

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

STAFF RULES

(Service Conditions and Staff benefits)

(Framed under the Bye-Laws for Administration and Management of the Society)

1. **Number of posts, classification and scales of pay** - The number of sanctioned posts, their classification and the scales of pay attached thereto shall be as specified in the Recruitment Rules of the Society.
2. **Method of recruitment, age limit, qualifications etc.** - The method of recruitment, age limit, qualifications and other matters relating to the various posts shall be as specified in the Recruitment Rules of the Society.
3. **Mode of Recruitment:** Recruitment to the various posts shall be made by any of the following methods:
 - 3.1 On deputation / permanent absorption from other Societies of the Administrative Ministry, Central / State Governments, PSUs etc.
 - 3.2 By promotion.
 - 3.3 Staff of the Society possessing specified requirements.
 - 3.4 Direct recruitment from the open market through advertisement (Including web based advertisement).
 - 3.5 Direct recruitment of specialists on a tenure or short-term contract/ consultancy basis.
 - 3.6 Campus recruitment from Institutions of repute including C-DAC's courses.
 - 3.7 By search if suitable employee is not selected or selected employee does not join after 3 advertisements.
 - 3.8 By inviting exceptionally meritorious candidate/ eminent personality.
 - 3.9 Any other mode with prior approval of the Council.
 - 3.10 One time absorption of contract employees on regular scale of pay.

4. Terms and Conditions of Service of the Employees of The Society

The employees of the Society, other than the Director General and Executive Directors are divided into the four categories namely (a) Scientific & Technical Staff (MTS) (b) Administrative Staff (MAS) (c) Support (MSS) and (d) Miscellaneous Staff (MMS). The support services such as house keeping, security, transport and travel booking etc. shall be outsourced to the maximum extent possible to enable the Society minimise its staff strength in the categories of Administrative, Support and Miscellaneous staff.

4.1 Terms of Appointment:

- 4.1.1 The Rules and Regulations and Bye-Laws of the Society shall govern the terms of appointment, tenure of appointment, migration from contractual to regular position of employees of the Society.

- 4.1.2 **Designations:** Besides the category and Grade designations viz. MTS, MAS, MSS, MMS functional designations could be assigned by DG to the employees. No Employee shall use a designation other than those approved by DG in this regard.
- 4.1.3 **Recruitment and Promotion:** Recruitment and promotion of staff shall be in accordance with the Recruitment Rules of the Society as approved by the Council.
- 4.1.4 **Temporary Employees:** Scientific, Technical, Business, Academic, Administrative or Support staff members may be employed by the Society as purely Temporary Employees for short-term assignments of the Society. Such Temporary Employees shall be paid suitable honoraria / remuneration as may be decided by the competent authority from time to time.
- 4.1.5 **Certificate of Physical Fitness:** Every employee shall, prior to taking up his appointment, be medically examined and be certified fit for service by the medical officer/ hospital approved by the Society.
- 4.1.6 **Agreement:** Every officer of the Society shall accept the terms and conditions of his appointment in writing before joining the services of the Society.
- 4.1.7 **Probation:** Every employee of the Society on his initial appointment will be on probation for a period as specified in the Recruitment Rules.
- 4.1.8 **Resignation:** The employee may resign from the Society. Employees employed to work up to superannuation shall do so by giving three months notice; others shall do so in accordance with what is stated in their appointment letter. In case of employees on probation, the notice period shall be one month. The Appointing Authority concerned shall accept resignations subject to employees obtaining clearances from all departments.
- 4.1.9 **Superannuation:** The age of superannuation for all categories of employees shall be as per instructions of GoI on the subject; presently it is 60 years.
- 4.1.10 **Working Hours :** The employees shall work as per the timings notified in the Bye-Laws of the Society.
- 4.1.11 **Attendance :**
(a) Attendance shall be marked daily according to the methods prescribed from time to time.

(b) **Absence from Station:** Employees are required to take prior permission (except in case of sickness or accident) from their reporting officers for being absent from the station. In case of emergent situations where such sanction cannot be taken, employee shall inform their reporting officers at the earliest opportunity.

4.1.12 **Holidays:** The Society shall observe compulsory, additional and restricted holidays out of the holidays notified from time to time by the Central Government. Employees shall be entitled to avail two restricted holidays of their choice.

4.1.13 **Grievance :** The Society shall have an open door policy and members at all levels are expected to discuss their grievances, personal or official difficulties with their immediate supervisors.

4.1.14 **Salary:** Every employee shall be paid the salary fixed for his post, every month, so long as he remains in the service of the Society and performs his duties satisfactorily.

4.1.15 **Obedience to Rules and Regulations:** During the period of service, every employee shall abide by the Rules, Bye-laws, Staff Rules, Service Conditions and all Standing/ Office Orders notified from time to time by the Society.

4.1.16 **Whole-time Service:** An employee shall devote his/ her whole time to the service of the Society and shall not without the previous permission of the Council in the case of the Director General or the Appointing Authority the case of others, engage, directly or indirectly, in any trade, business or occupation or enter in any remunerative commitment.

