Indian National Academy of Engineering

STAFF RULES

Indian National Academy of Engineering

STAFF RULES

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INAE STAFF SERVICE RULES

INTRODUCTION

1.1 HR POLICY

INAE has been contributing significantly to the academic development in various engineering disciplines in India. It is poised to witness two fold increase in its activities in the coming years. It is expected to play a major share in national policy formulation in engineering education, research and technology commercialization. In academic matters, INAE is planning to network with other science and engineering academies within and outside the country.

Some of the major HR challenges before INAE are building organizational capabilities for the future, improving talent management practices, building succession for key leadership positions at the administration and academic activity management levels and enhance the joint working capabilities with the fellowship of the academy. The management of the academy is more than convinced that human resource expansion and its capability enhancement need to be addressed effectively by leveraging the existing and new human capital.

The administration of the INAE Secretariat plays an important and crucial role towards the efficient functioning of the Academy. In the post silver jubilee environment, the academy requires a pool of talented staff with multidisciplinary capabilities in administration, academic programme management and interinstitutional research networking. There is also an evolving need for acquiring and honing modern skills and developing new computer aided competencies. In order to overcome the deficiencies in several of these skills, manpower planning needs wholesome attention of the INAE management. While many of the traditional administrative and management tools continue to be relevant in the coming years, they would have to be reinforced with modern skills at different operating levels. The future HR training strategies have to focus on creation of multidisciplinary talent pools in critical INAE operational areas. E-learning and other alternate delivery channels need to be pursued for quality improvement of its staff.

The INAE has also recognized the need to groom its staff as part of its planned strategy to build careers and to reward the outstanding performers to sustain a high performance culture in a lean organization.

1.2 AUTHORITY

1.2.1 The rules, known as the Indian National Academy of Engineering Staff Service Rules ("INAE Staff Service Rules", for short) are laid down and controlled by the Governing Council within the Academy's laid down Rules & Regulations to regulate the service conditions of the Staff at INAE Secretariat

1.2.2 These Rules shall apply to every employee of the Indian National Academy of Engineering Secretariat unless the context or individual rules specifically indicate otherwise. In these rules, all references to male include the female and pronouns 'he, his, him' include 'she & her' unless text specifically indicates otherwise.

1.3 POWERS OF THE GOVERNING COUNCIL

1.3.1 The Governing Council may amend, modify, delete from, or add to, these rules at its discretion. The rules, so amended and modified, once notified shall apply to all employees, existing and future, irrespective of the date of appointment of such employees.

1.3.2 The Governing Council may also make such alterations or special provisions regarding the conditions of service of any employee as it considers necessary and, thereupon, these rules shall not be applicable to that employee to the extent they are inconsistent with such special provisions.

1.4 DEFINITIONS

i) "**The Academy**" means the Indian National Academy of Engineering.

ii) "**The Council**" means the Governing Council of the Indian National Academy of Engineering, duly constituted under the Memorandum of Association and Rules and Regulations of INAE.

iii) "**The President**" means the President (in office) of the Academy.

iv) "**The Executive Secretary**" means the Executive Secretary of the Academy.

v) "**Permanent Employee**" means an employee on a regular basis for an indefinite period till the age of superannuation on a regular monthly scale of pay.

vi) **"Casual Employee"** means an employee engaged on a mutually agreed fixed consolidated emolument (and no other financial liability of the Academy) on temporary basis.

vii) **"Pay"** means basic pay (ie. Pay in Pay Band plus Grade Pay).

viii) The **"Year"** means either the Financial Year (extending from 1st April to 31st March) or the Calendar Year (from 1st January to 31 December) as indicated specifically in particular section of these rules.

ESTABLISHMENT

2.1 SANCTION

2.1.1 The Council shall review from time to time the work of the Academy and sanction establishment to efficiently and effectively handle the same. The establishment may consist of regular posts sanctioned for an indefinite/fixed period and purely casual posts for seasonal or occasional work.

2.1.2 The establishment shall consist of such number of posts of grades and categories as the Council may specify. The internal structure of the organisation be left to the Executive Secretary in consultation with the Vice President (Fin & Est).

