

# INDIAN STATISTICAL INSTITUTE

STANDING SERVICE ORDERS 1963

Director Office

भारतीय सांख्यिकीय संस्थान

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INDIAN STATISTICAL INSTITUTE



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**INDIAN STATISTICAL INSTITUTE  
STANDING SERVICE ORDERS 1963\***

**1.0 Title:**

1.1 These orders will be known as the Indian Statistical Institute Standing Service Orders, 1963

**2.0 Application:**

2.1 These orders will apply to all workers of the Institute unless otherwise provided by the terms of any contract, agreement or letter of appointment.

Provided that these orders shall not apply to workers of the Development Workshop (including UNTAA Sector) Division, whether coming under the purview of the Factories Act or not except in matters not covered by orders in force in that Division.

Provided further that in respect of workers who are governed by the Indian Factories Act, these standing orders would apply to the extent they are not in conflict with the provisions of the Factories Act and Rules there under. In cases of conflict the Factories Act and Rules made there under shall apply, unless otherwise indicated by any special order of the Board of Management.

2.2 It shall come into force from first day of November 1963, but benefit of any advantage given by those orders which workers are not enjoying at present will be given to them from 1 July 1963

**3.0 Definitions:**

3.1 "Compensatory allowance" means an allowance granted to a worker to meet any estimated additional expenditure which the worker has to incur for performance of any duties in any special area, or in special circumstance, or for the nature of the duty to be performed.

3.2 "Competent authority" means the authorities specified in appendix I of these orders. If in any case, no competent authority is indicated in the said appendix, a joint Director or a Joint Secretary shall be deemed as competent authority.

3.3 "He", "him", "his" are to be read as "she", "her", "her" in the case of a female worker.

3.4 "Institute" means the Indian Statistical Institute having its registered office at 9B, Esplanade East, Calcutta-1 and main offices at 203 Barrackpore Trunk Road, Calcutta - 35.

3.5 "Lien" means the title of an employee to hold, during a period of absence, a post to which he has been appointed on a regular basis.

3.6 "Officiate" means a worker's performing the duties of a post to which he has been appointed on a temporary basis

3.7 "Personal pay" means an addition to normal pay granted to any worker either (a) to prevent his salary falling below any existing or committed level or (b) in consideration of any entirely personal consideration such as unusually high qualification and/or experience etc.

\*Adopted by Board of Management on 5 December 1962, 4 February and 1 May 1963, recorded by Council on 18 December 1962, 12 February 1963 and 21 May 1963.

Clauses which have been partly modified or amended have been indicated with an asterisk (\*) mark.  
The position as it stands after modification and amendment is outlined in Annexure I. appended to this Volume

INDIAN STATISTICAL INSTITUTE

NOTICE

Attention of the workers is drawn to clause 4.3 of the Standing Service Orders 1963 which runs as follows:

"4.3 No. whole time regular worker of the Institute shall, without the written consent of the competent authority, engage himself in any trade, business or profession or seek or accept any employment remunerative or honorary under any other employer".

Although it is expected that workers would follow the rules, as laid down in the Standing Service Orders, it has come to our notice that, in some cases, workers applied for employment outside ISI directly without prior consent of the Institute Authority.

It may be noted that, in future, workers will not be allowed to appear in the interview, and, if selected, to join outside posts unless their applications for such posts were forwarded through proper channel with the consent of the competent authority.

203, Barrackpore Trunk Road,  
Calcutta - 35  
25 August, 1964

Administrative Officer,

Copy to : 1) all departments/divisions/sections/units/branches for circulation among workers.  
2) Notice Boards.



INDIAN STATISTICAL INSTITUTE

Office Order No. C.2122 dated 24.8.72

It is hereby notified for information of all the staff members of the Institute that none of them should apply or negotiate or receive grants from any organization within India or abroad without prior permission from the competent authority and without getting clearance from the Government wherever necessary.

This issues with the approval of the Director-Secretary.

(D. Das)  
Administrative Officer  
And  
Assistant Secretary

Copy forwarded to :

1. All the workers of the Institute for information and guidance.
2. All heads of departments/divisions/sections/units for information.

Copy also forwarded to:

1. Chairman
2. Vice-Chairman
3. Secretary
4. Hony. Joint Secretary
5. Treasurer
6. Financial Adviser
7. Chief Accounts Officer
8. Shri S. M. Sundara Raju, Chief, SQC Division
9. Prof. T. A. Davis
10. Dr. D. K. Bose
11. Dr. J. K. Ghosh
12. Dr. T. V. Hanurav
12. Dr. T. Rao
14. Shri Biman Bose, Assistant Secretary for information

3.8 "Regular worker" means a worker whose service is to continue indefinitely until and unless it comes to a termination due to resignation, retirement, dismissal, removal, retrenchment or superannuation or for other proper reasons; or is to continue for a specified period of time not less than a year.

Note : A worker can be regular regardless of whether he is on a time scale of pay/consolidated rate of pay/daily wages/piece rate of pay or whether he is to work whole time or part-time.

3.9 "Service" will include the period spent on actual duty, on leave or on deputation provided that any period of leave without pay or of deputation shall not be treated as service unless specifically ordered by a competent authority for any special reasons to be recorded.

Provided further that the period during which a worker may remain suspended will be treated as service unless otherwise directed in the final orders of the relative proceedings.

3.10 "Special pay" means an additional pay granted to a worker in consideration of :

- (a) the specially arduous nature of duties; or
- (b) a specific addition to his work or responsibility; or
- (c) on any other special ground.

3.11 "Worker" for purposes of these orders, shall mean an employee of the Institute who renders services to the Institute whether part-time or whole time in exchange of remuneration.

Provided that a person who gives occasional service to the Institute in exchange of *ad-hoc* fees or allowances or regular honorarium or retaining fee shall not be deemed to be a worker unless otherwise specified.

4.0 *General conditions of service:*

4.1 Every worker will discharge his duties honestly, faithfully and properly and according to the best of his skill and ability and shall follow such lawful instructions in the matter of performance of his duties as may be given to him from time to time by appropriate authorities of the Institute.

4.1.1 No worker shall bring or try to bring any political or outside influence upon any authority of the Institute in any matter connected with his service in the Institute, or the service of anyone or more of his fellow workers, nor should address any appeal, petition or memorandum, to any member of the Council of the Institute individually or collectively or to any outside authority, members of legislature or to the press. Reporting grievance to a recognized workers' union will not be deemed as bringing in outside influence.

4.2 The entire time of a whole time worker will be at the disposal of the Institute

4.3 No whole time regular worker of the Institute shall, without the written consent of the competent authority, engage himself in any trade, business or profession or seek or accept any employment remunerative or honorary under any other employer.

(Refer to the notice page no. 3)

4.3.1 A part-time worker of the Institute, if he wants to engage himself in any trade, business or profession or to accept any appointment under any other employer after his appointment in the part-time assignment in the Institute, shall intimate the matter to his appointing authority in the Institute and the Institute shall, in such cases, have the option to terminate the part-time service of the worker under the Institute, if in the opinion of such authority the new assignment is likely to interfere with his duties in the Institute.

4.4 No worker shall either in service or after his retirement, resignation, dismissal, removal or discharge from service, communicate directly or indirectly any official document or information or data collected at the cost of the Institute (with or without comments) to another worker of the Institute or any other person to whom he is not properly authorized or permitted to make such communication provided that no such permission/authorization will be necessary to give evidence, in a judicial enquiry or at any departmental enquiry ordered by the Institute.

4.5 No worker shall, without written permission from the competent authority publish any communication either in the press or in any journal or in the form of any book, booklet or leaflet containing any matter which expressly or by implication contains any comments or criticism in respect of the activities of the Institute or in reputation of any views published in the press or elsewhere in respect of any of the activities of the Institute or the authorities of the institute.

4.5.1 In case any worker wants to take recourse to any legal proceedings against the Institute for enforcement of any claim or redress of any grievance which such worker may have, the worker shall give notice in writing to the Secretary of the Institute enclosing a copy of the complaint or plaint which is propose to place before any Court of Law, ordinarily six weeks in advance of the date on which the proceedings is proposed to be filed and if the circumstances of any particular case do not permit it, at the earliest possible date. The non-giving of notice of proposed action in such cases may be treated as an act of indiscipline and action taken accordingly irrespective of the decision of the competent judicial authorities in respect of the proceedings initiated.

4.6 When any worker of the Institute proposes to publish any book or results of any research or similar other publication or invents something for which he desired to obtain patent rights he should bring the matter to the notice of the competent authority of the Institute as far as practicable before the works are actually published or the patent is actually registered. Such intimation must be given in writing and must indicate as much detail as may be possible, of the extent of facilities, data and other help which the worker may have taken from the Institute or from his association with the Institute as a worker to enable the relative contributions of the worker and of the Institute in respect of the publication or of the article to be patented, to be properly assessed.

4.6.1 After consideration of the information furnished and after such enquiry as the Institute may decide to make, the Institute shall inform the worker whether the Institute claims any and if so, what share in the ownership of the copy right or the patent.

4.6.2 If the worker accepts such claim or any modified claim as may be mutually agreed upon, an agreement shall be entered into accordingly. In case no agreement is reached the matter shall be placed before the Chairman of the Institute with a memorandum from each of the parties and the Chairman's decision on the question of joint ownership and the share of ownership shall be final and binding.

4.6.3 This order will not apply in the matter of any publication or patent which has no relation to the lines of activities of the Institute (e.g. writing of a novel or a book of poems or inventing an automatic grinding machine etc.). But in such cases also, the worker shall inform the Institute about the publication or the patent for maintenance of a record of the worker's achievement in those sectors in his personal file.

4.7 A regular whole time worker of the Institute shall not, without the written consent of the competent authority, stand for election to any statutory body or become an election agent of any candidate who may stand for such election. Such permission shall be usually given by the competent authority unless he is satisfied that the acceptance of such assignment, membership or elected office is likely to interfere with the proper performance of the duties of the worker in the Institute.

4.7.1 In case any worker wants to exercise any statutory right to stand for election in any statutory body, the Institute shall be informed of the matter and the Institute shall have the right, notwithstanding any contract of service to the contrary, to terminate the service of such worker by one month's notice, if such election is considered as likely to interfere with his duties in the Institute.

4.8 No worker, should, except with written permission from the competent authority, own wholly or partly, manage or edit any newspaper or any periodical publication.

4.9 No worker shall, without written permission from the competent authority, participate in a debate, seminar or other conference or deliver any lecture or give any television or radio talk or contribute any articles or write letters to any newspaper or periodical publications which involves the use of any data collected by the Institute which has not already been published or any public criticism of any action of the Institute.

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Provided that no such permission will be necessary when the debate, seminar, conference, lecture or talk or communication is of a purely literary or scientific character or in connection with any socio-economic problems of the country.

Provided further that this rule shall not apply in respect of the office bearers of any registered union of workers of the Institute in relation to any work connected with bonafide and legal union activities.

4.10 A whole-time regular worker may be employed by the Institute in any type of work befitting the rank and emoluments of the worker, in any part of India, in which, in the opinion of the competent authority, his services are likely to be most useful to the Institute.

Provided that no worker holding on a regular basis a teaching, research or other scientific post, shall be given any entirely administrative or other type of assignment for a continuous period of more than one year without his concurrence.

4.11 No worker of the Institute shall be deputed either for study or training or for attending any conference, seminar or for any other duty to any place outside India without the consent of such worker.  
(Refer to Office Order No. C1833/24 dated 27 May 1964 on page 62)

#### 5.0 Working hours :

5.1 The working hours for different classes and categories of workers shall be laid down by the competent authorities from time to time and the workers concerned shall have to attend to their respective duties on the basis of the hours so laid down.

#### 6.0 Attendance :

6.1 For the purpose of attendance, except for workers coming under the Factories act, 15 minutes grace will be allowed from the time at which the attendance is due provided that such late coming is not of a regular nature. A worker coming 15 minutes after but not later than 60 minutes of the due time of attendance will be marked present and permitted to work on his submission of late attendance slip to the head of his office within the aforesaid 60 minutes time. In special cases, the Head of a Department may permit a worker to come to office 2 hours later than the due time if his permission is either taken in advance or he is satisfied that the delay was entirely for unforeseen reasons over which the worker had no control.

6.2 Late attendance for more than three days in any calendar month would entail forfeiture of earned leave for one day for every three days late attendance.

Provided that, a competent authority may, if there is sufficient reason to grant such relaxation, allow the period of late attendance in any month to be adjusted against overtime work done during the same or in any other month.

#### 7.0 Leaving place of work and loitering :

7.1 No worker shall, except for performance of duty, be absent from his actual place of work during working hours without permission from his immediate superior.

Provided that the worker may be away from his seat and office during prescribed tiffin hours.

7.2 No worker shall ordinarily go to any part of the Institute premises or any offices of the Institute during office-hours where he is not required by duty to go.

#### 8.0 Identity card :

8.1 The Institute may provide all employees with identity cards with photographs, at its own cost, provided that the workers may be required to appear at a specified place for their photographs being taken.

8.2 All workers will be expected to carry identity cards with them while on duty either in the Institute premises or outside to establish their identity as and when necessary.

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9.0 **Suspension** : Placing of workers under suspension shall be governed by the following orders :

9.1 For workers who come under the Indian Factories Act, suspension will be in accordance with the Factories Act and rules there under.

9.2 In other cases, a worker can be placed under suspension when

- a disciplinary action is pending or contemplated against the worker and his continuation at his post is considered detrimental to the interests of the Institute or of the work.
- the worker is kept in custody by public authorities on a criminal charge or otherwise for a period of more than 72 hours, such suspension being effective for the entire duration of the period of custody,
- a criminal case is pending against a worker in relation to his functions in the Institute.

9.3 Orders of suspension, in cases referred to in clause 9.2 can be passed by the authority competent to draw up proceedings as indicated in appendix II.

Provided that no worker employed in a scale of pay the minimum of which is above Rs. 300 shall be placed under suspension without the concurrence of the Board of management, except in cases coming under clause 9.2 (b) and (c) and in cases of emergency where such order can be passed by the Joint Director or the Joint Secretary, but every such case should be reported to the Board of Management at the earliest possible opportunity.

*Note* : Though suspension is not considered a punishment, it generally affects the prestige of a worker to a certain extent. Suspension should not, therefore, be resorted to except when the charge sheet is for any action or default which may, if proved, be punished with either dismissal or removal from service. For less serious charges suspension should not normally be resorted to unless it becomes necessary for maintaining moral and discipline.

9.4 Whenever any worker is placed under suspension, the order of suspension should indicate what subsistence allowance should be payable to the worker during the period of suspension. The subsistence allowance allowed should be not less than 25% of the basic pay plus full dearness allowance if any, subject to a minimum of Rs. 50/- per month in all.