4.1.17 **Detailing on Sundays and Society holidays:** The Director General or the authority to whom the employee is subordinate may, for urgent work in the interest of the Society detain any member for bonafide work beyond the notified working hours, on weekly offs and on notified holidays.

4.1.18 **Transfer/ Posting:** Every employee shall be liable to be posted at the discretion of the DG or appointing authority, to serve at any of the Society's Centres or any other place or organization for the Society's work in India or abroad. Corporate Office will issue orders for inter centre transfers.

4.2 **Intellectual Property Rights : Patents/ Copyrights**

4.2.1 All work of intellectual nature whether in the form of lectures, presentations, reports, charts, paper, analysis, design, drawings, software or hardware, artistic/ musical work etc., carried out by an employee shall be owned by the Society without exception. The Bye-laws of the Society shall govern all the employees in this regard.

5. Tenure of Appointment.

5.1 **Period of Service.** The period of service shall be governed as per the Byelaws of the Society.

5.2 **Voluntary Retirement**

An employee has the right to retire and get retirement benefits by giving three months' notice to the Appointing Authority –

- (i) after attaining age of 50 years provided he entered service of the Society before attaining the age of 35 years or
- (ii) after attaining the age of 55 years or
- (iii) employees have also the option to retire voluntarily on completion of 20 years qualifying service

by giving three months' notice, which requires acceptance by Appointing Authority. Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority; if applied while on extraordinary leave other than on medical ground, the notice period need not be insisted upon and his request may be accepted immediately.

Weightage up to five years will be added to the qualifying service of the employee provided that –

- (a) the total qualifying service including the weightage does not exceed thirty-three years;
- (b) the period does not go beyond the date of normal superannuation;
- (c) the weightage is used only for the purpose of reckoning qualifying service for pension / gratuity and does not confer any other benefit like notional increase in pay.

Notice can be withdrawn with the permission of the Appointing Authority before the intended date of retirement.

The Appointing Authority, at its discretion can accept a notice of less than three months; but commutation of pension can be applied for only after the expiry of normal notice period of three months.

Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completion of years of qualifying service.

Premature Retirement

Premature retirement is distinct from (i) compulsory retirement ordered as penalty, and (ii) voluntary retirement.

Conditions – The Appointing Authority has the absolute right to retire an employee from service if it considers necessary to do so in public interest by

giving him notice of not less than three months in writing or pay and allowances in lieu thereof, in the following circumstances :-

- (i) After attaining age of 50 years if he had entered service before attaining the age of 35 years or
- (ii) After attaining the age of 55 years or
- (iii) On completion of 30 years' qualifying service

Restrictions – The power should NOT be exercised –

To retire an employee on grounds of misconduct or as a short-cut to avoid formal disciplinary proceedings; or

For reduction of surplus staff or for effecting general economy without following the instructions relating to retrenchment.

Appeal – An employee served with a notice / order of premature retirement may represent within three weeks from the date of service of such a notice / order of premature retirement for consideration by the appellate authority .

Premature retirement benefits – Normal retirement benefits allowed, but weightage in qualifying service is not admissible.

Notice can be given before attaining the age specified or completing the required years of qualifying service; but the effective date of retirement should be after the attainment of the prescribed age or completing of years of qualifying service.

Retirement on medical grounds –

An employee who suffers on account of any bodily or mental infirmity that permanently incapacitates him for the service may be retired from service with retirement benefits subject to the provisions of “Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 ”.

Conditions :

The Appointing Authority shall direct the employee to appear before the appropriate Medical Authority for medical examination and recommendation.

If the Medical Authority recommends that the employee is not fit to continue in service, he will be retired from service.

If the Medical Authority recommends that the employee is fit for further service of less laborious character than that which he had been doing and if he is not willing to be so employed, or if there are no means of employing him in a lower post, he will be retired from services.

5.3 Termination of Service: Notwithstanding the provisions in the Rules, Bye-laws and Staff Rules, the services of any employee may be terminated by either party

giving not less than three months notice in writing to the other to terminate it, except during the period of probation, where the period of notice shall be one month.

5.4 **Curtailement of period of notice:** Notwithstanding anything contained above, the Appointing Authority, or the Authority to whom the power has been delegated, may accept a shorter period of notice from an employee under special circumstances; similarly, the service of any employee may be terminated by giving a shorter notice than that specified above on payment to him of a sum equivalent to the amount of his pay plus allowances for the period by which such notice falls short of the period specified.

6. **Conduct, Discipline, Control and Appeal Rules :** The Central Civil Services (Classification, Control & Appeal) Rules and the Central Civil Services (Conduct) Rules as amended shall mutatis-mutandis apply to the employees of the Society with the modification that:

6.1 The term “President” in the Central Civil Services (Classification, Control & appeal) Rules shall mean the “Minister in-charge of Department of Information Technology”.

6.2 The term “Government” in the Central Civil Services (Conduct) Rules shall mean the “Society”.

6.3 The term “Government Servant” shall mean the “employee in the service of the Society”.

6.4 **Orders made by the Council not Appealable :** Notwithstanding anything contained in the byelaws, no appeal shall lie against any order made by the Council.

