 2002

Appendix – 'N'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO.08/2002 ON OVERTIME ALLOWANCE

1. **Objectives**

To compensate the Institute employees in monetary form for the work done by them beyond their normal duty hours/holidays to complete a specific time-bound /emergent task which can not be completed during normal hours.

2. **Eligibility**

Employees drawing pay up to Rs.2,200 p.m. (pre-revised scales) [including special pay, personal pay, etc.] are eligible.

NOTE :- FIFTH PAY COMMISSION recommended discontinuance of OTA except for Staff Car Drivers, Operational Staff and Industrial Employees. *Status quo,* however, continued subject to review to make the eligibility more restrictive. For applying 'Pay/'Pay Slabs' admissible in the pre-revised scales to be taken into account.

Emoluments :- 'Pay' as defined under Fundamental Rule 9 (21) (a) plus DA/ CCA/ Composite Hill Compensatory Allowances.

I. Non Academic Staff

(a) Rates

Emoluments Pre-revised scales	**Overtime Allowance per hour**	
	For the first one hour in excess of the prescribed hrs of work	**Thereafter**
Below Rs.1,201	Nil	6.25
Rs.1,201 and above, but below Rs.1,451	Nil	7.50
Rs.1,451 and above but below Rs.1,701	Nil	8.95
Rs.1,701 and above but below Rs.1,951	Nil	10.35
Rs 1,951 and above, but below Rs.2,201	Nil	11.80
Rs.2,201 and above.	Nil	12.50

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(b) **Conditions :-**

(i) First one hour free – One hour to be deducted as free duty from extra duty performed, either before or after office hours, beyond prescribed hours of work. If an official is recalled for O.T. duty from residence, such deduction not to be made.

(ii) Lunch break – Actual time taken for lunch break to be deducted from O.T. duty.

(iii) Late Attendance – If an employee comes late on the day when put on O.T. duty, the time by which he came late to be deducted in additoin to the usual one hour free work.

(iv) Rounding – (a) Fraction of half an hour to be rounded to next half hour e.g. if O.T. duty beyond one hour free work is for 2 hrs 10 minutes, it should b e rounded to 2&1/2 hrs.
(b) Calculation of OTA for each day to be rounded to the nearest multiple of 5 paise. Total claim for a month to be rounded to the nearest rupee as per general orders.

(v) Maximum Limits – OTA in a month not to exceed one-third of monthly working hours.

(vi) Other forms of compensation not admissible- Compensation like conveyance charges, etc., not admissible in respect of OT duty for which OTA is drawn. In case of recall from residence for O.T. duty, conveyance charges/free conveyance admissible.

II. Staff Car Drivers –

(a) Rates-

Emoluments (Pre-revised scales)	**Rate of OTA per hour**	
	Upto the first one hour in excess of the prescribed hours of duty	Thereafter
Below Rs.1,451	Nil	9.55
Rs.1,451 and above but below Rs.1,701	Nil	11.80
Rs.1,701 and above but below Rs.1,951	Nil	13.70
Rs 1,951 and above, but below Rs.2,201	Nil	15.55
Rs.2,201 and above.	Nil	16.50

(b) Conditions-

(i) Total OTA payable to a Driver in a month should not exceed 100 hours.

(ii) On Sundays/Holidays, OTA duty should not be for more than 8 hours per day.

(iii) On working days, OTA duty should not be for more than 6 hours a day.

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(c) When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

(d) As the duties of Drivers are intermittent, no OTA is admissible if they are required to be on duty during lunch interval.

(e) When a Driver is detailed for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, he may be granted the normal OTA, if the intervening period is less than 1 & ½ hours.

3. Sanctioning Authority: Director

4. Chargeable Head of Account-

The payment towards OTA to the employees shall be made out of the OTA Grant allotted by the Institute for this purpose.

5. Proforma to claim OTA –

OTA shall be claimed in the prescribed Proforma **IITR FORM OTA-I.**

(A. K. SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/OTA/2002/ **Dated: July , 2002**

Copy to :

1. All Heads of the Departments/Centres/Office – for vide circulation amongst their staff.
2. All Deans
3. 3.Finance Controller
4. P.S. to Director for Director's kind information.
5. Steno. to Dy. Director for Dy. Director's information.
6. Meeting Section

23 JUN 2002

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IITR FORM OTA - I

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

CLAIM FOR OVERTIME ALLOWANCE

Place	Date	Whether working Day/ Holiday	Period (Time)		Actual Time worked (Hrs)	Time Charged (Hrs.)	Maximum Hrs Admissible*
			From	To			

*After deducting one hour and the time which the official attended late or lunch as the case may be.

Certified that I, ... (Name and Designation) was on duty for the period mentioned against each date above after Office hours/on Sunday/Holidays for official works.

My pay and allowances during the period are as under :

Pay Rs..... PM

Time charged..... Hrs

D.A. Rs.....PM

Rate for O.T.A. .....per hr.

Total : Rs. .... Hrs

Total Rs.....PM

Amount of O.T.A. claimed Rupees .....
(Limited to 1/3 of monthly working hours or 100 hrs as the case may be)

Date: _____

_____
Signature of the Institute employee

Deptt./Centre/Office_____

Employee No. _____

Designation:_____

P.T.O.

29.06.2002

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CERTIFICATE

Certified that:

(1) The Institute employee in whose case the overtime has been claimed in this bill was required under specific order to sit late in office after having put in work during prescribed hours attended office on ..... (Sunday/Holiday) for disposal of urgent work which, in Institute interest could not be postponed till the next working day.

(2) The Institute employee's concerned did not receive any other remuneration/conveyance charge or compensatory leave for the performance of the overtime work.

(3) The amount claimed in this bill is in accordance with the rates specified in the Institute Order No. _____ dated _____ mutts mutants and is according to the principles laid down therein and does not exceed the ceiling of overtime earnings prescribed in these orders, necessary certificates having been obtained from the Officers concerned for payment of OTA to the 'Personal Staff' in excess of the prescribed ceiling.

Verified	Recommended	Approved
_____	_____	_____
AR/DR/O.C./PROF. I/C	REGISTRAR/HOD	DIRECTOR (Competent Authority)

TO BE FILLED IN BY BILL SECTION

Sub Bill No.....

Dated:.....

Total Hours Admissible ..... Hrs. (Details overleaf)

Rates per Hours: Rs. _____

Amount of claim admitted & Payable Rs._____

(Rupees..... Only)

Clerk/Asstt.Supdt. Bill Section	**Office Supdt. Bill Section**	**AAO/DR(ACCTTS.)**

29.06.2002

23 JUL 2002

Appendix – 'O'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 09/2002 ON CHILDREN'S EDUCATION ASSISTANCE

Objectives

The objective of the scheme is to provide financial aid to the Institute employees towards the education of their children to enable them to get their wards educated in a better way.

General Conditions-

'Child' means employee's child (including step/adopted child) wholly dependent on the Institute Employee.

'Recognized School' – The assistance is admissible if the children study in a recognized school

If both husband and wife are employed – If both are Central Govt./Institute Employees, assistance will be admissible to one of them only. If the husband or wife is employed outside the Institute, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official.

Age of child for admissibility - Between the age limits of 5 and 20 years; but admissible in respect of a child up to the end of the academic session even if he completes 20 years, half-way through the academic session.

Child studying in the same class - Not admissible for a child for more than two academic years in the same class.

School Attendance – Admissible only if the child attends the school regularly. Not admissible for the period of absence form school without proper leave, if it exceeds one month even if the name remains on the roll.

Children in receipt of scholarship - Admissible also for children who are in receipt of scholarship, but if freeship is awarded, the amount of Tuition Fee/ Hostel Subsidy will be limited to the extent of fees actually paid.

During leave/suspension etc. – Admissible while the employee concerned is on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as dies-non.

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Retirement/ Resignation, etc. – If an Institute employee ceases to be in service in the course of an academic year due to resignation/ retirement/ discharge/ dismissal/ removal, the assistance will be admissible till the end of the academic year in which the event takes place.

However, in the case of death of the Institute employee, the CEA/ RTF/ reimbursement of Hostel Subsidy will be admissible in respect of the children even after the academic year subject to observance of other conditions for its grant, if the spouse of the deceased is not employed in Central/ State Government, Autonomous Body/ PSU/ Semi-Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central/ State Governments.

Maximum limit. – The number of children for whom the CEA/RTF/Hostel Subsidy is drawn at a time should not exceed three in respect of children born upto 31.12.1987 and two in respect of children born thereafter.

Same child eligible for more than one assistance – Subject to eligibility, both reimbursement of Tuition Fee and Hostel Subsidy can be drawn in respect of one and the same child. If Children Educational Allowance is drawn for any child, reimbursement of tuition fee or payment of hostel subsidy will not be admissible for that child.

Reimbursement of Tuition Fees

Amount reimbursable – Tuition Fees payable and actually paid for each child of-

Classes	Subject to a maximum of	
I to X	Rs. 40 p.m.	per child
XI to XII	Rs. 50 p.m.	
Classes I to XII in respect of physically handicapped/mentally retarded children	Rs. 100 p.m.	

Science Fee up to the limit of Rs. 10 p.m. will be reimbursable in addition to the Tuition Fee in respect of children offering Science subjects in Classes IX to XII.

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Tuition fee includes –

(a) Science fee or laboratory fee in case Science fee is not separately charged.
(b) Special fee charged for Agriculture as an elective additional subject.
(c) Any fee charged for subjects like music taught as part of the regular curriculum or subject requiring practical work under the programme of work experience.

Tuition Fee does not include – (a) Domestic Science fund charges; (b) Library fee; (c) Games fee; (d) Admission fee; and (e) Extracurricular activity fees.

If Tuition Fee charged for a Science student is higher than that charged for a non-science Student, Science fee, though separately charged, shall not be reimbursed.

Polytechnic and University – The Tuition Fee charged by a College run by a University or affiliated to a University for the following classes will be reimbursed but restricted to the rates prescribed by Government Colleges for corresponding classes:-

(a) Pre-University;
(b) First year class of an Intermediate College/ Technical College/ Polytechnic/ Correspondence course.

Two-year Diploma Course – The reimbursement of Tuition Fee will be admissible for the 1st and 2nd year classes of a Two-year Diploma Course in Polytechnics in cases where the minimum qualification for admission to the course is X Standard of the revised pattern of education.

Special provision for handicapped children – The maximum of Rs. 100 p.m. per child is applicable even if the institution in which the child is studying is not recognized by the Central/ State Government/ Union Territory Administration. If, however, the fees charged are also approved by the Central/ State Government/ Union Territory Administration, then the fees payable and actually paid will be reimbursed.

Income Tax – The amount received as reimbursement or Tuition Fee is liable for income tax under the head 'Salaries".

Journey fare for children studying at outstations

Admissible – To legitimate children/ step children/ adopted children, who are studying in a recognized educational institution at a place in India away from the residence of the Institute employee or his family. Not admissible if the children reside at the same place as the family is residing.

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23 JUL. 2002

Entitlement – Once in a calendar year during vacation declared by the institution in which the child is studying for journeys from the place of study to the employee's headquarters and back. The concession is not admissible if the child does not return to the institution after the vacation.

Concession – Reimbursement of the fare by rail restricted to Second Class fare at student's confessional rate from the Railway Station nearest to the place where the child is studying to the Railway Station nearest to the employee's headquarters by the shortest route and back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus/ lowest class by ship/ steamer.

When both husband and wife are Institute employees– Only one of them is eligible for the concession.

Time limit – The claim should be preferred in the prescribed form within three months of the completion of the return journey along with the required certificate from the educational institution concerned. Otherwise, the claim will be forfeited.

Procedure for applying - Children's Education Assistance shall be claimed in the prescribed Forms **IITR FORM CEA-I** & **IITR FORM CEA –II** respectively.

Chargeable Head of Account- The payment towards Children's Education Assistance to the employees shall be made out of the Salary Grant.

(A.K. Srivastava)
Lt. Col.(Retd.)
REGISTRAR

NO. IITR/G/CEA/2002/ **DATED: July ,2002**

Copy to :

1. All Heads of the Departments/Centres/Office – for vide circulation amongst their staff.
2. All Deans
3. Finance Controller
4. P.S. to Director for Director's kind information.
5. Steno. to Dy. Director for Dy. Director's information.
6. Meeting Section

29.06.2002

23 JUL 2002

IITR FORM CEA - I

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

REIMBURSEMENT OF TUITION FEE

1. Certified that the child/ children mentioned below in respect of whom reimbursement of tuition fee is clamed is/ are wholly dependent upon me -

Name of the Child	Date of Birth	School in which studying	Class in which studying	Monthly tuition fee actually payable	Tuition fee actually paid		Total Amount of reimbursement claim
					Period		
					From	To	

2. Certified that the tuition fees indicated against the child/ each of the children had actually been paid by me (cash receipt/ counterfoil of the Bank credit vouchers to be attached with the initial claim).

3. Certified that -
   (i) my wife/husband is/is not a Central Government servant.
   (ii) My wife/husband is a Central Government servant but she/ he will not claim reimbursement of tuition fee in respect of our child/ children.
   (iii) My wife/husband is employed with ..... she/he is/is not entitled to reimbursement of tuition fees in respect of our child/ children.

4. Certified that during the period covered by this claim, the child/ children attended the school(s) regularly and did not absent himself/ herself/ themselves from the school(s) without proper leave for a period of exceeding one month.

5. Certified that the child/ children mentioned has/ have not been studying in the same class for more than two years.

6. Certified that I or my wife/ husband have/ has not claimed and will not claim the children's educational allowance in respect of the children mentioned above.

7. Certified that my child/ children in respect of whom reimbursement of tuition fee is claimed is/ are studying in the school(s) which is/ are recognised school(s) (Not applicable to schools run by Central Government/ State Government/ Union Territory Administration/ Municipal Corporation/ Municipal Committee/ Panchayat Samiti/ Zilla Parishad).

29.06.2002

23 JUL 2002

8. In the event of any change in the particulars above which affect my eligibility for Reimbursement of Tuition Fees, I undertake to intimate the same promptly and also to refund excess payments, if any, made.

(Signature of the Employee)

Name in block letters .....

Dated ..... Designation .....

Deptt./ Office .....

Employee No. .....

Forwarded to concerned Establishment Section

(.....)

Head of the Deptt./ Office

23 JUN 2002

29.06.2002

IITR FORM CEA - II

.....
..... School/ College
(Name and location of the Institution)

* Certified that Shri/ Kumari ..... son/ daughter of Shri/ Smt. ..... has passed class ..... in the year ..... He/ She had paid tuition fees for the period from ..... to ..... as per details given below:-

1. Tuition fees - Rate P.M. Rs. _____ Total Paid Rs. _____
2. Science fees - Rate P.M. Rs. _____ Total Paid Rs. _____
3. Music fees - Rate P.M. Rs. _____ Total Paid Rs. _____
4. .....
5. .....

* Certified that Shri/ Kumari ..... is at present a student of Class ..... since ..... and had paid tuition fees for the period from ..... to .... as per details given below:-

1. Tuition fees - Rate P.M. Rs. _____ Total Paid Rs. _____
2. Science fees - Rate P.M. Rs. _____ Total Paid Rs. _____
3. Music fees - Rate P.M. Rs. _____ Total Paid Rs. _____
4. .....
5. .....

* Certified that this is a school/ college run by Central Govt./ State Govt./ Union Territory Administration/ Municipal Committee/ Panchayat Samiti/ Zilla Parishad.

* Certified that this is a school/ college recognised by the educational authorities of ..... State/ Union Territory Administration.

Principal/ Headmaster/ Headmistress
(Stamp of the Institution)

Dated : .....

* Strike out whatever is not applicable.

