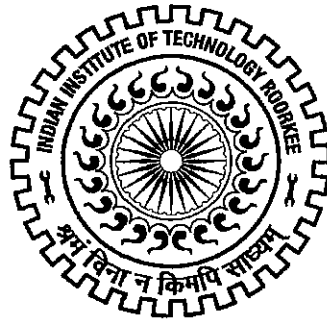


वित्त समिति
की द्वितीय बैठक का कार्यवृत्त

MINUTES OF THE 2nd MEETING OF THE
FINANCE COMMITTEE

29.06.2002



भारतीय प्रौद्योगिकी संस्थान रूड़की
रूड़की - 247 667 (भारत)

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

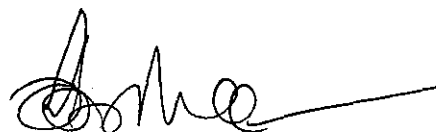
INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE 247 667(UTTARANCHAL)

No. IITRMS/FC/2ND/2002/491(ii)

Dated 19th July, 2002

Subject: Minutes of the 2nd meeting of the Finance Committee held on 29th June 2002

A copy of the minutes of the 2nd meeting of the Finance Committee of the Institute, approved by the Chairman, is sent herewith for favour of your kind perusal and comments, if any, latest by 5th August 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)

Registrar

Secretary, Finance Committee

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. Mr.V.S.Pandey
Jt. Secretary (Tech)
Ministry of Human Resource Development
Government of India
Department of Secondary & Higher Education
Technical Section I
Shastri Bhawan
New Delhi
3. Mr. V.K.Pipersenia
Financial Advisor
Ministry of Human Resource Development
Government of India
Department of Secondary & Higher Education
Technical Section I
Shastri Bhawan
New Delhi

4. Prof. Ashwini Kumar
Civil Engineering Department
Indian Institute of Technology
Kanpur 208 016
5. Mr. B.K.Chaturvedi
President
Hindustan Motors Ltd, A-34, 1st floor
Mohan Cooperative Industrial Estate
Mathura Road, New Delhi 110 049
6. Prof. Prem Vrat
Director
Indian Institute of Technology, Roorkee
Roorkee 247 667
7. Lt. Col. (Retd.) A.K.Srivastava
Registrar
Indian Institute of Technology Roorkee
Roorkee 247 667

INDIAN INSTITUTE OF TECHNOLOGY, ROORKEE
ROORKEE - 247 667

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

**MINUTES OF THE 2ND MEETING OF THE FINANCE COMMITTEE HELD
ON 29TH JUNE 2002 AT 11.00 A.M. IN THE BOARD ROOM.**

The following were present:

- | | | |
|----|---|-------------|
| 1. | Prof. S.K.Joshi | -Chairman |
| 2. | Mr. V.K.Pipersenia, Financial Advisor, MHRD | - Member |
| 3. | Prof. Prem Vrat, Director | - Member |
| 4. | Lt. Col. (Retd.) A.K.Srivastava, Registrar | - Secretary |

Mr. Y.P.Singh, Finance Controller attended the meeting on invitation. The Chairman further desired that in future, the Finance Controller should be invited to the meetings of the Finance Committee, as a Special Invitee.

Communications regretting inability to attend the meeting were received from the following members:

1. Prof. Ashwini Kumar, IIT Kanpur
2. Mr. B.K.Chaturvedi, President, Hindustan Motor Ltd., New Delhi
3. Mr. V.S.Pandey, Joint Secretary, MHRD, Govt. of India

The Chairman welcomed the members to the 2nd meeting of the Finance Committee of IIT Roorkee. He specially thanked Mr. V.K.Pipersenia, Financial Advisor, MHRD, who spared his valuable time to attend the meeting.

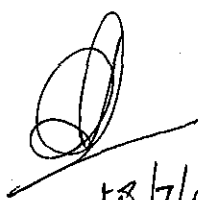
The agenda was then taken up.

Item No.2.1: To confirm the minutes of the 1st meeting of the Finance Committee held on 30.3.2002:

The minutes of the 1st meeting of the Finance Committee held on 30.3.2002 were confirmed.

Item No.2.2: Report of actions taken on the minutes of the 1st meeting of the Finance Committee held on 30.3.2002:

The position of actions taken on the matters as reported was noted.


18/7/02

Item No.2.3: 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.