7. Leave

7.1 **Leave.** Employees will be eligible for leave in accordance with the CCS (Leave) Rules as applicable to Central Government employees.

7.2 **Sabbatical Leave:** All Employees will be eligible to avail of Sabbatical Leave in line with Sabbatical Leave Rules of CSIR.

7.3 **Lien.** Lien for the Employees is in recognition of the excellent contributions made by them and to facilitate those who need to stay away from C-DAC for a maximum of 2 years due to various reasons.

7.4 **Leave Encashment.** Leave encashment shall be as per the rules of Govt. of India.

8. Pay & Allowances and Other Facilities

Emoluments and allowances: The Council shall fix the scales of pay and allowances of the staff of the Society from time to time. The scales are given in the Staff Rules / Recruitment Rules.

8.1 **Pay Scales :** These shall be as provisioned in the Recruitment Rules.

8.2 **Pattern of Emoluments and Revision**

8.2.1 Certain benefits available to the Central Government employees are not available to the employees of the Society. Thus few of the benefits available in the Government have been liberalized for the employees in the Society. The Pay and allowances have generally been patterned on lines of “Centre For Development of Telematics”, another Society under the same Ministry. Any benefits not provided for in these rules could be extended on approval of the Council.

8.2.2 The benefits provided for in these Staff Rules shall be extended only to those who are working in the regular scale of pay. Temporary staff, consultants etc. shall be offered consolidated lump sum remuneration.

8.3 **Allowances**

Basic Pay, Dearness Pay (DP), City Compensatory Allowance (CCA), Dearness Allowance (DA), House Rent Allowance (HRA) shall be as applicable to the Central Government employees as per orders issued from time to time. All other allowances mentioned in the Rules & Regulations, Bye-laws and the Staff Rules which are over and above the allowances applicable to the Central Government Employees, shall be paid subject to the Society maintaining sound financial health.

8.3.1 **Transport Allowance.** As per Govt of India rules or as approved by the Governing Council from time to time.

8.3.2 **Reimbursement for Vehicle Maintenance**

All employees in the pay scale of Rs.8000-13500 or above may own cars and claim reimbursement for maintenance. An amount of Rs. 400 P.M. shall be reimbursed against this head for car maintenance. In case these employees own two wheelers eligibility will be Rs. 200 P.M.

Employees below the scale of Rs.8000-13500 will be eligible to seek reimbursement for two-wheelers. If any employee in this category owns a car, reimbursement for vehicle maintenance will be limited to Rs. 200/- per month only.

8.3.3 **Telephone / Internet facility at residence**

(a) Telephone Facility on Functional Basis

Society shall provide one official landline telephone to the Board Members, Registrar/ CFO/ Head Corporate HRD, and similar functionaries in Centres, other senior employees and to other employees based on functional requirements. They may instead opt for the reimbursement of their personal phones as the case may be.

Internet connection charges will be reimbursed to the employees for whom the approval is accorded.

Such a facility to other employees shall be provided in the interest of the organisation on need basis. The ceiling of number of calls shall be so fixed as to effect economy and keeping it in line with instructions, if any issued by the Central Government on the subject. The maximum entitlement of the phone and Internet charges on functional basis to various categories of employees shall be as under:

Sr. No.	Level of Employee	Maximum Entitlement (No. of calls per Month) *	Internet connection Facility
1.	DG, ED,	No Limit	No Limit
2.	Members in E VII / Grade and above	2000	Broadband
3.	MTS Members in 16400 - 20000 Grade MAS members in 14300-18300 Grade and above	Upto 1500	Broadband
4.	Others approved facility on functional need basis	Upto 500	-
5.	Members holding key appointment.	250/ 500 As approved.	-

- Entitlement for all categories of employees includes number of free calls but excludes rentals and number of outstation calls made for official purposes.
- Expenditure in excess of prescribed limits shall be authorised by DG /ED.

(b) Other Communication Facilities

The Management Board may formulate guidelines on providing other communication facilities including mobile phone facility for its employees to ensure efficient functioning of the Society.

(c) General

The reimbursement of personal phone will be allowed if the

registration of the phone is in the name of the employee/ spouse/ children/ parents or the landlord (In case of leased accommodation).

In case where both, husband and wife, are employees of the Society, the reimbursement shall be given to one having higher entitlement. Administration Department shall issue the sanction order.

Any telephone company besides BSNL/ MTNL may install the landline phone. However, the calculation for the reimbursement of entitlement shall be restricted / based on the rental and call charges of BSNL/ MTNL only.

8.3.4 **Leased Accommodation Facility**

8.3.4.1 `Leased Accommodation` facility shall be extended to the employees of the Society as per the instructions of Govt. of India on the subject meant for the autonomous bodies notified vide DIT letter 1296/ 2000 Soc. II dated 01 May 2000 and modified vide DIT letter 6(47)/ 2004-Soc (Pt.I) dated 27 March 2008. Details as under:

- (a) The maximum limit up to which accommodation can be hired in A-1 class cities should not be more than 50% of the (Basic + Dearness) Pay of the officer concerned.
- (b) The maximum limit up to which accommodation can be hired in A class cities should not be more than 40% of the (Basic + Dearness) Pay of the officer concerned.
- (c) For other places, the rent payable for hiring residential accommodation should not exceed HRA plus 15 % of the (Basic + Dearness) Pay of the officer concerned.
- (d) Licence fee @ 10% of the pay to be charged to every employee where accommodation is hired and provided by the Society.