Provided that if the period of suspension exceeds six months and this is not due to any fault of the worker, the subsistence allowance payable for any excess of first six months of suspension period shall not be less than 50 percent of basis pay plus dearness allowance at full rates if the worker is entitle to such allowance.

#### 10.0 **Penalties** :

10.1 Subject to provisions of this order and other rules, regulations, orders etc. which may be in force, the following categories of penalties can be awarded to a worker for good and sufficient reasons:

- Warning
- Censure
- Withholding of increments
- Stoppage of promotion either for a specifies period or indefinitely
- Reduction to a lower stage in a time-scale
- Reduction to a lower time-scale or *ad hoc* pay
- Removal from service
- Compulsory retirement
- Dismissal from service

*Note* : (1) When the service of a worker is terminated on ground of unsuitability, etc. during the period of probation or as a result of his becoming surplus to the requirement of the Institute or for abolition of the post, such termination may be termed as discharge. If, however, the services are terminated on the basis of any disciplinary proceedings, it

should be called removal from service and not discharge, except where the order is one of dismissal or compulsory retirement.

(2) Reversion of a worker, who may have been promoted temporarily to a higher scale or higher pay, would not be deemed as reduction.

10.2 In appendix II are indicated the authorities competent to deal with disciplinary matters. In any case not covered by appendix II, a joint Director or a Joint Secretary would be competent to take action.

10.3 In any proceedings based on charges involving any pecuniary loss caused to the Institute by negligence or breach of orders, it shall be open to the authority giving the final decision in respect of the proceedings to order recovery from pay or other dues of the worker concerned the whole or any part of such loss.

#### 11.0 **Departmental proceedings** :

The following procedure should normally be followed in imposing any of the penalties enumerated in clause 10 above.

11.1 No order shall be passed imposing any of the penalties on a worker unless he has been informed in writing of the grounds on which it is proposed to take action and has been afforded adequate opportunity for defending himself.

11.2 The grounds on which it is proposed to take action shall be reduced to the form of definite charge or charges which shall be communicated to the worker. A brief note should accompany the charge sheet explaining the facts on which the charge or charges are based to enable the worker to give an adequate explanation in his defense.

11.2.1 Proceedings for any of the punishments referred to in clause 10.1 can be initiated, in respect of a worker, by any worker under whose direction and control the first mentioned worker works. The authority for issuing charge-sheet shall be as indicated in appendix II of these orders.

11.2.2 Unless the authority mentioned in appendix II himself initiates the proceedings, the worker who initiates the proceedings shall submit his report with necessary facts, materials etc, to the officer mentioned in appendix II to enable him to decide about drawing up proceedings and, where necessary, issuing order of suspension.

11.3 The worker shall be required, within such time as may be considered reasonable by the authority giving the charge-sheet, to put in a written statement and to state whether he desired to be heard in person and whether he wants to produce any witness or any document in his defense.

11.4 On receipt of such explanation the authority issuing the charge-sheet may himself make an enquiry into the charge/charges or may appoint a worker of proper rank or a committee to make such enquiry.

11.4.1 In course of carrying out enquiries under this clause, the Enquiring Officer shall maintain, in writing, a brief record of the evidence that is produced from the administration and by the worker in his defense; and shall give reasonable opportunity to the parties to cross examine the witnesses produced or examine the documents put in as evidence. He shall also record his finding in writing briefly mentioning the evidence and reasons on which such finding or findings are based. Where the enquiring authority is not himself competent to pass final orders, the enquiring officer shall, if so directed by the authority appointing him as an Enquiring Officer, also recommend the punishment or punishments, if any, which he considers reasonable for each of the charges on which the Enquiring Officer may find the worker guilty.

11.4.2 Notwithstanding provisions contained in other parts of clause II, in the case of charges for which the punishment of warning or censure is likely to be awarded, it would be sufficient if the charges are communicated to the worker concerned in writing, his written explanation taken and an ad hoc enquiry is made by the officer empowered to order such punishments, keeping a brief summary of the evidence taken and orders are issued after such enquiry.

11.5 The findings of enquiry under clause 11.4.1. (without any recommendation for penalty, unless such recommendation is specifically asked for) shall be forwarded as early as possible to the authority concerned for issue of appropriate order. The authority concerned will have discretion to accept fully or in part or to reject the findings (and recommendations if any) or to order a fresh enquiry into the charge/charges.

11.5.1 In case the authority dealing with the case considers that the punishment of dismissal or removal from services is necessary, he shall, if he is not the appointing authority of the worker concerned, forward the full record of the matter with his own recommendations to the appointing authority of the worker concerned for issue of necessary orders. The authority to whom the case may be so referred shall have full powers to accept in full or in part or to reject the findings and recommendations of the enquiring officer or the authority dealing with the case in the first instance.

11.5.2 The final order on any proceedings shall *indicate, inter alia*, (a) whether the period of suspension (if the worker may have been under suspension) shall be treated as duty or as leave with or without pay; (b) what emoluments, if any, apart from subsistence allowance shall be payable to the worker concerned for the period of suspension; (c) the period within which and the authority to whom the worker concerned is entitled to file an appeal against the order.

*Note* : Disciplinary proceedings should be completed within the shortest possible period consistently with the parties concerned getting reasonable opportunity of producing evidence etc. In case the proceedings cannot be completed within a period of two months, a report about the progress and reasons for delay of disposal should be sent to Director of the Institute by the authority concerned, at the end of that period and every fortnight thereafter.

11.5.3 A worker against whom a proceeding is pending shall report in person to the authority who is to pass orders in his case once every week in addition to the dates on which he may have to attend the enquiry until the orders are passed and delivered to him.

11.5.4 The final order in any proceedings shall be handed over to the worker concerned and if he is not available, shall be sent to him by registered post with acknowledgement due at his registered or last known address. If the communication is refused or returned by postal authorities as not delivered for non-availability of the addressee, the order will be deemed as served on the date of endorsement of the postal authorities.

11.6 All workers shall, if required by any authority, including enquiry committees of the Institute, appear before such authority and give evidence in such subject relating to any departmental proceedings or official matters in respect of which their evidence may be considered necessary. Refusal to give such evidence or intentional giving of false evidence may be treated as an act of indiscipline.

#### 12.0 Appeals :

12.1 A worker on whom an order of penalty has been served shall have the right to file an appeal in writing to the appropriate appellate authority mentioned in appendix II within a period of thirty days from the date on which he receives a copy of such order; provided that such appellate authority may entertain the appeal even after the period of one month at its discretion.

12.2 Every worker who may feel aggrieved by the issue of any order affecting his service conditions or service prospects, shall have the right to file an appeal to the lowest authority who is competent to cancel the order complained against. Such appeal shall be filed within 30 days from the date of issue of the order complained against, shall be in writing, and shall be submitted through the head of the Department/Division/Section in which the worker works and the authority which passed the order but the appellant may send an advance copy of the appeal to the appellate authority direct.

12.3 The appellate authority may reject the appeal outright or set aside, reduce confirm the order passed or enhance the penalty imposed or direct any investigation and also may, before taking any such action, give an opportunity to the parties to represent their cases before him.

12.4 In case the appellate authority finds that owing to his other engagements it may not be possible for him to dispose of any appeal within three months, he may authorize any other person above the rank of the authority which issued the initial orders to hear and dispose of the appeal and on such written authority being given, the person designated shall be entitled to exercise all powers of an appellate authority under these orders.

*Note* : A member of the Council of the Institute or of the Governing Body not being an employee of the Institute shall, for the purpose of this sub-clause, be deemed as a person above the rank of any employee of the Institute.

#### 13.0 Rewards :

13.1 The Institute may, for good and sufficient reasons, grant to any worker – (a) a citation or certificate; (b) one or more but not exceeding three advance increments in the time scale or increment in ad hoc pay, (c) promotion to a higher time-scale temporarily or otherwise, (d) a prize or bonus in cash or kind.

13.2 Rewards mentioned in clause 13.1 shall be sanctioned by an authority not below the rank of a head of department, and on the authority of the Board of Management.

#### 14.0 Representation by workers :

14.1 Any worker who may have any grievance in any matter relating to his service in the Institute may submit representation for the redress of such grievance.

14.2 Such representation should be in writing and addressed to the authority of the lowest rank who is competent to redress the grievance but should be submitted through the immediate superior of the worker who shall forward it with his views and recommendations to the appropriate authority through proper channel.

14.3 Every representation should clearly state the exact nature of grievance, the exact type of redress which is sought and reasons and facts in support of the request.

14.4 In case no reply is received from the authority within one month from the date of submission of representation, the worker concerned may submit further representation to the Joint Director or if the first application had been made to the Joint Director to the Director of the Institute through proper channel, sending a copy to the authority direct.

#### 15.0 Memorials :

15.1 Where a worker has, after submitting representation to the Director of the Institute, failed to obtain redress of his grievances within reasonable time he may submit a memorial to the Chairman of the Institute sending a copy simultaneously to the Secretary of the Institute.

15.2 The Chairman will decide whether he should himself look into the case and dispose of it or consult the President and/or the Secretary and/or the Council of the Institute about the matter.

15.3 In case after submission of such a memorial the worker concerned does not get any reply within a month, he can send a reminder to the Chairman with a copy to the Secretary and if no reply is received within a month after the submission of such a reminder, the worker shall presume that his representation has been rejected.

INDIAN STATISTICAL INSTITUTE

Office Order No. C 1534/24 dated 17 July 1972

It is hereby notified for information of all concerned that the existing clause 16.1 of the Standing Service Orders of the Institute will, in consequence of a decision of the Council dated 22 April 1972, subsequently ratified by the Governing Body and the Council on 30 May 1972 the revised form as below :

"16.1 Normal age of retirement for regular non-academic workers employed on the basis of the indefinite period of employment would be completion of 60 years, but the Council may prescribe different age limit of retirement for workers of special categories."

This will come into force with immediate effect and will also apply to such non-academic staff who had already been served with notices for superannuation but are continuing in service by virtue of extension.

Administration Officer  
&  
Assistant Secretary

203 B T Road,  
Calcutta - 35.

Copy to all Heads of Departments/Divisions/Section/Units etc. and all Branch/Outlying offices for information and circulation among workers.

16.0 *Retirement:*

16.1 Normal age of retirement for regular workers employed on the basis of indefinite period of employment would be completion of 58 years, but the Council may prescribe different age limit of retirement for workers of special categories.

*(Refer to Office Order No. C 1534/24 dated 17 July 1972 on page 12)*

17.0 *Re-employment :*

17.1 No person who has been dismissed from the service of the Institute or from the service of the Central or any State Government or any local authority shall ordinarily be re-employed in the Institute.

18.0 *Classification of workers:*

18.1 Workers of the Institute shall be classified as indicated in appendix III of these orders. The Board of Management may order any alteration in or addition to the items in the appendix.

19.0 *Appointment :* Except when otherwise specified by any rules, regulation or specific resolutions of the Council, recruitment of workers of different categories shall be made as hereinafter shown.

*(Refer to Memorandum No. C 7190/24 dated 11 January 1965 on page 14"*

19.1 For scientific and administrative workers proposed to be recruited in any scale the starting pay of which is Rs. 300 or more or on ad-hoc pay of Rs. 400 or more the appointments will be made by a Joint Director or a Joint Secretary on the recommendation of a Committee consisting of the Director (Chairman), one representative of the Board of Management, two experts in the field of work concerned, nominated by the Director in consultation with the head of the department concerned and the Head of the Department Division concerned.

19.2 Except as provided in sub-clauses 19.4 and 19.5 appointments of workers in all other categories shall be made by a Joint Director or a Joint Secretary on the recommendation of a standing selection committee consisting of (1) the Joint Director or Joint Secretary or a senior special officer (Chairman), (2) a staff psychologist, (3) a representative of the Board of Management who is considered by the Chairman of the Committee as specially suited for the particular occasion, (4) a representative of the Department/Division/Section concerned and (5) a person having wide experience in the field of work concerned, who may be an outsider.

19.3 The Director of the Institute shall have the power to make temporary appointment to any of the above categories for a period not exceeding one year, all such appointments being reported to the Board of Management and in case of appointment with emoluments of Rs. 1000 or more also to the Council.

19.4 Temporary appointment for periods not exceeding three months, and on remuneration not exceeding Rs. 150 per month or Rs. 3 per day can be made (a) by Heads of Department/Division/Independent Section against leave vacancies and (b) by Joint Director or Joint Secretary for meeting temporary increase of urgent work and (c) by the Head of the Estate Division subject to limits prescribed by the Joint Director. These restrictions would not, however, apply to employment of casual labour on daily basis for day to day work provided that they are not given such work continuously for any period in excess of one month at a time.

19.5 Piece rate workers can be appointed by Heads of Departments concerned subject to approval of rates and total number of regular and other workers, by the Joint Director.



INDIAN STATISTICAL INSTITUTE

Memorandum No. C 7190/24 dated 11 January 1965

The under mentioned changes in the Standing Service Orders, 1963, which were recorded by the Board of Management and reported to Council in its meeting of 18 August 1964; are hereby promulgated for information of all concerned. These changes may be deemed to have come into effect from the date noted under each group.

Group A : Effective from the date of Council meeting.

In place of pre-existing clauses 19.1, 19.2, 19.4 and 19.5 the following shall be substituted, 19.2A and 3A being new sub-clauses added :

"19.1 For scientific and administrative workers proposed to be appointed in any scale, the starting pay of which is Rs. 300 or more or on ad hoc pay of Rs. 400 or more, the appointment's will be made by a Joint Secretary or Joint Director or Administrative Officer on the recommendation of a Committee consisting of the Director or his nominee who may be the Head of a Department, Administrative Officer, Joint Director or Joint Secretary or a member of the Governing Body or the Council or an outside scientist or expert – as Chairman, one representative of the Board of Management, the Head of the Department or Division concerned or his nominee and two other persons having experience in the relevant field or work (one or both of whom may be outsiders) selected by the Chairman in consultation with the two other members. Three members shall form quorum.

19.2 Except as provided in sub-clauses 19.4 and 19.5, appointment of workers in all categories, in scales the starting pay of which is above Rs. 100 but below Rs. 300 p.m. or on ad hoc pay exceeding Rs. 150 but below Rs. 400/- p.m. shall be made by the Administrative Officer, or Joint Director or Joint Secretary on the recommendation of a Selection Committee consisting of the Joint Secretary in charge of Administration (or the Head of a Department/Division or the Administrative Officer or a Joint Director or another Joint Secretary whom he may request to serve on the Committee) as Chairman, a representative of the Board of Management, the Head of the Department or Division or his nominee, and two other persons having experience in the relevant field of work (one or both of whom may be outsiders) selected by the Chairman, in consultation with the other members. Three members shall form quorum.

