

CHAPTER - I

1. SHORT TITLE AND COMMENCEMENT:

- 1) These Bye-laws may be called the Indian Institute of Packaging Service Bye-Laws.
- 2) These shall immediately come into force after these are approved by the competent authority. The date of application of bye-laws will be notified to all employees.

2. APPLICATION:

- 1) These bye-laws shall apply to every employee of the Institute falling or otherwise in the inclusive part of S 2 (S) of Industrial Dispute Act and notwithstanding if any reference is made to such employees in these Bye-Laws.
- 2) Notwithstanding anything contained in Clause (1) the Governing Body may, by agreement with any employee, make such special provisions regarding his conditions of service as it considers necessary and thereupon these bye-laws shall not apply to such employees to the extent to which the special provisions are inconsistent there with.

3) DEFINITIONS:

- 1) In these bye-laws unless the context otherwise requires:
 - a. "Institute" means the Indian Institute of Packaging
 - b. "Governing Body" means the Governing Body of the Institute as constituted under Rule 7 of the Memorandum of Association & Rules and Regulations of the Institute.
 - c. "Chairman"& "Vice Chairman" means the Chairman and Vice Chairman respectively of the Governing Body under Rule 8 of the Memorandum of Association & Rules and Regulations of the Institute.
 - d. "Director" means the Director of the Institute appointed under Rule 9 of Memorandum of Association & Rules and Regulations of the Institute.
 - e. "Secretary" means the Secretary of the Institute appointed under Rule 10 of Memorandum of Association & Rules and Regulations of the Institute.
 - f. "Appointing Authority" in relation to any post under the Institute, means the authority competent to make appointments to that post.
 - g. "Borrowed Employee" means an employee of any other authority whose services are obtained by the Institute on loan.
 - h. "Grade of Posts" means the grades as specified in the First Schedule.
 - i. "Controlling Authority" means

- (i) in relation to posts in Grades I to III, the Secretary;
- (ii) in relation to posts in grades IV to VI, the Director and
- (iii) in relation to other posts, the Governing Body.

- j. “Employee” means a person serving the Institute in any post classified in the First Schedule.
- k. “Foreign Service” means service for which an employee receives, with the approval of the Appointing Authority, his pay from any source other than the funds of the Institute.
- l. “Pay” means the pay admissible on the relevant date and includes Special Pay, Personal Pay and Deputation (Duty) Allowance, fee or honorarium.
- m. “Sanctioning Authority” means:
 - i. in relation to posts in grades I to III, the Secretary / HOD/Head of Branch
 - ii. in relation to posts in grades IV to VI, the Director/ HOD /Head of Branch; and
 - iii. in relation to other posts including Secretary & Director, the Governing Body.

For Granting /Sanctioning:

- Increments, Leave, Reversion, Confirmation.
- Determine the duties
- Engage a person on Contract basis & determine post created to be temporary, permanent or on contract. (with prior approval of Director)

- n. “Selection Committee” means
 - i) in relation to a post in grades I and II, a committee consisting of the Secretary and any two other officers nominated by the Director;
 - ii) in relation to a post in grade III, a committee consisting of one of the Jt. Directors, Secretary and one other person nominated by the Director;
 - iii) in relation to posts in grades IV and V, a committee consisting of the Director, one Senior Professor of the Institute and two outside specialists nominated by the Director .
 - iv) In relation to posts in other grades except the Secretary and the Director, a committee consisting of the Director, one Senior Officer of the Institute and two other specialists nominated by the Governing Body.

o. "Internal Promotions Committee" shall mean a Committee constituted by the Director in relation to any post for recommending names of suitable employees of the Institute for promotion to that post and consisting of:

- i) The Director of the Institute and two members of the Governing Body of the Institute in the case of the posts of Professors.**
- ii) The Director of the Institute, one Professor of the Institute, the Secretary of the Institute and a member of the Governing Body in the case of posts in the scale of pay Rs. 10000-15200/15850**
- iii) The Director of the Institute, one Professor of the Institute and the Secretary of the Institute in the case of posts in the scales of pay Rs. PB- 4(37,400-67,000)+G.P. 10,000Rs. 6500-10500, Rs. 5500-9000 and Rs. 5000-8000.**
- iv) Any two officers in the scale of pay Rs. 10000-15200/15850 and one officer from the Admn. Divn for posts in the scale of Rs. 4000-6000 and below.**
- v) The representation from SC, ST / OBC and Minorities shall be mandatory. The selection committee member should be officers, who are at least one step above the post.**

2) All words and expressions used but not defined in these bye-laws and defined in the Rules of the Institute shall have the meaning respectively assigned to them in the said Rules.

3) There shall be an Academic Committee to advice on Academic matters. The constitution functions and powers are given in Annexure I.

4) Institute shall follow purchase procedures as per Purchase Procedure Manual.

CHAPTER - II

CREATION AND GRADATION OF POSTS

4. GRADES AND CATEGORIES OF POSTS:

- 1) The posts under the Institute shall be of the grades and categories specified in the First Schedule.
- 2) The Governing Body may direct:
 - i) The creation of any new grade or category of posts;
 - ii) The abolition of any grade or category of posts; or
 - iii) The transfer of any category of posts from one grade to another; and thereupon the First Schedule shall stand amended in accordance with such direction.
 - iv) These may be modified from time to time.

5. NUMBER OF POSTS:

The Governing Body in relation to any category of posts shall have the power;

- 1) To determine the number of posts in that category;
- 2) To create or abolish any posts in that category;
- 3) To determine whether any post created in that category shall be temporary or permanent;
- 4) To specify the period for which a temporary post is created; and
- 5) To determine the duties attached to any post in that category.

CHAPTER - III

RECRUITMENT

Amended & approved Recruitment Rules are placed on Page 69.

CHAPTER - IV

TENURE

13. PROBATION:

- (1) Every person appointed to a post under the Institute after the commencement of these bye-laws/whether by promotion or by direct recruitment, shall be on probation in such post for a period of one year;

Provided that the Appointing Authority may, in any individual case, extend or curtail the period of probation by giving notice before the end of probation period.

- (2) Where a person appointed to a post under the Institute on probation is during the period of his probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily, the Appointing Authority may;
 - (i) In the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and
 - (ii) In the case of a person appointed by direct recruitment terminate his service under the Institute with one-month notice.
- (3) Every person appointed to a permanent post under the Institute by promotion or by direct recruitment shall on satisfactorily completing his/her period of probation be eligible for substantive appointment to that post.

14. TEMPORARY AND PERMANENT SERVICE:

- 1) An employee shall be a temporary employee of the Institute unless he/she is appointed substantively to a permanent post under the Institute.
- 2) An employee appointed substantively to any permanent post under the Institute shall be a permanent employee of the Institute after completion of probation and confirmed by the Appointing Authority.

15. TERMINATION OF SERVICE:

- 1) The service of an employee may be terminated by the Appointing Authority without assigning any reason:**
 - i) During the period of probation following the first appointment at any time with one month notice; and**
 - ii) Also after such period of probation, at any time by a notice of three month in writing or at any time without notice on payment of three month's pay (Basic+DP+DA) given by the Appointing Authority to an employee not in permanent employ of the Institute.**
- 2) Without prejudice to the provisions of Clause (1), the service of temporary employee shall be terminated.**
 - i) If his appointment is made for a specified period, on the expiry of such period; or**
 - ii) If his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.**
- 3) The service of a permanent employee may be terminated by the Appointing Authority by giving a notice of three month or on payment of salary for such period as the notice falls short of three month or without notice on payment of three month 'Pay' if the post to which he is substantively appointed is abolished. Such cases of termination in which the Appointing Authority is not the Governing Body, shall be reported to the Governing Body for information.**
- 4) An employee who is given notice of termination of service may be granted during the period of notice such earned leave as may be admissible to him and where the leave so admissible and granted is more than three months, his services shall be terminable on the expiry of such leave.**

16. RETIREMENT:

- 1) An employee shall retire from the service of the Institute.**
 - i) On his attaining the age of sixty years; or in special cases as extended by the Governing Body.**
 - ii) On his being declared medically unfit for service by a Medical Board to be designated by the Appointing Authority in this behalf.**

- 2) **Notwithstanding anything contained in clause (1) the appointing authority may require an employee to retire after he attains the age of fifty years or at any time thereafter on three months notice without assigning any reason. The employees also may after attaining age of fifty years voluntarily retire after giving three months notice to the Appointing Authority. Such cases of retirement in which the Appointing Authority is not the Governing Body, then the Governing Body shall be kept informed.**

17. RESIGNATION:

- 1) **An employee may, by notice of one month in the case of temporary employment and three months in the case of permanent employment in writing addressed to the Appointing Authority, resign from the service of the Institute.**
- 2) **The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Institute by notice of less than the period specified in clause (1).**

CHAPTER - V

PAY

18. SCALES OF PAY:

The scales of pay for the posts under the Institute are specified in the First Schedule subject to such revision as may from time to time be decided by the Governing Body, provided however, an employee in permanent employment, before such revision of pay, shall have the option to retain the existing scale of pay for such time as he may specify.

19. INITIAL PAY:

An employee shall, on his appointment to a post on a time scale of pay, draw pay at the lowest stage of the time-scale unless the Director / Sanctioning Authority decides that he shall draw pay at any higher stage.

Provided that, when such appointment is made by promotion his initial pay in the time-scale of the higher post shall be fixed as provided in Fundamental Rules.

20. INCREMENTS:

- 1) An increment shall not be drawn unless it is sanctioned in writing by the Controlling Authority.
- 2) Ordinarily an increment will be drawn after completion of one year of service. The increment will take effect from 1st calendar month in which one year is completed.
- 3) An increment shall not be sanctioned unless the conduct of the employee has been good and his work has been satisfactory.

21. SERVICE FOR INCREMENTS:

The following service shall count for increments in the time scale of a post.

- 1) Duty in that post or in any other post of the same or higher grade whether continuous or not;
- 2) Duty in an equivalent or higher post in Foreign Service; and

- 3) Leave other than extraordinary leave. For special leaves; the Director will be authority to decide whether to permit counting such leave for increment.