8.3.4.2 **Self Lease.** Employees will be allowed to hire accommodation belonging to them / their family members (Self Lease) on similar terms and conditions as other normal leased accommodation.

8.3.4.3 **Reimbursement for Lease Maintenance.** Employees availing leased / Self-leased accommodation shall be entitled to claim reimbursement against maintenance of leased accommodation. The maximum yearly limit towards this shall be equivalent to the lease rent of one month.

8.3.5 **Leave Travel concession (LTC)**

Employees of the Society shall be encouraged to be away from work place and avail LTC as per Government of India Rules.

8.3.6 **Medical Facilities**

Eligibility. Employees are eligible to get medical reimbursement for self, family members and declared dependents. Dependents may cover minor

brother, unmarried sisters, widowed sisters and daughters and parents.

Dependency – Members of the family (other than one spouse) whose income is less than Rs.1500 per month are treated as dependents. Parents residing with either with the employee or the rest of the family members in a station other than the employee's headquarter are eligible for reimbursement.

Financial Limit. The reimbursement per annum is limited to an amount equal to the sum of the employee's Basic Pay, Dearness Pay and the DA as on April 1st of each year. Employees joining in between are entitled for pro-rata financial limit. Reimbursement beyond normal limit shall be allowed as per the procedure to be framed by the Management Board.

The financial limit as on April 01 shall not change during midyear in the event of promotion, release of increment, etc.

Medical bills upto Rs. 250/- can be reimbursed every month on submission of cash memos without prescription. All other claims for reimbursement should be supported by doctor's prescriptions / receipts, chemist's cash memos for purchase of medicines.

Employees getting themselves or their family members covered under medical insurance are allowed reimbursement of premium within entitled amount. Reimbursement of bills for out-door treatment can be claimed against the balance amount left after paying the premia.

Expenditure on spectacles / contact lenses upto Rs.1500/- per person, for employees and their dependents can be reimbursed once in a block of two years on production of bills for the same.

Unspent amount can be carried forward to the next calendar year without any ceiling.

8.3.7 Medical Reimbursement after Superannuation : This scheme is under consideration. It shall be notified once approved by the Governing Council. In the meantime, the facility existing at C-DAC, Mumbai and C-DAC, Bangalore (Electronics City) shall continue to operate as heretofore for the existing beneficiaries and employees currently in service which reads as under :

“The Health Scheme for NCST Staff will also cover members of staff who retire after a minimum of 20 years of service. Medical benefits after retirement will be available only to the staff member and his/ her spouse. They will not be available to other dependents. The expenses will be reimbursed to the extent of two months' salary last drawn by the member per annum. This could also be carried forward for two years. The member has to produce the bills for the treatment received by him and his wife for getting reimbursement.”

8.3.8 Reimbursement for Purchase of Books / Journals

The reimbursement facility is to encourage employees to purchase professional books relevant to their functions.

Employees in the pay scale of Rs. 6500 – Rs.10,500 and above shall be eligible for reimbursement of an amount of Rs.2000/- p.a.

Employees in Rs. 12000-16500 grade and above shall be eligible for reimbursement of an amount of Rs. 5000/- per annum.

8.3.9 Reimbursement of Newspaper Expenses

Employees shall be entitled for reimbursement of Newspaper expenditure. The claim can be raised on monthly basis on a standard proforma with supporting bills. Category of employees and amount of reimbursement are:

- Director General – Rs. 750 p.m.
- Executive Directors- Rs. 500 p.m.
- Employees in Rs.14300-18300 and above- Rs. 400 p.m.
- Employees in Rs. 6500 – 10500 and above- Rs.200 p.m.
- Employees below this grade- Rs.100 p.m.

8.3.10 CPF/ EPF/ GPF

Employees of the Society shall be admitted to Contributory Provident Fund under the Employees' Provident Fund Act, 1952 where the employee shall contribute a minimum amount as prescribed by the Law and a like amount shall be contributed by the Society as Employer's contribution.

The Society / Centre shall have the option to create a Provident Fund Trust managed by it, features of which shall broadly be the same as provided for under Central Govt. Rules or under Employee's PF Act, 1952 as amended from time to time. These are;

- (a) A minimum of 12% of pay (Sum of Basic pay, Dearness Pay and the DA) will be deducted every month from the salary of each employee as contribution to the provident fund.
- (b) A matching contribution equal to the sum mentioned above will be made by the Society in respect of each employee.
- (c) Employees may contribute any additional amount voluntarily to the Provident Fund. However, the contribution by the Society will be limited to the amount mentioned above.
- (d) Interest will be allowed on the total amount at the rates notified from time to time.

- (e) If an employee was a member of a recognized provident fund scheme and has withdrawn from it on joining the Society on regular basis, he will start contributing to the Society's Provident Fund scheme from the date of his joining the service of the Society.
- (f) If an employee was not a member of any recognized Provident Fund Scheme previously, he will start contributing to the Society's Provident Fund Scheme from the date of his joining the Society.