After some deliberation and making some minor additions, deletions/ corrections in the executive orders for 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, the Finance Committee decided that the following advances/ allowances as given in **Appendices 'A' to 'K'** respectively be approved. These will be effective from the date of meeting of the Board of Governors i.e. 29th June 2002.

ADVANCES

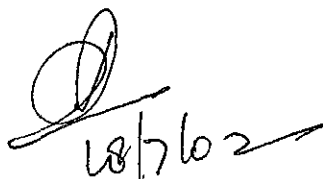
1. Festival advance
2. Conveyance Advance (Motor Car/
Motor Cycle/ Cycle Advance and
Personal Computer Advance)
3. House Building Advance

ALLOWANCES

1. House Rent Allowance (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 (NPA)

Item No. 2.4: To consider the issue of revision of range of Emoluments for 'Y' Pool Contract workers w.e.f. 01.04.2002

After some deliberation and making some minor additions, deletions/corrections in the report of the Committee for the revised range of Emoluments for 'Y' Pool Contract workers w.e.f. 1.4.2002, the Finance Committee decided that the same be approved as per the details given in **Appendix 'L'**. In addition, no change of designation or upward revision of emoluments in respect of any 'Y' Pool Contract Worker is permissible.



Item No.2.5: To consider the issue of regularization of staff, presently working against Syndicate Created Positions.

After due deliberation, the Finance Committee decided that a committee comprising of Director, I.I.T Roorkee, Mr. V.K.Pipersenia, Financial Advisor, MHRD and Mr. Pawan Agarwal, Director, MHRD to examine the regularization of Syndicate created posts and all other personnel related matters in totality and take the necessary decisions. The decisions so taken, be reported to the Board of Governors.

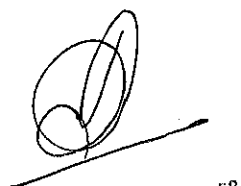
After the formal meeting was over, the Financial Advisor suggested the following steps to reach International Benchmarks in research in the under mentioned order:-

IIT Benchmarks
IIM Benchmarks
Regional Benchmarks (Asia-Pacific Region)
International Benchmarks (Europe, USA, Russia & Japan)

It was also suggested that a time frame be fixed so as to reach International Benchmarks eventually. Funds may be sought for promoting excellence in research in order to produce laureates for the Nobel prize, the Bhatnagar award etc.. The MHRD would provide sufficient funds for this purpose. A Professional Committee may assess the proposals and approve those which have the potential for reaching the International Benchmarks in their respective areas. This would facilitate attracting outstanding persons who are denied opportunities elsewhere, due to lack of funds. For brilliant, revolutionary ideas, money will never be a constraint. For this purpose, the shortlisted proposals may be brought before the Finance Committee for consideration. In order to achieve this objective, the emphasis of faculty should be more on Research, vis-a-vis administrative work. In addition, the Institute may institute its own awards to promote research in various areas. The Awards should for specific attributes/values which the Institute would like to perpetuate and the process must be transparent. The aim of the awards should be to repose confidence of the Institute in the work of the individual/s receiving the award/s.

The Chairman thanked Mr. Pipersenia for his valuable advice, and encouraging support for advancement of the Institute.

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



18 Jan 2002

**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.

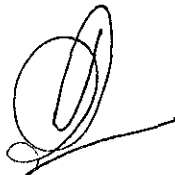
**(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR**

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.



18 JUL 2002

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 है : _____
6. क्या पिछला अग्रिम पूरी तरह से चुकता हो चुका है? : _____
7. आवेदित अग्रिम की राशि : _____
8. कर्मचारी की सेवानिवृत्ति का दिनांक : _____
9. किस्तों की संख्या जिनमें यह राशि वापिस की जायेगी (अधिकतम 10 किस्तों में) : _____
10. प्रमाणित किया जाता है कि मैंने चालू वित्त वर्ष में किसी प्रकार का पर्व अग्रिम नहीं लिया है ।

दिनांक : _____

आवेदक के हस्ताक्षर

संस्थापन कार्यालय हेतु अग्रसारित

विभागाध्यक्ष/कार्यालयाध्यक्ष

संस्थापन कार्यालय प्रयोग हेतु

श्री/श्रीमति/कु० _____ को रू० _____
(रूपये _____) की धनराशि अनुमोदित की जाती है। 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/कु० _____ को रू० _____
का पर्व अग्रिम भुगतान हेतु पास किया जाता है। जिसकी वसूली _____ समान किस्तों में माह _____ के वेतन से प्रारम्भ होगी।

सहायक

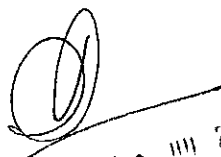
बिल अनुभाग

कार्यालय अधीक्षक

बिल अनुभाग

सहायक लेखाधिकारी/वित्त नियंत्रक

प्राधिकृत अधिकारी


18 III 2002

**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.



18 JUL 2002

- (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".