Provided that the Appointing Authority may direct that extraordinary leave shall also count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee , if written request with reasons and proof there of is submitted by the employee.

22. PAY DURING LEAVE:

- 1) An employee on causal leave or on compensatory leave shall draw pay as on duty.
- 2) An employee on earned leave under Bye-law 45 (3) maternity leave or leave granted under proviso to Bye-law 54 shall draw pay at the average rate of pay drawn by him/her during the previous month in which the leave commenced, or substantive pay to which an employee is entitled before the commencement of leave whichever is more.
- 3) An employee on half-pay leave shall be entitled to leave salary equivalent to half the amount as the case may be.
- 4) An employee on commuted leave shall be entitled to leave salary twice the salary admissible on half pay leave.
- 5) An employee on study leave shall be entitled to leave salary equal to the amount admissible during half-pay leave.
- 6) No Pay shall be admissible to an employee on extraordinary leave .

23. PAY DURING SUSPENSION:

An employee under suspension shall, during the period of suspension draw pay at half the rates admissible immediately before the commencement of the suspension, for 3 months. If however, the employee remains suspended for more than 3 months, the pay be raised to three fourth of the pay drawn immediately before the commencement of the suspension.

24. SPECIAL PAY, PERSONAL PAY, HONORARIUM AND FEE:

The Appointing Authority may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit.

25. DRAWAL OF PAY:

- 1) An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.**
- 2) Pay in respect of any month shall generally become payable on the last working day of the month.**
- 3) An employee resigning from the service of the Institute without the notice prescribed by Bye-Law 17 shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn;**

Provided that the pay not allowed to be so drawn shall not exceed the total dues recoverable from him.

CHAPTER - VI

ALLOWANCES

26. KINDS OF ALLOWANCES:

The following allowances shall normally be admissible to an employee of the Institute in accordance with the provisions of this chapter:

- 1) Dearness Allowance
- 2) Dearness Pay
- 3) City Compensatory Allowance;
- 4) House Rent Allowance;
- 5) Washing Allowance;
- 6) Overtime Allowance'
- 7) Leave Travel Concession;
- 8) Reimbursement of Tuition Fee; and
- 9) Travelling and Daily Allowances
- 10) Children's Education Allowance

27. DEARNESS ALLOWANCE, HOUSE RENT & CITY COMPENSATORY ALLOWANCE:

Dearness Allowance, Dearness Pay, House Rent and City Compensatory Allowance and Interim Relief, if any will be admissible to an employee at the rates sanctioned by the Governing Body of the Institute for its employees from time to time.

28. WASHING ALLOWANCE:

- 1) Washing Allowance shall be admissible at the rates sanctioned by the Governing Body of the Institute. Provided that if the washing of the Uniforms is arranged and paid for by the Institute, no such allowance shall be payable.
- 2) This allowance will not be admissible till the uniform is provided and for the period spent on leave other than casual leave subject to the employee wearing the uniform on duty.
- 3) Washing Allowance will be admissible for the Class IV staff, Machine Operators and Drivers only who are required to wear the uniforms.

29. ALLOWANCE DURING LEAVE:

- 1) **House Rent Allowance and City Compensatory Allowance shall be admissible to an employee on leave other than extraordinary leave, study leave or leave granted preparatory to retirement as follows:**
 - i) **During casual leave, compensatory leave or quarantine leave, the same as on duty.**
 - ii) **During leave with pay for the first 120 days, the same rates as he was drawing immediately preceding commencement of leave. Provided that the City Compensatory allowance shall not be admissible unless the employee or any member of his family resides at the headquarters of the Institute for not less than half of the month for which it is claimed, and in the case of House Rent Allowance he continues actually to incur the expenditure.**
- 2) **Dearness Allowance, Dearness Pay may be drawn during any period of leave, other than extraordinary leave, in or outside India, except that, in the case of leave preparatory to retirement , it will be admissible only during the first 120 days of the leave spent in India. The allowance will not be admissible during any portion of leave preparatory to retirement spent outside India. The allowances during leave will be based on the leave salary actually drawn.**

30. LEAVE TRAVEL CONCESSION:

Leave Travel Concession shall be admissible to an employee as per the Government / CCS Rules.

31. CHILDREN'S EDUCATION ALLOWANCE:

Children's Education Allowance shall be admissible to an employee as per the Government of India rules.

32. TRAVELLING ALLOWANCE:

- 1) **Travelling Allowance for journeys performed by an employee on duty within India shall be admissible, as decided by the Governing Body as per TA/DA rules of the institute.**
- 2) **Travelling Allowance for journeys performed by an employee on duty outside India shall be such as may be fixed by the Governing Body to its employees of comparable status from time to time.**

33. DAILY ALLOWANCE:

- 1) **Daily Allowance for each day of absence of an employee from the headquarters of the Institute on duty within India shall be admissible in accordance with the provisions of the Third Schedules.**
- 2) **Daily Allowance for each day of absence of an employee from the headquarters of the Institute on duty outside India shall be admissible at such rate as may be fixed by the Governing Body of the Institute to its employees of comparable status from time to time.**

34. DRAWAL OF ALLOWANCES:

- 1) **Dearness Allowance, City Compensatory Allowance and House Rent Allowance admissible to an employee for any month shall be generally payable on the last working day of the month along with his pay.**
- 2) **Leave Travel Concession shall be paid in accordance with the provisions governing the Leave Travel Concession Rules of the Institute.**
- 3) **Travelling Allowance and Daily Allowance shall ordinarily be payable on the return of the employee to his headquarters;**

Provided that the Secretary or the Director may sanction payment in advance of such sums as him deems fit upto and not exceeding the fare plus incidentals and the daily allowance admissible to him towards such allowance.

- 4) **An employee resigning from the service of the Institute without the notice shall not, unless the Appointing Authority directs otherwise, be allowed to draw the allowances due but not drawn;**

Provided that the allowances not so allowed to be drawn shall not exceed the total dues recoverable from him.

CHAPTER - VII

LEAVE

35. LEAVES:

The following kinds of leave shall be admissible to an employee

- 1) Casual Leave;
- 2) Compensatory Leave;
- 3) Earned Leave;
- 4) Leave on Half pay;
- 5) Extraordinary Leave;
- 6) Maternity Leave;
- 7) Study Leave;
- 8) Leave not due;
- 9) Special Casual Leave;

36. CASUAL LEAVE:

An employee may be granted Casual Leave of not more than 3 days at a time and of not more than 12 days in a calendar year. Sunday or closed holiday falling at the beginning or at the end or in between the days on which an employee is on casual leave, shall not count towards casual leave.

37. COMPENSATORY LEAVE:

An employee required performing duties on a Sunday or a closed holiday may be given compensatory leave for a corresponding number of days provided that he/she will not be entitled to draw the overtime allowance admissible to him/her for those days. Provided further that compensatory leave shall not be accumulated by an employee for more than three days and shall not be carried forward to the next calendar year.

Provided that an employee will not be entitled to the grant of this leave if he is prevented from attending office as a result of his suffering from an infectious disease.

38. EARNED LEAVE ON FULL PAY:

- (1) An employee will be entitled to earn 2 ½ day's leave for every completed month of duty spent on duty during his/her service.**
- (2) Earned Leave shall not be accumulated by an employee for more than 300 days at a time.**
- (3) Earned Leave shall not be granted for more than 120 days at a time, provided that where an employee spends any period of such leave outside India, Burma, Ceylon, Nepal and Pakistan he/she may be granted earned leave in excess of 120 days to the extent of such period, the total period of leave not exceeding 180 days.**

Note: Normally, earned leave will be granted thrice in a calendar year. Earned Leave will not be given for short duration (less than 5 days). However leave sanctioning authority may otherwise have the discretion.

For the purpose of this rule, a Sunday or closed holiday not falling within the period of any leave shall be deemed to be a day of duty.

39. LEAVE ON HALF PAY:

- 1) An employee shall be eligible for leave on half pay for 20 days for each completed year of his/her service.**
- 2) An employee may be granted leave on half pay -**
 - i) On a certificate of sickness from an authorized medical officer.**
 - ii) On private matters.**
- 3) Leave on half pay on a medical certificate of sickness may be commuted to leave on average pay for a period not exceeding half the period of leave due on half pay. The leave account of the employee will be debited for twice the period of such commuted leave.**

41. STUDY LEAVE:

An employee may be granted study leave for such period and such terms as the Institute may determine to enable him to undergo, within or outside India a Special Course of study or instruction.

Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilized for an approved course of study i.e. a course, which is certified to be in the Institute's interest by the leave sanctioning authority.

42. EXTRAORDINARY LEAVE:

1. Extraordinary leave may be granted to a temporary employee for not more than three months at a time during the first three years of his service and for not more than twelve months during his service under the Institute;

Provided, however, if the temporary employee is undergoing treatment for T.B. or Leprosy, the limit may be extended up to 18 months;

Provided further that this concession will be admissible to such an employee who has put in not less than one year's service.

2. In case of Permanent Employee extraordinary leave of six months may be granted to an employee at a time if supported by medical certificate. In case, however, the employee is required to undergo treatment for T.B. or Leprosy the period of extraordinary leave may be extended upto 24 months.
3. Extra-ordinary leave shall not be granted to an employee except.
 - i) Where no other kind of leave is admissible to him, or
 - ii) Where the employee, in special circumstances, applies for the grant of such leave.
 - iii) The Director may, in special circumstances grant extra ordinary leave even beyond the limits in Clauses (1) & (2)

43. MATERNITY LEAVE:

Maternity leave for a period not exceeding 135 days may be granted to a female employee of the Institute on not more than two occasions during the entire service.

Note:

Maternity leave under this rule may also be granted in cases of miscarriage including abortion, subject to the condition that the leave does not exceed 6 weeks and the application for leave is supported by a medical certificate from the Authorized Medical Attendant, two times during the service period.

44. SPECIAL CASUAL LEAVE:

In addition to the casual leave, special casual leave may be granted to an employee for enabling him to undertake specified assignment of official nature, e.g. such leave may be granted to a sportsman for participating in a tournament, or game or to an employee to enable him to attend the meeting of employees associations etc.