19.2A Workers in scales of which the starting is Rs. 100 or less or an ad hoc pay up to Rs. 150 per month or on daily wage can be appointed by the Administrative Officer, Joint Director or a Joint Secretary on the recommendation of or in consultation with the Head of Department or Division etc. If any concerned. The appointing authority may, if he considers, necessary, appoint a Committee for making preliminary selection in the cases of such appointments. Such a Committee should include one representative of the Division or Section concerned and one person with experience in the relevant field of work.

19.3A If in any case, the appointing authority does not agree with the recommendation of any selection committee, the matter will be referred to the Director or in his absence, to the Board of Management. The Director may, at his discretion, give decision in the matter or refer the case to the Board of Management for decision.

19.4 Temporary appointments including appointments by promotion, for periods not exceeding 3 months and remuneration not exceeding Rs. 200 per month or Rs. 4 per day or involving payment of a special pay or allowance not exceeding Rs. 50 per month can be made (a) by heads of Department/Division/Independent Section against leave vacancies and (b) by the Administrative Officer, Joint Director or Joint Secretary also for meeting temporary increase of urgent work and (c) in the cases of workers on daily wage, by the Head of the Estate Division subject to however, apply to employment of casual labour on daily basis for day to day work provided that they are not given such work continuously for any period in excess of one month at a time.

19.5 Piece-rate workers can be appointed by Heads of Departments concerned subject to approval of rates and total number of regular and other workers, by the Administrative Officer, or Joint Director, or Joint Secretary.

Clause No.	Page No.	Current Position
19	10	In place of preexisting clause 19.1, 19.2, 19.4 and 19.5 the following shall be substituted, 19.2A. being new sub-clause added;

"19.1 for scientific and administrative workers proposed to be appointed in any scale, the starting pay of which is Rs. 300 or more or on ad-hoc pay of Rs.400 or more the appointments will be made by Joint Secretary or Joint Director or Administrative Officer on the recommendation of committee consisting of the director, or his nominee who may be the Head of a Department, Administrative Officer, Joint Director or Joint Secretary or a member of the Governing Body or the council or an outside scientist or an expert – as chairman, one representative of the Board of Management, Head of Department or Division concern or his nominee and two other person having experience in the relevant field of work (one or both of whom may be outsider) selected by the Chairman in consultation with the two other member. Three member shall form quorum.

19.2 Except as provided in sub-clause 19.4 and 19.5 appointment of worker in all categories, in scales the starting pay of which is above Rs.100 but below Rs.300 or on ad-hoc pay exceeding Rs.150 but below Rs.400 p.m. shall be made by the Administrative Officer or Joint Director or Joint Secretary on the recommendation of the selection committee consisting of the Joint Secretary in charge of Administration (Or the Head of the Department/Division/ or the Administrative Officer or Joint Director or another Joint Secretary whom he may request to serve on the committee) as Chairman, a representative of the Board of Management, the Head of the Department or division or his nominee and two other persons having experience in the relevant field of work (one or both of whom may be outsider) selected by the chairman, in consultation with the other,

19.6 The system of giving appointments on consolidated pay should be avoided as far as possible; such appointments being given (a) for limited periods; (b) on fixed pay exclusive of allowances normally payable (e.g., D.A, H.R.A, etc.) which should be mentioned and (c) specifying whether and what provident fund benefits will be allowed.

20.0 Crossing of efficiency bars :

20.1 The Joint Director or the Administrative Officer in consultation with and/or on the recommendation of a Head of the Department/Division/Section concerned shall be the authority to decide as to whether a worker in a time scale of pay has qualified for crossing the efficiency bar in accordance with the provisions in appendix IV. Except as provided in clause 13.1, no worker shall be allowed increment beyond the efficiency bar stage without the specific sanction of the authority competent to allow the worker to cross the efficiency bar.

20.2 In case it is decided to enforce the efficiency bar against any worker, the worker should be informed as early as practicable the reasons or defects for which the E.B. has been enforced against him and also of the period after which his case for crossing the bar would be again considered.

21.0 Promotions :

21.1 Promotions would be on the basis of the service conditions reproduced in appendix IV.

21.2 For cases of promotions from any particular category or scale to a higher category or scale the procedure laid down in clauses 19.1 and 19.2 shall, mutatis mutandis, apply.



**22.0 Medical fitness :**

22.1 All appointments, except for any period less than three months, shall be subject to the appointees being found to be of sound constitution and medically fit to discharge their duties.

22.2 The appointee will have to appear, at his own expense, before a medical board or medical authority designated by the appointing authority for medical examination.

22.3 The competent authority may exempt an applicant from paying the expenses of medical examination.

**23.0 Fixation in pay scales :**

23.1 Unless otherwise directed by the appointing authority, a person appointed in a time scale of pay will draw the minimum basic pay in the time scale to which he may be appointed.

23.2 When a worker is promoted from one pay scale to another, he shall, unless otherwise directed by the appointing authority, be entitled to draw pay of the stage of the higher scale which is immediately above the basic pay which the worker has been drawing before promotion. Provided that if such fixation does not give the worker rise in pay of at least 5 per cent of his pay in the old scale or Rs. 20 per month he shall be entitled to be fitted in at the next higher stage of the scale to which he is promoted.

**24.0 Probation :**

24.1 A regular worker on appointment will be on probation ordinarily for period of one year.

24.2 During the period of probation, the worker will be liable to be discharged from service, without notice, if in the opinion of the appointing authority, his work or conduct is not found satisfactory.

24.3 A worker on probation from a lower post to a higher post or from a lower scale of pay to a higher scale of pay will be on probation ordinarily for a period of six months.

24.4 During the period of probation on promotion to a higher post or scale of pay, a worker will be liable to be reverted without notice to a lower post or scale of pay in which he was placed prior to the promotion. Such reversion will not be a punishment for purpose of clauses 10 *et seq.* of these orders.

24.5 The appointing authority will have the right to waive, reduce or extend the period of probation both in the case of new appointment and promotion.

**25.0 Termination of service :**

25.1 Except where otherwise specified in any appointment order or other service contract, the service of a worker, who is in time-scale of pay, can be terminated by the Institute or by the worker, by giving three calendar months notice or payment of an amount equal to three months' emolument in lieu of notice. In the case of other workers, except casual workers on daily rates of pay, the period of notice or payment in lieu of notice would be one month on either side.

25.2 Notice or payment in lieu thereof shall not be necessary in the following cases.

25.2.1 When the service of a worker comes to an end on the expiry of a fixed period appointment.

25.2.2 When the service of a worker is being terminated on the basis of disciplinary proceedings.

25.2.3 In cases coming under clause 24.2 of these order.

**26.0 Scale of pay :**

26.1 Workers of different classes and categories, appointed on time-scales of pay, shall be appointed on one of the time-scales sanctioned by the Council of the Institute from time to time. The time-scales in force on 1 February 1963 are indicated in appendix V

26.2 It shall be open to the authorities of the Institute to appoint workers on special scales or rates of pay, or on ad-hoc monthly or daily or piece-rate remuneration.

**27.0 Drawal of pay, increments of pay and allowances :**

27.1 A worker will commence to draw the salary and allowances, if any, of his post from the date he assumes charge if he assumes charge in the forenoon, and from the following date if he assumes charge in the afternoon, and will cease to draw the same from the date he relinquishes charge if he relinquishes charge in the forenoon or from next day if he relinquishes charge in the afternoon.

27.2 In the case of a worker, who dies while in service, salary will cease to be payable with effect from the date following that on which he dies, irrespective of the time of death.

27.3 Monthly pay and allowances shall be payable in the first week of the month following that for which due and weekly wages usually on the first week day following the week for which due.

27.4 Increments will ordinarily fall due on the day following that in which the worker completes 12 months of service from the date of his first appointment or from the date on which last annual increment accrued or the date promotion, as the case may be.

Provided that this date will be deferred by any intervening period between the two dates mentioned which is not treated as service as defined in clause 3.9.

INDIAN STATISTICAL INSTITUTE  
Circular No. C8335/24 dated 24 March 1965.

Subject : Compensation for duty in different offices on Sundays,  
Weekly offs, Second Saturdays and on Public Holidays.

In conformity with the Government of India's recent decision in the above matter, it has been decided in suppression of all existing orders that an Institute worker who may be required to perform duty for the full normal hours of work on Sunday, weekly off days or Second Saturdays, shall ordinarily be granted one day's duty leave in lieu. In cases where a worker is required to work for half a day or less, two such half days should be taken as equivalent to one full day for this purpose. When, however, a worker is required to work on such days beyond a full day, he may be paid overtime allowance on Sunday rates, if otherwise admissible, for the excess time put in by him minus one hour, in addition to a day's duty leave in lieu of the full day's work.

2. In respect of work on a public holiday, however, overtime allowance at holiday rates may be paid, if otherwise admissible, unless the worker concerned himself desires to avail of compensatory leave for the full day or half-a-day.
3. In calculating overtime allowance on off days, Second Saturdays or holidays, the actual time may be taken for lunch break should be deducted.

203 Barrackpore Trunk Road,  
Calcutta - 35.

Sd/- Mihir Sinha  
for joint Secretary.

Copy to : All Heads of Departments/Divisions/Sections/Units/Outlying Offices for information and necessary action.

28.0 **Compensatory allowances :**

28.1 A compensatory allowance can be drawn by a worker so long as the reason for which the said allowance is granted exists.

28.2 The following are the usual types of compensatory allowances :

- (a) *Travelling allowance* allowed for meeting expenses of journeys undertaken in performance of duty.
- (b) *Hill allowance* granted to compensate a worker for additional expenditure which he has to incur for having to reside in any hill area. This can only be drawn for as long as the worker remains posted in the hill area concerned.
- (c) *House rent allowance* allowed to compensate a worker for unusually high house rent in the area where he is posted. This can be enjoyed for as long as the worker remains posted in a place where house rent allowance is admissible. *Free quarters* are usually given for facility of obtaining services of a worker outside office hours and can thus be enjoyed for as long as such services are rendered.

29.0 **Admissibility of allowance during leave :**

29.1 The admissibility of any compensatory allowance of the type of hill and house rent allowances and free quarters and of other allowance (or special pay) during leave, will be decided by the appropriate administrative authority having regard to the duration of the leave, the prospect of the worker coming back to the same duty after leave and the requirement of giving any allowance for performing the relative duties to any worker, during the period of leave. This decision can be given through office orders issued from time and time or on the merits of individual cases.

29.2 Special pay or allowance shall not be drawn during leave without specific orders issued under clause 29.1

30.0 **Overtime allowance :**

30.1 The competent authority may grant overtime allowance to a worker who may be required to work on Sunday, holidays or beyond the usual working hours on week days and Saturdays at the rate of one day's remuneration (basic pay plus dearness allowance) for (1) every four hours of work put in, in case of workers governed by the Factories Act and (2) every five hours of work put in for all other workers.

Provided that ordinarily a worker who is on a time scale of pay starting at Rs. 375 or above (or is drawing a salary of Rs. 500 or more per month) will not be entitled to such overtime allowance unless specially permitted by the Director for any exceptional reason.

(Refer to Circular No. C8335/24 dated 24 March 1965. On page 19)

31.0 **Provident Fund :**

31.1 All regular workers will be entitled to the benefits of Provident Fund under the provisions of the Indian Statistical Institute General Provident Fund Rules in force.

32.0 **Gratuity Fund :**

32.1 The Institute maintains a Gratuity Fund from which gratuity may be paid in accordance with the orders contained in appendix VI.

33.0 **Special or personal pay and allowances :**

33.1 A competent authority may sanction any special pay, personal pay or allowance, other than compensatory or overtime allowance to any worker for performance of any additional, more important, or more strenuous or more responsible work or for working outside normal hours of work, such reason being recorded by the sanctioning authority. Such pay or allowance shall be drawn only during the period when the worker concerned has to carry out such duties or undertakes such responsibilities.

(Refer to Office Order No. C 2824/24 dated 7 October 1972 on page 22)

33.2 Special pay and allowances should not, except when special reasons exist, exceed 20 percent of the basic pay of the worker.

34.0 *Holidays :*

34.1 The following full holidays will be observed in the offices of the Institute :

All Sundays, Republic Day – 26<sup>th</sup> January, Independence Day – 15<sup>th</sup> August and Gandhi Birth Day – 2<sup>nd</sup> October.  
Provided that workers employed for essential services (including guards and security staff shall avail of these holidays or alternative holidays given in lieu according to programme decided by administration.

34.2 The administration may, by notice, declare any other day as a full holiday.

34.3 The administration may close office earlier or defer the time of attendance if considered necessary for any reason, such as, traffic dislocation, civil disturbance, enemy action, natural calamity etc.

34.4 The power of declaring a full holiday shall be exercised by a Joint Secretary or a Joint Director provided that the Officer-in-Charge of any outlying station may declare such a holiday if there is no time to obtain the instruction of a Joint Secretary or a Joint Director.

34.5 Action under clause 34.3 can be taken by the highest administrative office of any station where any offices of the Institute are situated.

35.0 *General principles of leave :* The grant of leave of different categories be governed by the following orders :

35.1 Though workers are entitled to earn and enjoy leave according to these orders such leave cannot be claimed at any particular point of time as a matter of right competent authority may sanction, refuse or revoke leave according to the exigencies service.

35.2 Leave applied for should not be availed of until and unless it has been granted by the competent authority. It will, however, be the responsibility of the competent authority to communicate his decision to the applicant in advance of the date on which the leave is to commence.

35.3 A worker on leave shall not take up any remunerative service under another employer, unless permitted in writing to do so by a competent authority.

35.4 A worker on leave may not resume duty before the expiry of the sanctioned leave unless he is allowed to do so by the competent authority.

35.5 The competent authority may allow any category of leave to be enjoyed conjunction with any other category of leave or holiday.

35.6 A holiday, half-holiday or Sunday falling within a period of leave without pay will be treated as period of leave without pay.

35.7 No leave can be granted to a worker under suspension

35.8 A worker proceeding out of station during leave must keep the competent authority informed of his leave address and changes in it if there be any.

INDIAN STATISTICAL INSTITUTE

Office Order No. C 2824/24 dated 7 October 1972

Workers in different department departments/sections etc. are sometimes required to assume higher responsibilities, in addition to their own usual duties, on continuing basis, that is, for period not less than one month, and there arises question of sanction of additional remuneration.

2. With a view to introducing a general and guiding policy the Council in its meeting held on 30 May 1972 decided that when a person will be asked to assume higher responsibilities on a continuing basis, in addition to his normal duties, he should be given 10 percent of the minimum pay in the next higher scale as special allowance, subject to a maximum of 20 percent of the basic pay of the worker who may be assigned higher responsibilities as per Standing Service Orders, but in each such case, before any assignment of higher responsibility is given to a person on a continuing basis, prior approval from the Central Administration should have to be obtained. For periods less than one month the Heads of the Departments concerned or other appropriate authorities may however assign higher responsibilities temporarily to its staff as before and in such cases no additional remuneration will be admissible.
3. The above order shall be applicable to all categories of workers of the Institute except academic and scientific staff of the Institute.