STAFF STRUCTURE, CADRES & QUALIFICATION

3.1 AUTHORISED MANPOWER

3.1.1 Authorised Manpower at INAE Secretariat is given at Appendix "A".

3.1.2 Besides this, Junior and Senior Research Fellows may be hired for specific Research Studies based on guidelines stipulated by DST from time to time.

3.2 CADRES, PAY SCALES AND QUALIFICATIONS

3.2.1 The INAE Staff Structure categorizing Pay Scales, Cadres including job description, eligibility criteria and qualification required for each appointment are given at Appendix "B".

3.2.2 Based on the specific requirement of research projects/programs or any other specific activities, a suitable consultant with the requisite qualification and experience may be appointed with the approval of Council.

3.2.3 The work/job pertaining to a specific activity/program may be outsourced.

RECRUITMENT AND APPOINTMENT

4.1 METHODS OF RECRUITMENT

4.1.1 The appointment to any regular posts may be made, as may be prescribed by general or special order by the Council:

a) By direct recruitment.

b) By Promotion.

4.2 DIRECT RECRUITMENT

4.2.1 The direct recruitment shall be made from the best available candidates who:

a) Fulfill all the essential qualifications and as much of the desirable ones as possible.

b) Are physically and mentally fit to perform the functions and responsibility of the post, provided, any physical handicap not specifically coming in the way of effective performance of the duties of the post shall not be a bar to such recruitment.

c) Possess a good character and antecedents.

4.2.2 a) To ensure 4.2.1 (a) above, the council shall prescribe the essential and desirable qualifications for each post.

b) To obtain a wide choice of suitable candidates, recruitment for all jobs with minimum qualifications higher than Matric (10 years of education of 10+2 system) shall be suitably advertised.

c) Selection from the applicants shall be made by the prescribed selection Committee which will adopt most appropriate procedure, keeping in view the nature of the post. An existing employee of the Academy may also apply if he fulfills the essential qualification prescribed for the post and shall be considered by the Selection Committee on par with outsiders; other things being equal preference will be given to internal candidates. If selected and appointed, the internal candidates shall be given the benefit of continuous service with the Academy.

4.3 UPGRADATION

4.3.1 All employees will be considered for upgradation after having completed the minimum stipulated service as listed in Appendix "C". A committee will be suitably constituted for such reviews.

4.3.2 The total emoluments of the employee in the existing pay scale shall be protected at the time of fixing his pay in the next higher pay scale.

PROBATION

5.1 PERIOD OF PROBATION

5.1.1 All employees appointed shall be kept initially on probation for a period of two years.

5.1.2 At the end of the probation period, the performance of the concerned employee will be reviewed so that a decision whether to terminate/to extend the probation period/absorption as regular employee, shall be taken.

REVIEW OF WORK

6.1 RESPONSIBILITY OF IMMEDIATE SUPERIOR AND THE APPOINTING AUTHORITY

6.1.1 It is the responsibility of the immediate superior and the appointing authority to provide the necessary guidance and training to the employee to maintain the highest standards of conduct and discipline and excellence in performance.

6.1.2 For this purpose, the immediate superior and the appointing authority shall undertake a periodic review of the conduct, discipline and performance of the employee and promptly bring to his notice the unsatisfactory aspect of his work or conduct and advise him orally/ and or in writing and a record kept in his dossier.

6.2 ANNUAL PERFORMANCE REPORT

6.2.1 Annual Performance Report for all employees at INAE Secretariat will be instituted as per the format attached at Appendix "**D**".

6.3 ANNUAL INCREMENT

6.3.1 On the basis of annual appraisal of work of the staff at the INAE Secretariat, annual increment be approved by the Vice-President (Finance & Establishment) on the recommendation of Executive Secretary.

6.3.2 Additional increment(s) for outstanding performance, if any, be approved by the Governing Council on the recommendation of Vice President (Finance & Establishment).

PAY AND ALLOWANCES

7.1 SCALES OF PAY

7.1.1 Scales of pay for the employees of the Academy for the posts in various Cadres and classes shall be as per Appendix '**B**' or as may be prescribed by the Council from time to time. In case of retired Central

Government Gazzetted Officers being re-employed at INAE Secretariat, the pay scale and the allowances will be appropriately fixed as per laid down scales and will be in addition to the pensionary benefits including DA being drawn.