45. LEAVE NOT DUE:

Leave not due may be granted to a permanent employee when there is no credit of leave in his leave account and there is reasonable prospect of his returning to duty on the expiry of leave. Leave not due may be granted to a limit of 360 days during the entire service, and of which not more than 90 days at a time and 180 days in all can be on private affairs. Such leave is debited (adjusted) against the half pay leave the employee may earn subsequently.

46. SERVICE COUNTING FOR LEAVE:

Leave is earned by duty only. For the purpose of this rule, the period spent in Foreign Service counts as duty if contribution towards leave salary is paid on account of such period.

47. APPLICATION FOR LEAVE:

All applications for leave shall be submitted 15 days in advance except in the case of casual and sick leave. In the case of sick leave and emergent casual leave, applications may be submitted on the day the leave is required. In normal cases, applications for casual leave should be submitted at least 3 days in advance. In case of the inability to apply for CL/SL in advance, Institute shall be kept informed of absence.

48. LEAVE ON MEDICAL GROUND:

Every application for leave on medical grounds made by an employee of the Institute shall be accompanied by a medical certificate issued by the Authorised Medical Officer or by a Registered Medical Practitioner defining as nearly as possible the nature and probable duration of the sickness.

The authority competent to sanction leave may, at its discretion secure a second medical opinion, by having the applicant medically examined from a civil surgeon or Medical Board. Sick leave and maternity leave should not be refused in normal course.

49. OTHER LEAVE:

Grant of leave other than medical leave shall be subject to the exigencies of service and the circumstances of each case. An employee on leave shall be liable to be recalled from leave if emergency of service so requires.

50. AUTHORITIES COMPETENT TO GRANT LEAVE:

- 1) Director - For Professor, Jt. Directors / HOD /Head of Branch/ Secretary for earned leave.
- 2) Secretary - For all Officers and Staff working under him/her.
- 3) H.O.D.s/Head of branch
- For all Officers and Staff working under him/her.

The Director will sanction his own casual leave. For other leave he will sanction and inform to the Chairman/Secretary. The Administration Division will maintain the leave record.

51. COMBINATION AND CONVERSION OF LEAVE:

- 1) Subject to the other relevant provisions, and any kind of leave other than casual leave and compensatory leave may be granted in combination with or in continuation of any other kind of leave, provided that total duration of earned and commuted leave taken in conjunction shall not exceed 240 days.
- 2) The Authority competent to grant leave may permit an employee to convert any kind of leave other than casual leave or compensatory leave to any other kind of leave admissible to him and may permit Sundays and other recognized holidays to be prefixed / suffixed to leave.

52. OTHER EMPLOYMENT DURING LEAVE:

- 1) An employee on leave including extraordinary leave other than leave preparatory to retirement shall not take any service or accept any employment.
- 2) An employee on leave preparatory to retirement shall not take any service or accept any employment without the previous permission of the Director.

PROVIDED that where any such permission is granted, the employee shall be precluded from canceling his leave and returning to duty.

53. RETURN TO DUTY:

- 1) No employee on leave shall return to duty before the expiry of the period of leave granted to him except with the permission of the Controlling Authority.
- 2) An employee on leave on a certificate of sickness shall not return to duty unless he produces a certificate of fitness from a medical practitioner approved by the Director in this behalf.

54. OVERSTAYAL AFTER EXPIRY OF LEAVE:

An employee who remains absent on the expiry of his leave shall not, unless the Authority granting leave otherwise directs, and shall be deemed to have resigned from the services of the Institute, if the period of such absence exceeds 30 days, unless he explains the reason for his absence to the satisfaction of the leave sanctioning authority.

55. LAPSE OF LEAVE:

Leave at the credit of an employee may be encashed on the date of his compulsory retirement;

Provided that where an employee, if in sufficient time before the date of his retirement formally applied for leave, and the leave or any portion thereof has been refused in writing in the interests of the Institute, he may be granted after that date the amount of leave so refused not exceeding the period of earned leave due on such date.

56. RIGHT TO LEAVE:

- 1) No kind of leave can be claimed as of right and the grant of leave shall be subject to the exigencies of service and the circumstances of each case.
- 2) An employee on leave shall be liable to be recalled from leave if the exigencies of service so require.

57. PROCEDURE FOR GRANT OF LEAVE:

- 1) An employee shall, before proceeding on leave, make an application in such form as may be prescribed by the Institute and shall also state in writing his address while on leave and shall keep the Institute informed of any subsequent changes in such address.

- 2) **No employee shall proceed on leave unless it has been sanctioned in writing.**
- 3) **An application for leave other than study leave shall be considered and disposed of by the Controlling Authority.**
- 4) **In case of emergency, the employee should inform his superior and obtain ex post facto sanction. He has also to send a letter, requesting for leave to the sanctioning authority.**

CHAPTER - VIII

RETIREMENT AND OTHER BENEFITS

58. CONTRIBUTORY PROVIDENT FUND:

An employee other than a borrowed employee shall be entitled to the benefits under the Indian Institute of Packaging Contributory Provident Fund Rules as appearing in Fourth Schedule.

59. GRATUITY:

The employees will be eligible for Gratuity as per the rules of the LIC Gratuity Fund, under which IIP is governed.

60. ENCASHMENT OF EARNED LEAVE / HALF PAY LEAVE TO THE CREDIT OF RETIRING EMPLOYEE:

The retiring employee shall be entitled to encash the earned leave / half pay leave to his credit on the date of superannuation upto 300 days subject to the provision for encashment of leave during service and on the date of retirement. In case of any dispute; the decision of Governing Body shall be final and binding.

CHAPTER – IX

GENERAL CONDITION OF SERVICE

61. WHOLE-TIME EMPLOYMENT:

- 1) The whole time of an employee shall be at the disposal of the Institute and he may be employed by the Institute for the performance of such duties as may be assigned to him.
- 2) Without prejudice to the generality of Clause (1)
 - i) An employee may be required to undergo a course of study or instruction within or outside India.
 - ii) An employee may be required to serve the Institute at any place and in any post not lower than the post to which he is substantively appointed and an employee may be transferred to foreign service or sent on deputation whether within or outside India.

Where an employee is permitted to accept Foreign Service such permission shall be granted subject to the following terms and conditions;

- i) The lien on the post in the Institute will be retained only in cases where the interest of the Institute permits the acceptance of such foreign service.
- ii) The maximum period for which the lien may be retained in the Institute shall be restricted to three years. If an employee decides to continue in foreign service beyond the three-year limit, he may be required to resign his post in the Institute.
- iii) No pay and allowances would be admissible to an employee from the Institute for the duration of foreign service and no contribution shall be made to his CPF Account by the Institute as the employer's share in cases where the foreign employer so agreeable to pay the employer's contribution the same would be credited in the individuals' CPF Account as the employer's contribution provided the individual also contributes his share to his CPF Account.
- iv) The period spent on Foreign Service shall not count for purposes of leave unless the foreign employer is agreeable to pay the leave

salary contribution at the rates prescribed by the Governing Body of the Institute to its employees from time to time.

- v) The period spent on foreign service shall not count for gratuity unless the foreign employer contributes towards gratuity along with the CPF contribution for the period of foreign service.
- vi) The period spent on foreign service shall however, count for increments in the post which the employee may be holding prior to his deputation on foreign service in a substantive capacity. The period will also count for purposes of increments in officiating capacity if the competent authority certifies that he would have officiated in the post but for his deputation.

Where an employee is awarded a fellowship arranged by the Institute, it shall be subject to the following terms and conditions:

- i) The employee shall be deemed to be on the sanctioned strength of the IIP.
- ii) He shall be entitled to draw pay and allowances in the Institute, as per rules.
- iii) He will have to execute a bond prescribed by the Governing Body of the Institute to its own employees.

62. GENERAL:

- 1) Every employee shall at all times maintain absolute integrity and devotion to duty.
- 2) Every employee shall abide by and comply with the rules and bye-laws of the Institute and all orders and directions of his superior authorities.
- 3) Every employee shall extend utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.
- 4) Every employee shall endeavor to promote the interests of the Institute and shall not act in any manner prejudicial thereto.

62. A CONFIDENTIALITY:

The employee presently in employment or who resigns or retires from the Institute shall maintain the confidentiality of all data, information, processes, designs etc. of the Institute as given in Annexure II at the end.

CHAPTER - X

DISCIPLINE

63. SUSPENSION:

- 1) **The Appointing Authority or any other authority superior thereto may place an employee under suspension.**
 - a) **Where a disciplinary proceeding against him is contemplated or is pending; or**
 - b) **Where a case against him in respect of any criminal offence is under investigation or trial;**
- 2) **An employee who is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, by an order of the Appointing Authority and shall remain under suspension until further orders.**
- 3) **An order of suspension made or deemed to have been made under this bye-law may at any time be revoked by the authority which made or is deemed to have made it or by any superior authority.**

64. PENALTIES:

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on an employee:

- i) **Censure;**
- ii) **Withholding of increment/s or promotion;**
- iii) **Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules or bye-laws of the Institute or orders or directions of superior authorities;**
- iv) **Reduction to a lower grade or post or to a lower stage in a time scale**
- v) **Compulsory retirement; and**
- vi) **Dismissal from service.**

65. AUTHORITY COMPETENT TO IMPOSE A PENALTY:

- (i) The Appointing Authority or any other authority referred to in bye-law 6 which may be superior to the Appointing Authority may impose on an employee any of the penalties specified in Bye-law.
- (ii) In respect of penalty at (i) to (iii) the Secretary in relation to those appointed to posts carrying a maximum of Rs. 4,590/- per month and the Director in relation to posts carrying a maximum of Rs. 13500/- p.m. and the Governing Body in relation to all other posts may impose on an employee any of these penalties. (Under Review)

Vide GB decision 182 GB dt. 04-08-2008

Proposed to be changed and read as “ In respect of Penalty at (i) to (iii) the Secretary in relation to those appointed to poses carrying a acale of maximum of 5000-8000 and the Director in relation to posts carrying a scale of above 5000-8000 and up to a maximum of Rs. 16400-20900/-p.m. and the Governing Body in relation to all other posts may impose on an employee any of these penalties:.