18 JUL 2002

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.

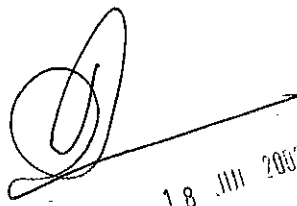
5. INTEREST:-

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.



18 III 2002

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.
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.



18 JUL 2007

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.



18 JUL 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

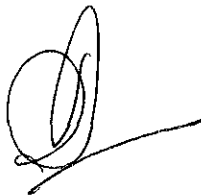
**APPLICATION FORM FOR ADVANCE FOR THE PURCHASE OF
MOTOR CAR/ MOTOR CYCLE/ SCOOTER/PERSONAL COMPUTER**

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) अस्थायी है या स्थायी _____
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 मामले 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 है _____
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 एजेंट 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 है।
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 है ? _____
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 प्रारम्भिक 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 मैंने 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 सं० 1 से 4 व 7 में भरी गयी प्रविष्टियों को चैक कर लिया गया है 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. Registrar


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

सं० भा.प्रौ.सं.रु./सामान्य/
No. IITR/Gen/

दिनांक :
Dated :

स्वीकृति आदेश
SANCTION ORDER

मोटर कार/मोटर साईकिल/स्कूटर/कम्प्यूटर खरीदने के लिए एतद्वारा
रु० की अग्रिम स्वीकृति की जाती
है।

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 _____
रु० 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 accrued 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
है।

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

4. _____ रु० की राशि वर्तमान वित्तीय वर्ष के
लिए स्वीकृत बजट में निर्धारित निधि के अन्तर्गत आती है।

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 है :-

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 होंगे।

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 _____.

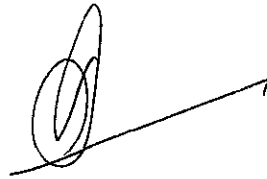
सहायक कुलसचिव (सामान्य)
Asstt. Registrar (Gen.)

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 है।

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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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 समुनिदेशिनी 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 हैं) उपबन्धों के अधीन रु. 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। रु. की धनराशि (जिसकी प्राप्ति एतद्वारा 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 तारीख 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 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।

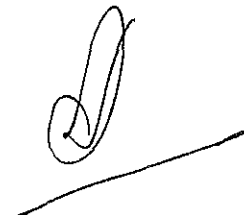


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इसके साक्ष्य स्वरूप उधार लेने वाले और अध्यक्ष की ओर से कुलसचिव ने पहले लिखे गए दिन और वर्ष को इस पर अपने-अपने हस्ताक्षर कर दिए हैं।

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 expression 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 or 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.



18 JUL 2002

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

1. गवाह के हस्ताक्षर
Signature of witnesses _____

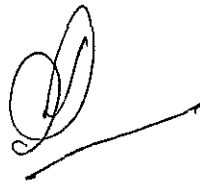
नाम, पदनाम एवं विभाग
Name, Designations & Deptt. _____

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



18 JUL 2002

IITR FORM - CA - IV

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

सं० : भा.प्रौ.सं.रु./सामान्य/2002/
No. IITR/Gen./2002

दिनांक:
Dated :

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

डॉ./श्री/श्रीमति/कु० _____ 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/कु० _____ की स्वीकृति सं० भा.प्रौ.सं.रु./सामान्य/..... दिनांक _____ के द्वारा स्वीकृत मोटर कार/मोटर साईकिल/स्कूटर/कम्प्यूटर की अग्रिम राशि का उनको भुगतान कर दिया गया।