7.2 OTHER ALLOWANCES

7.2.1 All Allowances payable to the employees of the Academy shall be as per Appendix 'E' and approved by the Governing Council from time to time.

HOURS OF WORK AND LEAVE

8.1 HOURS OF WORK

8.1.1 The period and the hours of work of the employees shall be duly notified to the employees. Changes may be introduced after duly notifying the employees of the proposed changes.

8.1.2 Subject to the provisions of any statute for the time being in force and to such other terms and conditions as the Academy may fix, the Academy reserves the right to require all or any other number of its employees to work extra hours in the interest of the Academy on any day or to work on holidays.

8.2 CASUAL LEAVE

8.2.1 An employee shall be entitled to eight days of casual leave in a calendar year, or proportionately less if the service in a calendar year is less than twelve months.

8.2.2 The casual leave cannot be carried forward or accumulated from year to year.

8.3 EARNED LEAVE

8.3.1 An employee including a probationer shall earn one day leave after every 11 days on duty i.e. 15 days in each half year 1st Jan-30th June and 1st July to 31 December.

8.3.2 Earned leave in respect of employees may be carried forward and accumulated from year to year not exceeding a total of 300 days.

8.3.3 Earned leave is meant to be availed in a planned manner for rest/recreation, attending to personal matters, long period of illness etc. An employee may avail of earned leave for not less than five days and not more than ninety days at a time.

8.3.4 Earned leave will be calculated every six months and credited to the leave account of the employee.

8.4 LEAVE ACCOUNT

8.4.1 The Secretariat will maintain a register of leave, at the commencement of each half year, the leave earned during the previous half year and indicate the total leave admissible to the employee. The leave granted shall be debited to the employee's account as it is availed.

8.5 PROCEDURE FOR GRANT OF LEAVE

8.5.1 An employee shall, before, proceeding on leave, make an application and obtain sanction in a requisite form.

8.5.2 The Sanctioning Authority in the case of all the staff except the Executive Secretary will be the Executive Secretary and in the case of the Executive Secretary, the Vice President (Fin & Est)

RETIREMENT

9.1 RETIREMENT

9.1.1 All employees shall retire on attaining the age of 60 years except Executive Secretary and Deputy Secretary (Academic & Research) who will retire upon attaining the age of 65 years.

9.2 RETIREMENT ON PHYSICAL/MENTAL INCAPACITATION

9.2.1 An employee shall be retired at any time if he is found to be insane or incapacitated to undertake the duties of his job by Medical authorities.

TERMINATION

10.1 TERMINATION OF SERVICE

10.1.1 The services of a permanent employee may be terminated without assigning any reason by giving a 30 days' notice or pay and allowances of 30 days in lieu of notice.

10.2 DISMISSAL FROM SERVICE

10.2.1 If an employee is finally convicted in a court of law on a criminal charge involving moral turpitude. he or she may be dismissed from service.

CONDUCT AND DISCIPLINE

11.1 After giving the employee a reasonable opportunity to defend himself, appropriate action may be taken against an employee for acts of misconduct, indiscipline, lack of integrity, lack of devotion to duty, unauthorized absence etc.

11.2 SUSPENSION

(a) An employee may be placed under suspension:-

(i) where disciplinary proceedings to impose penalties is contemplated or pending.

(ii) where a case against him in respect of any criminal offense is under investigation.

b) An Employee who is detained in police or judicial custody whether on a criminal charge or otherwise, for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of his detention and shall remain under suspension until released from the custody.

RETIREMENT/TERMINAL BENEFITS

12.1 NEW PENSION SCHEME

12.1.1 All employees who have joined on or after 1.1.2004 will compulsorily be covered by the New Pension Scheme and not by Contributory Provident Fund Scheme as directed by Govt of India, Min of Finance O.M No 1(13)/EV/2001 dated 15 Mar 2004 given at Appendix "F". However, the employees of the Academy who have joined before 1.1.2004 shall be governed by the "INAE Employees Provident Fund Contribution Rules" given at Appendix "G".