66. PROCEDURE FOR IMPOSING PENALTIES:

No order imposing any penalty on an employee shall be passed except after;

- a) The employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he may wish to make; and
- b) Such representation, if any is taken into consideration by the authority imposing the penalty in case of (i) and (ii) above.
- c) In case of penalty (iii) to (vi) will be done after charge-sheeting and conducting a domestic enquiry.

67. ORDERS ON REINSTATEMENT:

Where an employee who has been dismissed or suspended is reinstated, the authority reinstating him shall make an order specifying;

- (i) Whether the employee may draw for the period of his absence from duty any pay and allowances in addition to the pay and allowances admissible under Bye-law 24 and 34.
- (ii) Whether such period may be treated as duty for all or any purposes.

CHAPTER - XI
APPEALS AND REVIEW

68. APPELLATE AUTHORITIES:

An appeal shall be against any original order made and should be made by the employee in writing and signed by him / her:

- (i) by the Secretary to the Director**
- (ii) by the Director to the Chairman**
- (iii) by the Chairman to the Governing Body**

69. PERIOD OF LIMITATION FOR APPEALS:

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the order appealed against is communicated to the persons concerned.

PROVIDED that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

70. FORM CONTENTS AND SUBMISSION OF APPEALS:

- (1) Every person submitting an appeal shall do so separately and in his own name.**
- (2) The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellate relies, shall not contain any disrespectful or improper language and shall be complete in it self.**
- (3) Every appeal shall be submitted to the Director who shall, unless he is himself the appellate authority; transmit it to the appellate authority.**
- (4) An appeal against any original order should be made following proper channel of command and control structure.**

71. CONSIDERATION OF APPEALS:

The appellate authority shall consider every appeal in such manner as it deems fit and pass such orders as it deems proper in the circumstances of the case.

Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

72. REVIEW:

The Governing Body may, on its own motion or otherwise review, any order made by any authority and pass such orders as it deems fit in the circumstances of the case.

Provided that no order imposing enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

ORDERS OF RE-INSTATEMENT:

Refer Rule no. 67.

73. GRIEVANCE REDRESSAL FORUM:

A grievance redressal forum at IIP shall consist of:

- i) 2 Senior Officers including a Female Sr. Officer
- ii) 2 representatives of C&D Category employees.
- iii) Secretary / Officer nominated by Director.

CHAPTER - XII

MISCELLANEOUS

74. SPECIAL PROVISION FOR EXISTING EMPLOYEES:

Every person holding a post under the Institute at the commencement of these bye-laws shall, on such commencement be deemed to the corresponding post in the first Schedule to be specified wherever necessary by the Director and shall draw the pay drawn by him immediately before such commencement.

75. AUTHENTICATION:

All orders and decisions of the Governing Body shall be authenticated by the signature of the Director or the Secretary or by such other authority as may be specified by the Governing Body in this behalf.

76. HOLIDAYS:

The Institute shall observe such holidays as may be determined by the IIP / Director.

77. SERVICE BOOKS:

- 1) The Institute shall maintain a Service Book of each employee in such form and setting out such particulars as may be prescribed by the Director.
- 2) The entries in the Service Book of an employee shall be made by the Secretary or any other authority to whom this power may be delegated by the Director.

78. MEDICAL FACILITIES:

An employee shall be entitled to medical facilities as admissible to the staff of IIP and as decided by the Governing Body.

79. RESIDUARY CONDITIONS OF SERVICE:

Any matter relating to the conditions of service of an employee for which no provision is made in these bye-laws shall be determined by the Governing Body and the CCS / CCA Rules be referred.

80. POWER TO RELAX:

Notwithstanding anything contained in these bye-laws, the Governing Body may in the case of any employee relax any of the provisions of these bye-laws to relieve him of any undue hardship arising from the operation of such provisions or in the interest of the Institute.

81. REMOVAL OF DOUBTS:

Where a doubt as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Governing Body thereon shall be final.

82. FOREIGN TRAVEL:

Regarding Foreign Travel of employees, the Director will sanction, or may refer to Ministry for approval etc. The traveling & daily allowance and other conditions for foreign travel may be as per Central Govt. Rules or as decided by the Governing Body from time to time. In case of Director's foreign travel, however, the approval has to be taken from Ministry of Commerce & Industry.

FIRST SCHEDULE

GRADES AND CATEGORIES OF POSTS

Grade	Categories of posts	SCALE OF PAY
I	1) Attendant / Peon)	Rs. 2550-55-2660-60-3200
	2) Watchman)	
	3) Sweeper)	

Any other post which carries a minimum pay of Rs. 2550/- p.m. and a maximum of not more than Rs. 3200/- p.m.

II	1) Staff Car Driver)	Rs. 3050-75-3950-80-4590
	2) Xerox Machine Operator)	
	3) Laboratory Mechanic)	
	4) Clerk – Typist / LDC)	
	5) Telephone Operator)	
	6) Junior Assistant)	
	7) Junior Stenographer)	

Any other post which carries a minimum pay of Rs. 3050/- p.m. and a maximum of Rs. 6000/- p.m.

III	1) Assistant (Admn. & Accounts)	Rs. 5000-150-8000
	2) Library Assistant)	
	3) Publications Assistant)	
	4) Market Research Assistant)	
	5) Information Assistant)	
	6) Technical Assistant)	
	7) Stenographer)	
	8) Draughtsman)	
	9) Artist)	
	10) Accountant)	
	11) Project Assistant)	

Any other post which carries a minimum pay of Rs. 5000/- p.m. and a maximum of Rs. 9000/- p.m.

IV	1) Superintendent)	Rs. 6500-200-10500
	2) Accounts Officer)	
	3) Cost Accountant)	
	4) Market Research Officer)	
	5) Librarian)	
	6) Assistant Director)	
	7) Assistant Secretary)	

8) Assistant Director)
(Graphic Design))

Any other post which carries a minimum pay of Rs. 6500/- p.m. and a maximum of not more than Rs. 13500/- p.m.

V 1) Deputy Director/Secretary) Rs. 10000-325-15200

Any other post which carries a minimum pay of Rs. 10000/- p.m. and a maximum of not more than Rs. 15200/- p.m.

VI 1) Jt. Director / Asso. Profr.) Rs. 14300-400-18300
2) Addl. Director / Professor) Rs. 16400-450-20900

Any other post which carries a minimum pay of Rs. 14300/- p.m. and 16400/- p.m. and a maximum of not more than Rs. 18300/- p.m. and Rs. 20900/- p.m.

VII1) Director) Rs. 16400-450-20900

Any other post which carries a minimum pay of Rs. 16400/- p.m. and a maximum of not more than Rs. 20900/- p.m.

SECOND SCHEDULE

Pay Scales, Dearness Allowance, HRA & CCA will be as decided by the Governing Body and given in Annexure.

ANNEXTURE

SECOND SCHEDULE

POSTS AND SCALE OF PAY ADOPTED BY THE INSTITUTE

SR. NO.	GROUP	DESIGNATION OF POSTS	SCALE OF PAY RS.
1	A	Director	16400-450-20900
2	A	Additional Director)
3	A	Professor	16400-450-20900
4	A	Joint Director / Asso. Professor / Registrar)
5	A	Deputy Director	14300-400-18300)
6	A	Secretary	10000-325-15200
7	A	Assistant Secretary)
8	A	Assistant Director (including Librarian)	10000-325-15200) 8000-275-13500
9	A	Hindi Officer)
10	B	Accounts Officer)
11	B	Cost Accountant)
12	B	Office Superintendent)
13	C	Accountant	6500-200-10500
14	c	Assistant (Admn/Labs/Pub/MR/Info))
15	C	Sr. Stenographer)
16	C	Jr. Stenographer)
17	C	Jr. Assistant	5500-175-9000
18	C	Telephone Operator)
19	C	Sr. Staff Car Driver)
)
			4000-100-6000
)
)
)
			3050-75-3950-80-4590

SR. NO.	GROUP	DESIGNATION OF POSTS	SCALE OF PAY RS.
20	C	Typist – Clerk)
21	C	Typist – Clerk (Hindi))
22	C	Electrician/Pump Attendant	3050-75-39-50-80-4590
23	C	Staff Car Driver)
24	C	Workshop Operator)
25	C	Xerox Machine Operator)
26	D	Attendant / Peon	2550-55-26 00-60-3200
27	D	Sweeper)
28	D	Watchman)

DA, HRA, CCA & other allowances will be as decided by the Governing Body of the Institute.

THIRD SCHEDULE

TRAVELLING ALLOWANCE RULES

Reimbursement of Actual Lodging Expenses during periods of Halt

LODGING	ENTITLEMENTS		
PAY DRAWN	MUMBAI/ CHENNAI/ KOLKATA/ NEW DELHI	A CLASS CITIES	ELSEWHERE
Director	At actual		
Rs. 12000/- and above	Rs. 2000/- + taxes	Rs. 1500/- + Taxes	Rs. 1200/- + Taxes
Rs. 10000/- and above	Rs. 1500/- + taxes	Rs. 1200/- + taxes	Rs. 1000/- + taxes
Rs. 8000/- and above	Rs. 1000/- + taxes	Rs. 800/- + taxes	Rs. 700/- + taxes
Rs. 6000/- and above	Rs 800/- + taxes	Rs. 700/- + taxes	Rs. 600/- + taxes
Rs. 5000/-	Rs. 650/- + taxes	Rs. 600/- + taxes	Rs. 500/- + taxes

Reimbursement of Boarding Expenses

BOARDING	ENTITLEMENTS	
PAY RANGE	MUMBAI/ CHENNAI/ KOLKATA/ NEW DELHI/ A CLASS CITIES	ELSEWHERE
Director	Rs. 600/-	Rs. 550/-
Rs. 12000/- and above	Rs. 500/-	Rs. 450/-
Rs. 10000/- and above	Rs. 450/-	Rs. 400/-
Rs. 8000/- and above	Rs. 350/-	Rs. 300/-
Rs. 6000/- and above	Rs. 250/-	Rs. 200/-
Rs. 5000/-	Rs. 200/-	Rs. 200/-

Note:

- In case employee does not stay in a Hotel, his /her boarding expenses will be restricted to above entitlements.
- In case of Boarding Expenses the reimbursement shall be limited to 70% of the above rates for halt of less than 12 hours but more than 6 hours duration on any day and no reimbursement shall be admissible for halt of less than 6 hours duration on any day. For this purpose the day shall be reckoned from midnight to midnight.
- The reimbursement of Actual Lodging /Boarding expenses including taxes as stated earlier shall be subject to production of documentary evidence regarding the Actual Expenditure such as Bill/Receipt etc.
- In the case of Officers drawing pay of Rs. 16400/- and above may travel by air on tour at their discretion. Those drawing basic pay of Rs. 12300/- and more but less Rs. 16400/- may also travel at their discretion by air if the distance involved is more than 500 kms. and the journey cannot be performed overnight.