29.06.2002

23 JUL 2002

Appendix – 'P'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 10/2002 ON CONVEYANCE ALLOWANCE

1. **OBJECTIVE: -**

To compensate Institute employees towards expenses incurred for travelling on duty extensively at or within a short distance from his headquarter.

2. **Admissibility :**

An employee, who is required to travel extensively at or within a short distance from his headquarter but cannot claim Travelling Allowance. For grant of the allowance: -

(i) The average monthly travelling on duty should exceed 200 km.
(ii) Journeys between residence and normal place of work will not be included.
(iii) Journeys on foot or by bicycle will not qualify.

3. **Initial Fixation: -**

(a) The employee concerned should maintain for at least three months a log-book of journeys on duty qualifying for the allowance. The log-book should contain the details regarding place(s) visited, distance covered, purpose of visit, and mode of conveyance used. The sanctioning authority after scrutinizing the log-book may sanction the allowance at the appropriate rate from the date the log-book is maintained or from later date.
(b) Only journeys within 16 km of the place of work in the employee's jurisdiction at the headquarters should be recorded.
(c) The allowance will be determined for specific post(s) on the basis of "controlled travelling" and the incumbent of the post will draw the allowance.
(d) The condition of maintaining log-books may be waived for officials whose nature of duties requires maintenance of a Car; but in such cases the allowance will be at the lowest rates prescribed in Column (2) of the table below. Claim for a higher rate should be supported by the log-book as above.
(e) Conveyance Allowance at the rates in Column (2) of the table below is not admissible to officers drawing pay less than Rs. 2,800/- (pre-revised scale).

Average monthly travel on official duty	Rates per month for Journey by	
	Own Motor Car	Other Conveyance
1	2	3
201 - 300 Kilometres	Rs. 560/-	Rs. 185/-
301 - 450 Kilometres	Rs. 840/-	Rs. 240/-
451 - 600 Kilometres	Rs. 1,035/-	Rs. 320/-
601 - 800 Kilometres	Rs. 1,215/-	Rs. 375/-
Above 800 Kilometres	Rs. 1,500/-	Rs. 425/-

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4. **Periods during which conveyance allowance is not admissible: -**

(i) Joining time, leave and any period of temporary transfer, including holidays prefixed to leave or holidays suffixed to leave :

(ii) Period(s) of tour, temporary duty, etc., for 15 days or more.

(iii) In the case of officials owning a motor car, during any period exceeding 15 days: -

(a) When the official does not maintain a car; or

(b) When the car maintained by him is not used due to disorder or any other reason.

5. **Review: -**
Allowance will be granted for a period not exceeding two years at a time and its continuance should be reviewed at the end of each such period. The procedure for review will be as for the initial grant.

6. **CHARGEABLE HEAD ACCOUNT**

Debited to Salary Grant.

7. **Applicable**: - After furnishing an undertaking on **IITR FORM CONV. ALLCE-I.**

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen./CHA/2002 Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

23 JUN 2002

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IITR FORM CONV.ALLCE-1

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

PROFORMA FOR CLAIMING CONVEYANCE ALLOWANCE

1. Name of Employee : _____
2. Employee No. : _____
3. Designation : _____
4. Pay Scale : _____
5. Department : _____

DECLARATION

I, do hereby, declare that I have to travel extensively at or within a short distance from my Headquarter due to nature of my duties and I do not claim Travelling Allowance for the same.

Dated

Signature of the Employee

Forwarded to the Establishment Section with the remarks that Sri/Dr./Mrs./Km. _____ is required to travel extensively at or within a short distance from his/her headquarter and he/she do not claim for T.A. for this purpose.

HEAD OF THE DEPTT/OFFICE

29.06.2002

23 JUN 2002

Appendix – 'Q'

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 11/2002 ON NON-PRACTICING ALLOWANCE

1. **OBJECTIVES: -**

   To compensate the Institute Medical Officers/Medical Supdt. in lieu of not practicing out

   side of the Institute Hospital.

2. **ADMISSIBILITY: -**

   Institute Medical Officers/Chief Medical Officer (CMO)

3. **RATE: -**

   25% of the basic pay subject to the condition that their pay plus NPA does not exceed Rs. 29,500/- p.m. The NPA will count as "Pay" for all service benefits.

5. **UNDERTAKING**

   Medical Officers who have applied for Non-Practicing Allowance should furnish an undertaking that they will not practice out side of the Institute Hospital. In the event of non-receipt of undertaking, Non-Practicing Allowance to be stopped.

6. **CHARGEABLE HEAD ACCOUNT**

   Debited to Salary Grant.

7. **Applicable**: - After furnishing an undertaking.

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/WA/2002 **Dated : July 2002**

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
3. P.S. to Director for Director's kind information please.
4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.

29.06.2002

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Appendix – 'R'
Item No.2.3.2

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

INSTITUTE ORDER NO. 12/2002 FOR MAKING APPOINTMENTS ON COMPASSIONATE GROUNDS OF THE WIDOW OR DEPENDENT SON/DAUGHTER OF DECEASED EMPLOYEES

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

(1) The compassionate appointments may be considered only on the death of a permanent. temporary (waiting confirmation for want of vacancies) and work-charged employee of the Institute or where the services of an employee are terminated on medical grounds in terms of Statute 13 (6) of IIT Bombay before attaining the age of 57 years.

Note :- The service includes extension in service (but not reemployment).

(2)(a) The widow or dependent sons/daughter of the deceased employee only may be considered for compassionate appointments. Dependent family members means (a) spouse; (b) son/daughter (including adopted son/daughter) and (c) brother or sister in the case of unmarried Institute servants.

(b) In the case of missing employee - Compassionate appointment can be considered after two years form the date of missing by the Board of Governors -

(i) if FIR has been filed and the missing official is not traceable;

(ii) if he had at least two years to retire;

(iii) if he is not suspected to have committed fraud/joined terrorist organization/ gone abroad;

(iv) if the Competent Authority feels that the case is genuine.

Concession of compassionate appointment is admissible to one dependent only.

EXCEPTIONS - (A) In exceptional circumstances, with the prior approval of the Board of Governors, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

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(B) If the deceased was unmarried, one of the dependent brothers/ sisters will be eligible for consideration, on giving an undertaking that he/ she will look after the other family members who were dependent on the deceased Government servant.

(3) The upper age limit for the compassionate appointments for the widow will be 45 years on the date of death of the employee. In case of dependent sons/daughters of the deceased employee, the age limit will be as followed for recruitment at IIT Roorkee. The maximum age-limit may be relaxed wherever necessary, but no relaxation is permissible in the minimum limit of 18 years. If the ward is below 18 years of age at the time of death of the Government servant and if he/she alone is available for employment, he/she should apply as soon as he/she attains 18 years.

(4) In case the widow is not eligible or desiring to have compassionate appointment, the same may be given either to a dependents on or daughter in accordance with the willingness/option exercised by the widow of the deceased employee. If there is no widow or in case of a deceased female employee, such an option may rest with the elder of the eligible dependent son/daughter.

(5) The widow serving in IIT/Govt./Public Sector Undertaking will not be eligible for compassionate appointment. Similarly, if the widow is working in Private Sector (where the emoluments are more than the minimum of Group 'D' employee in the Institute) she will also not be eligible for compassionate appointment. Only dependent sons/daughters of the deceased employee are eligible.

(6) All compassionate appointments will be made only at the entry level posts of Group 'C' or 'D'. The applicant for appointment on compassionate grounds must possess the educational qualifications as prescribed for recruitment at entry level post for group 'C' /'D' posts as the case may be. No relaxation of qualification shall be considered. In view of this, there will be no limitation to the number of compassionate appointments subject to availability of the vacancies.

(7) No compassionate appointment will be made in Group 'A' & 'B' posts.

(8) At the time of being given compassionate appointment, the applicant must be medically fit in all respects as required for newly recruited persons.

(9) Person selected for compassionate appointment are to be adjusted in the recruitment roster against the appropriate category, i.e., SC/ST/OBC/General category, depending upon the category to which he/she belongs.

(10) Any special consideration/relaxation for reserved category (SC/ST/OBC) of staff members for the purpose of compassionate appointments will be as per Govt. of India Rules.

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(11) Compassionate appointment will be made against vacancy(S) existing or arising during a calendar year. The sanctioned strength should be reviewed at the beginning of every year. As per Government of India policy compassionate appointments are exempted from ban orders on filling up of vacant posts.

(12) While giving compassionate appointment, grant of terminal benefits including the Family Pension to the widow of the deceased employee be regulated in accordance with the GOI Rules.

(13) The Govt. of India approved practice related to economic criteria for making appointment on compassionate grounds may continue to be followed. Some of the parameters which can be considered in this regard are:

(i) Income of the family of deceased servant.

(ii) Educational qualification of the members of the family of the deceased Government servant.

(iii) Number of dependents.

(iv) Assets and liabilities left by the deceased Government servant.

Note:- The Department of personnel and Training of Govt. of India also reiterates its instructions from time to time to ensure that appointment are made on need-cum-economic status basis and that the latter factor is not ignored by the appointing authority.

(14) The family of the deceased employee, if already provided with the Institute accommodation, may continue to be provided with the accommodation at the Institute, if appointed on compassionate grounds till such time he/she is allotted accommodation of the type according to his/her entitlement i.e. post to which he/she has been appointed. This adjustment should be done at first available opportunity.

(15) In case the widow or the eligible son/daughter wishes that the compassionate appointment be deferred till he/she attains the adequate educational qualification for compassionate appointment, such a request should be granted for deferment upto a period of not more than three years. In case the family is occupying IIT accommodation, they will be allowed retention thereof as per normal rules of IIT for retiring/deceased employees. After that they should be required to vacate the premises. In such cases of deferred appointment, the compassionate appointee may be allotted first available house of his/her entitled category at the time of appointment.

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(16) In case of a request of deferment, the candidate cannot opt for the alternative scheme later.

(17) Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained. The appointee will be treated like his colleagues for career advancement in the normal course.

(18) The appointment of the family member of a deceased Group 'D' employee need not be restricted to a Group 'D' post. Such a member, if qualified, can be appointed to a Group 'C' post also.

(19) There is no bar against a widow appointed on compassionate grounds continuing in the appointment after re-marriage.

(20) Applications for compassionate appointments will be made on IITR FORM Comp Apptt-1. The applications will be checked as per the check list given at IITR FORM Comp Appt-2

(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

No. IITR/Gen/Comp Aptt/2002 Dated : July 2002

Copy to:-

1. All Head of the Deptts./ Centres/ Offices.
2. Finance Controller.
4. P.S. to Director for Director's kind information please.
5. Steno to Dy. Director for Dy. Director's kind information please.
6. Meeting Section.

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IITR FORM Comp Apptt-1

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

PROFORMA REGARDING EMPLOYMENT OF DEPENDENTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION

Part – A

1. (a) Name of the Government servant (Deceased/retired on medical grounds). .....
   (b) Designation of the Government servant. .....
   (c) Whether it is Group 'D' or not? .....
   (d) Date of birth of the Government servant. .....
   (e) Date of death/retirement on medical grounds .....
   (f) Total length of service rendered. .....
   (g) Whether permanent or temporary? .....
   (h) Whether belonging to SC/ST/OBC? .....

II. (a) Name of the candidate for appointment. .....
   (b) His/her relationship with the Government Servant. .....
   (c) Date of birth. .....
   (d) Educational Qualifications. .....
   (e) Whether any other dependent family member has been appointed on compassionate grounds? .....

III. Particulars of total assets left including amount of :-
   (a) Family pension. .....
   (b) DCR Gratuity .....
   (c) GPF Balance. .....
   (d) Life Insurance Policies (including Postal Life Insurance). .....
   (e) Moveable and immoveable properties and annual income earned therefrom by the family. .....
   (f) Group Insurance amount .....
   (g) Encashment of leave. .....
   (h) Any other assets. .....

Total .....

IV. Brief particulars of liabilities, if any .....

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V. Particulars of all dependent family members of the Government servant (if some are employed, their income and whether they are living together or separately.)

Sl. No.	Name (s)	Relationship with the Government servant	Age	Address	Employed or not (if employed particulars of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					

DECLARATION/ UNDERTAKING

1. I hereby declare that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my services may be terminated.

2. I hereby also declare that I shall maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces mentioned against I (a) of Part of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date:

Signature of the candidate
Name.....
Address :.....
.....

Shri/Smt/Km. .....is known to me and the facts mentioned by him/her are correct.

Signature of permanent
Government servant

Name.....

Address.....

I have verified that the facts mentioned about by the candidate are correct.

Date:

Signature of the Head of Department
Name.....

Address.....

29.06.2002

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Part-B

(To be filled in by office in which employment is proposed)

1. (a) Name of the candidate for appointment. .....

(b) His/Her relationship with the Government Servant. .....

(c) Age (date of birth), educational qualifications and experience, if any. .....

(d) Post for which employment is proposed and whether it is Group 'C' & 'D'. .....

(e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment? .....

(f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not ? .....

(g) Whether the relevant Recruitment Rules provide for direct recruitment? .....

(h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post? .....

(i) Apart from waiver of Employment Exchange/ Staff Selection Commission procedure what other relaxations are to be given. .....

II. Whether the facts mentioned in Part-A have been verified by the office and if so, indicate the records .....

III. If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier? .....

IV. Personal recommendation of the Head of the Department in the Ministry/Department/Office. .....

(With his signature and office stamp/Seal).

29.06.2002

23 JUL 2002

IITR FORM Comp Apptt-2

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

CHECK LIST FOR COMPASSIONATE APPOINTMENT/FINANCIAL ASSISTANCE
(For Office Use only)

1. Name of the deceased/terminated on medical ground employees
2. Employee Code No.
3. Designation
4. Deptt/Section/Centre/Unit in which employed at the time of death/termination
5. Did the deceased employee belong to permanent/temporary (awaiting confirmation for want of vacancies)/work charged category.

   OR

   Were the employee's services terminated on medical grounds in terms of Statute 13(6) before attaining the age of 55/57 years

(A) for compassionate appointment of widow

		Yes	NO	REMARKS
1.	Was the widow's age 45 years or less on the date of death/termination on medical grounds of the employee ?			
2	Is the widow not serving in IIT/Govt/Public Section Undertaking ?			
3.	Is the widow not working in Private Sector with emoluments more than the minimum of Gp. D employee at IIT Roorkee ?			
4.	Does the widow possess educational qualifications for the post applied in terms of R&CD Scheme ?			
5.	Does the vacancy exist for the post applied for?			

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6.	Does the widow satisfy the economic criteria for compassionate appointments? (Para III, IV & V of application refers)			
7.	Does the widow belong to SC/ST/OBC Category?			
8.	If yes, is any special consideration/relaxation required as per Govt. or India rules?			

(B) FOR COMPASSIONATE APPOINTMENT OF DEPENDENT SON/DAUGHTER

		Yes	NO	REMARKS
1.	Is the widow not eligible or desiring to have compassionate appointment?			
2.	Has the widow given her willingness/exercised for option for compassionate appointment of dependent son/daughter? (In case there is no widow or in case of a deceased female employee, such an option may rest with the elder of the dependent son/daughter)			
3.	Does the dependent son/daughter (applicant) fulfill the age requirement as per Recruitment Rules of IIT Roorkee?			
4.	Does the applicant possess educational qualification for the post applied in terms of R & CD Scheme?			
5.	Does the vacancy exist for post applied for			
6.	Does the applicant satisfy the economic criteria for compassionate appointments (Para III, IV & V of application refers)			
7.	Does the applicant belong to SC/ST/OBC Category?			
8.	If yes, is any special consideration/relaxation required as per Govt. of India Rules?			