8.3.11 Gratuity

Employees who have rendered continuous service for a period of five years shall be eligible for payment of Gratuity on retirement / resignation and the amount of gratuity shall be at 15/26th of the monthly emoluments last drawn by the employee for every completed year of service.

8.3.12 Benevolent Fund

The employees of the Society shall be covered by a Staff Benevolent Fund Scheme to receive immediate financial assistance to employees or their families in cases of death in the family or if an employee is in distress. The Staff Benevolent Fund will consist of contributions of the employees of the Society and matching (equal amount) contribution by the Society. The Management Board will decide the monthly contribution per employee.

8.3.13 Membership of Professional Bodies/ Institutions

The Group 'A' Officers of the Society in the regular scale of pay Rs 10,000 – 15,200 and above are encouraged to participate in professional bodies/ institutions in the field of their specialization. Life membership is not allowed. The Society shall reimburse annual subscription for one National and one International professional body. The maximum amount that can be reimbursed on this account is limited to Rs 10,000/- in a year per member. The Management Board of the Society shall finalize the list of professional bodies for membership.

8.3.14 Group Insurance Scheme – Savings Fund

The Society shall have a Group Insurance Scheme that is similar to or in line with the Scheme existing in the Central Government. This Scheme will be introduced through any insurance company and there shall be no contribution from the Society. The Scheme shall be run based on the contributions of the employees of the Society.

- 8.3.15 **Recreation / Cultural Fund.** Recreation Fund shall be maintained by the Society where the Society shall contribute an amount of Rs. 15 per month per employee and each employee shall also contribute Rs. 15 per month. The fund shall be used for recreational events in the Centres.

8.3.16 Additional Compensation:

Professional Compensation: A Professional Compensation Scheme as incentive for successful and timely completion of target-oriented revenue

earning projects shall be made available to the employees of the Society. The objective of the Professional Compensation Scheme is to provide incentive to staff so that they undertake more projects in high-tech area and complete them with utmost temporal and financial economy thus saving funds, a fraction of which will be used for providing additional facilities and also for payment of cash incentive to the staff. Under the scheme, **30%** of the savings are distributed among the project team and other staff and **70%** shall be used for the creation of a Corpus Fund so that over a period the Society becomes self-sustaining. The Operational Rules of the Scheme shall be notified from time to time. The scheme shall be patterned on similar scheme prevalent in CSIR.

8.4 Additional Facilities

8.4.1 Canteen facility

The staff of the Society shall be provided subsidized canteen facility where the employees would be provided subsidized meals and snacks. In Centres that are not provided with canteen facility, the employees shall be paid in cash at Rs 25/- per day of working.

8.4.2 Children Education Allowance

The staff of the Society shall be eligible for reimbursement under Children Education Allowance Scheme for maximum two children at Rs 200/- per child per month up to 10 + 2 Standard education.

Rs. 500 per year per child shall be paid as Book Allowance for maximum two children up to 10+2 level.

8.5 **Interest Subsidy on House Building Advance/ Long Term advances:** The Society will have Schemes such as House Building Advance and Long Term Advances as per Central Government Rules. Alternatively, depending on the soundness of the financial status of the Society, interest subsidy to the employees shall be allowed to those who have taken loan from Government recognized schemes/ financial institutions. The interest subsidy shall be entitled only against the amount that he is permitted to avail as per Government of India Rules. The interest subsidy is the difference in interest amount which would have been paid as per Government rules and the interest amount paid to financial institution For the purpose of calculation of HBA interest subsidy, difference of maximum of 3% and for other advances it shall be 2% will be considered. The employees with over 5 years of continuous service in the Society shall qualify to avail of this facility.

In case the Society is in a position to lend to its employees small sums upto Rs. 50000 refundable in one year, the Society may do so and shall notify the same. The interest rate chargeable against such loans shall be 1% more than the PF interest rate notified by the Government of India from time to time.

- 8.6 **Awards and Incentives:** The nature and activities of the Society require high motivation and encouragement for its employees to deliver the quality goods and services. In order, therefore, to recognize such performing employees and distinguish them from non-or less performing employees, an award and incentive scheme shall be operative in the Society. Specific procedure and metrics will be formulated and shall be introduced. Details in this regard will be worked out and intimated.
- 8.7 **Attendance at Scientific Conferences :** Members of the CC, TAC and staff of the Society shall be allowed to attend scientific conferences, congresses, seminars, workshops, etc. and may be deputed for specialized training or for the work of the Society.
- 8.8 **Contribution to Professional / Technical Journals / Periodicals :** Contributions to technical journals resulting from work carried out in the Society by the staff shall contain the name of the Society and shall have prior approval of the DG/ED.
- 8.9 **Travelling Allowance Rules :** The employees of C-DAC may be called upon to travel out of station to perform bonafide duties. For such duties, the employees shall be paid Tour Allowance and the Daily Allowance as per travel rules framed and notified from time to time.
9. **Power to relax time limit and to condone delay:** Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order, may for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.
10. **Removal of doubts :** Where a doubt arises as to the interpretation of any of these Rules, the matter shall be referred to the Director General of the Society and his decision shall be final on the subject.
11. **Amendments :** The Council may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.
12. **Periodic Review :** The Director General of the Society shall give a presentation before the Council on the projects in hand and those in the offing, and shall hold performance review meetings. A critical analysis shall be made of timely completion of projects and technology contents. The administrative matters shall not be taken up in these meetings.
13. **Management Audit :** The Administrative Ministry may make arrangements to conduct management audit of the Society and its Centres and confirm that the processes practiced by the Centre /Society are in conformance with the laid down procedures and the powers exercised by various authorities are within the approved delegation of powers.
14. **Terms and Conditions of Service of the Other Staff of the Society** For other employees employed in the Society such as Project based employees, Consultants and casual staff, etc. the Salary and other benefits for such staff shall in no case be better than those offered to the regular employees.