Local Journeys

If an officer or other member of the staff is required to make trips locally within city limits on the business of the Institute he shall be paid conveyance charge as below:

Officers and officials of the grade Accountant and above: .Taxi fares

Note: Travelling by taxi will arise only if the Staff Car is not available.

Other Officials :)Auto Rickshaw Fares

Class IV employee :)Bus Fares

Notes:

- 1) In cases of urgency or when fairly large amounts of cash or very important documents are to be carried, the Secretary may permit an official normally entitled to travel by bus only to travel by Auto Rickshaw or taxi and claim actual fares.
- 2) When a journey exceeding 12 kms is to be made it should be made by suburban train and Auto Rickshaw / taxi fares claimed up to and from the nearest railway stations only.

Ordinarily an employee shall only be paid for the class of accommodation he is entitled to as above. In special cases where the Director or Secretary is satisfied that in the interest of the work, the undertaking of a journey by an employee in a class

higher than he is entitled to is necessary or justified, the employee may be allowed the fare by such higher class.

Expenses incurred on telegrams, postages, telephone calls, conveyance etc. used for business purposes are not included in the daily allowance and may be charged for separately. Special entertainment expenses where necessitated shall be allowed at the discretion of the Director or Secretary.

T.A. on TRANSFER

Transfer

Transfer means the movements of an employee from one headquarter station in which he is employed to another such station, either to take up the duties of a new post, or in consequence of a change of his headquarters.

Admissibility

Admissible only if the transfer is in the public interest and not at one's own request.

Transfer T.A. Entitlement

Transfer T.A. is from residence to residence and comprises the following elements:-

- i) A lumpsum transfer grant;
- ii) Actual fares for self and family for journey by rail / steamer / air;
- iii) Road mileage for journey by road;
- iv) Transfer incidentals in the form of D.A. for self and family;
- v) Packing allowance;
- vi) Cost of transportation of personal effects; and
- vii) Cost of transportation of conveyance possessed by the employee

While the grade of the employee is determined with reference to the facts on the date of his transfer, the number of fares admissible is to be determined with reference to the facts on the date of journey. No traveling allowance is admissible for any member added to the family after the date of transfer.

In addition to the above, the employee will be entitled for an additional fare by the entitled class for self for both onward and return journey, if he has to leave his family behind due to non-availability of suitable accommodation at the new place of posting.

An employee whose family does not accompany him to the new station while joining on transfer has an option to claim for him

- Either for the first journey undertaken to join the new post or
- For the journey subsequently undertaken along with family members.

Definition of Family

- Family Includes -

- 1) Spouse residing with the employee (Need not be dependent). Only one wife is included in the term 'family'**
- 2) Legitimate children and stepchildren, residing with and wholly dependent. Children include major sons, legally adopted children and widowed daughters, residing with and wholly dependent.**
- 3) Married daughter, if divorced, abandoned or separated from her husband and residing with and financially dependent on the parent.**
- 4) Parents, stepmother, unmarried sisters and minor brothers residing with and wholly dependent (Major brothers are not included)**
- 5) Widowed sisters residing with and wholly dependent (provided their father is either not alive or is himself wholly dependent on the employee.)**

EXPLANATION:

In case of wife / husband, the necessary condition is – 'residing with'. Other members of the family should satisfy both conditions – 'residing with' and 'wholly dependent'.

Children studying in educational institutions away from their parents at the time of transfer but joining their parents at the time of vacation are treated as members of family subject to other conditions or drawal of T.A.

Definition of Dependant

Any family member whose income from all sources, including pension does not exceed Rs. 1500 p.m. is deemed to be wholly dependent on the employee. Children getting stipend, scholarship, etc. in excess of Rs. 1500 p.m. are not considered as dependants.

For journeys by Rail / Road / Air / Steamer entitlement will be as for journeys on tour.

In addition to the entitled rail fare / road mileage, road mileage as prescribed is admissible for self and members of family for journeys from residence to railway station / bus stand at the old headquarters and from railway station / bus stand at the new headquarters.

Option to Family – The family may travel -

- i) From the old headquarters to the new headquarters; or**
- ii) From any other station to the new headquarters; or**
- iii) From the old headquarters or any other station.**

But the claim will be restricted to that admissible from the old to the new headquarters.

Time Limit

The members of the family should perform the journey not earlier than one month prior to the transfer of the official i.e. date of relief at the old station or within six months thereafter i.e. date of his taking over charge at the new station. This time limit can be extended in deserving cases by Head of Department.

Entitlement at a glance

Basic Pay + NPA + Stagnation Increment	Composite Transfer Grant	Personal Effects		
		By Train / Steamer Maximum	Rate per km for transport by road	
			'A' or 'B-1' cities	Other places
Rs.	Rs.		Rs. P.	Rs. P.
Rs. 16,400/- and above	Equal to one month's Basic Pay	Full four wheeler wagon, or 6,000 kg by goods train, or one Double Container	30.00	18.00
Rs. 8,000/- to 16,399/-	- do -	Full four wheeler wagon, or 6,000 kg by goods train, or one single container.	30.00	18.00
Rs. 6,500 to Rs. 7,999	- do -	3,000 kg	15.00	9.00
Rs. 4,100 to Rs. 6,499	- do -	1,500 kg	7.60	4.60
Rs. 3,350 to Rs. 4,099	- do -	1,500 kg	7.60	4.60
Below Rs. 3,350	- do -	1,000 kg	6.00	4.00

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

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of 'A-1', 'A' or 'B-1' Class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.

Transport Conveyance – The possession of the conveyance (either at the old or at the new station) need to be in public interest.

Basic Pay + N PA + SI	Authorized Scale
Rs. 6,500 and above	One motor car or one motor cycle / scooter or one horse
Below Rs. 6,500/-	One motor cycle / scooter or one bicycle.

Transport by Rail:

- a) **By Passenger:** Actual freight charged by the Railway.
- b) **By Goods:** Cost of packing, cost of transporting the packed car, motor cycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes, etc. are all reimbursable. Claim to be limited to the amount under (a) above.
- c) One Second Class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a Chauffeur or Cleaner.

Transported by Road:

(a) Car / Scooter or Motor Cycle / Moped

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

* Prescribed rate – The rate prescribed for journey by taxi – auto rickshaw as the case may be, by the Director of Transport at the starting point.

Note:

When the conveyance is sent under its own propulsion, the Government servant / members of family traveling in the car will not be entitled to separate fare by air / rail / road mileage. Separate air / rail / road mileage will be admissible for the Government servant and/or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.

- b) **Bicycle –** Between the places connected by rail, actual cost of transportation limited to the freight charges by passenger train; between places not connected by rail, mileage at the rate of 60 P. per km.

II T.A. On Retirement

1. Entitlements – When the retired employee settles down in a station other than the last station of duty – Same as on transfer including lump sum Composite Transfer Grant. Travel by air is also admissible.

The retired employee and family may travel from the last headquarters to the declared Home Town, or to any other selected place of residence where he wishes to settle in India.

When the person settles down in the last station of duty but with change of residence or at a place not exceeding 20 km.

- | | |
|---------------------------------|---|
| a) Self and family | Actual cost of conveyance not exceeding the road mileage allowance admissible for transfer. |
| b) Personal effects | Actual cost of transportation not exceeding the amount admissible for transfer. |
| c) Transportation of Conveyance | An allowance at the rates prescribed by the Director of Transport for journey by taxi / auto rickshaw, as the case may be. Where the above allowance is claimed no mileage will be admissible for self. If the family also travels by the same conveyance, they will also be entitled to mileage allowance. |
| d) Composite Transfer Grant | Amount equal to one-third of his Basic Pay. |

Note – The last station of duty means and includes the areas falling within the Urban Agglomeration of such station.

- 2) T.A. not admissible on resignation, dismissal, etc.

The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.

- 3) Admissible to temporary employees -

The concession will be admissible also to temporary employees who have put in a total service of not less than ten years under the Central Government and

- a) Who retire on attaining the age of superannuation; or
- b) Who are invalided; or

c) Who are retrenched from service without being offered alternative employment.

4) Time - Limit -

The concession should be availed by the employees during leave preparatory to retirement or within one year of the date of his retirement.

5) Advances -

Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the T.A. Bill. No advance is admissible when the journey is performed after retirement.

TRANSFER INCIDENTALS

D.A. at ordinary rates is admissible for self and each member of his family for the entire period of journey from residence at the old headquarters to the residence at the new headquarters. Children under 12 years including just born babies are eligible to half the rates.

Joining time will be admissible with reference to the distance between the old and new stations by direct route and ordinary mode(s) of travel. The amount of joining time will be as follows:

Distance between the old and new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km
1,000 km or less	10 days	12 days
More than 1,000 km and upto 2,000 km	12 days	15 days
More than 2,000 km	15 days*	15 days

* In case of travel by air, the maximum joining time admissible is 12 days.

Extension of JT – Extension of joining time can be granted upto a maximum of 30 days by the Director of the Institute, in genuine cases.

Unavailed JT to be credited to the EL – If an employee is ordered to join the new post at a new place of posting without availing full joining time to which he is entitled

or he proceeds alone to the new place and joins without availing full joining time and takes his family later within the permissible period for claiming transfer T.A., the unavailed period (full JT limited to a maximum of 15 days minus availed JT), will be credited to his earned leave account.