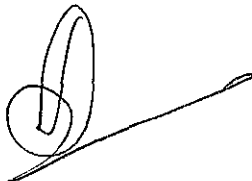
Dr./Shri/Smt./Km. _____ has since furnished the "Agreement" which was required to be executed before the drawal of advance for the purchase of Motor Car/Motor Cycle/Scooter/Computer. As a sequel, Motor Car/Motor Cycle/Scooter/Computer Advance sanctioned to Dr./Shri/Smt./Km. _____ vide sanction No. IITR/Gen/_____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



18 JUL 2002

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

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।

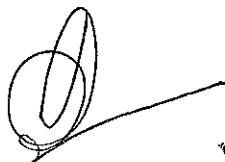
In the event of non-compliance of condition(s) (a) to (d) above, the amount of advance drawn shall have to be refunded in full alongwith interest immediately without any notice/ reminder.

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')



18 JUL 2002

**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

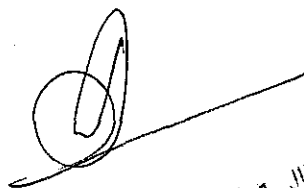
- a. For construction of a new house on an existing plot/purchasing of a plot and constructing a house thereon/purchasing of a ready-built house or flat :
 - 50 times of the (basic pay + NPA + Stagnation increment) of the Institute employee subject to a maximum of Rs.7.5 lakhs, or cost of the house or 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 least 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.

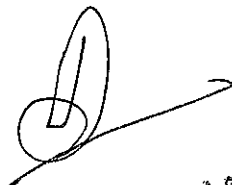
8. TIME LIMIT FOR UTILIZATION OF ADVANCE

- 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.

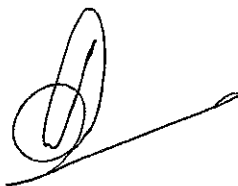
12. SECOND MORTGAGE

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.



18.03.2012

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:-

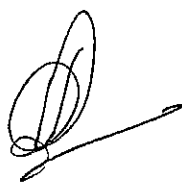
- If the employee is male, he is not over 50 years of age and his wife is between 20 and 45 years of age. If the employee is female, she must not be above 45 years and her husband must not be over 50 years of age.
- Has one to three living children.
- Has had the sterilization operation in an approved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

- The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest.
- The amount of recovery will be fixed in whole rupees.
- The employee may elect to repay in a shorter period than that agreed to.
- 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.



18 JUL 2002

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:-



18 MAR 2002

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 proposed 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			
1 st Floor			
2 nd 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 installment address	Plinth area (in Sq.mtrs)	When constructed	Price settled	The agency from whom to be purchased	Amount(a) already paid (b) to be paid	Amount of advance required	No. of for
1	2	3	4	5	6	7	8

(a)

(b)

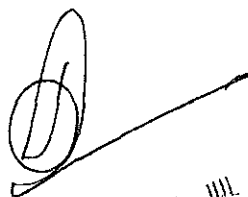
MISCELLANEOUS

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.

Contd.....



18 JUL 2002

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



18.11.2002

Appendix – 'D'

**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.



18 JUL 2002

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.



18 JUL 2002

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.

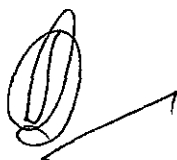
**(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR**

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.



18 JUL 2002

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


18 JUL 2002

Appendix – 'E'

**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.


18 JUL 2002

(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. Application Procedure:- To apply on IITR FORM -TA - 1.

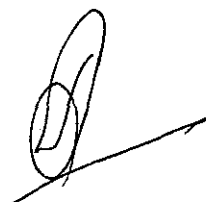
**(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR**

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.



18 JUL 2002

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

**CERTIFICATE TO BE FURNISHED BY THE INSTITUTE EMPLOYEE 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



18 JUL 2002

**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 ITR FORM CYCLE ALLOWANCE-I.

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

No. ITR/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.



18 JUL 2002

IITR FORM CYCLE ALLOWANCE-I

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की — 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 ड्यूटी करने के लिए साईकिल का प्रयोग करता/करती हूँ।

दिनांक

(आवेदनकर्ता के हस्ताक्षर)

संस्थापन अनुभाग हेतु अग्रसारित

विभागाध्यक्ष/कार्यालयाध्यक्ष


18 MAR 2002

**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 ITR FORM WA-I.


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

No. ITR/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.