Sd/-  
Assistant Secretary  
&  
Administrative Officer

203 B. T. Road  
Calcutta – 35

Copy to all heads of departments/divisions/sections/units and for information and guidance.



INDIAN STATISTICAL INSTITUTE

Standing Orders No. C8277/24 dated 20 March, 1965.

The following proviso are added to the respective clauses of the Provisional Amendment (Overtime Allowance, Holiday, Leave) 1964 of the Indian Statistical Institute Standing Service Orders 1963 in respect of the casual leave, as mentioned below :

Below sub-clause 6.5 :

"Provided that any period of casual leave taken in combination with any other category of leave shall form part of the said other category of leave and debited to the respective leave a/c accordingly."

Below sub-clause 6.6 :

"Provided that public holidays and weekly off falling within a period of casual leave should not be counted as part of the casual leave. Further 'Restricted holidays' and 'Saturdays' on which offices remain closed falling within a period of casual leave will not also be counted as a part of the casual leave."

The above amendments shall come into force with retrospective effect from 1 April, 1964.

203, Barrackpore Trunk Road,  
Calcutta - 35

Sd/-  
Joint Secretary

INDIAN STATISTICAL INSTITUTE

Circular No. 356/24

In clarification of clause (9.7) of the Provisional Amendments (Overtime allowance, Holiday leave) 1964 to Standing Service Orders, 1963 regarding quarantine leave it is stated that chicken pox is not considered to be a dangerous infectious disease" and hence no quarantine leave is necessary when a disease is diagnosed as 'chicken pox'. Accordingly, no quarantine leave is to be allowed in the case of chicken pox in the family of a worker.

203, Barrackpore Trunk Road,  
Calcutta - 35

Sd/- S. K. Chowdhuri  
Joint Secretary

April 1965

Copy (with spare copies) to all Heads of Departments/Divisions/Sections/Units, outlying offices etc. for information.

Circular No. C8321/24

The provision for casual leave in Indian Statistical Institute Standing Service Order 1963; Provisional Amendments (Overtime Allowance, Holiday Leave), 1964 were primarily derived from the system obtaining in Government Department with the exception that financial year was taken as the basis in instead of calendar year. In view of the fact that yearly holidays are declared by Government for calendar year and the institute has generally adopted the government system in respect of leave and holidays, it has been considered desirable to remove this point of deviation from the government system.

2. It has been accordingly been decided that the following administrative decision be added to the aforesaid order as a note below the sub-clause 9.3:

"The 'Year' mentioned in subclause 9.3 above shall be taken to mean calendar year from 1<sup>st</sup> January to 31<sup>st</sup> December, during which casual leave in any individual case should not exceed 12 days. This limit of 12 days however be reduced to 9 days on pro-rata consideration in respect of the year 1965 of which the first 3 months upto March, 1965 are already covered by the earlier provisions and only 9 months are left for which further provisions are needed.

This decision comes into effect from 1 April, 1965".

Sd/-Mihir Sinha  
For Joint Secretary

203, B.T. Road, Calcutta -35  
23 March, 1965

Copy (with spare copies) to all Heads of Departments/Divisions/Sections/Units, outlying offices etc. for information.



INDIAN STATISTICAL INSTITUTE

Standing Service Order 1963

Provisional Amendments (Overtime Allowance, Holiday, Leave) 1964.

1.0 Title :

1.1 These orders will be known as Indian Statistical Institute Standing Service orders 1963 : Provisional Amendments (Overtime Allowance, Holiday, Leave) 1964.

2.0 Application :

2.1 These orders will apply to all workers declared eligible under office order No. C1833/24 dated 27 May, 1964

2.2 It shall come into force from 1<sup>st</sup> April 1964 with retrospective effect.

3.0 Repeal and replacement :

3.1 Clauses 30,34,35,36,37,39,40,41,42,43,44,45,46,47 and all sub-clauses under them and sub-clauses 48.1(e), 48.9 and Appendix VIII of the Indian Statistical Institute Standing Service Orders 1963 will be deemed to have been repealed with effect from the date of promulgation of the present Amendments and to have been replaced from the same date by the provisions made hereunder.

4.0 Overtime Allowance :

4.1 The competent authority may grant overtime allowance to a worker who may be required to work on Sunday, holidays or beyond the usual working hours on weekdays at the rates indicated in the Schedule under clause 4.2 below.

Provided that ordinarily a worker who is on a time scale of pay starting at Rs. 350 or above (or is drawing a salary of Rs. 500 or more per month) will not be entitled to such overtime allowance unless specially permitted by the Joint Secretary.

4.2 Schedule of Overtime Allowance :

On working days per hour

Emoluments (pay plus Dearness allowance)	upto 1 <sup>st</sup> hr. in excess of prescribed hours of work	for the next 2 hours	for the following 2 hours	thereafter
50-99	nil	0.45	0.55	0.65
100-149	nil	0.75	0.95	1.10
150-199	nil	1.05	1.30	1.55
200-249	nil	1.40	1.75	2.10
250-299	nil	1.75	2.10	2.55
300-349	nil	2.00	2.50	3.00
350-399	nil	2.30	2.85	3.45
400-449	nil	2.60	3.25	3.90
450-499	nil	2.90	3.60	4.35
500-549	nil	3.25	4.05	4.85
550-599	nil	3.55	4.45	5.30
600-649	nil	3.85	4.80	5.75

On Sundays & Holidays per hour

50-99	0.65
100-149	1.10
150-199	1.55
200-249	2.10
250-299	2.55
300-349	3.00
350-399	3.45
400-449	3.90
450-499	4.35
500-549	4.85
550-599	5.30
600-649	5.75

5.0 Holidays :

5.1 All Sundays and the second Saturday of every month will be observed as holidays.

5.2 In addition to the days enumerated in clause 5.1 above 16 other days per year will be observed as holidays. The Administration will notify the exact dates and will generally follow the list of holidays observed by the offices of the Government of India in respective States in which the office or branch office of the Institute is situated.

5.3 All workers will be allowed to enjoy two additional restricted holidays per year with the prior approval of the administration.

5.4 Workers can avail of these holidays subject to the proviso that those employed for essential services (such as guards, security staff, telephone operators, maintenance staff, sweepers, jamadars etc.) shall avail of these holidays or alternative holidays granted in lieu thereof according to the programme prescribed by the administration.

5.5 The Administration may at its discretion declare any other day as a full holiday.

5.6 The Administration may at its discretion close office earlier or defer the time of attendance if considered necessary for any reason, such as traffic dislocation, civil disturbance, enemy action, natural calamity etc.

5.7 The power of declaring a full holiday shall be exercised by a Joint Secretary or a Joint Director provided that the Officer-in-Charge of any outlying station may declare such a holiday if there is no time to obtain the instruction of a Joint Secretary or a Joint Director.

5.8 In the absence of the Officer-in-Charge action under clause 5.6 can be taken by the highest administrative officer present of any station where any office of the Institute is situated.

6.0 General principles of leave : The grant of leave of different categories will be governed by the following rules :

6.1 Though workers are entitled to earn and enjoy leave according to these orders, such leave cannot be claimed at any particular point of time as a matter of right. A competent authority may sanction, refuse or revoke leave according to the exigencies of service.

6.2 Leave applied for should not be availed of until and unless it has been granted by the competent authority. It will, however, be the responsibility of the competent authority to communicate his decision to the applicant in advance of the date on which the leave is to commence.

6.3 A worker on leave shall not take up any remunerative service under another employer, unless permitted in writing to do so by the competent authority.

6.4 A worker on leave may not resume duty before the expiry of the sanctioned leave unless he is allowed to do so by the competent authority.

6.5 Leave of any category can be enjoyed in conjunction with leave of any other category or holiday.  
(Refer to Standing Orders No. C 8277/24 dated 20 March, 1965 on page 23)

6.6 A holiday or holidays, a half-holiday or Sundays falling within a period of leave of any category will be treated as period of leave of the same category.  
(Refer to Standing Orders No. C 8277/24 dated 20 March, 1965 on page 23)

6.7 A holiday or holidays, a half-holiday or Sunday sandwiched between two periods of leave will be treated as leave. If the leave proceeding such period is of a different category from the following it then the leave for such period will be treated as leave of the category which carries the lower rate of leave salary.

6.8 No leave can be granted to a worker under suspension.

6.9 A worker proceeding out of station during leave must keep the competent authority informed of his address during the period of leave and changes in it if there be any.

7.0 Categories of leave :

7.1 The following categories of leave may be granted to a worker who is entitled to leave benefits subject to provisions of clause 8 below : (a) casual leave (including casual leave for either half of a weekday), (b) earned leave, (c) half pay leave, (d) commuted leave (full pay), (e) advance leave on half pay (f) extraordinary leave (without pay) (g) maternity leave, (h) quarantine leave, (i) duty leave, (j) special leave.

8.0 Procedure for sanction of leave :

8.1 All applications for leave must be submitted in the prescribed form to the applicant's immediate superior who will, unless himself competent to grant the leave, forward it to the authority empowered to sanction leave with his definite recommendation.

8.2 Applications for leave should be submitted as many days in advance as the number of days for which leave is asked for, subject to a minimum of three and maximum of fifteen days provided that leave for less than three days can be asked for one full calendar day in advance and the restriction imposed by this clause may be waived at the discretion of the competent authority.

8.3 In case of an emergency, the responsibility for satisfying the competent authority about the existence of which will lie with the worker, a worker can go on leave without notice. To take advantage of this relaxation, it will be necessary for the worker to hand over his application personally to his superior officer, or to send his application by registered post or under certificate of posting or by a messenger obtaining a receipt, and if so sent, it should reach the competent authority within three days from the date of commencement of leave.

8.4 Half day's casual leave for second half may be taken during first hours but sanction for casual leave for first half of any day must be taken day before or earlier.

8.4.1 Half day's casual leave cannot be taken on half holidays or on days of early closure or late opening of office.

8.5 No worker shall be granted leave for a continuous period of more than five years.

8.6 If a worker does not return to duty within twenty one days of expiry of sanctioned leave he will be removed forthwith from the service of the Institute without any further notice unless the Council of the Institute determines otherwise in view of the exceptional circumstances of the particular case.

9.0 Earning of leave :

9.1 Earned leave means leave (on full pay) earned in respect of periods spent on duty. It amounts to one-eleventh of the period spent on duty provided that a worker ceases to earn such leave when the earned leave due at his credit amounts to 180 days.

9.1.1 In calculating earned leave, the actual number of days of duty performed should first be counted and then multiplied by 1/11 and the product is then expressed in days (and fraction of a day).

9.1.2 The following periods will not count as duty (a) all kinds of leave except casual leave, duty leave, special leave and quarantine leave, (b) suspension adjudged as penalty.

9.1.3 Declared holidays (including second Saturday and Sundays) not falling within a period of leave, casual leave, duty leave, special leave and quarantine leave will count as duty.

9.2 Half pay leave is earned at the rate of 20 days for each completed year of service and may be granted on medical or personal grounds.

9.2.1 Commuted leave (with full pay) not exceeding half the amount of half pay leave due may be granted on medical certificate only subject to the following conditions : (a) commuted leave during the entire service shall not exceed 240 days, (b) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due, (c) total duration of commuted leave and earned leave taken in conjunction shall not exceed 240 days (d) no commuted leave can be granted unless there is reason to believe that the worker concerned will return to duty on its expiry.

9.3 Casual leave is allowed at the rate of 10 days per year (1<sup>st</sup> April to 31<sup>st</sup> March of next calendar year) and can be availed of at any time within the year provided that not more than three days casual leave is taken at a time.  
(Refer to Circular No. C8321/24 on page 24)

9.3.1 Casual leave for more than three days at a time can be availed of only with the previous sanction of the competent authority.

9.4 Advance leave on half pay may be granted at the discretion of the Joint Secretary to permanent workers only in cases where there is no earned leave or half pay leave at the credit of the worker concerned.

9.4.1 Advance leave on half pay can be granted only when there is reason to believe that the worker concerned will return to duty on the expiry of the leave and shall be limited to the amount of half pay leave he is likely to earn thereafter.

9.4.2 Advance leave on half pay shall not exceed 360 days during the entire service and 90 days at a time and 180 days on other than medical grounds.

9.4.3 Any overpayment in respect of advance leave on half pay exceeding the amount earned by service shall be recovered from the worker concerned or be written off at the discretion of the Joint Secretary on the merit of the particular case.

9.5 Extraordinary leave without pay may be granted at the discretion of the Joint Secretary in special circumstances (a) when no other leave is admissible, or (b) when other leave is admissible but the worker concerned apply in writing for the grant of such leave.

9.5.1 Except in cases of permanent workers extraordinary leave without pay on any one occasion shall not exceed the following limits : (a) three months (b) six months on medical grounds only in cases of workers with at least two years service, (c) eighteen months where the worker is undergoing treatment tuberculosis or leprosy after completion of at least one year's continuous service, (d) twenty four months for prosecuting a course of studies approved by the Joint Secretary and undertaken only after completion of three years continuous service.

9.6 Maternity leave on full pay may be granted to a married female worker for a period not exceeding three months of which upto eight weeks may be postnatal.

9.6.1 Maternity leave will be admissible in cases of miscarriage including abortion provided (a) such leave does not exceed six weeks and (b) the application for leave is supported by a valid medical certificate.

9.7 Quarantine leave on full pay will be granted to a worker on production of medical certificate stating that his attendance at office is undesirable in view of the presence of dangerous infectious disease in his residence.  
(Refer to Circular No. 356/24 on page 24 and also on 32)

9.7.1 Quarantine leave on full pay shall not ordinarily exceed 21 days and in exceptional circumstances 30 days.

9.7.2 Quarantine leave is not admissible in the case of the worker himself suffering from an infectious disease.

10.0 Duty leave (on full pay) :

10.1 Duty leave for one day will accrue to a worker not entitled to overtime allowance, for each Sunday or each holiday on which such worker is required by the Head of his Section or Division to be on duty.

10.1.1 Every such claim of duty leave shall be forwarded by the sanctioning authority to the Accounts Officer, in prescribed form, mentioning the reasons for which he had to ask the worker to attend on Sunday or holiday.

10.1.2 When a Head of Section or Division has to attend office on a Sunday or holiday, he should send his claim in the prescribed form direct to the Accounts Officer,

10.1.3 Any claim for duty leave which is not received by the Accounts Officer within seven days shall be rejected unless the delay is excused by a written order of the Joint Secretary.

10.2 Duty leave at the rate of one day for every five hours of requisitioned overstay beyond scheduled office hours will be allowed to worker, who is not entitled to overtime allowance, provided such worker is not a Head of a Division/Section or on pay above Rs. 750 per month.