15. **Policy Manual** : A Policy Manual may be drafted containing the procedures and the administrative norms, service conditions, facilities and other information with which the employees of the Society would be made aware of. It shall be prepared and issued with the approval of the Board. The major purpose of the Policy Manual, however, will be to provide a ready reference. While the emphasis should be to cover maximum aspects to satisfy general queries with a focus on accurate and up-to-date information, it would not substitute a direct interaction with Finance or HRD staff whenever detailed clarification is required on anything pertinent to the respective functions. Bye-laws, Minutes of Governing Council, Management Board can be referred to for detailed rules wherever applicable.
16. The Society aims to promote efficiency, creativity, innovation and initiative. The Society lays the greatest emphasis on flexibility, communication, participation, teamwork and infrastructure creation.

Certified that this is a copy of the Staff Rules of the Society as approved (After modification) in the meeting of the Governing Council held on 27th Day of October 2004.

Tour Entitlements

1. **Scope :** C-DAC travel rules are applicable to all staff members including deputationists. For the individuals appointed as Trainees, Consultants, Programme Associates, Research Associates, employment on fixed salary, etc., the travel category will be indicated in their appointment letter; their TA/ DA entitlement shall be governed accordingly. Cases of those members for whom these have not been mentioned in their appointment letters will be referred to HRD for clarifications.
2. **Classifications :** Travel rules are applicable as per the following classifications of the members:

Basic pay (Rs.)	Category
14300 and above	A
10000 – 14299	B
8000 – 9999	C
4500 – 7999	D
Less than 4500	E

Travel Allowance rules may be grouped into the following broad categories :

- Entitlements on tour
- Entitlements on foreign travel
- Entitlements on transfer
- General

3. Entitlements for travel by rail on tour

3.1 **Travel :** The entitled class for travel by rail on tour is: -

Group	Rajdhani	Shatabdi	Other Trains
A	AC First Class	Executive Class	AC First Class
B	AC 2 -Tier	AC Chair Car	AC 2-Tier
C	AC 2-Tier	AC Chair Car	Ist Class / AC 2-Tier/AC 3 -Tier or AC Chair Car
D	AC3-Tier/ Chair Car	AC Chair Car	Ist Class / AC III Tier or AC Chair Car
E	AC 3-Tier/Chair Car	AC Chair Car	Sleeper Class

3.2 Jan Shatabdi trains - Basic Pay – Rs 4500/- and above – AC Chair Car.
Below Rs – Rs 4500/- -- Second Class

3.3 Other Conditions

- (a) Where good rail/ road transport facilities exist and such journey can normally be completed within 6 hours, air travel shall normally, be discouraged.
- (b) Members drawing a basic pay of more than Rs. 12000 per month are also

entitled to travel by air if the distance is more than 500 kilometres each way and the journey cannot be covered by rail overnight.

- (c) Travel beyond the entitled class shall not be admissible in general. In exceptional cases, prior approval of Executive Director / Director General shall be required. However, those entitled to travel by First Class/AC 3-Tier/AC Chair Car may travel on tour/transfer by AC 2-Tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.
- (d) When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on pro-rata basis by calculating for different classes by the shortest route in the ratio of distance covered by the longer route actually used.
- (e) A staff member required to proceed on tour/ transfer may get his ticket(s) booked through Facilitation team of respective Centres.
- (f) The Competent authority as notified shall approve the tour.
- (g) If a staff member avails of leave while on tour and comes back to his workplace, he shall be entitled to claim against the shortest distance(s) travelled for the duration minus the leave period.
- (h) Sanction of advance required for tour may be obtained separately. Member shall be eligible to draw a second advance only if the claims against the previous one(s) are submitted.
- (i) Member shall ensure that TA claim is submitted within 15 days of completion of tour.
- (j) Members could claim a compensation for travel by a class lower than the entitled class according to the norms as under:
 - Where a member entitled to travel by AC Sleeper Class or AC Chair car/ Ordinary Ist class performs a journey by an ordinary II class or by a bus, he shall be paid an ad-hoc compensatory amount of Rs. 250/- *per leg of journey* to cover such incidental expenses as meals etc. while in transit when:
 - Exceeding 500 Kms either way or
 - Overnight or for more than 8 hours either way
 - Where a member entitled to travel by air, performs a journey by rail/ road, he is paid an ad-hoc compensatory amount of Rs. 250/- *per trip* to cover such incidental expenses as meals etc. while in transit when:
 - Exceeding 500 Kms either way or
 - Overnight or for more than 8 hours either way of journey

- (k) Reservation/ tatkal seva charges as shall be in force are reimbursable.
- (l) Cancellation charges and reservation charges for official journey cancelled in public interest are reimbursable.