General

- 1. The bye-laws may be amended by the Competent Authority as may be required from time to time.**
- 2. Any revision in rates, additional facilities / withdrawal of facilities will be intimated in writing and the same will form a part of bye-laws.**
- 3. In the event of any clarification/doubt, the Director / Governing Body's decision will be final and binding.**
- 4. No employee shall pass on any information directly or indirectly during the tenure of his service or upto three years after his resignation or superannuation from the services of the Institute or start similar activities, which may harm the Institute's interest directly or indirectly. In such an event the Institute may at its discretion to take legal action against such employees / ex-employees.**

FOURTH SCHEDULE

CONTRIBUTORY PROVIDENT FUND RULES

DEFINITIONS

1. (i) These Rules may be called the Indian Institute of Packaging Contributory Provident Fund Rules.
(ii) They shall be deemed to have come into effect from the date of registration of the Institute.

2. In these Rules unless there is anything repugnant in the subject or context:
 - (i) Fund means Indian Institute of Packaging Provident Fund.
 - (ii) Institute means the Indian Institute of Packaging, Bombay
 - (iii) Board means a Board of Trustees constituted under these Rules.
 - (iv) Director means Director of the Indian Institute of Packaging.
 - (v) Chairman means the Chairman of the Board constituted under these Rules.
 - (vi) Secretary means Secretary of the Board of Trustees.
 - (vii) Family means:
 - (a) In the case of male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber.

Provided that if a member proves that his wife has ceased under the personal law governing him or the customary law of the community to which the spouses belong, to be entitled to maintenance, she shall no longer be deemed to be a part of the member's family for the purpose of this Fund, unless the member subsequently intimates by express notice in writing to the Secretary that she shall continue to be so regarded; and

- (b) In the case of a female member, the husband, children of the subscriber, and the widow or widows and children of a deceased son of the subscriber; provided that if a member by notice in writing to the Secretary expresses her desire to exclude her husband from the family, the husband and his dependent parents shall not longer be deemed to be a part of the member's family for the purpose of this

Fund, unless the member subsequently cancels in writing any such notice.

- (viii) **Children means legitimate children and include adopted children if the Director is satisfied that under the personal law of the member adoption of a child is legally recognized.**
- (ix) **Continuous Service means uninterrupted service and shall include service which is interrupted by sickness, accident, authorized leave, strike which is not illegal or cessation of work not due to the employee's fault.**
- (x) **Emoluments means pay, leave salary or subsistence grant and subsequently as may be defined under the service bye-laws of the Institute when framed and includes;**
 - (a) **Any wages paid by the Institute to employees;**
 - (b) **Any remunerations of the nature of pay received in respect of foreign service.**
- (xi) **Year means a financial year from 1st April to 31st March of the following year.**
- (xii) **Member means a member of the Fund.**
- (xiii) **Trustee means a member of the Board of Trustees.**
- (xiv) **Employee means any person employed to do any skilled or unskilled, manual or clerical work for hire or regard in the Institute in any of the offices under the administrative control of the Indian Institute of Packaging.**
- (xv) **Excluded employee means an employee, who, having been a member of the Fund once, withdraws the full amount of his accumulations in the Fund.**
- (xvi) **Contract Officer means an officer whose conditions of service are governed by special contract or agreement.**
- (xvii) **Any other expression employed in these rules will be taken to be used in the same as defined in the Government of India, Ministry of Finance, Contributory Provident Fund Rules (India).**
- (xviii) **IIP stands, in short for Indian Institute of Packaging.**

3. **Constitution and management of the Fund:**

Subject to the provisions hereinafter contained the Fund shall be administered by Board of Trustees, hereinafter referred to as the Board, consisting of:

- (i) Chairman of the Board of Trustees to be nominated by the Governing Body.
 - (ii) One senior officer from among the members to be nominated by the Director, and
 - (iii) Two representatives of the members of the Fund to be elected by the members themselves.
4. (1) The Trustees may nominate from among themselves or appoint separately a Secretary for the day administration of the Fund and delegate to him such powers as they consider necessary.
- (2) The Director of the IIP may appoint an officer of the IIP to act as the Secretary of the Board.
- (3) The Secretary so appointed shall be responsible to the Board for the execution of this work.
- (4) In the absence of the Secretary, his functions may be exercised by any one of the trustees or any other officer so nominated by the Board.
5. (1) The Secretary conjointly with anyone of the Trustees, so authorized by the Board of Trustees, shall on behalf of the Board of Trustees, discharge, receive or otherwise dispose of, as may be necessary, Government Promissory Notes, Securities, Interest Warrants, etc. relating to the Fund and shall, on behalf of the Board, reassign to members, in accordance with the Rules mentioned hereinafter Life Insurance Policies etc. which the members may assign to the Board as security for payment or withdrawals.
- (2) The term of office of the Trustees coming under sub-paragraphs (ii) and (iii) of paragraph 3 (1) shall be three years commencing from the date of their nominations to the Board.

Provided that any such trustee, shall notwithstanding the expiry of the said period of three years continue to hold office until the nomination or election of his successor is made.

- (3) Any Trustee referred to in sub-paragraph 3 (1), (ii) and (iii) above, nominated or elected to fill a casual vacancy, arising out of resignation, removal or death, shall hold office for the remainder of the term of office of the trustee in whose place he is nominated or elected.
- (4) An outgoing trustee shall be eligible for re-nomination and for re-election.

(5) A Trustee may resign his office by letter in writing addressed to the Chairman of the Board and his office shall fall vacant from the date on which his resignation is accepted by the Chairman of the Board.

(6) **Cessation and Restoration of Trusteeship:**

If a trustee fails to attend three consecutive meetings of the Board without obtaining leave of absence from the Chairman of Board, he shall cease to be a Trustee.

Provided that the Chairman of the Board may restore him to trusteeship, if he is satisfied that there were reasonable grounds for absence.

(7) **Disqualifications for Trusteeship:**

A person shall disqualified for being nominated as or for being a trustee:

- (i) If he is declared to be of unsound mind by a competent court; or
- (ii) If he is an undischarged insolvent; or
- (iii) If before or after the commencement of these Rules he has been convicted of an offence involving moral turpitude.

If any question arises whether any person is disqualified under sub-paragraph 5 (7) it shall be referred to the Chairman of the Board, whose decision thereon shall be final.

(8) **Meetings of the Board:**

The Board of Trustees shall meet at such places and time as may be fixed by the Chairman of the Board. For this at least seven days' notice will be given.

At any meeting of the Board of Trustee, the Chairman or in his absence any other member elected from amongst those present shall preside.

Each member shall have one vote and in case of equality of votes, the Chairman shall have in addition a casting vote.

(9) **Quorum:**

Two members of the Board shall form the Quorum, out of whom one trustee referred to under paragraph 3 sub-paragraph (ii) and sub-paragraph (iii) shall be present.

If at any meeting the number of trustees is less than the required Quorum, the Chairman of the Board shall adjourn the meeting to a date not later than seven days from the date of the original meeting informing the trustees of the date, time and place of the adjourned meeting and it shall be thereupon be lawful to dispose of the business at such adjourned meeting irrespective of the number of trustees present.

6. The costs, charges and expenses of administering the Fund including the Trustees' remunerations and all other charges incidental to these shall be paid by the Institute.

7. (1) Every employee in the service of the Institute (other than Government servants on loan on foreign service terms, trainees and apprentices under any scheme, and casual daily rated workers) shall be eligible for membership of the Fund on the successful completion of his / her probationary period (if any) with the Institute.

(2) The Board of Trustees may, however, permit an employee (other than Government servants on loan on foreign service terms, trainees and apprentices under any schemes, and casual daily rated workers) to start paying his own contribution to the Fund from the date of his appointment in the Institute or from any other date prior to the date of the successful completion of his probationary period; but except as provided in sub-rule (3) below, the Institute's contribution to his C.P.F. account shall start from the date of successful completion of his probationary period in the Institute.

(3) Notwithstanding anything contained in sub-rule (2) above, an employee (other than a Government servant on loan on Foreign service terms, etc.) who was already contributing to a recognized Contributory Provident Fund Scheme in his previous employment and would have continued to subscribe to it but for his leaving that employment to take up appointment in the IIP, may be allowed, after he has successfully completed his probationary period in the Institute, the benefit of receiving the Institute's contribution to his C.P.F. with retrospective effect from the date of his appointment in the Institute on his contributing his own share with effect from the same date less any amounts which he may have already contributed to his C.P.F. account, if any, under sub-rule (2) above.

(4) Every member shall be bound by and subject to these rules or such other rules as shall for the time being be in force and shall sign a declaration to this effect in the form given in the appendix.

(5) Every employee on becoming a member will remain a member as long as he is in the service of the Institute.

NOMINATION

- 8. (1) A subscriber shall at the time of joining the Fund, send to the Secretary a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid.**

Provided that if, at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

- (2) If a subscriber nominates more than one person under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.**
- (3) Every nomination shall be in such one of the Forms set forth in the first schedule as is appropriate in the circumstances.**
- (4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Secretary;**

Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this rule.

- (5) A subscriber may provide in a nomination:-**
- (a) In respect of any specified nominee, that in the event of his predeceasing, the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members.**
- (b) that the nomination shall become invalid in the event of the happening of a contingency specified therein; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.**

Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- (6) Immediate on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (a) of sub-rule (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (b) of sub-rule (5) or the proviso thereto, the subscriber shall send to the Secretary a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provisions of this rule.
- (7) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect, on the date on which it is received by the Secretary.

CONDITIONS AND RATES OF SUBSCRIPTION

9. (1) Every member shall subscribe monthly to the Provident Fund when on duty.
 - (2) A subscriber may at his option not subscribe during leave.
 - (3) The subscriber shall intimate his election not to subscribe during leave in the following manner:
 - (a) If he is an officer who draws his own pay bills, by making no deduction on account of the subscription in his first pay bill drawn after proceeding on leave;
 - (b) If he is not an officer who draws his own pay bills, by written communication to the Head of his office before he proceeds on leave.Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber intimated under this sub-rule shall be final.
10. (1) The amount of subscription shall be fixed by the subscriber himself subject to the following conditions:
 - (a) It shall be expressed in whole rupees.
 - (b) It may be any sum, so expressed that it is not less than 8.1/3% of his emolument and not more than the ceiling (if any) that may be then fixed by the Governing Body, i.e. 12 ½ % or as per Central Government directives / rules.
- (2) For the purpose of sub-rule (i) the emoluments of a subscriber shall be:

- (a) In the case of a subscriber who was in the service of the Institute on the 31st March preceding, the emoluments to which he was entitled on that date; provided as follows:
- (i) If the subscriber was on leave on the said date and elected not to subscribe during such leave or was under suspension on the said date, his emoluments shall be the emoluments to which he was entitled on the first day after his return to duty.
 - (ii) If the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.
- (b) In the case of a subscriber who was not in the service of the Institute on the 31st March of the preceding year, the emolument to which he was entitled on the first day of his service or, if he joined the Fund for the first time on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date.