10.3 Account of duty leave earned shall be maintained separately and shall be enjoyed as leave within three months from the date when earned.

10.3.1 If any duty leave at credit of any worker is asked for but cannot be sanctioned by the authorities for exigencies of work, the worker will be entitled to take such leave within a period of six months after the date when the leave asked for it refused.

10.4 Any worker taking earned leave shall first of all exhaust any duty leave which may be at his credit before his ordinary earned leave can be utilized.

11.0 Special leave :

11.1 Special leave, not debit able to leave account and on full pay may be granted at the discretion of the competent authority to workers for good and sufficient reason except in cases of leave granted under 11.2(e) below.

11.2 Request for special leave may generally be considered in the following types of cases :

- (a) For attending scientific and technical conference.
- (b) For assisting Public Service Commissions.
- (c) For attending meetings of Examination Committees and Boards of Universities.
- (d) For sitting at any university examination or other examination recognized by the Institute.
- (e) For research, study or training in India or abroad.
- (f) For inability to attend to duty for serious dislocation of public transport
- (g) For attending Courts in obedience to Summons provided that when a private party gets Summons served on any worker in his private civil interest, the worker will be allowed leave; but he should apply before the Court for compensation for the less of a day's leave along with any other dues – travelling expenses etc. – which may be admissible to him. If the Court allows such compensation, leave will be debited to the earned leave account of the workers. If the worker can produce proof of a refusal to pay such compensation the absence may be treated as special leave.
- (h) To serve as a Juror.
- (i) For exercising one's Constitutional right of franchise.

11.3 In granting special leave, the sanctioning authority may impose such conditions as it considers desirable.

11.4 In cases of special leave sanctioned under clause 11.2(e), the worker shall be required to bind himself to serve the Institute for a suitable period which may extend to three years or more after the completion of the study/training. The rate at which pay will be drawn during such leave will be determined by the competent authority on the merit of each individual case.

12.0 Leave salary :

12.1 Full pay for purpose of leave will mean the average monthly pay earned by the worker concerned during the ten complete months immediately preceding the month in which leave commences or the substantive pay to which the worker is entitled immediately before the commencement of leave, whichever is greater.

12.2 Half pay will mean half the amount specified in 12.1 subject to a maximum of Rs. 750.

12.2.1 The limit designated in 12.2 shall not apply if the leave is on medical grounds or for pursuing an approved course of study.

13.0 Transitional accounting procedure :

13.1 Account for earned leave and medical leave accumulated upto 31 March 1964 will be maintained separately.

13.2 Earned and medical leave as described in 13.1 above will continue to be governed by the Indian Statistical Institute Standing Service Orders 1963 and the present Amendment will have no effect thereon except as provided for in 13.3 below.

13.3 If earned or medical leave is due to a worker as described in 13.1 above and if a worker has availed of any leave between 1 April 1964 and the date of announcement of the present Amendment the following procedure will be followed :

- (a) In all cases of illness the leave taken will be debited to his medical leave account and the requirement of medical certificate will be waived.
- (b) In cases of illness where no medical leave is due the leave taken will be debited first to his casual leave account and on its exhaustion, to his earned leave account as described in 13.1 above.
- (c) In case of leave on grounds other than the medical leave taken will be debited first to his casual leave account and when it is exhausted, to his earned leave account as described in 13.1 above.
- (d) In cases not covered by (a), (b) and (c) above the present Amendment will be followed.

Sd/- S. K. Chowdhuri  
Joint Secretary  
30 September, 1964

INDIAN STATISTICAL INSTITUTE

Circular No. 356/24

In clarification of clause (9.7) of the Provisional Amendments (Overtime allowance, Holiday leave) 1964 to Standing Service Orders, 1963 regarding Quarantine leave it is stated that chicken pox is not considered to be a "dangerous infectious disease" and hence no quarantine leave is necessary when the disease is diagnosed as 'chicken pox'. Accordingly, no quarantine leave is to be allowed in the case of chicken pox in the family of a worker.

Sd/-  
Joint Secretary.

203 Barrackpore Trunk Road,  
Calcutta - 35  
26 April 1965

Copy (with spare copies) to All Heads of Departments/Divisions/Sections/Units, outlying offices etc. for information.



36.0 Categories of leave :

36.1 The following categories of leave may be granted to a worker who is entitled to leave benefits subject to provisions of clause 37 of these orders.

- (a) Earned leave, including leave granted for either half of a week day; (b) Medical leave, (c) Quarantine leave; (d) Maternity leave; (e) Duty leave; (f) Special leave and (g) Leave without pay.

37.0 Procedure for sanction of leave :

37.1 All applications for leave must be submitted in the prescribed form to the applicant's immediate superior who will, unless himself competent to grant the leave, forward it to the authority empowered to sanction leave with his definite recommendation.

37.2 Applications for leave should be submitted as many days in advance as the number of days for which leave is asked for subject to a minimum of three and maximum of fifteen days provided that leave for less than three days can be asked for one full calendar day in advance and the restriction imposed by this clause may be waived at the discretion of the competent authority.

37.3 In case of an emergency, the responsibility for satisfying the competent authority about the existence of which will lie with the worker, a worker can go on leave without notice. To take advantage of this relaxation, it will be necessary for the worker to hand over his application personally to his superior officer, or to send his application by registered post or under certificate of posting or by a messenger obtaining a receipt and if so sent, it should reach the competent authority within three days from the date of commencement of leave.

37.4 Half day casual leave for second half may be taken during first hours but sanction for leave for first half of any day must be taken the day before or earlier.

37.4.1 No half day leave can be taken on Saturdays or half holidays.

38.0 Handing over and resumption of charge : In the case of any worker being granted leave for more than 7 days, with or without prefixing or affixing any holiday, the worker will have to formally hand over charge to such person as his immediate superior may direct before availing himself of the leave and will have to formally take over charge on return from the leave granted.

39.0 Earning of leave :

39.1 All regular workers except those covered by rule 48 will earn (a) 30 working days leave on full pay in a consecutive period of 12 months at the rate of 3 days for every calendar month and one day extra for every fourth calendar month of service. No leave, however, will accrue during any period when a worker is not deemed to be in service as defined in clause 3.9 of these orders, (b) one day of medical leave on full pay for every calendar month of service.

*Note :* Pay in this sub-rule includes dearness allowance.

40.0 Salary for earned leave :

40.1 The Institute shall maintain a leave salary account in which will be credited at the end of each financial year the leave and leave salary earned by each worker entitled to earned leave at the rate of leave which may be admissible to him.

40.2 Interest at the rate at which interest is paid for Provident Fund contribution of the workers of the Indian Statistical Institute in different year would be credited to the leave salary accumulations of each worker.

40.3 The leave salary will be paid to the workers in accordance with the procedure prescribed by the Council from time to time. The procedure in force from the first day of February 1963 is reproduced as appendix VII.

41.0 Advance leave :

41.1 In exceptional cases, a worker can be granted leave not already earned at the discretion of the Joint Director or Joint Secretary of the Institute on condition that if the worker leaves the service of the Institute on resignation, discharge, dismissal or otherwise, before earning the leave granted in advance, the leave salary paid would be deducted from his pay or other dues, if any, from the Institute, at the time of his leaving the services of the Institute.

42.0 Medical leave :

42.1 A worker applying the medical leave will have to produce a certificate from a registered medical practitioner in support of his application. In case the worker resides at station where the Institute has a medical office, the certificate should be obtained from him, if this is feasible in the circumstances of the case. The authority sanctioning leave may, at his discretion, waive the condition or may ask the applicant to appear before a medical officer or medical board designated by the competent authority.

42.2 When a worker goes on medical leave for a period in excess of one month or for any contagious disease, he shall be required to produce a medical certificate of fitness from the medical officer of the Institute or a medical practitioner designated or approved by the authority sanctioning leave before he is allowed to join his duty. A similar certificate can also be asked by the competent authority in any other case of medical leave, at his discretion.

42.3 Medical certificates to be produced under this clause will have to be procured by the worker at his own cost provided that when he appears before the medical officer of the Institute or a medical practitioner or board designated by the competent authority, no charges will be payable by the worker.

43.0 Quarantine leave :

43.1 The competent authority may grant quarantine leave on full pay to a worker on the basis of a certificate from a municipal authority or a registered medical practitioner about the existence of a case of small pox in the household.

43.2 A competent authority may also grant, at his discretion, quarantine leave in the case of other infectious diseases, such as cholera, plague, typhus fever, cerebro-spiral meningitis or any other disease declared to be infectious for the purpose of quarantine leave rules by the Government or any local authority.

43.3 Quarantine leave may also be granted in the case of chicken pox, if an approved medical practitioner certifies that such leave is necessary for quarantine purpose.

43.4 The quarantine leave for small pox may be allowed up to 21 days from the date of attack of the patient or in case of more than one member of the household being attacked of the last patient. In the case of other diseases, the medical leave will be determined by the competent authority – the period in no case exceeding that admissible in respect of small pox cases.

44.00 *Maternity leave :*

44.1 Maternity leave on full pay plus D.A., where the worker gets any D.A., may be granted to a female worker for a period not exceeding three months of which up to eight weeks may be post-natal.

45.0 *Duty leave :*

45.1 Duty leave for one day will accrue to a worker not entitled to overtime allowance, for each Sunday or each holiday on which such worker is required by the Head of his Section or Division to be on duty.

45.1.1 Every such claim of duty leave shall be forwarded by the sanctioning authority to the Accounts Officer, in prescribed form; mentioning the reasons for which he had to ask the worker to attend on Sunday or holiday.

45.1.2 When a Head of Section or Division has to attend office on a Sunday or holiday, he should send his claim in the prescribed form direct to the Accounts Officer.

45.1.3 Any claim for duty leave which is not received by the Accounts Officer within seven days shall be rejected unless the delay is excused by an order of the Director.

45.2 Duty leave at the rate of one day for every five hours of requisitioned overstay beyond scheduled office hours will be allowed to workers, who are not entitled to overtime allowance, provided such worker is not a Head of the Division/Section or on pay above Rs. 750 per month.

45.3 Account of duty leave earned shall be maintained separately and shall be enjoyed as leave within three months from the date when earned. If any duty leave is asked for but cannot be sanctioned by the authorities for exigencies of work,

- (a) the worker shall be entitled to be paid leave salary for the period of refused leave if the duty leave was earned at any time before the present orders coming into force; and
- (b) the worker will be entitled to take such leave within a period of six months after the date when the leave asked for is refused, if the duty leave has been earned after the present orders coming into force; and
- (c) the provision of clause (b) will apply, if leave salary is not taken as provided in clause (a).

45.4 Any worker taking earned leave shall first of all exhaust any duty leave which may be at his credit before his ordinary earned leave can be utilized.

46.0 *Special leave :*

46.1 Special leave, not debitable to leave account and on full pay, may be granted at the discretion of the competent authority to workers for good and sufficient reason.

46.2 Request for special leave may generally be considered in the following types of cases :

- (a) For attending scientific and technical conferences.
- (b) For assisting Public Service Commissions.
- (c) For attending meetings of Examination Committees and Boards of Universities
- (d) For sitting at any university examination or other examination recognized by the educational scheme of the Institute.
- (e) For research, study or training in India or abroad.
- (f) For inability to attend to duty for serious dislocation of public transport.
- (g) For attending Courts in obedience to Summons provided that when private party gets a Summons served on any worker in his private civil interest, the worker will be allowed leave; but he should apply before the Court for compensation for the loss of a day's leave along with any other dues – travelling expenses

etc. – which may be admissible to him. If the Court allows such compensation, leave salary (but not the day of leave) will be debited to the earned leave account of the worker. If the worker can produce a refusal to pay such compensation from the Court the absence may be treated as special leave.

- (h) To serve as a Juror.
- (i) For exercising one's Constitutional right of franchise

46.3 In granting special leave, the sanctioning authority may impose such conditions, if any, as it considers desirable. In cases of special leave sanctioned under clauses 46.2(e), the worker may be required to bind himself to serve the Institute for a suitable period which may extend to three years or more after the completion of the study/training.

47.0 *Leave without pay :*

47.1 Leave without pay may be granted at the discretion of the competent authority, the period of such leave not being accounted as duty or service for the purpose of earned leave, increment in the time-scale, provident fund, gratuity or for calculating the length of service of the worker concerned unless, in any special case, for exceptional circumstances a relaxation of any of these restrictions is allowed at the time of sanctioning the leave.

48.0 *Leave for certain categories of workers and employees :*

48.1 Persons of the under mentioned categories would be governed by the orders hereafter mentioned.

- (a) Apprentices and trainees employed with or without any allowance.
- (b) Persons whose services are utilized in exchange fees or honoraria.
- (c) Regular workers on daily wage basis or piece-rate basis who have not been put in any time-scale
- (d) Non-regular workers on daily wage basis or piece-rate basis.
- (e) Workers engaged for field survey work.

48.2 An apprentice or a trainee will not be entitled to any earned leave or medical leave but can be allowed to absent himself on any one or more working days provided that he would not be entitled to any allowances during such absence unless this is specially allowed at the discretion of the competent authority.

48.3 A person whose services are utilized in exchange of fees or honoraria will not be entitled to any leave unless contrary is specified in the letter of appointment.

48.4 Regular workers on daily wage basis or on piece-rate basis but not in time-scale, will be entitled to the following leave benefits :

48.4.1 Leave for one day on full pay for every 20 days of work performed.

48.4.2 Medical leave on full pay of one day for every 30 days of work performed

48.5 In the case of part-time workers, the appointing authority shall indicate in the letter of appointment, the leave facilities, if any, which will be allowed to the worker concerned. If no specific orders are mentioned, and if the part-time worker works regularly and on monthly remuneration, he may be allowed leave facilities enjoyed by the regular workers of the Institute.

48.6 Other categories of leave can be allowed to workers noted in clauses 48.2, 48.3, 48.4 and 48.5 at the absolute discretion of the competent authority.

48.7 Field survey workers shall be entitled to leave as indicated in appendix VIII

48.8 Non-regular (casual) workers on daily wage basis or piece-rate basis will not be entitled to any leave.

48.9 The procedure for leave etc. shall be as laid down in rules 35 et seq

49.0 *Joining time :*

49.1 Workers, who are transferred from one station to another involving a change of residence, shall be entitled to have joining time up to seven days, excluding any intervening Sunday or holiday and the actual time spent in transit by the normal route, without making any break of journey.

49.2 During joining time, a worker will be entitled to draw his basic salary and dearness allowance; he may also draw any special pay, personal pay or allowance during the joining time if such pay or allowance is drawn in the pre-transfer and in the post-transfer appointments.

50.0 *Disputes :*

50.1 If any dispute arises as regards interpretation or application of any of these rules, between the administration and any worker the matter shall be referred, with a memorandum from each party, to the Chairman of the Institute whose decision thereon shall be final and binding on all concerned.