3.4. Local Conveyance at the place of posting and while on tour (by Auto / Taxi)

Members going for official work at the place of their posting as well as while on tour are eligible for reimbursement as per entitlements given below in case office vehicle is not provided:

Group	Entitlement
A	AC Taxi /ordinary taxi /car/autorickshaw/own car/scooter/motorcycle/moped/any bus including AC bus.
B	Same as above except AC taxi
C	Same as above
D	Same as above except AC bus/AC Taxi
E	Authorickshaw/ motorcycle/ scooter/ moped/ any bus except AC bus

3.5 Other Conditions-

- (a) For journey by taxi/ car/ autorickshaw/ motorcycle/ scooter/ moped the entitlement will be at the rates notified by local Director of Transport (RTO). For travel by bus, reimbursement will be on actuals.
- (b) Members drawing basic pay of Rs 12000/- and above are eligible to use their own car for performing local duties only in case the office vehicle is not available.
- (c) Non-entitled members subject to prior approval of the sanctioning authority may use a taxi for carrying equipment/ official baggage.
- (d) If found economical members drawing basic pay of Rs 14300/- and above while on tour may hire a taxi on a full day basis for local travel.
- (e) Sharing of auto/ taxi – For travel by shared auto/ taxi, the entitlement will be at actual fare limited to sharing on pro-rata basis for each passenger.
- (f) For the journey by road between places connected by rail member may travel by own car/ taxi/ scooter/ motorcycle. The entitlement will be road mileage rates as notified by the local Director of Transport (RTO) restricted to entitled rail fare available on a such routes.
- (g) For the journey by road between places not connected by rail, member may travel by entitled conveyance or public transport system at their discretion.

3.6 Journey by Air :-

- (a) Members in receipt of basic pay of Rs 14300/- and above may at their discretion, travel by air on tour.
- (b) Those drawing basic pay of Rs 12000/- and above but below Rs 14300/- may also travel by air on tour at their discretion, if the distance involved is more than 500 kms and journey cannot be performed overnight by a direct train.

3.7 Daily Allowance :-

Rate of D.A. for halt at various stations/localities are given below :

The localities of column No. 2 to 4 of the table are specified in FR & SR (Part –II)

Group	A-1 Class cities		‘A’ Class cities and notified expensive Cities		B-1 Class cities and expensive localities		Other localities	
	D.A.	Hotel	D.A.	Hotel	D.A.	Hotel	D.A.	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
A	260	2250	210	1850	170	1500	135	1150
B	230	1750	185	1400	150	1150	120	800
C & D	200	1350	160	1050	130	900	105	700
E	170	850	135	700	110	550	90	450

3.8 Compensatory Daily Allowance for stay in Guest House/ Under Own Arrangement

- (a) The Compensatory DA will be paid at the rates indicated below to members making their own arrangement/ staying in guesthouse of Central Government/ State Government/ Public Sector Units/ Institutional Bodies. Members staying overnight in a C-DAC/ Government/ other Institution Guest House are eligible for compensatory DA in addition to their normal DA entitlement for not exceeding 15 days on submitting the receipt of payment to Guest House.
- (b) All members are expected to stay in Guest House where this facility exists. Compensatory DA is not admissible to cases where staff members stay in a hotel or privately owned/ operated Guest House.

- (c) When a member instead of staying in a hotel makes his own arrangement of stay he is also eligible for such compensatory DA in addition to normal DA entitlement for not exceeding 15 days. Compensatory DA is primarily paid to discourage use of hotel/ private Guest House during the tour period.

Rates of Compensatory DA :-

Group	Amount (Rs)
A	250
B	200
C & D	125
E	75

3.9 DA for Continuous Halts

- (a) DA for the first 30 days of stay in the same place of duty shall be admissible at full rate.
- (b) Tours beyond 30 days of continuous stay shall need prior approval of the Competent authority. DA admissible for stay in excess of 30 days in such cases will be at half the prescribed rate.

3.10 Basis for DA Calculation

DA is calculated from the time of departure up to the time of arrival. If departure/arrival time is delayed beyond 2 hours after scheduled time, such actual time shall be counted.

For fraction of a day, DA/ Boarding charges shall be:

Up to 6 hours	50%
6 hrs –12 hrs	70%
12 hrs & above	100%

For journey period, DA shall be admissible at ordinary rates as mentioned above.

Eligibility of DA in various circumstances will be calculated as per travel allowance rules incorporated in FR & SR (part-II)

Members returning on same day to their duty station from outstation duty shall be entitled to full day's DA at the rate applicable to the city visited irrespective of the period of absence.