Provided that if the emoluments of the subscriber is of a fluctuating nature, it shall be calculated in such manner as the Chairman may direct.

Note: Where the employment in this Institute is on the basis of probationary period the above mentioned will be effective after successful completion of that period or periods.

- (3) The subscriber shall intimate the fixation of the amount of his monthly subscription in each year in the following manner:-
- (a) If he is an officer who draws his own pay bills -
- i) if he was on duty on the 31st March preceding, by the deduction which he makes in this behalf from his pay bill for that month;
 - ii) if he was on leave on the 31st March of the preceding year and elected not to subscribe during said leave or was under suspension on that date, by the deduction which he makes in this behalf from his first pay bill after his return to duty;
 - iii) if he has entered the service of the Institute for the first time or joins the Funds for the first time, after the 31st March preceding, by the deduction which he makes in this behalf from his pay bill for the month during which he joins the Provident Fund after successful completion of his probationary period (if any),

- (b) If he is not an Officer who draws his own pay bills, by written communication to the Head of his office in the month of March preceding or in the month in which he joins the service of the Institute or joins the Fund as the case may be.

Note: Where the employment in this Institute is on the basis of probationary period the above mentioned will be effective after successful completion of that period or periods.

The amount of the subscription so fixed shall remain unchanged throughout the financial year; (unless changed by Government / Act)

Provided that, if a subscriber is on duty for a part of a month and on leave for the remainder of that month, and if he has elected to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty in the month.

- (4) When emoluments are drawn from the Institute then the subscription shall be deducted by deductions from the subscriber's pay bill.

When emoluments are drawn from other sources, then the subscriber shall forward his dues monthly to the Secretary of the Fund.

11. (1) Institute's Contribution:

The Institute shall from the 31st March of each year make a contribution to the Account of each subscriber entitled to such contribution;

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the last date of his working.

- (2) The minimum contribution shall be 8.1/3% of the subscriber's emoluments drawn on duty during the year or period as the case may be as has been or may be prescribed by the Institute as per changes in Act / Rules and/ or as notified by Govt.
- (3) If a subscriber is on deputation out of India, the emoluments which he would have drawn had he been on duty in the Institute in India shall for the purpose of this rule, be deemed to be emoluments drawn on duty.
- (4) Should a subscriber elect to subscribe during leave, his leave salary shall for the purposes of this rule, be deemed to be emoluments drawn on duty.

- (5) The amount of any contribution payable in respect of a period of Foreign Service, unless recovered from the foreign employer, shall be received from the subscriber.
- (6) The amount of contribution shall be rounded to the next whole rupee, 50 paise or higher counting as the next higher rupee.
- (7) The Institute's contribution shall be such percentage of the subscriber's emoluments drawn on duty during the year or period as the case may be or may be prescribed by the Institute, and its payment to the subscriber shall be on the basis that may laid by the Institute.

12. (1) a) The Institute shall pay to the credit of the account of a subscriber interest at such rate as the Institute may from time to time prescribe for the payment of interest on subscriptions to the Contributory Provident Fund, or the amount at his credit in the Fund.

b) The interest required to be paid by subscriber on advance (s) will also be as per the rate fixed from time to time by the Institute taking into account the changes in the Act.

(2) Interest shall be credited with effect from the 31st March of each year, in the following manner:-

- i) on the amount at the credit of a subscriber on the 31st March of the preceding year, less any sums withdrawn during the current year – interest for twelve months;
- ii) on sums withdrawn during the current year – interest from the 1st April of the current year up to the last day of the month preceding the month of withdrawal;
- iii) on all sums credited to the subscriber's account after the 31st March of the preceding year – interest from the date of deposit upto the 31st March of the current year;
- iv) the total amount of interest shall be rounded to the nearest rupee in the manner provided in sub-rule (6) of rule 11.

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be up to the date on which the amount standing at the credit of the subscriber become payable.

- (3) For the purpose of this rule the date of deposit shall, in the case of recoveries from emoluments, be deemed to be the first day of the month in which they are recovered; and, in the case of amount forwarded by the subscriber, shall be deemed to be the first day of the month or receipt, if they are received by the Secretary before the fifth day of that month, the first day of the next succeeding month.
- (4) In addition to any amount to be paid under rule 22, interest thereon upto the end of the month, preceding that in which payment is made, or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid; Provided that no interest shall be paid in respect of any period after the date which the Secretary has intimated to that person (or his agent) as the date on which he is prepared to make payment in cash, or if he pays by cheque, after the date on which the cheque in that person's favour is put in the post.
- (5) Interest shall not be credited to the account of a subscriber if he informs the Secretary that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from 1st April of the year in which he asks for it.

SUBSCRIBERS ACCOUNT

13. As soon as possible after the 31st March of each year, the Secretary shall send to each subscriber a statement of his account in the Provident Fund showing the opening balance as on the 1st April of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 31st March of the year and the closing balance on that date. The Secretary shall attach to the statement of account an enquiry whether the subscriber:
- (a) desires to make any alternation in any nomination made under rule 8.
- (b) has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his family under rule 8.

Subscribers should satisfy themselves as to the correctness of the manual statement, and errors should be brought to the notice of the Secretary within six months from the date of receipt of the statement.

The Secretary shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Provident Fund at the end of the last month for which his account has been written up.

INVESTMENT

14. All money's belonging to the Provident Fund shall be invested in the manner laid down by the Institute from time to time for such Funds. (As per guide lines given in Act and Government Rules)

ADVANCES FROM THE FUND

15. A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the Chairman or any other office authorized in this behalf by the Chairman subject to the following conditions:-
- (a) No advance shall be granted unless the sanctioning authority is satisfied that the subscriber's pecuniary circumstances justify it and that it will be expended on the following object or objects and not otherwise:-
 - i) to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him;
 - ii) to pay for the overseas passage for reasons of health or education of the subscriber or any person actually dependent on him;
 - iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform.
 - (b) An advance shall not except for special reasons, exceed three months' pay, and shall in no case exceed the amount of the employee's subscriptions and interest thereon standing to the credit of the subscriber in the Provident Fund.
 - (c) An advance shall not, except for special reasons, be granted until at least twelve months after the final repayment of all previous advances together with interest thereon, unless the amount already advanced does not exceed two-third of the amount admissible under clause (b).
 - (d) The sanctioning authority shall record in writing its reason for granting the advance;

Provided that if the reason is of a confidential nature it may be communicated to the Secretary personally and / or confidentially.
 - (e) To meet the cost of education of himself or any persons actually dependent on him on the following types of cases:-
 - i) for education outside India, whether for an academic, technical, professional or vocational course.

- ii) for medical, engineering and other technical or specialized courses in India beyond the High School stage, provided that the course of study is for a period of not less than two years.
- (f) Such other objects as may be decided by the Board.

RECOVERIES

16. (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects, or in any case more than twenty four. A subscriber may at his option make repayment in a smaller number of installments than that prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.
- (2) Recoveries shall be made monthly, commencing from the first payment of a full month's salary after the advance is granted. Recovery shall not be made, excepting with the subscriber's consent, while he is on leave or in receipt of subsistence grant and may be postponed by the sanctioning authority during the recovery of an advance of pay granted to the subscriber.
- (3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purposes of recovery.
- (4) a) After the principal of the advance has been fully, repaid interest shall be paid thereon at the rate of one fifth percent (or as per any changes made by Act / Rules) or the principal for each month or broken portion of a month during the period between the drawal and the complete repayment of the principal.
- Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay with the Fund any additional installments on accounts of interest on advances granted to them from the Fund.
- b) Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal; but if the period referred to in clause (a) exceeds twenty months interest may, if the subscriber so desires, be recovered in two equal monthly installments. The method of recovery shall be that provided in sub-rule 2. Payments shall be rounded to the nearest rupee in the manner provided in sub-rule (6) of rule 12.
- (5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the

whole or balance of the amount withdrawn, shall, with interest at the rate provided in rule 12 forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Secretary to be recovered by deduction from the emoluments of the subscriber by installments or otherwise as may be directed by the authority competent to sanction an advance in writing. Provided that subscribers whose deposits in the fund carry no interest shall not be required to pay any interest.

- (6) Recoveries made under this rule shall be credited, as they are made, to the account of the subscriber in the Fund.
17. Notwithstanding any thing contained in these rules, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under rule 15 or withheld or withdrawn from the Fund under clause (1) of rule 16 has been utilized for a purpose other than that for which the sanction was given to the drawal withholding or withdrawal of the money, the amount in question shall, with interest at the rate provided in rule 12 forthwith be repaid as the case may be, by the subscriber to the Provident Fund or in default, be ordered to be recovered by deduction in one sum from the pay of the subscriber, even if he be on leave. If the total amount to be paid or repaid as the case may be, by the subscriber to the Provident Fund or in default, he ordered to be recovered by deduction in one sum from the pay of the subscriber, even if he be on leave. If the total amount to be paid or repaid as the case may be, be more than half the subscriber's emoluments recoveries shall be made in monthly installments from his emoluments till the entire amount recoverable be repaid or paid, as the case may be, by him.

Note: The term emoluments as used in this rule does not include subsistence grant.

CIRCUMSTANCES IN WHICH ACCUMULATIONS ARE PAYABLE

18. When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deduction under rule 21, become payable to him.

Provided that a subscriber, who has been dismissed from the service and is subsequently re-instated in the service, shall, if required to do so by the Institute repay any amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in the rule 12 in the manner provided in the proviso to rule 19. The amount so repaid shall be credited to his account in the Fund, the part, which represents his subscriptions and interest thereon, and the part, which represents the Institute's contribution with interest thereon, being accounted for in the manner provided in rule 13.