Appendix I  
COMPETENT AUTHORITY

Sl. No.	Nature of power :	Clause of standing Orders	Competent authority*
(1)	(2)	(3)	(4)
1.	To order leave without pay or deputation as Period of service	3.9	Joint Director/Joint Secretary
2.	To permit workers to engage in trade, business Or profession or to seek or accept employment	4.3	- do -
3.	To permit publication of communication in press, journal or in the form of back, booklet, leaflet with matters referred to in clause 4.5	4.5	- do -
4.	To deal with cases of publications and inventions Referred to in clause 4.6	4.6-4.6.3	Board of Management
5.	To permit workers to stand for election or act as Election Agent	4.7	Joint Director/Joint Secretary
6.	To give permission to manage or edit newspaper or periodicals	4.8	- do -
7.	To permit participation in debates, seminars or other conferences, or give lectures, television or radio talks, contribute or write letters to newspapers or periodicals (not coming under Clause 4.5)	4.9	Head of Department/ Division
8.	To decide the need of utilizing services in different types of work or at different places	4.10	Joint Director/Joint Secretary
9.	Fixing working hours	5.1	Head of Department/ Division/Independent Sections
10.	Adjustment of late attendance against overtime work.	6.1	- do -
11.	Giving exemption from payment of expenses of medical examination	22.3	Appointing authority
12.	Sanction of (1) special pay	33.1	Joint Director/Joint Secretary
	(2) Personal pay	33.1	- do -
	(3) overtime allowance	30.0	Head of Department
	(4) compensatory allowance other than TA	28.1	Joint Director/Joint Secretary
	(5) other allowances :		
	(a) lump sum or temporarily for not more than six months	28.1	Head of Department
	(b) in other cases	28.1	Joint Director/Joint Secretary

- (1) \*(a) Where Joint Director or Joint Secretary is the authority for giving any orders in their own cases order is to be given by the Director/Secretary  
(b) Powers given to authority in col. (4) can be exercised by their superior authority.
- (2) For common services and other sections of activities where there is no Head of Department, the principal Administrative Officer for the time being would be deemed as Head of Department
- (3) In case outlying offices powers exercisable by Heads of Departments/Divisions may be exercised by Officer-in-Charge of such offices

COMPETENT AUTHORITY - Contd.

Sl. No.	Nature of Power	Clause of Standing Orders	Competent Authority
(1)	(2)	(3)	(4)
13.	To sanction leave (a) when no substitute is needed and work is not likely to be seriously affected - up to 7 days	35. 1, 35. 2, 35. 8, 37. 1, 37. 2, 37. 3.	Head of Section
	- up to any period less than one month	-do-	Head of Department/Division
	- one month or more	-do-	Administrative Officer
	(b) in other cases	-do-	Joint Director/Joint Secretary
14.	Refusal or revoking leave (a) if less than 15 days	-do-	Head of Department/Division
	(b) up to one month	-do-	Administrative Officer
	(c) in other cases	-do-	Joint Director/Joint Secretary
15.	Power of asking medical certificate in certain cases of medical leave	42, 2, 42, 3	Head of Department/Division
16.	Sanction of quarantine leave	43.1, 43. 2	Head of Department/Division
		43.3, 43.4 last part	Administrative Officer and for outlying stations O/C
17.	Granting of special leave	46.1, 46.2 (a), (b), (c), (d) for more than 15 days (e), (f)	Joint Director/Joint Secretary
		46. 1, 46.2 (d) for not more than 15 days, (g), (h) and (i)	Head of Department/Division
18.	Leave without pay (a) up to one month (b) in other cases	47.0	Head of Department/Division
		47.0	Joint Director/Joint Secretary
19.	Granting of leave (a) up to one month (b) in other cases	48.6	Administrative Officer
		48.6	Joint Director/Joint Secretary

APPENDIX II  
DISCIPLINARY AND APPELLATE AUTHORITIES\*

Classes of Workers	Penalties 10.1a and 10.1b		Other Penalties	
	Discipline	Appeal	Discipline	Appeal
(2)	(3a)	(3b)	(4a)	(4b)
Piece rate	Immediate superior but not below the rank of Supervisor	One state above	Divisional Head or O/C, Estate Office*	One stage above
Daily wage Non-regular - less than Rs. 5 per day	Immediate superior but not below the rank of Supervisor	Ditto	Divisional Head or O/C, Estate Office*	Ditto
Rs. 5 per day or more	Immediate superior but not below the rank of Sectional Head	Ditto	Joint Secretary (Administration) or Joint Director	Ditto
Regular - less than Rs. 5 per day	Immediate superior but not below the rank of Supervisor	Ditto	Joint Secretary (Administration) or Joint Director	Ditto
	Rs. 5 per day or more	Immediate superior but not below the rank of Sectional Head.	Joint Secretary (Administration) or Joint Director	Ditto
Monthly Consolidated Rs. 100 or less and time-scales starting between Rs. 65 and Rs. 100 inclusive	Immediate superior but not below the rank of Supervisor	Ditto	#Joint Director	#Ditto
	Consolidated above Rs. 100 and up to Rs. 300 and time-scales starting between Rs. 101 and Rs. 220 inclusive	Immediate superior but not below the rank of Sectional Head@	Ditto	Ditto
	Consolidated above Rs. 300 and up to Rs. 800 and time-scales starting from Rs. 221 to Rs. 749 inclusive	Immediate superior but not below the rank of Divisional Head	Ditto	Ditto
	Consolidated above Rs. 800 and time-scales starting from above Rs. 750	Immediate superior but not below the rank of Joint Director	Ditto	Director

\*In outlying offices, the Officers-in-Charge of the office shall exercise these powers.  
 # (Refer to Memorandum No. C7190/24 dated 11.1.65 on page 59)  
 \$ (Refer to Corrigendum No. C7427/24 dated 6<sup>th</sup> January, 1964 on page 58)

APPENDIX III  
(CLASSIFICATIONS OF WORKERS)

\*To be inserted later

APPENDIX IV  
SCALES OF PAY AND CERTAIN SPECIAL CONDITIONS OF SERVICE

- 1.0 The scales shown in appendix V are inclusive of dearness allowance except for the fixed dearness allowance as indicated for each scale.
- 2.0 The new scales provide for efficiency bars at certain stages. Workers would be allowed to cross these efficiency bars on the basis of
- (i) record of output computed, as far as feasible, in terms of both quality and quantity;
  - (ii) reports of departmental superiors regarding ability, performance and conduct;
- provided that the Institute would have the right to allow a worker to cross the efficiency bar without fulfilling any or all the above conditions if this is considered desirable in any case for special reasons, which should be recorded by the authorities concerned.
- 2.1 In case it is decided to enforce efficiency bar against any worker, the administration would communicate to the worker the reasons therefore in brief.
- 2.2 A worker who is not at a stage for crossing efficiency bar or is not considered fit for promotion at that stage but who has satisfied one or both of conditions (i) and (ii) of clause 2.0 above may be given advance increment in the scale.
- 3.0 Increment in the time scales at other than the stages of efficiency bars can be drawn automatically unless such increment is stopped as a result of proceedings drawn up on the basis of output records, appraisal reports, and/or other adequate reasons.
- 4.0 Promotions would be ordinarily regulated in the following manner:
- 4.1 Workers employed in any given type of functions would usually be eligible, even while carrying out such functions, to be promoted to the next higher scale of pay and, if the nature of functions in the opinion of the Institute so admits, to the second higher scale, in the manner laid down in clause 4.4. below.
- 4.2 The first recruits for any class of posts would usually be placed in the lowest of the scale in which workers holding similar posts are borne provided that when any person, with previous experience or any record of outstanding work, is appointed, he may be given appointment directly in the higher or second higher scale for the relevant functional category of workers, according to status, experience and age of the recruit.
- 4.3 Direct recruitment to higher scales as noted in clause 4.2 shall not normally exceed one-third of the total number of appointments during any consecutive period of three years, the remaining two-third being recruited by promotions or special promotions as indicated in clause 4.4, if necessary number of eligible workers are available.
- 4.4 Promotion from one scale of pay to a higher scale would be given on considerations indicated in sub-clauses (i) and (ii) of clause 2.0 and the results of any departmental examination which may be prescribed from time to time to test the efficiency of workers for promotion to higher grades or ranks or responsibilities.
- 4.5 Promotion may be given on the basis of highest markings obtained in appraisals under sub-clauses (i) and (ii) of clause 2.0 and on results of any departmental examination which may be prescribed.

Note: The departmental examinations referred to in clause 4.5 may be oral, written, practical and/or of other types. These will be conducted--

- (i) for testing the vocational and/or professional knowledge and skill;
  - (ii) for assessing general ability for performance of specific functions and potentialities for more responsible types of work;
  - (iii) for testing, where necessary, intelligence, initiative, resourcefulness and other such characteristics of the workers concerned.
- 4.6 It shall be open to the Institute authorities to prescribe that passing of any examination of the Institute (e.g. computer's certificate, field certificate and different papers of Statisticians' Diploma examination) equivalent to or shall take the place of that part of the departmental examination which relates to knowledge and skill in the relevant sector.
- 5.0 Other conditions of service :
- 5.1 In any matter in which there are no existing orders or accepted conventions in the Institute, relevant rules of the Government of India would be deemed to be applicable until other provisions are made by the Institute
- 5.2 Liability to maintain and submit prescribed diaries and work reports for appraisal or other purposes would be a clear condition of service under the present orders.
- \*6.0 Service conditions prescribed under these orders shall, in the case of workers employed mainly on scales of pay noted under Group B of appendix V, be deemed and supplemented as below:
- 6.1 There will be no Dearness Allowance. The pay includes bonus pay amounting to one-fourth of the total pay. This bonus pay will continue till the introduction of a bonus scheme based on performance.
- 6.2 Working hours shall be 48 hours per week.
- 6.3 promotion to Selection Grade will be made only when
- (1) prior administration sanction is obtained for filling such a grade;
  - (2) the employee selected for promotion to Selection Grade passes appropriate tests and examinations and is assessed fit on his past record and performance, to be so promoted.

\*Approved by council on 24<sup>th</sup> March and 27<sup>th</sup> May 1961 and introduced by office Order no. C2319 (a) of 29 June/ 3 July 1961 and other subsequent order.



Appendix - V  
Time Scale (Effective from 1.1.73)

1. Rs. 210-4-226-EB-4-250-EB-5-290
2. Rs. 225-5-260-6-290-EB-6-308
3. Rs. 260-6-326-EB-8-350
4. Rs. 260-8-300-EB-8-340-10-380-EB-10-430
5. Rs. 330-10-380-EB-12-500-EB-15-560
6. Rs. 380-12-440-EB-15-560-EB-20-640
7. Rs. 425-15-500-EB-15-560-20-700-EB-25-800
8. Rs. 500-20-700-EB-25-900
9. Rs. 550-25-750-EB-30-960-EB-40-1040
10. Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200
11. Rs. 700-40-900-EB-40-1100-50-1300
12. Rs. 700-40-1100-50-1300
13. Rs. 700-40-1100-50-1600
14. Rs. 1100-50-1600
15. Rs. 1200-50-1500-60-1800
16. Rs. 1200-50-1300-60-1900
17. Rs. 1500-60-1800-100-2000
18. Rs. 1500-60-1800-100-2000-125/2-2500

APPENDIX - V  
TIME-SCALES - GROUP A  
(Figures within brackets indicate fixed dearness allowance)\*  
(A) Time-scales approved by the Council on 25 January 1961 and introduced by Order No. C7330(27) dated 28 January 1961.

1. 65-1-80-EB-83-2-95 (Rs. 15)
2. 80-2-100-EB-3-130 (Rs. 15)
3. 100-2-118-EB-130-3-160 (Rs. 20)
4. 110-3-119-EB-128-3-155-EB-4-175 (Rs. 20)
5. 120-4-148-EB-156-4-176-EB-185-5-210 (Rs. 20)
6. 145-6-175-EB-187-6-211-8-227-EB-241-8-265 (Rs. 20)
7. 160-8-224-EB-240-10-310 (Rs. 20)
8. 170-10-230-EB-245-12-293-EB-307-12-355 (Rs. 20)
9. 185-12-293-EB-310-15-415 (Rs. 20)
10. 220-15-295-EB-320-15-380-18-434-EB-456-18-510 (Rs. 20)

(B) Time-scales for Scientific workers approved by the Council on 24 March 1961

11. 300-20-460-EB-500-25-600
12. 375-25-525-EB-550-25-750
13. 500-30-650-EB-680-30-800
14. 600-40-1000
15. 750-50-1250
16. 1000-50-1100-60-1400
17. 1300-75-1600

(C) Time-Scales for Administrative, Executive and Operational staff approved by the Council on 24 March 1961.

18. 300-20-400-EB-20-480-EB-20-600
19. 550-30-760-EB-30-820
20. 800-36-908-EB-36-980
21. 900-40-1100

(D) Time-scales for Field Staff approved by the Council on 24 March 1961.

22. 120-3-135-EB-4-175 (Rs. 20) - Junior Investigator
23. 130-4-150-EB-6-222 (Rs. 20) - Senior Investigator
24. 170-10-250-EB-12-346 (Rs. 20) - Inspectors

(E) The Council of the Institute has on 18 December 1962, approved the following scales in addition to scale No. 15 for higher scientific staff. The question of fitting existing staff in these scales is under examination.

- Director : Rs. 2500-100-3000  
Research Professor : Rs. 1600-100-1800  
Senior Professor : Rs. 1000-50-1500

(F) Apart from the above, special ad hoc scales of pay may be granted for individual recruits in consideration of their qualification, experience, status, etc.

\* Certain additional dearness allowance has been granted from 1 April 1962 under Order No. C8545 dated 5 January 1963.

### TIME-SCALES : GROUP B

Approved by the Council of the Institute on 24 March 1961, and 27 May 1961 and introduced by Office Order No. C2782/27 dated 20 July 1961 and other subsequent orders.