18 JUL 2002

भारतीय प्रौद्योगिकी संस्थान रुड़की
रुड़की — 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

(आवेदनकर्ता के हस्ताक्षर)

संस्थापन अनुभाग हेतु अग्रसारित

विभागाध्यक्ष/कार्यालयाध्यक्ष



18 .III. 2002

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.

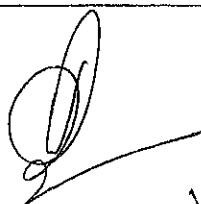
NOTE :- FIFTH PAY COMMISSION recommended discontinuance of OTA except for Staff Car Drivers, Operational Staff and Industrial Employees. *Status quo*, however, continued subject to review to make the eligibility more restrictive. For applying 'Pay/Pay Slabs' admissible in the pre-revised scales to be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



18 JUL 2002

(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 addition 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 be rounded to 2½ 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.



18 JUL 2002

- (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.

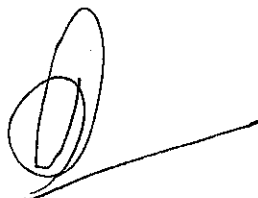
(A. K. SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR

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



18 JUL 2002

**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:

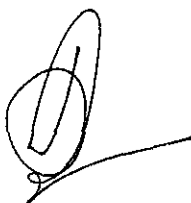
Signature of the Institute employee

Deptt./Centre/Office

Employee No.

Designation:

P.T.O.



18 .III. 2002

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/FC



18 JUN 2002

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 from 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.



18 JUL 2002

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.

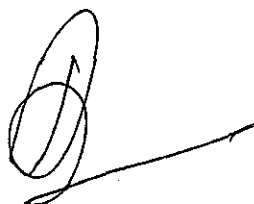
Same child eligible for more than one assistance – Subject to eligibility, both reimbursement of Tuition Fee and Hostel Subsidy can be drawn in respect of one and the same child. If Children Educational Allowance is drawn for any child, reimbursement of tuition fee or payment of hostel subsidy will not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



18 JUL 2002

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.

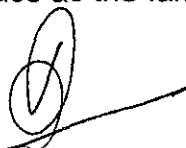
Two-year Diploma Course – The reimbursement of Tuition Fee will be admissible for the 1st and 2nd year classes of a Two-year Diploma Course in Polytechnics in cases where the minimum qualification for admission to the course is X Standard of the revised pattern of education.

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.



18 JUL 2000

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 concessional 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



18 JUL 2002

**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 claimed 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).



18.11.2008

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



18 JUL 2002

.....
..... 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:-

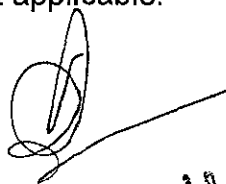
1. Tuition fees	- Rate P.M. Rs. _____	Total Paid Rs. _____
2. Science fees	- Rate P.M. Rs. _____	Total Paid Rs. _____
3. Music fees	- Rate P.M. Rs. _____	Total Paid Rs. _____
4.		
5.		

* 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.

Dated :
Principal/ Headmaster/ Headmistress
(Stamp of the Institution)

* Strike out whatever is not applicable.


18 JUL 2002

**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 :

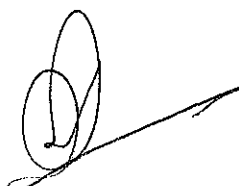
An employee, who is required to travel extensively at or within a short distance from his headquarter but cannot claim Travelling Allowance. For grant of the allowance: -

- (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/-



18 JUL 2002

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 ITR FORM CONV. ALLCE-I.

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

No. ITR/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.



18 JUL 2002

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



18 JUL 2002

**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.

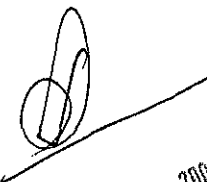
**(A K SRIVASTAVA)
LT. COL. (RETD.)
REGISTRAR**

No. IITR/Gen/WA/2002

Dated : July 2002

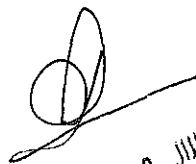
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2. Finance Controller.
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4. Steno to Dy. Director for Dy. Director's kind information please.
5. Meeting Section.


18 JUL 2002

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/-	8 th Pass
2.	Skilled Worker 'A'	2800-3100	3050-3350	Rs. 250/-	8 th 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.


18 JUL 2002

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



18 JUL 2002