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(C) FOR GIVING FINANCIAL ASSISTANCE

		Yes	NO	REMARKS
1.	Did the deceased employee/employee terminated on medical service render a minimum of 10 years of service at the Institute?			
2.	Are none of the widow/dependent son of daughter eligible for compassionate appointment?			
3.	Is the wife or husband of the deceased employed and thus, not eligible for compassionate appointment?			
4.	Does the widow/dependent son or daughter eligible for compassionate appointments. Seek financial assistance instead?			
5.	Is the applicant the legal guardian of the dependent son/daughter (minor) of the deceased employee (in case where both parents of the minors are not alive)?			
6.	Is the applicant eligible for financial assistance?			
7.	For how many numbers of units (maximum) upto three in the family of deceased/ terminated employee eligible for?			
8.	Does the family of the deceased have any other source of income? If yes. Details thereof.			

GENERAL :

		Yes	NO	REMARKS
1.	Have all the information/documents/proofs/ certificates been submitted by the widow/applicant			
2.	The details of family accommodation occupied by the deceased employee/ terminated on medical grounds			
3.	Any other comments by the Establishment Sec.			

Certified that all the check made are based on the Service Record of the Employee and Application Form (Appendix) submitted by the Applicant and these have been personally checked by me.

Dealing Asstt.
29.06.2002

Office Supdt.

23 JUL 2002

Asstt. Registrar

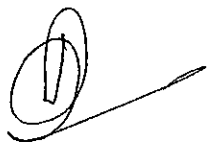
RECOMMENDATIONS OF THE COMMITTEE

Based on the information provided in the Application Form/Check List and consideration of all factors, the Committee recommends as under:-

Dean (Faculty)	Dy. Director	DOSW	Registrar

DECISION OF THE DIRECTOR

DIRECTOR



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Appendix 'S'
Item No. 2.3.3

Report of the Committee regarding Purchase Procedures

1. The regulations specify that the competent authority (for major purchases) will be the Vice Chancellor or any officer to whom the Vice Chancellor delegates the authority. As per office order No. 166 dated July 1997, the authority has been delegated to the Pro Vice Chancellor (Deputy Director).

   It is recommended that in the IIT system the competent authority may remain the Director or any officer to whom the Director delegates the authority, but Office Order No. 166 may be reviewed by the Director.

2. The number of regular ministerial staff working in the Central Purchase Office is two (other than CPO). It is felt that this office needs strengthening through additional staff.

3. The Ministerial and the Laboratory staff dealing with purchases in the departments should be made fully conversant with the purchase procedure. It is proposed that a lecture be arranged once a year by the CPO for the benefit of these persons.

4. There are finance and purchase committees in the departments, but not in the Centres and some academic units like IIC, Library, Hospital etc. It is proposed that each of these should have at least a five member purchase committee including persons from outside the centre /unit. The membership of such committee may be approved by the Director for periods of two years at a time. **For Library, the purchase committee will be as constituted by the Library Advisory Committee .**

5. It is learnt that there is a pre-audit done in the central purchase office in some other IITs before orders for any major equipment are placed. Once the purchase section is geared up for this task, this practice should be followed in IIT, Roorkee also.

6. Several of the difficulties in our present purchase arose from Forms on which the purchase proposals have to be made being not totally satisfactory. A revised purchase proposal form for purchases of categories (b) and (c) of Regulation 23.12 (iv) has been prepared and is enclosed. **(Annexure I)**

   Also enclosed are the proposals for the following:

   (i) Enquiry forms including compliance proforma. **(Annexure-II)**
   (ii) Comparative Statement **(Annexure-III)**
   (iii) Purchase order. **(Annexure- IV)**

23 JUL 2002

7. Through Notification No. DRIL/LSPC/908 dated March 19, 2002, Dean, SRIC hasput the following restrictions on the purchase of software from the Special Financial Assistance from MHRD for equipment:

> *Before processing the purchase of any software, clearance may please be taken from the Special Purchase Committee (Software) headed by Prof. Vinod Kumar, which has compiled the data on various technical software packages available in various departments and will coordinate the purchase in case more than one department is interested in buying the same software package. This will ensure judicious expenditure on the software.*

It is desirable that this is followed in all purchases irrespective of the source of funding and this aspect has been incorporated in the purchase proposal form.

8. There is some ambiguity in some of the existing clauses of our Purchase Regulations. Several clauses need reworking and the revisions proposed in Chap. 23 are enclosed. **(Annexure -V)**.

23 JUN. 2002

Annexure-I

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE
Purchase Proposal for Approval

Proposal No. ..... Dated: .....

Against Enquiry letter No..... Dated: .....

1.Name of Department/Office .....

2. Whether the item to be purchased is covered under the sanction provided by the funding agency/Institute? Yes/No

- Please attach a copy of the sanction letter/approval duly flagged (Flag A)
- If the block grant is given by the Institute without the list of items, purchase should be justified by the recommendations of the Departmental Committee.(Flag A)

3. Nature of Grant: Sponsored Research/Industrial Consultancy/Plan Grant/Other ..... Grant Code No.:.....
Balance amount available: .....

4. The item to be purchased is related with computers/software/other items (please encircle) and the case is related to
   (a) Software Committee (b) Computer Committee-GPC-III
   (c) GPC-I (d) GPC-II
   (e) Special Purchase Committee (in case of project grants)
   (f) Any other purchase committee (please specify.)

5. Whether the purchase is on the basis of at least three valid quotations? Yes/No
   (if not, specific reason/justification be recorded on a separate sheet with documentary support duly flagged (Flag E).

6. Details of the tender/Quotations
   (a) Whether the tender was published in the newspaper? Yes/No
   (Mandatory when the purchase is for Rs. 5.00 lacs or more in the case of single item and Rs. 10.00 lacs or more in the case of a number of items)
   (Please attach a Copy of tender notice duly flagged (Flag B)
   (b) No. of enquiry letters sent (if not through news paper) .....
   (please attach certificate of posting (Flag B)
   (c) No. of Quotations received (available in file serially) .....
   (d) No. of Quotations rejected (reason must be recorded on comparative statement).....
   (e) No. of valid Quotations (c-d) .....
   (f) If the item to be purchased is of proprietary nature, report of the technical committee constituted by HOD must be enclosed (Flag F)

HEAD OF THE DEPARTMENT

P.T.O.

23 JUL 2007

7. Details of item (s) recommended for purchase

Name of Firm	Item	Rate per Unit	Qty.	Amount

Other charges for packing, forwarding, freight, Insurance etc. Rs.....

Total amount of order in Rs.....
Total amount of order in Foreign currency: .....

Agency commission (included in above price) duly confirmed by the principal will be paid in Indian currency only after receipt of material and satisfactory installation.

Percentage of commission .....Amount of Commission.....

Terms & Conditions:- as per existing purchase regulations.

1. FOR/FOB/CIF:.....
2. PAYMENT TERMS.....
3. SALES TAX:.....
4. ANY OTHER TAX:.....
5. DELIVERY PERIOD:.....
6. WARRANTY:.....

HEAD OF THE DEPARTMENT

23 JUL 2000

Other Terms & Conditions, if any, which are not covered under the existing purchase regulations with full justification.

1.
2.
3.
4.
5.

Encls: HEAD OF THE DEPARTMENT

1. Provision of Funds with sanction letter at F/A.
2. Copy of Tender Notice/Enquiry letter with Certificate of Posting at F/B.
3. Comparative Statement duly recommended by HOD at F/C.
4. Departmental purchase committee report for consideration of GPC at F/D.
5. Justification for purchase on single/less than three quotations basis at F/E.
6. Report of the technical Committee (in case of proprietary item) at F/F.

Observations of CPO, if any

CENTRAL PURCHASE OFFICER

Reply from the Deptt./Office of CPO's observations: (if required attach extra sheet at F/G)

HEAD OF THE DEPARTMENT

23 JUL 2007

Decision/Recommendation of GPC-..... meeting held on .....

As proposed by the Deptt. purchase is

(a) Approved
(b) Recommended for approval of the competent authority.
(c) Not approved

and the following is also desired at the Deptt. end :

Member Secy. (C.P.O.)	Member	Member	Member
Member	Member	Member	Chairman, GPC

Approval of Competent Authority [on the basis of recommendations of GPC given at (b) above]

(Competent Authority)

No.CPC/Approval/GPC- / Dated: -

Returned to HOD with the remarks that:

(1) The purchase as noted in this proforma has been approved. All orders above Rs. 75,000/- duly signed by the HOD must be sent to CPO for pre audit.
(2) The observations of GPC may please be looked into by Deptt, and the proposal be resubmitted after doing the needful accordingly.

CENTRAL PURCHASE OFFICER

23 JUL 2002

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247 667.

Under Postal Certificate

ENQUIRY FORM

No.....

Dated: .....

From:

Head,
Department of .....
Indian Institute of Technology, Roorkee
Roorkee-247 667.

To,

M/s.....
.....
.....
.....

Dear Sirs,

Quotations are invited for purchase of items(s) as shown on reverse or as per list attached.
The last date for receipt of quotation is .....

Quotation will be opened on .....at.....

Representatives of the firm(s) may be present at the time of opening the quotation if they so desire. The quotations should bear full details and where possible, be duly supported with catalogues, pamphlets, literature or samples of the items/items as the case may be for comparing the quality and rates of the item(s). The following instructions should be strictly observed for submitting the quotations failing which the quotations shall be liable to be rejected:

1. The quotations should be submitted in duplicate and on printed pad preferably with sales tax number of the firm.
2. The quotations should be submitted to the undersigned in sealed envelope duly marked "quotations against enquiry No.....Dated.....Due on .....on the corner of the envelope.
3. Quotation received after the closing date may not be considered.
4. The rates quoted should include transportation costs upto I.I.T,Roorkee clearly mentioning the percentage/rate of sales tax or all other taxes and duties inclusive and rates should be valid for atleat three month from the date of opening of quotation.
5. This purchase being for research purpose, the IIT Roorkee is exempted from the payment of custom/excise duty. The quotee should quote accordingly.
   (This clause may be deleted by Deptt./Centre, if not required)
6. The rates must be quoted both in figures and words and over-writing should be avoided, however, all cutting/corrections must be duly authenticated.
7. While sending rates, the firm shall give an undertaking to the effect that the terms/conditions mentioned in the enquiry letters against which the rates are being given are acceptable to the firm. In case the firm does not give this undertaking their rates will not be considered.
8. The quotations should preferably be given for the items in the same order as in the enquiry letter.
9. The whole supply as per order shall have to be completed within the time mentioned in the order failing which the Department shall have the right to accept or reject any quantity of goods ordered.
10. If the supplier/firm is manufacturer/authorized dealer/sole distributor/ of any item, the certificate to this effect should be attached.
11. Normally, payment will be made on receipt of material and check with regard to quality and quantity of the material supplied on and submission of pre-receipted bill by the firm.
12. The quantity shown against each item is approximate and may vary as per demand of the department at the time of placing order.
13. The department reserves the right to reject any quotation wholly or partly with out assigning any reason.

23 JUL 2007

Sl.No.	Name of Item	Specifications	Quantity/Unit
01.		(a) (b) (c) (d)	
02.		(a) (b) (c) (d)	
03.		(a) (b) (c) (d)	

NOTE: 1. The Quotee should invariably specify the specification of their product in the same order.
2. The Quotee should submit the compliance performance in the same order along with the supporting printed catalogue/leaflet of the manufacturer failing which their quotation will be rejected.
(This clause may be deleted by Deptt./Centre if not required).

Yours faithfully,

Head of the Department.

Copy to :

1. O.C. Purchase for his information and necessary action.
2. Central Purchase officer, IIT,Roorkee for information.
3. Notice Boards of the Deptt./Centre.

Head of the Department.

23 JUL 2002

Annexure-III

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE-247 667.

Name of the Department/Centre : .....

COMPARATIVE STATEMENT AGAINST ENQUIRY NO. ..... DATED.....

Sl. No.	Name of the items with specifications	Name of the firm(s) supplier					Remarks
		A	B	C	D	E	
1.	Item :-						
	Specifications :- a.						
	b.						
	c.						
	....						
	....						
	Optional items (if any)						
	Price						
2.	Item :-						
	Specifications :- a.						
	b.						
	c.						
	....						
	....						
	Optional items (if any)						
	Price						
	TERMS & CONDITIONS : I. Delivery Time II. F.O.R. III. Sales Tax IV. Other taxes V. Payment terms VI. Any other						

23 JUL 2002

Prepared by	Checked by	Recommendations Of Indentor	Recommendations of HOD/PI
Name & Signature	Name & Signature	Signature	1. Approved, if the purchase is as per 23.12 (iv)(a). 2. Forwarded to GPC if not covered by above regulation.

ORDER FORM FOR PURCHASES WITHIN INDIA
(ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY HOD &CPO BOTH)

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE-247 667

From:

Prof. and Head
Department of .....
Institute of Technology
ROORKEE

To,

_____
_____
_____

Order No..... Dated:

Dear Sir,

With reference to your Quotation No..... Dated....., we hereby place an order with you for the supply of the following item(s) on the terms and condition given below:

Sl. No.	Description	Rate	Quantity	Amount

Amount in Words:_____

TERMS & CONDITIONS:

7. F.O.R.:
8. SALES TAX inclusive/exclusive @ __ %
9. PAYMENT TERMS
10. WARRENTY/GUARANTEE PERIOD
11. DELIVERY PERIOD:
12. Arbitration clause and other terms & conditions as per Annexure-A

Encl: Annexure-A

P.I./O.C. Purchase/Laboratory

COPY FOR PRE -AUDITING

CENTRAL PURCHASE OFFICER

May please get the purchase order (as above) pre-audited and return the enclosed final order after signing.

Chargeable grant No. ..... Head of the Deptt.

Pre-audited and returned to Head of the Deptt.

CENTRAL PRHCASE OFFICER

23 JUL 2002

ORDER FORM FOR PURCHASES WITHIN INDIA
(ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY HOD &CPO BOTH)

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE-247 667

From:

Prof. and Head
Department of .....
Institute of Technology
ROORKEE

To,

_____
_____
_____

Order No..... Dated:

Dear Sir,

With reference to your Quotation No..... Dated....., we hereby place an order with you for the supply of the following item(s) on the terms and condition given below:

Sl. No.	Description	Rate	Quantity	Amount

Amount in Words:_____

TERMS & CONDITIONS:

1. F.O.R.:
2. SALES TAX inclusive/exclusive @ __ %
3. PAYMENT TERMS
4. WARRENTY/GUARANTEE PERIOD
5. DELIVERY PERIOD:
6. Arbitration clause and other terms & conditions as per annexure-A

Encl: Annexure-A

CENTRAL PURCHASE OFFICER HEAD OF THE DEPARTMENT

CC:

1. Finance Controller. The cost is chargeable to Grant No.....
2. Central Purchase Officer
3. O.C. Concerned Lab./P.I. Concerned

23 JUL 2002

ANNEXURE-A

GENERAL TERMS AND CONDITONS

1. **ARBITRATION CLAUSE:-** In the event of any difference or dispute arising out of this purchase, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.
2. **SALES TAX:** - Will be paid extra if applicable. In case you claim Sales tax, the following certificates may be recorded on the bill:
   "CERTIFIED that the goods.....on which the sales tax has been charges have not been exempted the Central Sales Tax Act or the State Tax Act or the rules made there under. The charges on account of Sales Tax on these goods are correct under provision of the relevant act or the rules made there under.