12.2 DEATH CUM RETIREMENT GRATUITY

12.2.1 Every Employee shall be entitled to Death cum Retirement Gratuity as per the Regulations at Appendix **"H"**

12.3 ENCASHMENT OF ACCUMULATED EARNED LEAVE AND HALF PAY LEAVE

12.3.1 A permanent employee retiring on superannuation, medical incapacitance or premature retirement shall be entitled to encash the accumulated earned leave due to him on the date of retirement subject to a maximum 300 days at the rate of last pay plus DA drawn.

12.3.2 A permanent employee whose services are terminated by the Academy or resigns shall also be entitled to this benefit.

The above Staff Rules have been formulated to ensure efficient and effective functioning of the Academy.

Appendix "A"

Authorised manpower at INAE Secretariat

S.No	Post	Authorised Manpower
1.	Executive Secretary	1
2.	Deputy Executive Secretary	1
3.	Sr. Research Officer/ Research Officer/Research Associate	4
4.	Research Associate	2
5.	Sr. Manager/Manager Deputy Manager	3
6.	Sr. Assistant Grade I/II/III	4
7.	Assistant Grade I/II	4
8.	Multi-Tasking Staff	1
	Total	**20**

Appendix - 'B'

Chart on Pay Scale, Job description, Qualification and Experience for various positions – Cadre wise

1.0 EXECUTIVE CADRE

S No	Name of the Position	Pay Scale	Grade Pay	Job Description	Qualification and experience prescribed
1.1	Executive Secretary (ES)	37400-67000	10000	The incumbent is the Chief of the establishment of INAE and is responsible for the day -today running of the INAE office, its supervision and for the smooth and efficient running of various events in a year in an orderly way. The E S will ensure that INAE Office and office bearers take timely and appropriate action on the decisions of the Council and its Committees.	A degree in Engineering with 20 yrs experience in general management in an engineering technical or Govt. organization. It is desirable that the incumbent has engineering and technological accomplishment of a high order and has computer and internet literacy.
1.2	Deputy Secretary (Academic & Research)	37400-67000	8700	The person is the second in command in the INAE establishment and assists the Executive Secretary in all his functions, besides any specific duties assigned by Executive Secretary.	A degree in Engineering with 15 years experience in general management of engineering, technical or Govt. organization. It is desirable that the incumbent has engineering and technological accomplishment of a high order and has computer and internet literacy

2.0 RESEARCH AND PROJECT CADRE

S No	Name of the Position	Pay Scale		Job Description	Qualification and experience prescribed
2.1.0	Senior Research Officer/ Senior Project Officer	15600-39100	7600	SRO/SPO has to carryout Research/Project studies on Engineering and S&T policy related projects taken up by the Academy.	Ph.D./Masters Degree in Science or Bachelor's Degree in Engineering or Technology with ten years relevant experience.
2.1.1	Research Officer/ Project Officer	15600-39100	6600	They will assist the Senior Research Officer/Sr. Project Officer in day -to- day carrying out of Research/Project studies on Engineering and S&T policy related projects taken up by the Academy and the work as allotted by the Senior Research Officer	As above with 7 yrs experience.
2.1.2	Research Associate	Fixed emoluments upto a maximum of Rs.35000/- p.m. (The emoluments will be fixed based on qualification and experience)		Assisting the Research Officers in their research/project studies	As above with 3 yrs experience.

3. MANAGERIAL CADRE

3.1 Administration and Establishment

S No	Name of the Position	Pay Scale	Grade Pay	Job Description	Qualification and experience prescribed
3.1.0	Sr. Manager (Administration and Establishment.)	15600-39100	6600	To look after all matters related to general administration and establishment related to the Academy.	Degree/Masters Degree in Arts/Science/ Commerce/Management/ Business Administration with 15 yrs of experience in General Administration/ Office Management in a Private/Govt./PSU organization. Persons with experience in the relevant field of specialization; Degree/ Diploma/Post-graduate diploma in personnel Management will be preferred. It is essential that the incumbent has computer and internet literacy.
3.1.1	Manager	15600-39100	5400		As above with 10 yrs of experience.
3.1.2	Dy Manager	9300-34800	4200		As above with 5 yrs experience.