Scale No.	Pay in Rupees at stages								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1. (Monthly)	440	440	488	512	536	560	584-EB-	616	648
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	680	712	744	766-EB-	816	856	896	936	976
	(19)	(20)	(21)	(22)	(23)	(24)			
1016-SG-	1060	1104	1148	1192	1236				
2. (Monthly)	The scale has been left out, a this has not yet been finalised								
3. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	240	240	264	276	288	300	312	324	336
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	348	360-EB-	376	392	408	424	440-EB-	460	480
	(19)	(20)	(21)						
	500	520	540						
4. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
	300	312	324	336	348-EB-	364	380	396	
4A. (Daily)	11.54	12.00	12.47	12.93	13.39,-	14.00	14.62	15.24	
5. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	180	188	196	204	212-EB-	222	232	242	252
5A. (Daily)	6.93	7.24	7.54	7.85	8.16,-	8.54	8.93	9.31	9.70
6. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	240	250	260	270-EB-	280	290	300		
6A. (Daily)	9.24	9.62	10.00	10.39,-	10.77	11.16	11.54		
7. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	212	220	228	236	244-EB-	252	260	268	276
7A. (Daily)	8.16	8.47	8.77	9.08	9.39,-	9.70	10.00	10.31	10.62
8. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	180	187	194	201	208-EB-	215	222	229	236
8A. (Daily)	6.93	7.20	7.47	7.74	8.00,-	8.27	8.54	8.81	9.08
9. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	148	154	160	166	172-EB-	178	184	190	196
9A. (Daily)	5.70	5.93	6.16	6.39	6.62,-	6.85	7.08	7.31	7.54

### TIME-SCALES : GROUP B (Contd.)

Scale No.	Pay in Rupees at stages								
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10. (Monthly)	124	129	134	139	144-EB-	149	154	160	164
10A. (Daily)	4.77	4.97	5.16	5.35	5.54,-	5.74	5.93	6.12	6.31
11. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	100	104	108	112	116-EB-	120	124	128	132
11A. (Daily)	3.85	4.00	4.16	4.31	4.47,-	4.62	4.77	4.93	5.08
12. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	80	83	86	89	92-EB-	95	98	101	104
12A. (Daily)	3.08	3.20	3.31	3.43	3.54,-	3.66	3.77	3.89	4.00
13. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	160	166	172	178	184	190	196	202	208
13A. (Daily)	6.16	6.39	6.62	6.85	7.08	7.31	7.54	7.77	8.00
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	214	220-EB-	227	234	241	248	255	262	269
	8.24	8.47,-	8.74	9.00	9.27	9.54	9.81	10.08	10.35
	(19)	(20)	(21)	(22)	(23)	(24)			
	276-SG-	284	292	300	308	316			
	10.62,-	10.93	11.24	11.54	11.85	12.16			
14. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	105	108	111	114	117	120	123	126	129
14A. (Daily)	4.04	4.16	4.27	4.39	4.50	4.62	4.74	4.85	4.97
	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	132	135-EB-	139	143	147	151	155	159	163
	5.08	5.20,-	5.35	5.50	5.66	5.81	5.97	6.12	6.27
	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)
	167	171	176-SG-	180	185	190	195	200	205
	6.43	6.58	6.74,-	6.93	7.12	7.31	7.50	7.70	7.89
15. (Monthly)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	80	81	82	83	84	85	86	87	88
15A. (Daily)	3.08	3.12	3.16	3.20	3.24	3.27	3.31	3.35	3.39
	(12)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
	89	90	91	92-EB-	94	96	98	100	102
	3.43	3.47	3.50	3.54,-	3.62	3.70	3.77	3.85	3.93
	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	
	104	106	108-SG-	111	114	117	120	123	
	4.00	4.08	4.16,-	4.27	4.39	4.50	4.62	4.74	

Appendix VI

RULES FOR SANCTION OF GRATUITY

Rule 1 : Except as provided in Rule – 2 a worker who-

- (a) is superannuated
- (b) is discharged for reduction of establishment
- (c) is discharged for unsuitability
- (d) is required to resign before completion of 5 years of continuous service on grounds of physical incapacity proved to the satisfaction of the Institute
- (e) leaves the service of the Institute after continuous service of 5 years, and
- (f) dies while in service shall be granted a gratuity at the rate or rates hereinafter mentioned.

Note : Every worker who has completed one year of service shall make within thirty days of completion of one year of service a nomination stating the names of the nominee/nominees in terms of the Payment of Gratuity Act, 1972 and the Rules framed there under to whom the amount of gratuity is payable in the event of death of the worker. If no nomination has been made the amount will be payable to his heirs.

Rule 2 : Notwithstanding anything contained in this rule.

- (a) the gratuity of a worker, whose services have been terminated for any act, willful omission or negligence causing any damage or loss to, or destruction of, property belonging to the Institute, shall be forfeited to the extent of the damage or loss so caused.

(b) the gratuity payable to a worker shall be wholly forfeited:-

- (i) if the services of such worker have been terminated for his riotous or disorderly conduct or any other act of violence on his part, or
- (ii) if the services of such worker have been terminated for any act which constitutes an offence involving moral turpitude, provided that such offence is committed by him in the course of his employment.

Rule 3 : Gratuity referred to in Rule 1 shall be paid at rates mentioned in the Schedule annexed to these Rules.

Rule 4 : Notwithstanding anything contained in any other rule the Council may sanction a special gratuity to any worker (or to any dependent of a worker who may have died while in service) who may, in the opinion of the Council, have rendered particularly valuable services to the Institute, Special gratuity contemplated in this rule (a) may be sanctioned in addition to any other gratuity admissible under the rules, or to workers who are not entitled to other types of gratuity (b) shall be exceed 50% of the gratuity admissible in case of death of worker while in service.

Rule 5 : i) Service for the purpose of these rules will mean continuous service and includes service which is interrupted by leave, and deputation by retaining lien.

ii) Wages for purpose of calculation of gratuity under these rules shall be deemed to mean all emolument which are earned by a worker while on duty or on leave in accordance with the terms and conditions of employment which are payable to him immediately before the date when the worker or his nominee becomes eligible for payment of gratuity and includes dearness allowances but does not include any house rent allowance overtime allowance and any other allowance.

Rule 6 : If any dispute arises in relation to the interpretation or implementation of these rules, the matter shall be referred to the Chairman for a decision.

Rule 7 : Notwithstanding anything contained in these rules and in all matters relating to gratuity which are not covered by these rules and in any matter for which any of the provisions of these rules are found to be less favourable than the provisions of the Payment of Gratuity Act, 1972 and the rules framed thereunder, as amended from time to time, the provisions of the said Act and Rules, to the extent of such inadequacy or stringency, shall apply mutatis mutandis.

Extract from the payment of Gratuity Act 1972

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Rule (2h) 'Family, in relation to an employee, shall be deemed to consist of -

- (i) In the case of a male employee, himself, his wife, his children, whether married or unmarried, his dependent parents and the widow and children of his predeceased son, if any.
- (ii) In the case of a female employee, herself, her husband, her children, whether married or unmarried, her dependent parents and the dependent parents of her husband and the widow and children of her predeceased son, if any :

Provided that if a female employee, by a notice in writing to the controlling authority, expresses her desire to exclude her husband from her family, the husband and his dependent parents shall no longer be deemed, for the purposes of this Act, to be included in the family of such female employee unless the said notice is subsequently withdrawn by such female employee.

Explanation - Where the personal law of an employee permits the adoption by him of a child, any child lawfully adopted by him shall be deemed to be included in his family, and where a child of an employee has been adopted by another person and such adoption is, under the personal law of the person making such adoption, lawful, such child shall be deemed to be excluded from the family of the employee.



## Schedule

<u>Class of cases</u>	Rates at which gratuity may be sanctioned per completed year of service or part thereof in <u>excess of 6 months.</u>
(1) In all cases covered by Rules 1 (a) to (f).	15 days' wage.
(2) In cases covered by 1 (b), 1 (d) and 1 (f).	Maximum 18 days' wage.
(3) Workers otherwise eligible for gratuity who did not for any period of service under the Institute get the benefit of Contributory Provident Fund.	15 days' wage extra over rates noted in item (1) to (2) for the period during which they did not get P.F. benefit.

Note : In calculating gratuity admissible, fraction of a month shall be ignored and for complete months upto six months calculations should be made prorata.

## APPENDIX VI

### RULES FOR SANCTION OF GRATUITY

- 1.0 The Institute shall maintain a Gratuity Fund for the purposes of payment of ex-gratia compassionate gratuity. In administering this fund the authorities of the Institute shall be guided by the rules hereinafter mentioned.
- 2.0 Except as provided in rule 3 an employee who
- is superannuated
  - is discharged for reduction of establishment
  - is discharged for unsuitability
  - is required to resign on other than disciplinary ground, or
  - resigns before completion of 24 years of service on grounds of physical incapacity proved to the satisfaction of the Institute, or in circumstance which the Council of the Institute considers to be such that he should be entitled to this concession, or
  - leave the service of the Institute after service of 24 years, and
  - such dependent or dependents of an employee who dies while in service as the Council of the Institute may consider most deserving.

May, if his service is considered by the Council of the Institute to have been satisfactory, be granted a compassionate ex-gratia gratuity at the rate or rates hereinafter mentioned.

EXPLANATION : (1) Age of superannuation shall ordinarily be treated as 58 but an employee may be retained in service beyond that age if, in the opinion of the Council of the Institute, he continue to remain physically fit and useful to the Institute. Any employee will, however, have the option to be superannuated on completing the age of 58.

- Every employee eligible to the benefits of gratuity shall intimate to the Council the name or names of such dependent or dependents who in his opinion would get any gratuity which may be sanctioned in the event of the employee's death while in service. In granting gratuity, the authorities of the Institute shall have regard to the wishes of the employee so expressed but the authorities reserve complete discretion in the matter.
- 3.0 No gratuity except special gratuity shall ordinarily be sanctioned to an employee of any of the following categories:
- who is dismissed, removed or discharged from the service of the Institute as a result of any disciplinary action except when the authority passing orders of dismissal, removal or discharge otherwise directs. Provident that in such cases the gratuity, if any be sanctioned, shall not exceed gratuity admissible to employees referred to in clause 2(c);
  - who is discharged or removed from service of the Institute as a result of his conviction for any criminal offence, which, in the opinion of the Council, involves moral turpitude,
  - who is appointed for a specified period - when his services under the Institute terminate at the end of such period or such further specified period, if any, by which the initial service period may be extended.
  - who is engaged on daily wage or piece-rate basis unless he has worked continuously for a period of at least three years or has been declared as a 'regular' employee of the Institute by appropriate authority;
  - who is employed on part-time basis except when such employment has continued regularly for five years or more;
  - who is appointed in the Institute after superannuation from another service with pension and/or gratuity.

4.0 Gratuity referred to in rule 2 shall, if sanctioned, be paid at rates not exceeding those mentioned in schedule I annexed to those rules.

5.0 Notwithstanding anything contained in any other rule the Council may sanction a special gratuity to any employee (or to any dependent of an employee who may have died while in service) who may, in the opinion of the Council, have rendered particularly valuable services to the Institute. Special gratuity contemplated in this rule (a) may be sanctioned in addition to any other gratuity admissible under the rules, or to employees who are not entitled to other types of gratuity (b) shall not exceed 50% of the gratuity admissible in case of death of employees while in service.

6.0(i) "Service" for purposes of these rules will mean continuous service rendered in lieu of pay, remunerative allowance and/or wages.

Provided that continuous service shall not be deemed as interrupted by periods of leave without pay or periods of deputation by retaining lien, though such periods shall not be counted as service for calculating the amount of gratuity admissible except when the deputation is at the instance of the Institute.

(ii) Pay, for purpose of calculation of gratuity under these rules shall be deemed to be the normal basic pay including ad interim increase of pay and special pay, if any, drawn by the employee immediately before the date when the employee or his dependent becomes eligible for payment of gratuity but shall not include overtime pay, or any allowance and other type of emolument in cash or kind given in addition to pay.

7.0 If any dispute arises in relation to interpretation or implementation of these rules, the decision of the Chairman of the Institute shall be final and binding on all concerned.

#### Schedule I

Maximum rates at which gratuity may be sanctioned.

Class of cases	Rate per completed year of service
(1) In cases covered by rules 2(a), 2(d) and 2(f)	15 days' pay
(2) In cases covered by rules 2(b) and 2(e)	18 days' pay
(3) In cases covered by rule 2(c)	12 days' pay
(4) In cases covered by rule 2(g)	18 days' pay
(5) Employee whose pay at the stage of calculation of gratuity is Rs. 100 or less	2 days; extra over rates noted in items (1) to (4)
(6) Employees otherwise eligible for gratuity who did not for any period of service under the Institute get the benefit of contributory provident fund.	15 days' extra over rates noted in items (1) to (5), for the period during which they did not get P.F. benefit.

Note: In calculating gratuity admissible, fractions of a month shall be ignored and for complete month calculations should be made pro rata.

#### Annexure VII

#### RULES FOR SANCTION OF LEAVE SALARY

(Approval in joint meeting of the Governing Body of the Research and Training School and the Council of the Institute on 18 December 1962)

1.0 *Crediting leave salary to fund:* in the leave salary fund maintained by the Institute shall be credited, at the end of each financial year, (a) leave salary accruing to each worker on the basis of the leave rules admissible to him and (b) interest at the same rate and on the same principles as is done in case of amounts in the Indian Statistical Institutes General Provident Fund.

1.1 Leave salary shall mean the basic pay and special pay, dearness and other allowance if any which are admissible to a worker during any period of earned leave. Emoluments paid or payable during any leave other than earned leave shall not be deemed as leave salary for the purpose of those orders.

1.1.1 Leave salary will be calculated, for the purposes of this order, to the nearest rupee.

2.0 *Payment of leave salary on termination of service:* The entire amount at credit of a worker (including interest referred to the clause 1.0(b) at the time his services in the Institute terminates, shall be paid to the worker or if the termination is occasioned by the death of the worker, to the worker's nominee referred to in clause 6 below or if there is no nominee, to the worker's estate, in any of the following manner at the discretion of the recipient – (a) the whole amount at a time; or (b) in monthly, quarterly, half-yearly of annual instalments or (c) a part of the total amount as first payment and the balance in monthly, quarterly, half-yearly of annual instalments. The instalments may be spread over for any number of years at the option of the recipient; such option being changeable at the beginning of a financial year.

2.1 When payment is taken by instalments, the Institute shall pay interest at the fixed rate of 4 percent per annum on amounts remaining unpaid from time to time.

2.2 Termination of service in the Institute may be by retirement, or by retirement of the worker or by the ending of a period of contract, or by resignation or by death.

2.3 If any worker resigns in circumstances, which in the judgement of the Council of the Institute given after considering the report of the administration and explanation of the worker concerned, indicate a serious want in the sense of responsibility of the worker, vis-à-vis the interest of the Institute, the Council may refuse payment of the whole or a part of the leave salary.

2.3.1 An appeal shall lie to the President of the Institute against the decision of the Council under clause 2.3 and the President's decision on such appeal shall be final and binding on all concerned.

2.3.2 Amounts which are not paid under clause 2.3 shall be applied by the Council for such worker's welfare activities as the Council may deem fit, but in respect of sectors for which Government pays towards leave salary, such amounts should be accounted back to Government.