   CERTIFIED further that we.....
   .....(Our Branch or Agent) .....
   (Address).....
   are registered as dealers in the state of..... under registration No.....
   for purpose of Sales Tax."
3. The material will be accepted only after inspection at this Department. If not found suitable or according to the specifications, the same will be returned at your cost and risk.
4. **PAYMENT:** The payment shall be made on receipt of material and checking at site (unless otherwise specified in the order overleaf) with regard to the quality and quantity as per our order. In case of advance payment, the bills for the advance amount and for the balance amount must be sent separately. The bill should be in duplicate, duly stamped and pre-receipted otherwise the payment will not be made.
5. Claims on account of Octroi, Railway/Motor freight, insurance charges, if admissible under the terms of the supply order and not included in the amount of the order, should be supported with vouchers, failing which the same will not be paid. If at the time of checking, it is found that the material/equipment is in damaged condition, the supplier shall be informed about the same immediately. The supplier should then take appropriate action to lodge his claim with the insurance company. The Department shall, in no way, be responsible for any loss to the supplier due to damage/breakage of material/equipment during the execution of this order.
6. All correspondence regarding this purchase order should be addressed to the Prof & Head, Department of _____, IIT, Roorkee.
7. All disputes are subject to Roorkee jurisdiction only.

CENTRAL PURCHASE OFFICER

HEAD OF THE DEPARTRMENT

23 JUL 2002

ORDER FORM FOR IMPORTS ONLY
(ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY HOD &CPO BOTH)

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE-247 667

From:

Prof. and Head
Department of .....
Institute of Technology
ROORKEE

To,

_____
_____
_____

Order No..... Dated:

Dear Sir,

With reference to your Quotation No..... Dated....., we hereby place an order with you for the supply of the following item(s) on the terms and condition given below: •

Sl. No.	Description	Rate	Quantity	Amount

Amount in Words:_____

TERMS & CONDITIONS:

1. FOB/CIF:
2. PAYMENT TERMS:
3. WARRENTY/GUARANTEE PERIOD:
4. DELIVERY PERIOD:
5. Arbitration clause and other terms & conditions as per annexure-A

Encl: Annexure-A

P.I./O.C Purchase/Laboratory

COPY FOR PRE -AUDITING

CENTRAL PURCHASE OFFICER

May please get the purchase order (as above) pre-audited and return the enclosed final order after signing.

Chargeable grant No. ..... Head of the Deptt.

Pre-audited and returned to Head of the Deptt.

CENTRAL PRHCASE OFFICER

23 JUN 2007

ORDER FORM FOR IMPORTS ONLY
(ORDER WILL BE VALID ONLY WHEN IT IS SIGNED BY HOD &CPO BOTH)

INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE-247 667

From:

Prof. and Head
Department of .....
Institute of Technology
ROORKEE

To,

_____
_____
_____

Order No..... Dated:

Dear Sir,

With reference to your Quotation No..... Dated....., we hereby place an order with you for the supply of the following item(s) on the terms and condition given below:

Sl. No.	Description	Rate	Quantity	Amount

Amount in Words:_____

TERMS & CONDITIONS:

6. FOB/CIF:
7. PAYMENT TERMS:
8. WARRENTY/GUARANTEE PERIOD:
9. DELIVERY PERIOD:
10. Arbitration clause and other terms & conditions as per annexure-A

Encl: Annexure-A

CENTRAL PURCHASE OFFICER HEAD OF THE DEPARTMENT

CC:

1. Finance Controller. The cost is chargeable to Grant No.....
2. Central Purchase Officer
3. O.C. Concerned Lab/P/I. Concerned

23 JUL 20..

GENERAL TERMS AND CONDITONS

1. **ARBITRATION CLAUSE**:- In the event of any difference or dispute arising out of this purchase, all efforts shall be made by both the Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award.
2. The Institute is exempted from paying the custom duty if the equipment/material is imported for research work. Custom Duty Exemption Certificate or any other related documents will be provided by the Institute. However, if any custom duty is levied extra by the Government, the same will be paid as per actual basis.
3. **PAYMENT:** The payment shall be made through Letter of credit after deducting the Indian agency commission, if any.
4. Indian agency commission will be paid in Indian Currency only after receipt of material/equipment duly checked with regard to the quality and quantity as per our order and satisfactory installation wherever applicable
5. Claims on account of freight, insurance charges, will be paid as per actual basis. At the time of checking, if it is found that the material/equipment is in damaged condition, the supplier shall be informed about the same immediately. The supplier should then take appropriate action to lodge his claim with the insurance company. The Department shall, in no way, be responsible for any loss to the supplier due to damage/breakage of material/equipment during the execution of this order.
6. All correspondence regarding this purchase order should be addressed to the Prof & Head, Department of _____, IIT, Roorkee.
7. All disputes are subject to Roorkee jurisdiction only.

CENTRAL PURCHASE OFFICER

HEAD OF THE DEPARTMENT

23 JUL 19[illegible]

Annexure- V

CHAPTER 23

THE PURCHASE REGULATIONS

23.11(a) The concerned departments will submit their purchase proposals for consideration of the respective GPC/SPC through CPO. The proposal should contain the duly completed prescribed proformas e.g. Comparative Statement, ***recommendation of departmental purchase committee*** and Proposal for Purchase Approval (PPA), (format shall be available in CPO office) and the purchase file. The provision of funds should be included on each proposal (foreign currency conversions if applicable will be included). In case of tenders, newspaper cutting of the tender notice should be attached.

23.11(b) Approval of GPC/SPC/***Director*** wherever required would be communicated by the CPO to the concerned Head of the Department.

23.11(g)

- No change
- No change
- No change
- No change
- Supply of commodity items: Such as cement, Metal, and Paper not exceeding Rs.25,000/-
- ***No repeat order will be placed if trade-in is involved in the purchase.***

23.11(h) The ***Institute*** may finalise a rate contract of ***PCs/Computer peripherals or any other item with various manufacturers***, so as to offer a wider choice. Different rates may also be approved for any item depending on the specifications and quality of item offered by different ***manufacturers. Tenders/Quotations shall be called from manufacturers only***

23.12(ii) In special circumstances, purchase including services, labour charges and job works (fabrication, repairs; civil and electrical works etc.) through cash or credit at site may also be made above Rs. 5,000/-. Unless such a purchase is made on the basis of approved rate contract, or from Govt./public sector undertaking, at least three written ***or verbal*** quotations be obtained by a Committee to be constituted as given below at (a) and (b) : .

In case of verbal quotations, the names and addresses of the bidders alongwith rates quoted by them shall be certified by each member of the committee on the comparative statement.

23.12(iv)(c) Competent Authority: For all cases not covered ***above but duly recommended by GPC/SPC***

23 JUL 2002

23.12 (v) If the purchase is proposed on the basis of rate contract approved by Central Government or from a Government or Public Sector Undertaking/Organisation, or on rate contract approved by the ***Institute***, orders for purchase upto ***Rs. 5.00 lakh*** may be approved by the Head of the Department, without processing the case through Group Purchase Committee as per terms and conditions of the Government/Public Sector Undertaking/ Organisations as the case may be. However, the C.P.O. will continue to ***pre audit the order above Rs.75000/- [as is given in 23.11 (c)]***

23.12 (vi) In case of purchase of sophisticated equipment or any other special purchase, the Department, if it so desires, may constitute a sub-committee of at least three members with the approval of Chairperson of concerned GPC/SPC. Such sub-committee may also ***negotiate with L-1(lowest firm)*** regarding rates, discount etc. in the best interest of the Institute.

23 JUL 2002

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE – 247 667

No. IITR/ MS /BOG/2nd/2002/490 (iii) Dated 7th Aug. 2002

CORRIGENDUM

In continuation of this office letter No. MS/IITR/BOG/2nd/2002/490 (ii) dated 23rd July 2002 sending therewith the minutes of the meeting of the Board of Governors held on 29th June, 2002, the under mentioned clauses may also be added to Annexure-V of Appendix 'S' to Item no. 2.3.3 (page No. 123) of the minutes:

23.15 The "trade-in" for purchase through quotation/tender or through Rate Contract for supply of equipment and systems, including PC's, Refrigerators and Xerox Machines etc. is admissible. While inviting quotations/tender or proposal for Rate Contract, supplier/vendor will be asked to quote rates and other terms for "trade-in" of existing equipment/systems.

However following conditions shall apply:

(i) In case of Computers, systems should be at least three years old.
(ii) In case of Photo-copier machines, a machine should be at least seven years old or 5 lakh should copies should have been generated on the old machine.
(iii) In case of Refrigerator, they should be at least seven years old.

Note: Trade- in shall be initiated on the recommendations of a Departmental Technical Committee constituted by HOD for this purpose.

23.16 A Central Assets Register for items under the Major Assets and Minor Assets Categories, be maintained in CPO Office for the purpose of Stock Verification.

23.17 Each Centre and other academic Units like IIC, Library, Hospital etc. should have at least a five member purchase committee including persons from outside the centre/ unit. The membership of such committee may be approved by the Director for periods of two years at a time. For Library, the purchase committee will be as constituted by the Library Advisory Committee.

(A.K.Srivastava)
Lt. Col. (Retd)
Registrar, & Secretary
Board of Governors

Copy to:
1. All members of the Board of Governors, IIT Roorkee
2. All HODs /Deans/A.Rs./Librarian for record.

BOG 29.6.02

Appendix 'T'
Item No.2.3.4

REPORT OF THE COMMITTEE ON THE CONSTITUTION OF ASSOCIATIONS IN THE CONTEXT OF IIT ROORKEE

PART-A **Constitution of Employees Association**

A Committee was constituted to suggest draft constitutions of different associations of Institute employees.

As a first step, the Committee comprising Prof. A.K. Pant, Elect. Engg. Department and Prof. S.C. Jain, Mech. & Indl. Engg. Department concentrated on the constitution of non-teaching employees Association. This was in view of the fact that in the University of Roorkee, there were 5 different Associations while in IITs all the non-academic staff employees other than officers are represented by a single Union/Association.

The Committee distributed the available constitution of IIT Delhi and IIT Bombay to these associations and had a number of meetings with the Presidents/Secretaries.

The structure of IIT Bombay and IIT Delhi associations are very different. In IIT Bombay, there is a three tier arrangement with a representative body between the executive and the general body. In this representative body different cadres have equal representation. Some members of the executive are sent by this body while other are directly elected. This would have been a suitable model for merging existing associations. However, the representatives of different associations were wanting to have the constitution more on the pattern of IIT Delhi.

29.06.2002

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In view of near unanimity, the IIT Delhi type structure has been recommended by us. All other associations except class "D" wanted delegates from the departments representating different cadres. However, they were persuaded to accept one or more common representatives from the departments. To make sure no section of the members remain unrepresented, 3 Vice-Presidents and 3 additional Secretaries have been proposed. These will be elected by the total membership. However, one post each will be reserved for Technical, Ministerial and class 'D' staff. Uniformity could not be achieved in this as class 'D' representatives were against it while all others wanted this. In our judgement, this should be incorporated in the first constitution and subsequently could be deleted if the experience suggests no continuing need for such a provision

The Committee had suggested the name **"NON-ACADEMIC STAFF ASSOCIATION"** in the draft as in IIT Bombay. However, the employees wanted the name "IIT Roorkee employees Union". As the IIT Delhi constitution is for an employees union, we felt that this change could be accepted though the word union has a some what different connotation that of an association.

The proposed constitution is given in Annexure. The work of merging small departments into units sending representatives to the executive council is being done and shall be communicated separately.

PART-B

The proposed constitutions for other associations are now being taken up and shall also be submitted later.

(S.C. JAIN)

(A.K. PANT)

29.06.2002

23 JUL 2002

INDIAN INSTITUTE OF TECHNOLOGY EMPLOYEES UNION
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

CONSTITUTION

1. NAME:

The name of the Union shall be IITR Employees Union, Indian Institute of Technology Roorkee (IIT Roorkee)

2. HEAD OFFICE

The registered office of the Union shall be situated within IIT Roorkee Main Building and the postal address shall be

IITR Employees Union
Indian Institute of Technology Roorkee
Roorkee-247667

3. AIMS AND OBJECTIVES

The union shall have the following aims and objectives in the achieving of which the image and the larger interests of the institute shall not be compromised :

3.1 To remove the genuine grievances of all the employees engaged in this aforesaid Institute and to save them from exploitation if any.
3.2 To work for better facilities of work and for better living conditions.
3.3 To establish harmonious relations amongst the members and try to settle disputes between the members and the management by mutual agreements, if possible.
3.4 To secure redress from injustice, if any, in case of discharge, dismissal, retrenchment suspension, stoppage of increment, confirmation, promotion, selection, allotment of accommodation, fine, warning etc. to the employees.
3.5 To help members during legal strikes or other emergencies, if they arise.
3.6 To work for rights of departmental promotions.
3.7 To provide necessary welfare and marketing arrangements at cheaper and reasonable rates to the employees.
3.8 To carry out such other activities as may be deemed necessary for furtherance of the aims and objectives of the Union.

4. STRUCTURE: The Union shall consist of:

(i) Ordinary Members
(ii) Executive Council
(iii) General Body and
(iv) Patron

29.06.2002

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5. MEMBERS

5.1 Eligibility

(a) Any regular/quasi regular employees of the Institute, other than academic staff, who is not a member of any such other association/union of the employees of the Insitute, is entitled to become a member of the Union on payment of an admission fee of rupees ten only and an yearly subscription of amount as recommended by the GBM and approved by the patron from time to time payable by 30th November of the year, provided the intending employee gives an undertaking to abide by the Rules and Bye Laws of the Union as applicable from time to time.

(b) The admission to the membership shall be granted subject to the approval of the Executive Council of the Union. The disapproval for membership, if any, by the Executive Council shall be ratified by the General Body.

5.2 Rights and Benefits of Members:

(a) Any bonafide member is eligible to vote and to contest for any position of the Executive Council provided he/she has been a member for at least six consecutive months prior to the date of election.

(b) Any bonafide member shall have right to present his/her views, suggestions, consent or dissent and grievances on any relevant matter to the Executive Council or General Body and the same shall be considered by the relevant body.

(c) In the matters of functioning of the Union, a member shall act in all manners in pursuance to the decision of the Union. Any breach of discipline shall attract the provision for expulsion of the member concerned.

5.3 Cessation of Membership

A member in arrears of the membership subscription for a period six months and above shall cease to be member of the Union but he/she shall be entitled to rejoin the Union by paying the due arrears.

5.4 Expulsion

(a) Any member may be expelled from the Union for his/her gross failure to conform to the Rules and Bye Laws of the Union or for any act injurious to the interests of the Union. A vote of not less than three fourth of the members present in a General Body meeting specially called for the purpose shall decide any expulsion.

(b) An expelled member shall not be readmitted to the Union for at least two years.

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6. EXECUTIVE COUNCIL

6.1 Structure and Membership

Shall be of 9 office Bearers (One President, Three Vice-Presidents (one each from Ministerial, Technical and Class D Staff), One General Secretary, Three Additional Secretaries, (one each from Ministerial, Technical and Class D Staff) and one Treasurer) and Executive Members from different Deptts./Centres/Sections/Units. One Executive member will be elected from each such deptt./Centre/Section/Unit which has strength of minimum 25 employees. In case, the strength of a particular Deptts./Centres/Sections/Units is less than 25, it shall be merged with some other unit. In case the strength is more than 50 then the Deptt./Centre/Section/Unit will be represented byTwo Executive Members. The Executive Council shall decide in future merger of new deptts./Centres/Sections/Units with any other Department/Centres/Sections/Units of the Institute. The initial grouping shall be as approved by the Director . The Executive Council shall not exceed 50 members in all in any case.

6.2 Election and Tenure of Executive Council

(i) The General Body shall elect only the 9 Office Bearers of the Executive Council once in two years by secret ballot. The executive members shall also be elected by respective Deptts./Centres/Sections/Units by secret ballot.

(ii) The tenure of the 9 Office Bearers and Executive Councillors will be 2 years. Election must be conducted in the month of December and handing/taking over be completed by 31st December of the election year. In case General Secretary fails to do so, the executive council will conduct the election in the month of Jan. of the subsequent year. The election symbol will be allotted to each candidate contesting the Union election in group or individually.

6.3 Meetings of the Executive Council

(a) 1/3rd strength of the members shall form the quorum of the Executive Council.