3. MANAGERIAL CADRE (Contd..)

3.2 Finance and Accounts

S No	Name of the Position	Pay Scale	Grade Pay	Job Description	Qualification and experience prescribed
3.2.0	Sr. Manager (Finance and Accounts)	15600-39100	6600	To look after all issues related to finances of INAE. This would include proper maintenance of accounts and its audit.	Graduate in Commerce preferably Master's Degree with CA/ICWA/CFA/MBA (Finance) qualification. Person with minimum 15 yrs of experience in Pvt Sector/Public Sector Organization or Graduates and S.A.S /Jr. AO exam qualified with experience as Accounts Officer/Accountant/Auditor in a Central/State Govt. Organization/ Corporation/ Undertaking
3.2.1	Manager (F&A)	15600-39100	5400		As above with 10 years of experience.
3.2.2	Dy. Manager (F&A)	9300-34800	4200		As above with 5 years of experience.
Note : ***Working knowledge in computer based accounting is essential***					

4.0 ASSISTANTS CADRE

S No	Name of the Position	Pay Scale	Grade Pay	Job Description	Qualification and experience prescribed
4.1	Sr. Assistant Grade I	9300-34800	4200	To carryout day-to-day office work in the INAE Establishmentparticularly dealing with various cases of important nature, to put up case files quoting the rules and decisions of the INAE Council including incorporating the statutory laws/orders/rules and decisions of the State/Central Govt. wherever necessary as required and as directed by his superiors.	A Degree from a recognized University in Arts/Science/Commerce. He should have computer and internet literacy with 10 yrs experience.
4.2	Sr. Assistant Grade II	5200-20200	2800		As above with 6 yrs experience.
4.3	Sr. Assistant Grade III	5200-20200	2400		As above with 3 yrs experience
4.4	Assistant Grade-I	5200-20200	2000	Clerical Assistance, Typing, Despatch work etc. and as directed.	Degree from a recognized University in Arts/Science/Commerce with computer and internet literacy with 7 years experience.
4.5	Assistant Grade-II	5200-20200	1900		As above with 3 years experience.

5.0 OTHER STAFF

S No	Name of the Position	Pay Scale	Grade Pay	Job Description	Qualification and experience prescribed
5.1	Multi Tasking Staff	5200-20200	1800	As directed	Secondary/Higher Secondary

Appendix "C"

Minimum Service (in years) in the Existing Pay Scale for Consideration of Promotion / Upgradation to the next Higher Pay Scale

Existing Pay Scale — Minimum Service

Managerial Cadre

Administration and Establishment

Senior Manager	15600-39100 : GP 6600	5 Years
Manager	15600-39100 : GP 5400	5 Years
Dy. Manager	9300-34800 : GP 4200	5 Years

Research and Project Cadre

Sr. Research Officer/Sr. Project Officer	15600-39100 : GP 7600	5 Years
Research Officer/Project Officer	15600-39100 : GP 6600	5 Years
Research Associate	Fixed emoluments Rs.35000/Rs.30000 (The emoluments will be fixed based on qualification & experience)	

Finance and Accounts

Senior Manager (F&A)	15600-39100 : GP 6600	5 Years
Manager (F&A)	15600-39100 : GP 5400	5 Years
Dy. Manager (F&A)	9300-34800 : GP 4200	5 Years

Assistants Cadre

Sr. Asst Grade I	9300-34800 : GP 4200	6 Years
Sr. Assistant Grade II	5200-20200 : GP 2800	6 Years
Sr. Assistant Grade III	5200-20200 : GP 2400	6 Years
Assistant Grade I	5200-20200 : GP 2000	6 Years
Assistant Grade II	5200-20200 : GP 1900	6 Years

Other Cadre

Multi Tasking Staff	5200-20200 : GP 1800	6 Years

Appendix "D"

CONFIDENTIAL

INDIAN NATIONAL ACADEMY OF ENGINEERING

ANNUAL PERFORMANCE REPORT

YEAR_____/PERIOD FROM _____ TO _____

PART - I

(Personal Data -To be completed by Administration)

Name : Shri /Smt/ Km.