3.0 *Leave Salary for normal enjoyment of earned leave:* Leave salary of the worker may be paid at the worker's option in any of the following manner:

3.1 On first in first out basis: i.e., the rate at which the oldest un enjoyed leave at credit was earned may be taken first, the leave earned next thereafter and so on:

3.1.1 on the basis of the rate of pay, allowance, etc. which the worker may be drawing at the time he goes on leave (which may briefly be called "current rate");

3.1.2 at one-third, half or three-fourth of the current rate, provided that for propose of provident fund and gratuity, the period will be calculated as period under current rate;



3.1.3. the fact that a worker is on earned leave shall be no bar to his time-scale increment accruing on due date and being taken into consideration for calculating leave salary.

3.2. Every worker should mention in his application for leave the rate at which he wants to draw leave salary. If such statement is not specifically made in the leave application, it shall be presumed the worker wants leave salary to be paid at current rate within the limit of the balance of earned leave and value of earned leave at his credit.

4.0. *Payment of leave salary on refusal of leave:* As and when a worker applies for leave, leave will ordinarily be granted. If, however, in the interest of the work of the Institute it becomes necessary to refuse the leave, the leave asked for can be refused unless such leave is needed for proper medical treatment of the worker concerned or any other entirely unavoidable proposes. If the leave is refused, the worker shall be entitled to claim leave salary for the period of leave which is refused.

5.0. *Withdrawn from accumulated leave salary fund for special purpose:* Subject to the amount at credit of the workers in the leave salary fund not falling below the value of 30 days leave at current rates as a result of such withdrawal, the worker may be permitted to withdraw from his accumulated leave salary and interest such amounts as he finds necessary, for any one or more of the following purpose.

5.1. For payment of expenses in connection with the illness of a worker or his wife, children, step-children, parents, sisters and minor brothers who are dependent on the worker.

5.1.1. To pay for journeys outside Indian of a worker or his wife or child if such journey is either for medical treatment or for study or for academic or technical work or conferences and meetings.

5.2. To pay expenses in connection with marriage, funerals, or ceremonies which, by the religion of the workers, it is incumbent upon him to perform and in connection with which it is obligatory that the expenditure should be incurred.

5.3. To pay expenses in connection with education of any child of a worker provided that such expenses are needed for (1) studying in course extending over three years or more beyond high school stage, for any medical, engineering or other scientific or technical specialized course, or (2) for payment of examination or admission and connected fees and/or purchase of books in connection with any examination held by a Board of Secondary Education or a University of a higher scientific or technological or academic institution recognized for this purpose by the Council of the Institute.

5.4. To meet expenditure on building or purchasing a house or a site for a house or repairing a dwelling house.

5.5. To pay premium on policies of insurance on the life of a worker or of his wife.

Provided that the Director of the Institute shall have power to allow withdrawals for any other purpose if he is satisfied that the circumstances justify such withdrawal.

6.0. Every worker of the Institute to whom earned leave accrues shall, within three months from the date of these by-laws coming into force, file with the Accounts Officer of the Institute a nomination roll in the prescribed form, nominating one or more dependent/s to whom amounts which may become payable from the fund in case of sudden death of the worker, may be paid.

6.1. The nomination shall contain a declaration in proper form absolving the Institute from all liabilities in this matter upon payment to the persons indicated in the nomination.

INDIAN STATISTICAL INSTITUTE  
Corrigendum No. C7427/24 dated 6<sup>th</sup> January, 1964

The following correction may be made in appendix II in the Indian Statistical Institute Standing Service Order; "Immediate Superior but below the rank of sectional head" occurring in column (3a) against the second subparagraph of serial no. 4, should read as "Immediate Superior but not below the rank of Sectional Head"

Appendix II  
Memorandum No. C7190/24 dated 11.1.65

Against item 4, in columns 4(a) and 4(b) in place of the existing entries "Joint Director" and "Ditto" (i.e. one stage above) the following entries should be made :-

Administrative Officer/Joint Director	Director/Director.
Joint Secretary	Hony. Secretary of the Institute

Appendix VII

1.1 Leave salary, except for purposes of clause 4 of this Appendix, shall mean etc. etc. as in the existing draft. After the clause the following is to be added :

For purposes of clause 4 of this appendix, leave salary shall mean only basic pay plus allowances if any which may be allowed under article 29.1 of the Standing Service Orders.

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		the Director and the Administrative Officer exercises the powers of disciplinary and appellate authorities.
11.2.1	7	The revised position is the same as mentioned against Clause 10.2. above.
11.2.2		
12.4	9 Note	The words "Governing Body" may be taken as replaced by the "Council".
15.1	9	As mentioned against Clause 9.3 the Director is the authority in lieu of the Secretary of the Institute in this clause.
15.2	9	The revised position is the same as mentioned against Clause 15.1 above.
16.1	10	This clause has been amended and the age of retirement or superannuation is a completion of the age of 60 years and a worker shall retire from the services of the Institute from last day of the month in which he completes the age of superannuation. [Office Order No. C2625/PU dated 11.10.77]
23.2	11	The provisions of this clause has been modified and Govt. rules of fixation of pay on appointment/promotion as amended from time to time are in force.
26.1	12	The time scales in force from 1 January 1973 consequent on the revision of pay-scales as approved by the Council in the light of scales of pay as adopted by the Govt. of India on the basis of T.P.C. recommendations and the scales adopted by the U.G.C. are shown in Appendix - V.
29.1.	13	The Central Govt. rules regarding admissibility of allowance during leave is followed.
30.1.	13	The conditions and rates of Overtime Allowances as prescribed by the Central Govt. are followed.
31.1	13	The Institute has now two alternative retirement benefit rules - (1) The C.P.F.-cum-Gratuity rules and (2) the G.P.F.-cum-Pension-Gratuity rules and either of the two alternatives benefits are available to the workers according to their option.
34.1	14	The Institute adopted in 1964 holidays and leave facilities in accordance with the system and rules in force in CSIR. [Vide Office Order No. C 1833/24 dated 27 May 1964]
		Holidays as per system and procedure followed in administrative Offices of the Govt. of India are being followed now.
36.1	15	The following categories of leave may be granted to a worker (a) Casual leave (including casual leave for half of a week day) (b) earned leave (c) half-pay leave (d) commuted leave (e) advance leave on half-pay (f) extraordinary leave (g) maternity leave (h) quarantine leave.

		The Central Civil Services Leave Rules (1972) of the Central Govt. as amended from time to time has been adopted the regulating grant of the aforesaid categories of leave from 1 January 1978. [Vide Office Order No. C3413 dt. 20.12.77]
37.4.1	15	Stands deleted in view of amended Clause 36.1 and introduction of Second Saturday in lieu of half-a-working day on Saturday.
39.1.1	15	Stands modified and leave is earned according to Govt. rules.
40.1	16	The provisions in these clause stand deleted from 1964 and the system of encashment dispended with under Office Order No. C1833/24 dated 27 May 1964.
40.2		
40.3		Instead the Govt. system of encashment of leave to the extent of earned leave at credit in the leave accounts (upto a maximum of 240 days) of a worker on the date of his retirement/ superannuation has been adopted.
41.1	16	With the introduction of the Central Govt. Leave Rules for "advance leave" the sanction of leave and payment of leave salary are being regulated according to the provision of the said rules.
44.1	17	Maternity Leave granted as per Govt. Leave Rules as mentioned against Clause 36.1 on page 15.
48.7	19	This provision also stands deleted consequent on the introduction of Govt. leave rules.
		<u>Scales of Pay and Certain Special Condition of Service</u>
Appendix-iv	24	Item -1, stands deleted consequent of the introduction of revised pay scales. Dearness Allowance is separately admissible as per Central Govt. rates.
Time-Scales		
Appendix-V	26	Revised Time-Scales of pay as approved by the Council and effective from 1 January 1973 are given.
		<u>Rules for sanction of gratuity</u>
Appendix-VI	29	(a) The rules for sanction of gratuity as revised from 1978 in the light of Payment of Gratuity Acts of the Govt. are given. These rules are applicable to workers who are governed by the Contributory Provident Fund and Gratuity Scheme.  (b) In regard to other workers who opted for Pension, the gratuity rules as contained in the Institutes' G.P.F.-Cum-Pension-Cum-Gratuity Rules (which are in conformity with the Central Govt. Rules) are followed.

Appendix-VII 31 Rules for Sanction of Leave Salary  
The rules in this Appendix stands deleted consequent on adoption of Central Govt. systems vide clause 40 (page-16).

Appendix-VIII 33 Leave for Field Survey – Staff  
The rules in this appendix also stands deleted for reasons stated above against Appendix – VIII.

Memorandum No. C7190/24 dated 11.1.65

Group B : Effective from 20<sup>th</sup> Nov, 1964 . The following shall be inserted as an additional clause after clause 3 of the Standing Service Order, 1963

"Clause 3A; All power and functions which, according to the order there in after appearing are to be exercised by a Joint Secretary , Joint Director or an Administrative Officer shall, in respect of internal matter of the research and training school be exercised not by the aforesaid authorities but by the Director of Research and Training School who may however, delegate any of these power to any senior worker of the institute."

Sd/ - S.K Chowdhuri  
Joint Secretary

INDIAN STATISTICAL INSTITUTE  
203, B.T. Road, Calcutta -35.

Office Order No. C1833/24 dated 27 May 1964

The Following Orders are issued pursuant to decision of the Council of the Institute dated 25 March 1964.

1. Subject to the exception noted in clause 4 below :
  - a) Worker on the existing scales of pay noted in column (1) of Appendix 1 of these order , will be placed in the scales noted in column (2) of the said Appendix;
  - b) the existing rates and systems of dearness allowance , house rent allowance , overtime benefits and medical assistance benefit shall be replaced by corresponding rates and system in force under the Council of Scientific and Industrial Research (CSIR)
  - c) city compensatory allowance shall be paid to worker of the Institute who may be entitled thereto in accordance with the system and rates in force under the CSIR
    - 1.1.1 The above changes shall take effect from 1 April 1964.
  - 2.1 The fixation of individual workers in the new scale will be made on scale to scale basis as shown in columns (1) and (2) of Appendix 1, in accordance with the rules of the Government of India contained in article 22 of the Fundamental Rules and Instructions there under.
  - 2.2 It is noted for clarification that as a result of introduction of system of leave in force in the CSIR , the system of encashment will be abolished for leave earned from 1 April 1964 onward ; but that value of earned leave at credit of any worker at end of 31 March shall continue to be encashable.
- 3.0 A brief summary of the system and rates in respect of leave , dearness allowance , house rent allowance , city compensatory allowance , overtime benefit and medical assistance benefits and a list of holidays – which are now in force under the CSIR and which are being adopted by the Institute under clause(1) above will be issued shortly for the information of all concerned.
- 4.0 Orders contained in sub-clauses (a) & (b) of paragraph 1 shall not apply to teaching and research staff employed by the Institute for whom separate orders will issue in due course but when issued, effect will be given from 1 April 1964. The council is being approached for consideration of the scope of and/or teaching staff for this purpose, a list of workers, whose cases are under examination in this matter, has been prepared. These workers are accordingly being informed individually.
  - 4.1 Orders about new pay scales for workers in scales the maximum of which exceed Rs. 1100 and whose cases are not under consideration for classification as researchers or teaching staff will also issue shortly and when issued, shall have effect from 1 April 1964. These workers are, however, allowed to have the benefits noted in clauses (b) to (d) of paragraph 1 with effect from 1 April 1964.
  - 4.2 Proposals regarding pay scales for workers of the Development Workshop and the workshop for manufacture of calculation machines and instruments have been formulated and are being submitted to the council on 29 May 1964. Orders will issue as soon as council decisions are obtained. In the meantime, employees of the Workshops who are not being considered for classification as research and /or teaching staff are authorized to enjoy the benefits mentioned in clauses (b), (c), (d) of paragraph 1, except in respect of initial dearness allowance, which was absorbed in pay scales and the procedure of adjustment of which will be laid down when orders regarding their revised pay scales are issued.
  - 4.3 The orders mentioned in paragraph 4.2 above will apply, mutatis mutandis, to all staff not belonging to workshops, who may be in receipt of pay in any Standing Service Orders 1963.
- 5.0 Workers of the Institute covered by clause (1) (a) of these orders who are not willing to accept the new scales of pay and dearness allowance now introduced, will, on a written intimation to that effect being communicated to the Joint Secretary on or before the 20<sup>th</sup> June 1964, be permitted, pending further orders of the Council, to draw pay and dearness allowance at the rates at which he would have drawn the same if the new scales of pay had not been introduced, by necessary adjustments in pay bills.

Sd.  
Joint Secretary.

Appendix 1: Time-scales (along with footnote showing Government of India rule of fixation).  
Copy to all Notice Boards, Divisions, Departments, Sections, Units etc. and Branches.



Appendix I

Existing item – scales	Corresponding revised time scale effective from 1 April 1964
(1)	(2)
65-1-80-EB-83-2-95 (+ 15)	70-1-80-EB-1-85-2-95
80-2-100-EB-3-130 (+ 15)	80-1-85-2-95-EB-3-128
100-2-118-EB-130-3-160 (+ 20)	110-3-131-4-155-EB-4-175-5-180
110-3-119-EB-128-3-155-EB-4-175 (+ 20)	ditto
120-3-135-EB-4-175(+ 20)	130-5-160-EB-8-216
120-4-148-EB-156-4-176-EB-185-5-210 (+ 20)	130-5-160-8-200-EB-8-256-EB-8-230
130-4-150-EB-6-222(+ 20)	ditto
145-6-175-EB-187-6-211-8-227-EB-249-8-265 (+ 20)	ditto
160-8-224-EB-240-10-310 (+ 20)	160-10-290-EB-15-380
170-10-230-EB-245-12-293-EB-307-12-355 (+20)	ditto
170-10-250-EB-12-346 (+ 20)	ditto
185-12-293-EB-310-16-416 (+ 20)	180-10-290-15-320-EB-15-425
220-15-295-EB-320-15-380-18-434-EB-456-18-510 (+ 20)	220-10-290-15-320-EB-15-425-18-576
300-20-400-EB-20-480-EB-20-600	325-25-500-EB-30-620
375-25-525-EB-550-25-750	375-25-500-EB-30-770
500-30-650-EB-680-30-800	500-30-650-EB-680-30-800
550-30-760-EB-30-820	560-30-590-EB-30-830
800-36-908-EB-36-980	700-40-1100
900-40-1100	ditto

Dearness allowance at Council of Scientific and Industrial Research (CSIR) rates.

Central Government rule of fixation under F.R. 22(a)(ii) : " When appointment to the new post does not involve assumption of duties or responsibilities of greater importance than those attaching to the old post , a Government servant will draw as initial pay the stage of the time scale which is equal to his substantive pay in respect of the old post , or, if there is no such stage next below that pay plus personal pay equal to the difference , and in either case will continue to draw such pay until such time as he would have received an increment in the time scale of the old post or for the period after which an increment is earned in the time scale of the new post , whichever is less but if the minimum pay of the time scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay

# INDIAN STATISTICAL INSTITUTE

STANDING SERVICE ORDERS 1963

Director Office

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