(b) The meeting of the Executive Council shall normally be held at least once in a month.

(c) An emergency meeting of the Executive Council shall be convened by the General Secretary within 48 hours on receipt of requisition signed by at least 1/4th of the Executive Members.

(d) An adjourned meeting (adjourned for want of quorum) may assemble after a week, after such an adjournment at the same time and place; provided that in the interval a notice of such meeting shall have been communicated to the members of the Executive Council. In such meeting quorum shall not be necessary.

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(e) In the event of any vacancy in the Executive Council caused on account of death, retirement of the member from service or dismissal for fraud, embezzlement etc. from the service or otherwise, before the annual General meeting, the Executive Council may fill the vacancy by co-option for the time being and may also fill the place of any of its office bearers provided further, that in case of total number of such vacancies exceed 50% of the original strength, a meeting of the General Body shall be convened and fresh election be held.

(f) If a member of the Executive Council absents himself from three consecutive meeting of the Executive Council of which he is a member without showing sufficient cause for such absence, shall cease to be a member of that Executive Council.

(g) Whole-time or part-time paid staff may be appointed by the General Secretary to effect the efficient working of the Union and fix his or their remuneration, subject to approval of Executive Council.

7. General Body

All the members of the Union shall constitute the General Body.

8. Patron

The Director shall be the Patron of the Union

9. POWERS AND DUTIES OF THE OFFICE BEARERS

9.1 President

- The President shall preside over all the meetings of the Executive Council and the General Body Meeting, preserve order and sign all minutes.
- The decision of President on all matters regarding the conduct of the meeting and the quorum shall be final. He/she shall have a casting vote in case of a tie.
- He/she shall be overall in-charge of the administration of the Union.

9.2 Vice-Presidents:

- They will assist the President in conducting of any meeting or conference and shall perform the duties of the President in his/her absence according to the orders set by the President.

9.3 General Secretary

a) Shall be responsible for the entire functioning of the entire Union and for calling meeting of the Executive Council as well as of the General Body etc. in consultation with the President.

29.06.2002

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b) Shall handle and direct all correspondence on behalf of the Union.

c) Shall maintain the Minutes of the Executive Council meeting, General Body meeting and authenticate the same..

d) Shall have powers to spend a sum to the extent of Rs. 500/- monthly without the prior sanction of the Executive Council but shall be required to account for the same before the Executive Council.

e) May, if necessity arises, advise to secure formal transfer of Union funds with the Banks.

f) Exercise supervision over the employees of the Union.

g) Attend to any other matter assigned by the Executive Council

h) Be responsible to submit the Annual Report of the Union to the General Body.

i) He/she with the assistance of the Additional Secretaries be the custodian of the registers and the properties of the Union as registered ink the stock book.

9.3 Additional Secretaries :

- They shall assist the General Secretary in his/her duties and perform such of the functions as reassigned to them by the General Secretary.
- In case of absence of the General Secretary, one of the Additional Secretaries as assigned by President will discharge the duties of the General Secretary in addition to his/her normal duties.

9.4 Treasurer:

He shall be the custodian of the books of accounts and the funds of Union and shall be responsible to the Executive Council and the General Body for proper accounting of the same and also submit with proper vouchers and receipts, the audited accounts for the previous year and Budget proposal for the next financial year to the General Body.

10. ANNUAL GENERAL MEETING

(a) The annual general meeting i.e., the open session of the year will be in the month of Nov./Dec. each year. The General Secretary may call additional meetings of the General Body if so decided.

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(b) At least 7 days clear notice shall be given to hold an open session of the General Body of the Union. The Executive Council may convene an emergent General Body meeting on a short notice to consider any matter requiring urgent decision.

(c) 1/3rd of the total members enrolled will form the quorum of the General Body.

(d) The General Secretary will present the annual report before the General Body who shall consider and pass the same.

(e) The General Body may pass any resolutions.

11. AMENDMENTS

Any rule or rules of the Union may be amended varied, deleted or added to by the two-third of the members present and voting in favour of the amendments for that purpose at any annual or special meeting of the General Body. For this purpose 1/3rd of the total members are essential to be present. The amendment to the basic structure of the constitution will be effective after approval of the BoG.

12. FUNDS

(a) The funds of the Union shall consist of subscriptions, donations, fees and any other payment to the Union.

(b) The funds of the Union shall be properly deposited with a Bank or banks in the name of the Union as may be decided upon by the Executive Council.

(c) The bank account shall be jointly operated by the Treasurer and the General Secretary or in the absence of the later by the President and the Treasurer.

(d) All cheques, receipts forms and other papers in respect of deposits and withdrawals of money shall be signed by the General Secretary and the Treasurer and in absence of any of them by the President.

(e) The funds of the Union shall be spent strictly on the matters relating to the achievements of the aims and objectives of the Union.

(f) All expenditures other than day-to-day expenses shall be incurred only with the specific sanction of the Executive Council.

(g) In order to meet the day-to-day expenses of the Union the General Secretary shall keep an amount specified by the Executive Council from time to time with him/her. To meet the expenses of large amounts, the sanction of the Executive Council shall be required.

(h) The financial year of the Association shall be July to June.

23 JUL 2002

29.06.2002

12. Audit

All the accounts shall be submitted by an Auditor appointed by the General Body. The Auditor shall be an independent officer and shall be answerable only to the General Body.

He shall verify all account of the Union and ensure that funds of the Union are spent only for the achievement of the aims and objects of the Union with proper accounts maintained.

Audited account of previous year shall be open to inspection by any member of the Union

13. BENEFITS AND THEIR CONDITIONS

(a) A member shall be entitled to the benefits of the proceedings to which he is a party when such prosecution is under taken for the purpose of securing or protecting and rights arising out of the relations of the members with the management etc.

(b) Members shall be entitled to the allowance and other benefits for themselves on account of sickness, accidents or unemployment and for the payment of educational benefits for them provided the funds permit and the Executive Council so decides.

(c) A member shall not be entitled to such benefits in case if he is in arrears of subscriptions for two consecutive months or is suspended for an act prujudicial to the interest of the Union or in case he ceases to be a member of the Union for any other reasons.

14. DISPUTE SETTLEMENT

In case of dispute amongst the members/office bearers, the decision of the General Body shall be final.

15. DISSOLUTION

15.1 The Union can be dissolved by a resolution to this effect by at least three-fourth majority of its members present at its special meeting called for the purpose.

15.2 Such meeting of the members shall also determine by three-fourth majority, the disposal of funds and other assets of the Union, and payment of liabilities, if any thereof.

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Appendix 'U'
Item No. 2.4.3

PANEL FOR NOMINEES OF BOARD OF GOVERNORS : AHEC

(In alphabetic order)

Sl. No	Name, Designation and Postal Address	Telephone and Fax No. E mail address	Qualification Scientist/Engineer	Board Area Specialization	Addition Information if any	Specialization
1.	Shri B.K. Aggarwal, Member (Hydro), Central Electricity Authority, Seva Bhawan, R.K. Puram, New Delhi – 110 066	Tel : 011-610 7783, 617 2942 (O) - 461 9016 (R) Fax : 011- 619 2942 (D.O.B. : Jan. 1943)	B.E. (Elect.) MS (Elect.), USA	• Presently Member (Hydro) as additional Secretary, Govt. of India • All through life Hydropower Development		Elect.
2.	Dr. N.K. Bansal, Professor, Centre for Energy Studies, Indian Institute of Technology, Delhi, Delhi	Tel : 011- 686 1977 Extn. 5001, 5019 Tel/Fax : 011-686 2208 (R) : 011- 686 1302, 686 2706 E-mail : nkbansal@ces.iitd.ernet.in	Ph.D.	• Solar Energy • Energy Conservation • Renewable Energy		Renew.
3.	Dr. A.K. Gosain, Professor, Deptt. of Civil Engineering, Indian Institute of Technology, Delhi	E-mail : gosain@civil.iitd.ernet.in	Ph.D. (Energy)	• Hydrological Modelling • GIS • Watershed Management		Civil
4.	Shri S.K. Jain, Executive Director, Bharat Heavy Electrical Limited, (BHEL), Hardwar – 249 403	Tel : 0133-426 459 , R- 426 943 Fax : 0133 – 425 096 E-mail : skjain@hwr.bhel.co.in	B.E. (Mech.)	• Traction Motor manufacturing • Electrical Mechanics • Transformer		Mech.
5.	Dr. Uddesh Kohli S-50, Greater Kailash-I, New Delhi – 110 048	Tel : 011-622 0276, 623 2905 E-mail : uddeshkohli@yahoo.com (D.O.B. : 12.12.1940)	B.E. (Hons.) PG-Industrial Management Ph.D.	• Power Projects • Planning Project Appraisal	Formerly Chairman-cum-Managing Director, Power Finance Corp. Ltd., New Delhi	Civil

[Lists]

Appendix 'U'

6.	Dr. Manohar Prasad, Professor, Deptt. of Mechanical Engg., Indian Institute of Technology, Kanpur, Kanpur-208 016	Tel : 011- 597038 (O) 011- 598738 (R) E-mail : manohar@iitk.ac.in	Ph.D. (Energy)	• Energy Systems • Refrigeration & AC		Mech.
7.	Prof. K. Sridharan, Professor Department of Civil Engg., Indian Institute of Science, Bangalore – 560 012	Tel : 080 – 3092 668 Fax : 080 – 334 1683 E-mail : kalmb@civil.iisc.ernet.in	B.E. M.E. Ph.D.	• Canal Engg. • Pipeline Engg. • Hydraulic Transients • Ground Water		Civil
8.	Dr. S.C. Srivastava, Professor, Deptt. of Electrical Engg., Indian Institute of Technology, Kanpur, Kanpur – 208 016	Tel : 0512-597625 (O) 0512-598257, 591 259 (R) Fax : 0512-590 063 E-mail : scs@iitk.ac.in	B.Tech Ph.D. (Energy)	• Power System Dynamics • Power System Deregulation • Energy Management System and Distribution Automation		Elect.

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[Lists]

Appendix 'V'
Item No.2.4.4

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE – 247 667 (Uttaranchal)

A. Approved revised range of Emoluments for 'Y' Pool Contract Workers w.e.f. 1st April 2002

Sl. No.	Name of Position	Present Range of Emoluments (fixed) from 1.4.2001	Revised Range of Emoluments (fixed) from 1.4.2002	Increase allowed at the minimum of the range from 1.4.2002	Qualification and Experience approved by the Syndicate
1.	Helper	2600-2900	2850-3150	Rs. 250/-	8th Pass
2.	Skilled Worker 'A'	2800-3100	3050-3350	Rs. 250/-	8th Pass + One Year relevant technical experience
3.	Skilled Worker 'B'	3200-3500	3500-3800	Rs. 300/-	ITI/High School & One year relevant experience
4.	Field Asstt.	3300-3600	3600-3900	Rs. 300/-	High School/ITI & Two years experience in relevant field.
5(a)	Technical Asstt. 'A'	3700-4000	4000-4300	Rs. 300/-	Inter Science/ITI & two years experience in relevant field.
(b)	Ministerial Asstt. 'A'	3700-4000	4000-4300	Rs. 300/-	Intermediate and two years experience in handling office work. or High School and ten years experience in handling office work.
6(a)	Technical Asstt. 'B'	Rs. 4200-4500	4550-4850	Rs. 350/-	B.Sc./Three Years Diploma in relevant field Or Inter Science/ITI with 10 years experience.
(b)	Ministerial Asstt. 'B'	Rs. 4200-4500	4550-4850	Rs. 350/-	Graduate Or Intermediate and ten years experience in handling office work.
7.	P.C. Operator	(a) 4300-4600 (b) 5100-5400 (c) 6300-6600	4650-4950 5500-5800 6800-7100	Rs. 350/- Rs. 400/- Rs. 500/-	Three years Diploma in relevant field/Graduate and one year working experience on PC/Main Frame in an organisation of repute subject to passing department test.
8.	Technical Asstt. 'C'	5100-5400	5500-5800	Rs. 400/-	B.Sc./Three Years Diploma in relevant field, and 4 years experience.
9.	Project Technician	6700-7000	7250-7550	Rs. 550/-	B.Sc./Three Years Diploma in relevant field and 7 years experience.

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B. The following rates may be charged by the Institute for printing, drafting, tracing etc. for the purpose of Consultancy & Research Projects.

1. Blue Prints

(a) A4 or smaller size	Rs. 0.50 per print
(b) For large tracings	Rs. 20.00 per roll

2. Typing on P.C. — Rs. 8.00 per page

3. Drafting etc. on Computer using Auto CAD — Rs. 50.00 per hour

4. Printing charges :

(i) Black & White prints on Inkjet Printer

A4 Size	Rs. 5.00 per print
A3 Size	Rs. 10.00 per print
A1 Size	Rs. 25.00 per print

(ii) Colour prints on Inkjet Printer

A4 Size	Rs. 30.00 per print
A3 Size	Rs. 50.00 per print
A1 Size	Rs. 120.00 per print

5. Drafting and Tracing Charges for Architectural/Structural drawing:

A4 Size 9" x 11"	Rs. 20.00
A3 Size 11" x 17"	Rs. 40.00
A2 Size 15" x 20"	Rs. 100.00
A1 Size 20" x 30"	Rs. 250.00
A0 Size 30" x 40"	Rs. 350.00

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Appendix 'W'

Qualifications to be advertised for certain essential Academic/Non-Academic posts

1. **Chief Medical Officer**
Pay Scale: Rs.12000-375-18000
Minimum Qualification/Experience: M.D./M.S. in an appropriate branch of Medicine plus at least 11 years experience in a recognised hospital of which at least 05 years must be at the level of Sr. Medical Officer.

2. **Deputy Registrar (Administration)**
Pay Scale - Rs.12000-420-18300
Minimum Qualification/Experience:
(a) A Postgraduate Degree with at least 55% marks or its equivalent grade
(b) 08 years Experience as a Lecturer in a College or an University with experience in Educational Administration

OR

Comparable experience in research Establishment and other Institutions of higher education

OR

08 years Administrative experience as Assistant Registrar or in a post carrying a scale of pay of Rs. 8000-13500.

Desirable:
(a) An MBA or equivalent
(b) Knowledge/experience of Computer Systems for information processing and retrieval will be advantageous and given weightage for selection
(c) Experience of working in a residential Institution.
(d) Knowledge of Rules and Regulations of educational Institutions/Universities.

3. **Deputy Registrar (Accounts/Audit)**
Pay Scale - Rs.12000-420-18300
Minimum Qualification/Experience:
(a) A Postgraduate Degree with at least 55% marks or its equivalent grade.
(b) A minimum of 08 years of relevant experience in Accounts in a Govt. Department or University / Educational or Research Institution or in a Commercial Organization of national standing, in the scale of Rs.8000-13500 or above. Candidates should have a sound knowledge of Central Government Rules relating to Accounts/Audit, Service Conditions, Treasury and Financial Rules.

Desirable:
(a) Teaching and research experience or experience of life on a residential Educational Institute.
(b) Preference will be given to a candidate having good working knowledge in accounts and finance of a recognized University/ Educational Institution well conversant with Budget, Accounts Rules, Regulations relating to expenditure and cost of production of articles manufactured in workshop.
(c) Knowledge/experience of Computer Systems for information processing and retrieval will be advantageous and will also be given weightage for selection.
(d) Associate of Chartered Accountancy.

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4. **Institute Engineer**
Pay Scale - Rs. 12000-375-18000
Minimum Qualification/Experience:
Bachelors degree in Civil Engineering /Technology or equivalent preferably first class +12 years relevant experience out of which 05 years must be in the Executive Engineer's scale of Rs. 10000-15200.

OR

Masters degree in Structural Engineering/Building Science & Technology/Construction Management, with a very good academic record through out +10 years relevant experience out of which at least 05 years must be in the Executive Engineer's scale of Rs.10000-15200.