Date of Birth : **Qualifications :**

Date of Joining : **Appointment :**

Disciplinary action, if any :

Instructions :
The assessment of the staff is very important administrative function and Reporting Officers should take great pains to complete the report as accurately as possible. Various qualities have been listed and the marks to be allotted are indicated on a 10 point scale. When the individual is given less than 4 marks or more than 8 marks, it will be mandatory to give the details in the pen picture column provided in the ACR explaining the short-comings or the outstanding performance meriting such marks. The form is to be completed in the Reporting Officers own handwriting by giving marks in the appropriate box below

PART – II

Brief resume of the work done by you during the year/period from January _____ to 31st December, _____ bringing out any special achievement during the year/period. In the event of shortfalls in achievement, furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed.

PART - III

(Assessment)

Ten point scale : Outstanding 10; Above Average 9 -8; High Average 7; Average 6 -5; Below Average 4; Poor 3 and below		
PERFORMANCE APPRAISAL		
	Assessment Parameters	
1	**Personality** (General Bearing, smartness, inspiring confidence)	
2	**Work Knowledge** (quality of work, promptness, accuracy and capability)	
3	**Devotion to duty & Institution** (Institution's interest, Implementation of decisions, ability to work hard, efficiency)	
4	**Responsibility** (goes ahead with work unguided, acceptance of additional responsibility, good house-keeping)	
5	**Reliability** (Dependability without reminder/supervision)	
6	**Integrity and Honesty** (Honouring names, rules and regulations)	
7	**Discipline** (conduct and behaviour, good house -keeping, adherence to orders, instructions)	
8	**Co-operation** (inter-relationship and readiness to work with superiors, co -workers and subordinate)	
9	**Group behaviour** (readiness to cover accomplishment a task as a team, tact, awareness, spirit -de-corps)	
10	**Punctuality** (regularity and punctuality in attendance and also of the work allotted)	

Overall Grading : Outstanding / Above average/ High Average / Average / Below Average/ Poor

Deputy Executive Secretary

Initiating Officer (IO) **PEN PICTURE**

Date **Designation** **Signature**

Any oral / in writing remarks for improvement during the period by IO/RO

Adverse remarks communicated, if any. **Ref.** **date**

Dated **Deputy Executive Secretary**

Reviewing Officer (RO) **PEN PICTURE**

Date **Executive Secretary** **Signature**

PART – IV

(Recommendations)

Recommendations of Initiating Officer

	Yes	Not Yet	No
1. Fitness for increment			
2. Suitability for promotion			

3. Special achievements meriting accelerated increments/promotion

Deputy Executive Secretary (IO)

Recommendations of Reviewing Officer

	Yes	Not Yet	No
1. Fitness for increment			
2. Suitability for promotion			

Executive Secretary (RO)

Appendix- 'E'

ALLOWANCES

Various allowances admissible to INAE Staff are as follows:-

1. DA, HRA, Transport Allowance : As per 6th Central Pay Commission Orders

2. LTC: As per 6th Central Pay Commission Orders

3. Children Educational Allowance : As per 6th Central Pay Commission Orders

4. Medical Allowance : . One month's Basic Pay in a financial year.

5. Exgratia: As per 6th Central Pay Commission Orders

Appendix "F"

O.M. No. 1(13)/EV/2001
Government of India
Ministry of Finance
Department of Expenditure

New Delhi, the 15th March, 2004

OFFICE MEMORANDUM

Subject: Applicability of new pension scheme to the employees of autonomous bodies/PSUs under the administrative control of different Central Ministries/Departments.

The undersigned is directed to refer to this department's OM No. 1(13)/EV/2001, dated 13th November, 2003, on the subject mentioned above.

Over the past few months, this department has been receiving letters directed from autonomous institutions/PSUs seeking clarifications regarding the date of implementation of the new pension scheme and its applicability to the new entrants joining autonomous bodies/PSUs. The desired clarifications have been considered in consultation with Department of Economic Affairs, Ministry of Finance and Department of Pension & Pensioners' Welfare.

It is clarified that irrespective of any factor, the applicability of existing pension scheme to the new entrants will be determined solely with reference to the date of their joining. Accordingly, all persons joining any autonomous body/PSU under the administrative control of different Ministries/ Departments on or after 1.1.2004 will compulsorily be covered by the new pension scheme with the GPF-cum-pension scheme being limited to employees who had joined before 1.1.2004. This will also hold goods for all new entrants in the Central Government.