4. Foreign Tours

4.1 Entitlement

4.1.1 All foreign tours of members in C-DAC shall need the prior approval of the Competent Authority.

4.1.2 Quantum of DA admissible to the member will be based on the country the member is to visit and will be based on the rates approved by the Ministry of External Affairs from time to time and the duration of stay.

4.1.3 Expenditure towards accommodation in addition to the D.A, is permitted at actuals or 1 days' D.A. per day whichever is less.

4.1.4 The D.A and Accommodation admissibility is as under.

First 14 Days	Full
Next 14 Days	75%
Balance Days	60%

The daily allowance and accommodation as mentioned above will be admissible when C-DAC has to bear the expenses. However, if there is a sponsoring agency then the DA/Accommodation expenses will be regulated accordingly. In case the sponsoring agency arranges for free food and accommodation, then only 25% of DA is admissible. DA and Accommodation charges will be calculated for the number of nights spent in the foreign country. To provide for expenses during travel both ways, an amount of US \$50 per visit is allowed towards passage money.

5.0 TA on Transfer

5.1 TA on transfer is admissible only if transfer is in the public interest and not at one's own request. On transfer for the journey by rail/ road/ air as admissible, the entitlement will be as for journey on tour.

5.2 Transfer TA comprises of the following elements –

- A composite transfer grant equal to one month's Basic Pay plus Dearness Pay (Not admissible if no change of residence is involved even where the distance between the two stations is more than 20 kms).
- Actual fares for self and family for journey by admissible mode of travel i.e. rail/ road/ air.
- Road mileage for journey by road between places not connected by rail.
- Cost of transportation of personal effects from residence to residence and
- Cost of transportation of conveyance possessed by the employee.

5.3 If transfer is at same station then :

- (i) No TA is admissible if no change of residence is involved
- (ii) If there is compulsory change of residence solely due to the transfer –

- (a) Actual cost of conveyance for self and family limited to the road Mileage and actual cost of transportation of personal effects admissible subject to the prescribed limits and

- (b) Composite Transfer Grant equal to one-third of (Basic Pay plus Dearness Pay).

- 5.4 If transfer is between two stations within a distance not more than 20 kms.
- (i) No TA is admissible if no change of residence is involved
 - (ii) If change of residence is involved -
 - (a) Full Transfer TA will be allowed and
 - (b) Composite transfer grant equal to one-third of Basic pay.
- 5.5 If a transfer is to a place not connected by rail and journey is performed by Road –

For journey by public bus, actual bus fare for self and each member of family is admissible and if the journey is performed otherwise than by public bus, mileage allowance at the appropriate rate will be admissible as follows -

- (i) One mileage for self/self and one additional member
- (ii) Two mileages if two members of family accompany
- (iii) Three mileages if more than two members of family accompany (The mileage allowance will be at the rate as declared by Director of transport (RTO) of a place from where individual is transferred.

- 5.6 **If a transfer is to a place connected by rail but journey is undertaken by road.**

The entitlement is road mileage allowance as stated above limited to rail fare by the entitled class.

Entitlements (On Transfer) at a Glance

		Personal Effects		
		By Train	<u>Rate per km for transport by Road</u>	
Group	Composite Transfer Grant	Maximum baggage allowance	‘A-1’, ‘A’ and ‘B-1’ cities Rs Ps	Other places Rs Ps
A	Equal to one months basic pay +Dearness Pay	Full four wheeler wagon, or 6000 kg by goods train or one Double Container.	30.00	18.00
B	-----do-----	Full four wheeler, wagon, or 6000/- kg by goods train, or one Single Container.	30.00	18.00
C &D	-----do-----	3000 Kg	15.00	9.00
E	-----do-----	1500 Kg	7.60	4.60

Personal effects should be transported by goods train between places connected by rail. If transported by road, the actual expenditure or 1 ¼ times of the amount admissible for transport by goods train for the maximum admissible quantity, whichever is less, will be admissible.

5.7 Transport of Conveyance

The possession of conveyance need not be in the public interest.

Group	Authorised Scale
A , B & C	One motor car or one motorcycle/scooter
D & E	One motorcycle/scooter/moped

5.7.1 Transport by Rail

- (a) **By passenger train:** Actual freight charged by the Railway.
- (b) **By Goods train:** Cost of Packing, cost of transporting the packed car, motorcycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes etc are all reimbursable. Claim to be limited to the amount under (a) above.

5.7.2 Transport by Road

Mode of transportation	Between places connected by rail	Between places not connected by rail
When the conveyance is sent loaded on a truck	Actual expenses/amount at the prescribed rate*/cost of transportation by passenger train, whichever is the least	Actual expenses limited to the amount at the prescribed rates
When the conveyance is sent under its own propulsion	Amount at the prescribed rate*limited to cost of transportation by passenger train.	Amount at the prescribed rate.*

* **Prescribed rate** – The rate prescribed for journey by taxi/ autorickshaw as the case may be, by the Director of Transport (RTO) at the starting point.

Note :- When the car is sent under its own propulsion, the member and/ or his family travelling in the car will not be entitled to separate fare by air/ rail/ road mileage. Separate air/rail/road mileage will be admissible for the member and/or family if the travel otherwise than by the car being transported under its own propulsion.