Note: Not to be filled at present.

5. **Deputy Librarian**
Pay Scale – Rs. 12000-420-18300
Minimum Qualification/Experience:
(a) Master's degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade and consistently good academic record.
(b) Five year's experience as an Assistant. University Librarian/College Librarian.
(c) Evidence of innovative library services, published work, professional commitment and computerisation of a libra
Desirable:
(a) Master of Philosophy / Ph.D. degree in Library Science/ Information Science/ Documentation / Archives and Manuscript keeping, computerisation of a Library.
(b) Specialised course in Computer Applications & Networking.
(c) Experience of working in Computerised Libraries.

6. **Senior System Programmer (Manager)**
Pay Scale – Rs. 16400-450-20000
Minimum Qualification/Experience:
(a) Ph.D. in Computer Science/Engineering/Applied Sciences (Non medical) with 10 years relevant experience or Master of Science in Applied Sciences (Non medical)/Mathematics/MCA/M.Tech./M.E. in Computer Science and Engineering with 55% marks or its equivalent grade and 12 years of relevant experience out of which 05 years must be at the level of Systems Analyst/System Programmer.
(b) Proven competence in handling of large computing systems and
(c) Organisational ability for coordinating and managing various services of the system.

7. **System Programmer**
Pay Scale – Rs.12000-420-18300
Minimum Qualification/Experience:
Ph.D. in Computer Science/Engineering with at least 05 years relevant experience or Master of Computer Applications/Master of Science in Mathematics/Applied Sciences (Non medical), M.E./M.Tech. in Computer Science and Engineering/IT/Electronics/Telecom./Software Engineering with 55% marks or its equivalent grade and a minimum of 07 years of relevant experience.

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8. **Assistant Librarian**
Pay Scale – Rs. 8000-275-13500
Minimum Qualification/Experience:
Master's degree in Library Science/Information Science/Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record and at least 05 years of relevant experience.
Desirable:
(a) Specialized course in Computer Applications & Networking.
(b) Experience of working in Computerised Libraries.

9. **Sports Officer**
Pay Scale – Rs. 12000-420-18300
Minimum Qualification/Experience:
Essential:
(a) Master's degree in Physical education from a recognized Institution with at least 55% the marks or its equivalent grade.
(b) 10 years experience in organizing games and sports at University / Degree College level and handling of about half a dozen teams in a year in his Institution.
Desirable:
(a) Diploma in sports coaching from a recognized Institution.
(b) Evidence of specialized skill in games and sports.
(c) Player of eminence – should have won a medal in a National and/or an International Championship.

10. **Assistant Executive Engineer (Electrical)**
Pay Scale – Rs. 8000-275-13500
Minimum Qualification/Experience:
Bachelors degree in Electrical Engineering / Technology or equivalent preferably first class + 3 years Relevant experience.

11. **Assistant Executive Engineer (Civil)**
Pay Scale – Rs. 8000-275-13500
Minimum Qualification/Experience:
Bachelors degree in Civil Engg./Technology or equivalent preferably first class + 3 years Relevant experience.

12. **Scientific Officer Grade - II**
(Institute Instrumentation Centre)
Pay Scale – Rs. 8000-275-13500
Minimum Qualification/Experience:
M.E./M.Tech. in Electrical Engineering / Electronics & Communication Engineering / Instrumentation, with atleast 55% marks or its equivalent grade.

OR

B.E./B.Tech. in Electrical Engineering / Electronics & Communication Engineering / Instrumentation with atleast 55% marks or its equivalent grade.

OR

M.Sc.(Physics) with atleast 55% marks or its equivalent grade + 2 years relevant experience.

NOTE: Preference would be given to GATE/NET qualified candidates.

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13. **Scientific Officer Grade - II**
(Institute Computer Centre)
Pay Scale - Rs. 8000-13500
Minimum Qualification/ Experience:
M.E./ M.Tech. in Computer Science with atleast 55% marks or its equivalent grade OR B.E. /B.Tech. in Computer Science with atleast 55% marks or its equivalent grade + 2 years relevant experience OR MCA with atleast 55% marks or its equivalent grade + 2 years relevant experience OR M.Sc. (Mathematics) with atleast 55% marks or its equivalent grade + 2 years relevant experience.

NOTE: Preference would be given to GATE/NET qualified candidates.

14. **Assistant Registrar (Administration)**
Pay Scale - Rs. 8000-13500
Minimum Qualification/ Experience:
A Postgraduate Degree with at least 55% marks or its equivalent grade.
A minimum of 06 years of relevant experience in a Government Department or University / Educational or Research Institute or in a Commercial Organization of national standing, in the scale of Rs.6500-10500 or above.
Desirable:
(a) An M.B.A. or equivalent.
(b) Knowledge/experience of Computer Systems for information processing and retrieval will be advantageous and given weightage for selection.

15. **Assistant Registrar (Accounts/Audit)**
(for the Department of Paper Technology, Saharanpur Campus)
Pay Scale - Rs. 8000-275-13500
Minimum Qualification / Experience:
(a) A Postgraduate Degree with at least 55% marks or its equivalent grade.
(b) A minimum of 06 years of relevant experience in Accounts in a Government Department or University / Educational or Research Institute or in a Commercial Organization of national standing, in the scale of Rs.6500-10500 or above. Candidates should have a sound knowledge of Central Rules relating to Accounts/Audit, Service Conditions, Treasury and Financial Rules.
Desirable:
(a) An M.B.A. or equivalent.
(b) Knowledge/experience of Computer Systems for information processing and retrieval will be advantageous and given weightage for selection.
(c) Associate of Chartered Accountancy.

16. **Assistant Counsellor**
Pay Scale - Rs. 8000-275-13500
Minimum Qualification/Experience:
Postgraduate Degree with at least 55% marks or its equivalent grade in the fields of Psychology or Sociology or Social work with at least one year of relevant clinical experience.
Note: Not to be filled at present.

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17. **Junior Programmer**
Pay scale – Rs.8000-275-13500
Minimum Qualification/Experience :
Master's Degree in Engineering with 55% marks or its equivalent grade and Computer Software specialisation.

OR

MSc in Applied Sciences (Non medical) or Mathematics or Master of Computer Applications or Bachelor's Degree in Engineering, with atleast 55% marks or its equivalent grade and atleast 02 years relevant experience.

18. **Personal Secretary to Director**
Pay Scale – Rs. 6500-10500
Minimum Qualification/Experience:
Masters Degree with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing.

OR

Bachelors Degree with a minimum speed of 100 w.p.m. in shorthand and 40 w.p.m. in typing and 02 years of experience as a Stenographer.

OR

Bachelors Degree with a professional Diploma / Certificate in secretarial practice and one year of relevant experience.

19. **Technical Assistant (Library)**
Pay Scale – Rs. 5000-8000
Minimum Qualification/Experience:
Bachelor's degree plus a Degree in Library Science /Information Science and a minimum of 02 years of relevant experience.

20. **Junior Engineer Grade-II (Civil)**
Pay Scale- Rs.4500-7000
Minimum Qualification/Experience:
Diploma in Civil Engg. of 3 years of duration and 03 years of experience in civil construction work in CPWD/State PWD/MES in a supervisory capacity.

21. **Nurse**
Pay Scale-Rs.4500-7000
Minimum Qualification/Experience:
Senior Secondary School Certificate Examination)/ Intermediate (10+2), an 'A' grade Nursing Certificate, registration with a State Nursing and Midwifery Council and 03 years of relevant experience.

22. **Physical Training Instructor Grade-II**
Pay Scale –Rs.5000-8000
Minimum Qualification / Experience:
Masters Degree in Physical Education and 01 year of relevant experience.

OR

Bachelors Degree in Physical Education and 03 years of relevant experience.

23. **Midwife Grade-II (Qualified)**
Pay Scale-Rs.3050-4590
Minimum Qualification/Experience:
Secondary School Examination/ High School (10th Class), a 'B' Grade Nursing Certificate, registration with a State Nursing and Midwifery Council and 1 year of relevant experience.

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24. **Attendant (Dark Room)**
Pay Scale-Rs.2650-4000
Minimum Qualification/Experience:
Secondary School Examination/ High School (10th Class) and 1 year of relevant experience.

25. **Dresser**
Pay Scale-Rs.2650-4000
Minimum Qualification/Experience:
8th Standard pass with preferably 1 year of relevant experience.

26. **Attendant(Library)**
Pay Scale-Rs.2650-4000
Minimum Qualification/Experience:
Secondary School Examination/ High School (10th Class) and 1 year of relevant experience.

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Appendix 'X'
Item No. 2.4.8

INDIAN INSTUITUTE OF TECHNOILOGY ROORKEE

Dated: May 21, 2002

MINUTES OF THE MEETING OF INSTITUTE TECHNICAL COMMITTEE FOR WRITING OFF UNSERVICEABLE ITEMS OF CONSTRUCTION DIV.

MEMBERS OF THE COMMITTEE:

1.	DR D B GOEL	Chairman
2.	DR V K GUPTA , Civil Engg Dept.	Member
3.	SHRI K S SAHANI, Construction Division	Member

RECOMMENDATIONS:

The committee considered the proposal of Construction Division for writing off certain unserviceable items. It is recommended that 184 items of Construction Division, valued at Rs. 10 51 804.80 (as per details given in Appendix I) be written off.

As per observations of the committee, all these items appear to be very old and are completely rendered unserviceable. However, no information is available in the Construction Division records on the exact date(s) of purchase of these items. It was learnt that many of these items were transferred to the Construction Division by various academic departments of the Institute at different times. The costs of the various items have been worked out by earlier committees constituted for writing off these items.

K.S. Sahani

(K S SAHANI)
Member

Gupta 21/5

(V K GUPTA)
Member

21/5/2002

(D B GOEL)
Chairman

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APPENDIX I

CONSTRUCTION DIVISION, IIT, ROORKEE

List of items recommended to be written off

Sl. No.	Particulars		Quantity		Book Value		Date of Purc-hase	Prescribed/Estimated life	Yearly rate of depreci-ation	Depreci-ated cost of the material
	Item No. of the stock Register	Description	Sho-rtage	Unserv-iceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
1	R-6/A-1	Road Roller	Nil	1 No.	N/A	N/A	N/A	N/A	N/A	50,000=00
2	R-6/A-2	Duplex Pump Machine	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	5,000=00
3	R-5/A-3	Diesel Engine 37HP with wheel	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	6,500=00
4	R-2/A-4	Thrasing Machine	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	2,000=00
5	R-1/A-5	Seed Sowing Machine	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	2,00=00
6	R-3/A-6	Concrete Mixture with 3HP Motor	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	8,500=00
7	R-3/A-7	Lime & Surkhi Mortar Mill	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	10,000=00
8	R-3/A-8	Water spray machine	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	5,000=00
9	R-4/A-9	Hand Cart for trolley	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	400=00
10	R-4/A-10	Trailer Type Tiller	-do-	2 Nos.	-do-	-do-	-do-	-do-	-do-	6,000=00
11	R-5/A-11	Harraw Trailer Type, Machine	-do-	3 Nos.	-do-	-do-	-do-	-do-	-do-	3,600=00
12	R-4/A-12	Atlas platform weighing machine	-do-	2 Nos.	-do-	-do-	-do-	-do-	-do-	2,000=00
13	R-5/A-13	Cycles	-do-	29 Nos.	-do-	-do-	-do-	-do-	-do-	2,900=00
14	R-2/A-14	Almirah Steels	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	1,800=00
15	R-1/A-15	Spray pump machine	-do-	3 Nos.	-do-	-do-	-do-	-do-	-do-	1,540=00
16	R-6/A-16	Empty gas cartridge (Al)	-do-	167 nos.	-do-	-do-	-do-	-do-	-do-	2,680=00
17	R-2/A-17	Tensile testing M/c loose parts	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	5,500=00
18	R- /A-18	Petromex & larnterns off sizes	-do-	46 Kg/59 Nos.	-do-	-do-	-do-	-do-	-do-	460=00
19	R-7/A-19	Scraps of tools (etc.)	-do-	491 Kg	-do-	-do-	-do-	-do-	-do-	3,437=00
20	R-1/A-20	Bitumen drums (emplty	-do-	360 Kg/15 Nos.	-do-	-do-	-do-	-do-	-do-	1,800=00
								Total		119317=00

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Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/Estimated life	Yearly rate of depreciation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shortage	Unserviceable	Rate	Amount				119317=00
1	2	3	4	5	6	7	8	9	10	11
21	R-7/A-21	Scraps of iron balti, khurpa tasla (etc.)	Nil	575 Kg	N/A	N/A	N/A	N/A	N/A	4,025=00
22	R-7/A-22	C.I. Scrap all type	-do-	1338 Kg	-do-	-do-	-do-	-do-	-do-	9,366=00
23	R-8/A-23	Tin scrap	-do-	1430 Kg	-do-	-do-	-do-	-do-	-do-	7,150=00
24	R-8/A-24	Model	-do-	1 No.	-do-	-do-	-do-	-do-	-do-	4,00=00
25	R-9/B-1	C.G.I. Sheets (scrap)	-do-	3433 Kg	-do-	-do-	-do-	-do-	-do-	17,165=00
26	R-9/B-2	M.S. sheets	-do-	1083 Kg	-do-	-do-	-do-	-do-	-do-	10,830=00
27	R-10/B-3	M.S. Plates	-do-	2080 Kg	-do-	-do-	-do-	-do-	-do-	20,800=00
28	R-11/B-4	M.S. channels angles	-do-	737 Kg	-do-	-do-	-do-	-do-	-do-	6633=00
29	R-10/B-5	M.S. Rails off sizes	-do-	663 Kg	-do-	-do-	-do-	-do-	-do-	Not for sale
30	R-11/B-6	M.S. Model shuttering frame	-do-	2430 Kg	-do-	-do-	-do-	-do-	-do-	26,730=00
31	R-12/B-8	Round Tiles (khapray)	-do-	330 Nos.	-do-	-do-	-do-	-do-	-do-	16=50
32	R-12/B-9	Iron Truses (off sizes)	-do-	325 Kg	-do-	-do-	-do-	-do-	-do-	------
33	R-13/B-11	Steel shuttering plate off (sizes)	-do-	1269 Kg	-do-	-do-	-do-	-do-	-do-	12,590=00
34	R-13/B-12	Iron scrap off all kinds	-do-	4809 Kg	-do-	-do-	-do-	-do-	-do-	36,067=00
35	R-14/B-13 issue	Old boiler drums	-do-	286 Kg	-do-	-do-	-do-	-do-	-do-	2,288=00
36	R-14/B-14	Air chamber of air conditioner plant	-do-	1479 Kg	-do-	-do-	-do-	-do-	-do-	11,832=00
37	R-15/B-15	Locks off sizes	-do-	421 Kg	-do-	-do-	-do-	-do-	-do-	2,526=00
38	R-16/C-1	M.S. colom pipe of size	-do-	1670 Kg	-do-	-do-	-do-	-do-	-do-	13,360=00
39	R-16/C-3	G.I. pipes	-do-	1461 Kg	-do-	-do-	-do-	-do-	-do-	11,688=00
40	R-17/C-4	C.I. bib cocks	-do-	3356 Kg	-do-	-do-	-do-	-do-	-do-	33,560=00
									Total	346344=00