Sd/xxx

SUSHMA NATH

Joint Secretary to the Government of India

To

All FAs of Central Ministries/Departments.
(By name)

Appendix "G"

INAE Employees Provident Fund Contribution Rules

1. The Rules shall be called "INAE Employees Public Provident Fund Contribution Rules".
2. The provisions contained in these Rules shall apply to every regular employee in the service of the Academy who are not covered under New Pension Scheme (NPS).
3. Each employee who are not covered under NPS, will open a Public Provident Fund Account in any nationalized bank.
4. Each employee will deposit 10% of his/her basic pay as bi-monthly subscription deposited to his/her Public Provident Fund Account and a contribution of a matching amount upto a maximum of 10% of his/her basic pay will be made by the Academy.
5. The Academy will not be responsible for the accounts maintained by the Bank of the Public Provident Fund of the employees.
6. All transactions concerning withdrawal/loan will be done directly by the employee with the bank.
7. The contribution made by the Academy to the employees Provident Fund would be treated as an income added to their pay and TDS if applicable will be shown in Form 16A given to the employee.
8. Atleast one month notice will be given to the employee in case he resigns or leaves the services of the Academy. Alternatively, one month notice will also be given to the employee on termination of his services by the Academy.

Appendix- 'H'

THE INDIAN NATIONAL ACADEMY OF ENGINEERING DEATH – CUM- RETIREMENT GRATUITY REGULATIONS

SHORT TITLE

1 These regulations may be called "Indian National Academy of Engineering Death- cum- Retirement Gratuity Regulations."

DEFINITIONS

2 In these Regulations unless the context otherwise requires:

a) Act' shall mean " the payment of Gratuity Act, 1972 as amended by the Government from time to time.

b) Academy' shall mean "Indian National Academy of Engineering".

c) Council' shall mean the Governing Council of the Indian National Academy of Engineering constituted as per the Bye- laws of the Academy.

d) Employee' shall mean a permanent employee of the Academy.

e) Salary' means all emoluments which are earned by an employee while on duty or on leave in accordance with the terms and conditions of his employment and which are paid or are payable to him in cash and includes dearness allowance but does not include any bonus, commission, house rent allowance, overtime wages and any other allowances.

f) Family' means

i) Wife in the case of a male employee

ii) Husband in the case of a female employee

iii) Sons and unmarried daughters

g) Continuous Service' for the purposes of determination of length of service shall mean total service in the Academy after completion of 18 years of age except periods of interrupted service including service interrupted on account of sickness, accident, leave, absence from duty without leave etc.

3. All other words and expressions not defined herein shall have the meaning respectively assigned to them in the 'Payment of Gratuity Act 1972'.

4. **PAYMENT OF GRATUITY**

Gratuity shall be payable to an employee on the termination of his employment after he has rendered continuous service for not less then five years:-

a) on his superannuation, or

b) on his retirement or resignation, or

c) on his death or disablement due to accident or disease.

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement. However, disablement means such disablement as incapacicates an employee for the work which he was capable of performing before the accident or disease resulting in such disablement.

For every completed year of service or part thereof in excess of 6 months, the employer shall pay gratuity to an employee at the rate of fifteen days salary based on the rate of salary last drawn by the employee concerned.

The amount of gratuity payable to an employee shall not exceed twenty months salary.

The gratuity of an employee, whose services have been terminated for any act of willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the employer, shall be forefeited to the extent of the damage or loss so caused.

NOMINATIONS

Every employee, on joining the service, shall make a nomination in the Form annexed to these regulations conferring in right to receive the amount that may stand to his credit in the event of his death.

INTERPRETATION

Whenever there is a doubt about the meaning or extent of application of these Regulations, the decision of the Council shall be final and binding.

.....

ANNUXURE-I

INAE D .C. R. GRATUITY REGULATIONS

I, hereby nominate the person/ persons mentioned below to receive the amount that any become payable to me under Regulation 2 in the event of my death before that amount has become payable, or having become payable has not been paid.

a) Name & Address of nominee _____

b) Relationship with employee _____

c) Age _____

d) Contingencies on the happening of which the nomination shall become invalid. _____

e) Name & Address and relationship of the person of any to whom the right of the nominee shall pass in the event of his predeceasing the employee. _____

Dated this _____ day of _____ 20 at New Delhi.

Name & Signature of Employee