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Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/Estimated life	Yearly rate of depreci-ation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shor-tage	Unserv-iceable	Rate	Amount				346344=00
1	2	3	4	5	6	7	8	9	10	11
41	R-17/C-5	C.I. stop cock	Nil	991 Kg	N/A	N/A	N/A	N/A	N/A	9,910=00
42	R-17/C-6	C.I. push cock	-do-	15 Kg	-do-	-do-	-do-	-do-	-do-	120=00
43	R-18/C-7	C.I. stop cock gate valve (scraps)	-do-	248 Kg	-do-	-do-	-do-	-do-	-do-	1,984=00
44	R-18/C-8	C.I. Tee & sluice valve	-do-	478 Kg	-do-	-do-	-do-	-do-	-do-	3,824=00
45	R-18/C-9	P.V.C. connection	-do-	68 Kg	-do-	-do-	-do-	-do-	-do-	136=00
46	R-19/C-10	Brass bib cock of sizes	-do-	139 Kg	-do-	-do-	-do-	-do-	-do-	9,730=00
47	R-19/C-11	Brass stop cock off sizes	-do-	45 Kg	-do-	-do-	-do-	-do-	-do-	3,150=00
48	R-19/C-12	Brass ball cock of sizes	-do-	36.50 Kg	-do-	-do-	-do-	-do-	-do-	2,555=00
49	R-20/C-13	C.P. pillar cock	-do-	188 Kg	-do-	-do-	-do-	-do-	-do-	13,160=00
50	R-20/C-14	Gland bush	-do-	05 Kg	-do-	-do-	-do-	-do-	-do-	350=00
51	R-20/C-15	Brass gate valves	-do-	14 Kg	-do-	-do-	-do-	-do-	-do-	980=00
52	R-21/C-16	Brass farrule	-do-	01 Kg	-do-	-do-	-do-	-do-	-do-	70=00
53	R-21/C-17	C.I. pipe off sizes	-do-	2569 Kg	-do-	-do-	-do-	-do-	-do-	20,252=00
54	R-21/C-18	Line shafts	-do-	1056 Kg	-do-	-do-	-do-	-do-	-do-	10,560=00
55	R-22/C-19	Thrust bearing	-do-	50 Kg	-do-	-do-	-do-	-do-	-do-	1,500=00
56	R-22/C-20	Top shafts	-do-	690 Kg	-do-	-do-	-do-	-do-	-do-	6,900=00
57	R-22/C-21	Pump shafts	-do-	238 Kg	-do-	-do-	-do-	-do-	-do-	2,380=00
58	R-23/C-22	C.I. bowel suction cape & discharge case	-do-	827 Kg	-do-	-do-	-do-	-do-	-do-	6,616=00
59	R-23/C-23	M.S. cappler	-do-	04 Kg	-do-	-do-	-do-	-do-	-do-	32=00
60	R-23/C-24	Safty values	-do-	0.50 Kg	-do-	-do-	-do-	-do-	-do-	04=00
									Total	440857=00

23 JUL 2002

K.S. Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/Estimated life	Yearly rate of depreciation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shortage	Unserviceable	Rate	Amount				440857=00
1	2	3	4	5	6	7	8	9	10	11
61	R-24/C-25	P.V.C. ball cock 15 mm	Nil	55 Kg	N/A	N/A	N/A	N/A	N/A	110=00
62	R-24/C-26	P.V.C. ball cock 25 mm	-do-	15 Kg	-do-	-do-	-do-	-do-	-do-	30=00
63	R-24/C-27	P.V. bib cock 15 mm	-do-	06 Kg	-do-	-do-	-do-	-do-	-do-	12=00
64	R-25/C-28	Rubber bush (collar type)	-do-	29 Kg	-do-	-do-	-do-	-do-	-do-	58=00
65	R-25/C-29	C.P. shower	-do-	22 Kg	-do-	-do-	-do-	-do-	-do-	1540=00
66	R-25/C-30	None returned valve	-do-	06 Kg	-do-	-do-	-do-	-do-	-do-	420=00
67	R-26/C-31	Bathroom water mixture	-do-	01.5 Kg	-do-	-do-	-do-	-do-	-do-	15=00
68	R-26/C-32	G.M. Impeller	-do-	80 Kg	-do-	-do-	-do-	-do-	-do-	5600=00
69	R-26/C-33	C.I. Impeller	-do-	35 Kg	-do-	-do-	-do-	-do-	-do-	280=00
70	R-27/C-34	C.I. flush tank 2&3 gallons	-do-	1127 Kg	-do-	-do-	-do-	-do-	-do-	9016=00
71	R-27/C-35	Discharge head for 1" shaft	-do-	83 K	-do-	-do-	-do-	-do-	-do-	664=00
72	R-27/C-36	Ball bearing	-do-	04 Kg	-do-	-do-	-do-	-do-	-do-	120=00
73	R-28/C-37	C.I. duck band	-do-	78 Kg	-do-	-do-	-do-	-do-	-do-	624=00
74	R-28/C-38	Water fan	-do-	38 Kg	-do-	-do-	-do-	-do-	-do-	304=00
75	R-28/C-39	C.I. flanged band off sizes	-do-	381Kg	-do-	-do-	-do-	-do-	-do-	3048=00
76	R-29/C-40	C.I. nipple flange	-do-	168 Kg	-do-	-do-	-do-	-do-	-do-	1344=00
77	R-29/C-41	C.I. tee off sizes	-do-	156 Kg	-do-	-do-	-do-	-do-	-do-	1248=00
78	R-29/C-42	C.I. band plan off size	-do-	711 Kg	-do-	-do-	-do-	-do-	-do-	5688=00
79	R-30/C-43	G.I. nipple band, tee etc scrap	-do-	312 Kg	-do-	-do-	-do-	-do-	-do-	2496=00
80	R-30/C-45	G.I. pipes scrap	-do-	356 Kg	-do-	-do-	-do-	-do-	-do-	2848=00
									Total	476322=00

23 JUN 2002

K.S. Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/ Estimated life	Yearly rate of depreci-ation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shor-tage	Unserv-iceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
81	R-31/C-46	C.I. pipe 2" fitting	Nil	426 kg	N/A	N/A	N/A	N/A	N/A	3408=00
82	R-31/C-47	M.S. shaft sleeves	-do-	77 Kg	-do-	-do-	-do-	-do-	-do-	616=00
83	R-31/C-48	C.I. Retainer	-do-	205 Kg	-do-	-do-	-do-	-do-	-do-	1,640=00
84	R-32/C-49	G.I. elbow 3"	-do-	110 kg	-do-	-do-	-do-	-do-	-do-	880=00
85	R-32/C-50	G.I. socket 3"	-do-	22 Kg	-do-	-do-	-do-	-do-	-do-	176=00
86	R-32/C-51	G.I. tee socket elbow etc. off sizes	-do-	60 Kg	-do-	-do-	-do-	-do-	-do-	480=00
87	R-33/C-52	Gate ball off (sizes)	-do-	22 kg	-do-	-do-	-do-	-do-	-do-	176=00
88	R-33/C-53	G.M. retainer	-do-	71 kg	-do-	-do-	-do-	-do-	-do-	5,325=00
89	R-33/C-54	Brass (scraps)	-do-	51 kg	-do-	-do-	-do-	-do-	-do-	3,570=00
90	R-35/D-1/a	Energy meter (one phase)	-do-	187 kg	-do-	-do-	-do-	-do-	-do-	4,675=00
91	R-35/D-1/b	-do- (three phase)	-do-	40 Nos.	-do-	-do-	-do-	-do-	-do-	1,640=00
92	R-35/D-2	Exide batteries	-do-	06 Nos.	-do-	-do-	-do-	-do-	-do-	600=00
93	R-36/D-3	V.I.R.C.T.S. plastic cable (etc.)	-do-	895 kg	-do-	-do-	-do-	-do-	-do-	8,950=00
94	R-36/D-4	Choks	-do-	871 Nos.	-do-	-do-	-do-	-do-	-do-	8,710=00
95	R-36/D-5	Starters	-do-	13 Nos.	-do-	-do-	-do-	-do-	-do-	195=00
96	R-37/D-6/a	Geyser chessies copper container	-do-	06 Nos.	-do-	-do-	-do-	-do-	-do-	840=00
97	R-37/D-6/b	-do- container	-do-	13 Nos.	-do-	-do-	-do-	-do-	-do-	13,000=00
98	R-38/D-8	Industrial tube mixture	-do-	64 Nos.	-do-	-do-	-do-	-do-	-do-	640=00
99	R-38/D-9	Ceiling fan 36"	-do-	56 Nos.	-do-	-do-	-do-	-do-	-do-	2,800=00
100	R-38/D-10	-do- 48"	-do-	64 Nos.	-do-	-do-	-do-	-do-	-do-	6,400=00
									Total	541043=00

23 JUL 2002

K.S.Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/ Estimated life	Yearly rate of depreci-ation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shor-tage	Unserv-iceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
101	R-39/D-11	Ceiling fan 56"	Nil	64 Nos.	N/A	N/A	N/A	N/A	N/A	8,000=00
102	R-39/D-12	-do- 60"	-do-	56 Nos.	-do-	-do-	-do-	-do-	-do-	8,400=00
103	R-39/D-13	Exhaust fan	-do-	09 Nos.	-do-	-do-	-do-	-do-	-do-	900=00
104	R-40/D-14	Pedestal fan	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	160=00
105	R-40/D-15	Table fans	-do-	64 Nos.	-do-	-do-	-do-	-do-	-do-	3,200=00
106	R-40/D-16	Room heater	-do-	14 Nos.	-do-	-do-	-do-	-do-	-do-	140=00
107	R-40/D-17	Stove type heater	-do-	03 Nos.	-do-	-do-	-do-	-do-	-do-	30=00
108	R-41/D-18	Table lamps	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	10=00
109	R-41/D-19	Air conditioner	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	500=00
110	R-42/D-20	Refrigrators	-do-	04 Nos.	-do-	-do-	-do-	-do-	-do-	2000=00
111	R-42/D-21	Amplifiers	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	100=00
112	R-42/D-22	Channel mixture	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	25=00
113	R-43/D-23	Micro phones	-do-	04 Nos.	-do-	-do-	-do-	-do-	-do-	20=00
114	R-43/D-24	Micro phones stand	-do-	03 Nos.	-do-	-do-	-do-	-do-	-do-	30=00
115	R-43/D-25	Horn unit	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	60=00
116	R-44/D-26	Mike lead	-do-	100 Mtrs.	-do-	-do-	-do-	-do-	-do-	20=00
117	R-44/D-27	Magger	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	250=00
118	R-44/D-28	Cabin fan	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	100=00
119	R-44/D-29	Transistor body	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	10=00
120	R-45/D-30	Flood light	-do-	07 Nos.	-do-	-do-	-do-	-do-	-do-	210=00
									Total	**565208=00**

23 JUL 2013

K.S.Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/ Estimated life	Yearly rate of depreci-ation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shor-tage	Unserv-iceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
121	R-45/D-	Earth tester	Nil	06 Nos.	N/A	N/A	N/A	N/A	N/A	06=00
122	R-45/D-	Conduite die set	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	25=00
123	R-46/D-	Pulley block 2 sleeve	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	16=00
124	R-47/D-	Hand drill machine	-do-	02 Nos.	-do-	-do-	-do-	-do-	-do-	72=00
125	R-48/D-	Electrical tools scrap of all kinds	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	20=00
126	R-47/D-	Over head line copper wire	-do-	1450.9 Kg	-do-	-do-	-do-	-do-	-do-	1,16,072=00
127	R-47/D-	Main switches (empty)	-do-	2596 Kg	-do-	-do-	-do-	-do-	-do-	18,172=00
128	R-47/D-	Iron cell bells	-do-	30 Kg	-do-	-do-	-do-	-do-	-do-	90=00
129	R-48/D-	Plastic	-do-	05 Kg	-do-	-do-	-do-	-do-	-do-	15=00
130	R-48/D-	Scrap of tumbler switch	-do-	450 Kg	-do-	-do-	-do-	-do-	-do-	900=00
131	R-48/D-	-do- plugs etc.	-do-	49 Kg	-do-	-do-	-do-	-do-	-do-	98=00
132	R-49/D-	Regulators	-do-	618 kg	-do-	-do-	-do-	-do-	-do-	1,236=00
133	R-49/D-	Lamps	-do-	06 Nos.	-do-	-do-	-do-	-do-	-do-	000=00
134	R-40/D-	Tubes 20 w (fused & damaged)	-do-	198 Nos.	-do-	-do-	-do-	-do-	-do-	198=00
135	R-50/D-	-do- 40 w -do-	-do-	465 Nos.	-do-	-do-	-do-	-do-	-do-	697=00
136	R-50/D-	Old volt meters	-do-	44 Nos.	-do-	-do-	-do-	-do-	-do-	2,200=00
137	R-51/D-	Old ampere meters	-do-	40 Nos.	-do-	-do-	-do-	-do-	-do-	2,000=00
138	R-51/D-	Old emmersed starters	-do-	07 Nos.	-do-	-do-	-do-	-do-	-do-	490=00
139	R-51/D-	Load cover copper twin	-do-	262 kg	-do-	-do-	-do-	-do-	-do-	2,620=00
140	R-51/D-	Meter box covers	-do-	54.5 Kg	-do-	-do-	-do-	-do-	-do-	272=50
									Total	710408=30

23 JUL 2001

K.S.Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/Estimated life	Yearly rate of depreciation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shortage	Unserviceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
141	R-52/D-49	L.T. aluminium cable 4x120 mm (two piece)	Nil		N/A	N/A	N/A	N/A	N/A	11,654=00
142	R-52/D-50	L.T. armed copper cable 4x70 mm (five pieces)	-do-		-do-	-do-	-do-	-do-	-do-	40,434=00
143	R-52/D-51	-do- -do- 4x35 (one piece)	-do-		-do-	-do-	-do-	-do-	-do-	4,611=00
144	R-53/D-52	D.C motor generator L.D.C. make without plate	-do-		-do-	-do-	-do-	-do-	-do-	55,000=00
145	R-53/D-53	Alternator D.C. without plate burnt and damaged	-do-		-do-	-do-	-do-	-do-	-do-	28,000=00
146	R-53/D-54	D.C. --do-	-do-		-do-	-do-	-do-	-do-	-do-	10,000=00
147	R-54/D-55	D.C. motor big size without plate	-do-		-do-	-do-	-do-	-do-	-do-	16,000=00
148	R-54/D-56	D.C. motor small	-do-		-do-	-do-	-do-	-do-	-do-	7,000=00
149	R-54/D-57	D.C. motor 110V 0.5 H.R. 1300 RPM complete	-do-		-do-	-do-	-do-	-do-	-do-	5,000=00
150	R-55/D-58	Motor B.H.P.-4-1200 Rev (weting house make)	-do-		-do-	-do-	-do-	-do-	-do-	17,000=00
151	R-55/D-59	D.C. generator 110V. 1420 RPM	-do-		-do-	-do-	-do-	-do-	-do-	15,000=00
152	R-55/D-60	Kirloskar motor 15 H.P.	-do-		-do-	-do-	-do-	-do-	-do-	5,000=00
153	R-56/D-61	Motor 3 H.P. 110 V.	-do-		-do-	-do-	-do-	-do-	-do-	2,000=00
154	R-56/D-62	Crompton motor B.H.P.-1	-do-		-do-	-do-	-do-	-do-	-do-	1,000=00
155	R-56/D-63	D.C. motor 2 H.P. (weting make house)	-do-		-do-	-do-	-do-	-do-	-do-	2,000=00
156	R-57/D-64	Motor without plate	-do-		-do-	-do-	-do-	-do-	-do-	4,000=00
157	R-57/D-65	Motor .5 h.P. General Elec. Co. England	-do-		-do-	-do-	-do-	-do-	-do-	2,000=00
158	R-58/D-67	Motor 3 phase 5 H.P. for mixer M/c Seimen make ltd.	-do-		-do-	-do-	-do-	-do-	-do-	1,000=00
159	R-58/D-68	Motor for vibration 3 H.P.	-do-		-do-	-do-	-do-	-do-	-do-	22,500=00
160	R-58/D-69	Motor without plate	-do-		-do-	-do-	-do-	-do-	-do-	800=00
									Total	960407=80

K.S.Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/Estimated life	Yearly rate of depreciation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shortage	Unserviceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
161	R-59/D-70	Motor .5 H.P. 110 V.	Nil	01 No.	N/A	N/A	N/A	N/A	N/A	500=00
162	R-59/D-71	Motor greaves	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	300=00
163	R-59/D-72	Motor 20 H.P. (Kirloskar make)	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	15,000=00
164	R-60/D-73	Motor .5 H.P. 1 phase	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	800=00
165	R-60/D-74	Motor 314 B.H.P. Crompton	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	500=00
166	R-60/D-75	Motor 3 phase 1 H.P. 110 V.	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	500=00
167	R-60/D-76	Motor 280V.227 amp. 1000/990 RPM English Elec. Co. London	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	35,000=00
168	R-60/D-77	Motor 77.5 H.P.	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	5,000=00
169	R-60/D-78	Big Motor without plate	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	1,000=00
170	R-60/D-79	Self lubricant engine Birmingham C.No. 7792	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	16,000=00
171	R-60/D-80	Main switch 32 amp.	-do-	10 Nos.	-do-	-do-	-do-	-do-	-do-	100=00
172	R-60/D-81	Bulbes & tubes caps.	-do-	312 Kg	-do-	-do-	-do-	-do-	-do-	3120=00
173	R-60/D-82	Copper winding wire (burned)	-do-	137.5 Kg	-do-	-do-	-do-	-do-	-do-	9625=00
174	R-60/D-83	Conductor fans (Al.)	-do-	68 Kg	-do-	-do-	-do-	-do-	-do-	680=00
175	R-60/D-84	Torch broke brass & (Al.)	-do-	06 Kg	-do-	-do-	-do-	-do-	-do-	150=00
176	R-60/D-85	Ball bearing small	-do-	400 Nos.	-do-	-do-	-do-	-do-	-do-	200=00
177	R-60/D-86	-do- big.	-do-	15 Nos.	-do-	-do-	-do-	-do-	-do-	15=00
178	R-60/D-87	Fan regulator covers only	-do-	104 Kg	-do-	-do-	-do-	-do-	-do-	520=00
179	R-60/D-88	Fans canopy only	-do-	10 Kg	-do-	-do-	-do-	-do-	-do-	50=00
180	R-60/D-89	Lamps shade with G.I. pipe	-do-	129 Kg	-do-	-do-	-do-	-do-	-do-	903=00
									Total	10,50370=80

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K.S. Sahu

Sl. No.	Particulars		Quantity		Book Value		Date of Purchase	Prescribed/ Estimated life	Yearly rate of depreci-ation	Depreciated cost of the material
	Item No. of the stock Register	Description	Shor-tage	Unserv-iceable	Rate	Amount				
1	2	3	4	5	6	7	8	9	10	11
181	R-65/D-90	Electric	Nil	02 Nos.	N/A	N/A	N/A	N/A	N/A	20=00
182	R-66/D-91	Meters off sizes	-do-	20 Nos.	-do-	-do-	-do-	-do-	-do-	600=00
183	R-66/D-92	Air compressor	-do-	01 No.	-do-	-do-	-do-	-do-	-do-	250=00
184	R-66/D-93	Elements for geysers	-do-	9.40 Kg	-do-	-do-	-do-	-do-	-do-	564=00
									Total	1051804=80

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29 JUL 2002

K.S. Sahni 21/5
(K.S. Sahni)
A.E. Construction Division
Member

(V.K. Gupta) 21/5
Prof. Civil Engg.,
Member

21/5/2002
(D. B. Goel)
Prof. Met. & Mat. Engg.,
Chairman
Inst. Technical Committee

Appendix 'Y'
Item No.2.4.10

UNDERTAKING/AGREEMENT FROM A MEMBER OF STAFF OF IIT ROORKEE PROCEEDING ON E.O.L. (EX-INDIA)

THIS DEED of undertaking/agreement is executed on this _____ day of _____in the year 2002 by _____ S/o _____ employed as _____ in the _____ Department of Indian Institute of Technology Roorkee, hereinafter called the 'Executant'.

WHEREAS the 'Executant' has obtained an assignment as _____ at _____.

And whereas on the request of the Executant Indian Institute of Technology Roorkee, hereinafter called "The Institute", have agreed to grant me Extra Ordinary Leave Ex-India for a period of _____with effect from _____ to _____ on the condition that no extension of the said leave shall be allowed, however the Board of Governors, of the 'Institute' in its discretion, may in special circumstances on the request of the 'Executant', named above, extend the leave for such period as it may deem fit and if the Executant fails to return to duty at the Institute on the expiry of the aforesaid leave or such extended period of leave as the said Board may be pleased to extend, the Executant shall be deemed to have resigned from his post at the Institute with effect from the day immediately next to the date on which the said leave expires. In case the 'Executant' wishes to seek voluntary retirement then he shall have to return to India and rejoin the duty at this 'Institute' and serve for a period of not less than one year and thereafter give three months notice as per requirements of the G.O.I. Rules.

The Executant further agrees that in the event of his retaining the residence allotted to him as licence, in the campus of the 'Institute' during the period of leave and in case the Executant fails to rejoin duty after expiry of the leave granted, the Executant hereby agrees to pay the licence fee for the quarters provided in the Institute campus at the rate, (including penal or enhanced rates) specified as per rules in force from time to time for the 'Institute' for the entire period of retention of residence, commencing from the date following the day of the Executant being relieved from the Institute on the said Extra Ordinary Leave till the date on which the residence is actually vacated.

29.06.2002

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The 'Executant', named above, do hereby declare and under takes that in case of breach of any condition herein before stated, on the part of the 'Executant' the 'Institute' shall be entitled to take all ligal actions against the 'Executant' for such breach as provided by the laws applicable in India, generally, besides such other actions which the 'Institute' may take against the 'Executant' in accordance with the provisions of rules or Statutes framed or adopted by the Institute from time to time, particularly.

In witness where-of the 'Executant' named above has set and subscribed his hand in the presence of the witnesses, named below, at Roorkee.

Signature
Name
Designation
Department
E.C. No.
Date

Witness

1. Signature
   Name
   Designation

2. Signature
   Name
   Designation

23 JUL 20[illegible]

29.06.2002

PROGRAM - Faculty Performance Appraisal System
July 1, 200 / to June 30, 200
(attach additional sheet, if necessary)

Name :

Designation :

Deptt./Centre/Programme :

I. INSTRUCTIONAL ELEMENT

(a) Teaching Engagement

	I Semester			II Semester		
	Course No. & Title	No. of Students	Weekly L T P	Course No. & Title	No. of Students	Weekly L T P
U.G.						
P.G. (including Pre-Ph.D course)						

Particulars to be given below, in respect of any courses above, which is taken for part of the semester:

Innovation in teaching, if any :

(b) Project and Thesis (Dissertation) Supervisor : Barch/Btech, March/MURP/Mtech/Msc/MPhil

Level	Title of Project/Thesis	Names of Students	Name of other supervisor (if any)	Remarks*
B.Tech./ M.Sc.				
M.Phil or M.Tech. or Equivalent				

* Mention if industry or hardware related

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(c) **Other Instructional Tasks**
(such as development of lab/course, Instructional software, Education technology packages (including ETV films, Summer & modular courses, Practical supervision).

Note: Information from Columns II and IV may be used for compilation of Annual Report.

II. ACADEMIC RESEARCH AND PUBLICATION ELEMENT:

(a) **Ph.D. Research Supervision**

S.No.	Name of Student	Reg. Year and status (FT/PT)	Thesis Title	Other supervisor (s) (if any), name & department	Completed/ Ongoing

(b) **Refereed Journal Papers** (Published during the report period)
Authors' names (sequence as in paper), Title of paper, Name of Journal, Vol. No. (Year), Page nos.
1.

2.

3.

4.

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(c) Refereed Conference Research Papers (Published ones during the report period).

Information to be given in the order as below:
Authors' names (sequence as in paper), Title of paper, Name of Conference, Place, Year, Page nos.

1.

2.

3.

4

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(d) Books, Monographs, Lab or Design Manuals – Authored/ Edited
(Excluding Editing or Conf./ Seminar/ Workshop Proceedings)

Authors names (same order as in publication), Title, Publisher, Vol. No. (Year), Page nos.

1.

2.

3.

4

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(e) Technical Reports (External & Internal)

S.No.	Title of Report	Particulars (Sponsored R&D/ Consultancy/ Status Reports etc.)	Authors (same order as in publication)	Remarks (External/ Internal report)

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III. SPONSORED R&D, CONSULTANCY & EXTENSION ELEMENT:

(a) Sponsored Research Projects

S. No	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status Started or completed or in progress

(b) Consultancy Projects:

S. No	Title of Project	Funding Agency	Financial Outlay	Year of start & total period	Name of P.I. and other investigators	Status Started or completed or in progress

(c) Products/ Processes Development and Technology Transfer /Patents:
(Give particulars with names of group members involved)

(d) Continuing Education/ QIP Short Term Lectures/ Special Lectures:

S.No.	Title of Lecture/ Lecture Series	Date, Place and Programme where lectures delivered	Other relevant information

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(e) Other Extension Tasks

- (such as involvement with outside institutes – Network/ Joint Projects, International & National Academics, Professional Societies, Industry/ Govt./ Public/ Community Service, Editorial & Reviewing Work, Editing of proceedings).
- (Development of national code of standards).

IV. OTHER ACADEMIC ACTIVITIES:

(a) Awards/ distinctions/ honours/ membership of National Committees

(b) Membership of Professional Societies

(c) Organisation of Courses/ Conferences

Name of the Conf./ Seminar/Course	*Sponsored by*	*Dates*

(d) Visit to outside Institute/ Organisation

Instt./ Organisation visited	*Purpose of visit*	*Dates of visit*

(e) Participation in Seminar/ Symposium/ Workshop etc.

Name of the Conf./ Seminar/ Sym./ Workshop	*Place & Sponsored by*	*Dates*

(f) Participation in Short Term Courses

Name of the Courses	*Place & Sponsored by*	*Dates*

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V. (a) OTHER WORK (not included in the form above)

VI. MANAGEMENT & INSTITUTIONAL DEVELOPMENT ELEMENTS:
(incharge of laboratory/ facility/ group, chairmanship and memberships of committees, involvement in student services, Institute community and administrative assignments, J.E.E., etc.)

a) **Dept./ Centre's Level:**

b) **Institute Level:**

VII. SELF APPRAISAL
(comments on the work including particulars of circumstances for not being able to undertake activities in some elements)

VIII. COMMENTS/ SUGGESTIONS FOR FUTURE WORK
(including difficulties faced, if any, and suggestions for improvement, training, infrastructure etc. for professional growth and for achievement of excellence)

(signature of faculty member)
with date

IX. SEPARATE SUMMARY OF WORK IN OTHER DEPT./ CENTRE
(applicable only to joint faculty and the faculty in IIC or similar Centres):

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X. **Forwarding, Appraisal & Follow-up**

A) **Forwarded by Head of Dept./ Centre:**
(with comments, if necessary, about the information given)

(Signature of H.O.D. with date)

(Counter Signature of Faculty Member)
with date

B) **Comments of Appraisal Committee***

Signature _____ _____ _____

with date _____ _____ _____

* To be communicated to the faculty member

C) **Follow-up Action:**

DIRECTOR/ DIRECTOR'S NOMINEE

23 JUL 2002

Xerox Document Centre 440 ST
Configuration Report

XEROX

Machine Information

Serial Number:	100K******
ESS Software Version:	3_2_1_3s
UI Software Version:	S346b
IIT Software Version:	XC1306
DCSYS Software Version:	XCE245
Disk Size (Avail/Total MB):	3309.76/4340.29
Total Memory (MB):	64
Xerox Supplies:	
Xerox Service:	
Counters:	

Machine:	455583	Print:	4042
Copy:	451541	Large Print:	2
Large Copy:	169	Duplex Print:	2088
Duplex Copy:	332672	Network Scanning:	0
Fax Send:	0	Fax Receive:	0
Email Send:	0		

Installed Options

Duplex:	Installed
MFSYS Software Version:	Not Installed
Token Ring:	Not Installed
High Capacity Feeder:	Not Installed
Finisher:	Not Installed
Tower Mail Box:	Not Installed
Fax:	Not Installed
Software Options Installed:	

PCL Options

Default Font:	Courier
Default Point Size:	12.00
Default Pitch Size:	10.00
Default Symbol Set:	PC-8
Default Lines Per Page:	60
Default Orientation:	Portrait
Add <CR> to <LF>:	Enabled

PostScript Options

Error Sheet:	Enabled
Version:	3011.106

Printer Setup

Tray Priority:	1 2 3 4
Auto Switching:	Enabled
Power Saver Timer (mins):	60
Startup Page:	Enabled
Job Hold Timer:	Enabled
Delete Held Jobs After:	24
Image Quality:	Best Letter
US/Metric Media Conversion:	Enabled
Document Defaults:	
Size	A4
Media Type	Standard
Media Color	White
Number of Copies	1
Sides Printed	1-Side
Collated Sets	Collated
Output Tray:	Center
Banner/Error Defaults:	
Banner Sheets	Enabled
Media Type	Standard
Media Color	White
Media Color Substitution	Disabled
Report Defaults:	
Media Type	Standard
Media Color	White

Network Accounting

Enablement:	Disabled

Port Setup

Ethernet

MAC Address:	00:00:AA:62:4A:85
Speed	10

Token Ring

Enablement:	Disabled
Speed:	Auto
Source Routing:	NONE
MAC Address:	

Parallel Port

Enablement:	Enabled
Timeout (sec):	10

Network Setup

TCP/IP

Enablement:	Enabled
Interface:	Ethernet
Address Resolution Type	Static
IP Address:	192.168.122.37
Subnet Mask:	255.255.255.0
Default Gateway:	0.0.0.0
Broadcast Address:	192.168.122.255
Printer Name:	XRX_0000AA624A85
Line Printer Daemon	
Enablement:	Enabled
Port Number:	515
Raw TCP/IP Printing	
Enablement:	Enabled
Port Number:	9100

Dynamic Domain Name Service

Enablement:	Enabled
Domain:	
DDNS Server IP Address:	0.0.0.0
Alternate 1 DDNS Server IP Address:	0.0.0.0
Alternate 2 DDNS Server IP Address:	0.0.0.0

SLP

Enablement:	Disabled
Version:	SLPSA_V2
Directory Agent IP Address:Port:	0.0.0.0:427
Message Type:	SLPSA Multicast
Multicast Radius:	255
Maximum Transmission Unit:	1400
Character Set:	SLPSA Ascii
Scope 1:	DEFAULT
Scope 2:	
Scope 3:	

HTTP

Enablement:	Enabled
HTTP Port Number:	80
Maximum Number of Connections:	32
Keep Alive Timeout	10

Novell Netware

Enablement:	Disabled
Interface:	Ethernet
Frame Type	Ethernet II
Poll Interval(secs):	5
SAP Rate (secs):	60
Server Character Set:	CP437
PServer Name:	XRX_0000AA624A85
NDS Tree:	NDS_TREE
NDS Context	NDS_CONTEXT
Primary File Server	

AppleTalk

Enablement:	Disabled
Interface:	Ethernet
Printer Name:	XRX_0000AA624A85
Zone Name	*
Entity Type	LaserWriter

Banyan Vines

Enablement:	Disabled
Interface:	Ethernet
Street Talk Name:	XRX_0000AA624A85@server@domain
Print Service:	XRX_0000AA624A85@device@xerox

Microsoft Networking

Enablement:	Disabled
Interface:	Ethernet
Transport	IP
Maximum Number of Connections:	30
Host Name:	XRX0000AA624A85
Host Name Comment:	
Share Name:	
Share Name Comment:	
Workgroup/Domain:	XEROX PRINTER

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