19. In case the Provident Fund accumulation of an employee remains unclaimed, the Institute shall refund to Government its share on the unclaimed amount of Provident Fund.

20. When a subscriber -

- (a) has proceeded on leave preparatory to retirement or,**
- (b) while on leave, has been permitted to retire or declared by competent medical authority to be unfit for further service, the amount of subscriptions and interest thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Secretary, become payable to the subscriber:-**

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Institute, repay to the Fund for credit to his account, the whole or part of my amount paid to him from the Fund in pursuance of this rule, with interest thereon at the rate provided in rule 12 in cash or securities, or partly in cash and partly in securities, by installments or otherwise, by recovery from his emoluments or otherwise, as the Board may direct.

21. Subject to any deduction under rule 21, on the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made;

- i) When the subscriber leaves a family -**
- ii) if a nomination made by the subscriber in accordance with the provisions of rule 8 in favour of a member or members of his family subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;**
- iii) if no such nomination in favour of a member or members of the family of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares:-**

Provided that no share shall be payable to:-

- 1) Sons who have attained legal majority;**
- 2) Sons of a deceased son who have attained legal majority;**
- 3) Married daughters whose husbands are alive;**
- 4) Married daughters of a deceased son whose husbands are alive, if there is any member of the family other than those specified in clauses (1), (2), (3) and (4):**

Provided also that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

Note: Any sum payable under these rules to a member of the family of a subscriber vests in such manner under sub-section (2), of section 3 of the Provident Fund Act, 1925.

- ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of rule 5, in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

Note: 1- When a nominee is a dependant of the subscriber as defined in clause © of section 2 of the Provident Fund Act, 1925 the amount vests in such nominee under sub-section (2) of section 3 of that Act.

Note: 2- When the subscriber leaves no family and no nomination made by him in accordance with the provisions of rule 5 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

DEDUCTIONS

22. Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Institute, with interest thereon, credited under rules 11 and 12, before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Chairman of the Institute may direct the deduction there from of:

- a) any amount, if a subscriber has been dismissed from the service for grave misconduct:

Provided that, if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund; (as permitted by the Act in force at that time)

- b) any amount due under a liability incurred by the subscriber to the Institute.
- c) any amount, if a subscriber resigns his employment under the Institute within five years of the commencement thereof, otherwise than by reason

of superannuation or a declaration by competent medical authority that he is unfit for further service;

- i) Institute's share should be paid in full regardless of the length of service in the event of the death of a subscriber or termination of his service by IIP otherwise than as punishment; and
- ii) The Chairman would be empowered at his discretion to sanction payment of the Institute's contribution in excess of these prescribed rates.

PAYMENT

23. (1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under rule 21, becomes payable, it shall be the duty of the Secretary, after satisfying himself, when no such deduction has been directed under that rule, that no deduction is to be made, to make payment as provided in section 4 of the Provident Funds Act, 1925, (or the current Act in force)
- (2) If the person to whom, under these rules, any amount of policy is to be paid, assigned, reassigned or delivered is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, (or current Act) the payment or re-assignment or delivery will be made to such manager, and not to the lunatic.
- (3) Any person who desires to claim payment under this rule shall send a written application in that behalf to the Secretary.

Payment of accounts withdrawn shall be made in India only. The person to whom the amounts are payable shall make their own arrangements to receive payment in India.

Note: When the amount standing to the credit of a subscriber has become payable under Rule 18, 19 & 20 the Secretary shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

ACCOUNTS

24. The Trustees shall maintain the proper accounts of the fund and the accounts shall be audited by a firm of Chartered Accountants, appointed by the Trustees for the purpose.
25. When paying a subscription either by deduction from emoluments or in cash, a subscriber shall quote the number of his accounts in the Fund, which shall be

communicated to him by the Secretary. Any change in the number shall similarly be communicated to the subscriber by the Secretary.

APPENDIX - I

FORMS OF NOMINATION

FORM - I

I. When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in rule 2 of the IIP provident fund rules to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable, has not been paid:-

Name & Address of Nominee	Relationship with Age subscriber	Contingencies on the happening of which the nomination shall be come invalid.	Name, address and relationship of the person, if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
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Dated theday
of.....19.....

at.....

Signature of Subscriber

Two witnesses to signature.

1.....

2.....

FORM - II

II. When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in rule 2 of IIP provident fund rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names:-

Name & Address of Nominee	Relationship with subscriber	Age	Amount or share of accumulation to be paid to each.	Contingencies on the happening of which the nomination shall be come invalid.	Name, address and relationship of the person if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber.
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Dated theday
of.....19.....

at.....

Signature of Subscriber

Two witnesses to signature.

1.....

2.....

Note : This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Academic Committee

The Academic Council shall be the principal academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of education, training, research and consultancy; inter-departmental coordination, examinations and tests within the Institute and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the Rules and Bye-laws.

(A) Membership of the Academic Committee

(i) The Academic Council shall consist of the following:

- (a) Director , IIP – Chairman
- (b) Head of Training and Education
- (c) Head of Consultancy and Projects
- (d) Head of Laboratories
- (e) Three Outside Experts i.e. from UDCT, VJTI, NIETE, IIT etc.
- (f) One Senior most faculty from Training and Education

(iii) The term of members other than ex-officio members shall be for two years.

(B) Powers and Functions of the Academic Committee

The Academic Committee shall be the principal academic body of the Institute and shall, in addition to all other powers and duties vested in it have the following powers and duties, viz:

- (i) To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation or research or improvements in academic standards.
- (ii) To promote research within the Institute, require reports on such researches from time to time.
- (iii) To consider matters of academic interest either on its own initiative or at the instance of the Governing Body and to take proper action thereon.

- (iv) To make arrangements for the conduct of examinations in conformity with the Bye-laws.**
- (v) To maintain proper standards of the examinations.**
- (vi) To recognize diplomas and degrees of Universities and other institutions and to determine equivalence with the diplomas and degrees of the Institute.**
- (vii) To prescribe courses of study leading to degrees and diplomas of the Institute.**
- (viii) To appoint examiners, moderators, tabulators and such other personnel for different examinations.**
- (ix) To suggest measures for departmental coordination.**
- (x) To make recommendations to the Governing Body on:**
 - (a) Measures for improvement of standards of teaching, training, consultancy and research,**
 - (b) Institution of Fellowships, Visiting Professors, Scholarships, Medals, Prizes etc.**
 - (c) Establishment or abolition of Divisions / Centres, and**
 - (d) Bye-laws covering the academic functioning of the Institute, discipline, residence, admissions, examinations, award of fellowships and studentships, freeships, concessions, attendance, etc.**
- (xi) To appoint sub-committees to advise on such specific matters as may be referred to it by the Governing Body.**
- (xii) To consider the recommendations of the sub-committees and to take such action (including making of recommendations to the Governing Body) as the circumstances on each case may require.**
- (xiii) To make periodic review of the activities of the Divisions / Centres and to take appropriate action (including making of recommendations to the Governing Body) with a view to maintaining and improving the academic standards.**
- (xiv) To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules and Bye-laws.**

- (xv) **To recommend institution of teaching posts – Professors, Associate Professors, Assistant Professors, to the Governing Body in consultation with the Finance Committee.**
- (xvi) **To recommend to the Governing Body to fix the emoluments and travelling allowances of course writers, course coordinators, counselors, moderators, tabulators and such other personnel appointed for examinations.**
- (xvii) **To prescribe admission requirements, revise curricula and syllabi for courses of studies.**
- (xviii) **To supervise discipline, progress and health of the students.**
- (xix) **To fix fee for various courses under purview of the UGC or otherwise.**

(C) Meetings of the Academic Committee

- (i) **The Academic committee shall meet as often as may be necessary but not less than two times during a year.**
- (ii) **One third of the total members of the Academic Committee shall constitute the quorum for the meeting.**
- (iii) **Any business which may be necessary for the Academic Committee to perform except such as may be placed before its meeting, may be carried out by circulation of the resolution among all its members and the resolution so circulated and approved by a simple majority shall be effective and binding even if such resolution had been passed in the meeting of the Academic Committee, provided that at least one half of the total number of the members of the Academic Committee have recorded their views on the Resolution.**

Annexure – II

62.A CONFIDENTIALITY

(1) Confidential Information of the Institute:

As used in this document, the term “Confidential Information” means any and all confidential, proprietary, secret or otherwise non-public information (including information regarding personal salary and compensation matters and any other information conceived or developed by you) that is applicable or in any way related to;

- (i) The past, present or future business of the Institute or any of its affiliates or customers,**
- (ii) The software products / IT Data, intellectual property and / or the research and development of the Institute or any of its affiliates, or**
- (iii) The business of any client, customer or vendor of the Institute.**

Such confidential information includes, by way of example and without limitation, trade secrets, processes, formulas, data, program documentation, algorithms, source codes, object codes, know-how, improvements, inventions, techniques, all plans or strategies for marketing, development and pricing, and all information concerning existing or potential clients or vendors. Confidential information also includes all similar information disclosed to the Institute by any other person or party.

(2) Protection of Confidential Information

You acknowledge that the Confidential Information is a special, valuable, and unique asset of the Institute and you agree at all times during the period of your employment, and for not less than two years after termination of such employment, not to disclose for any purpose, and to keep in strict confidence and trust, all of such Confidential Information. You agree during and after the period of such employment not to use, directly or indirectly, and Confidential Information other than in the course of performing duties as an employee of the Institute, nor will you directly or indirectly disclose any Confidential Information or anything relating to it to any person or entity except, with the Institute's written consent.

REFERENCES

- 1) **Service Bye-Laws have been prepared by taking into account existing practices and rules in Indian Institute of Packaging.**
- 2) **Central Government Rules & Fifth Pay Commission.**
- 3) **Service Conditions for BEST Undertaking.**
- 4) **Service Conditions for BMC Officers.**
- 5) **Service Conditions for Bank Officers and Employee.**
- 6) **Service Conditions of National Productivity Council**

ANNEXURE -

A (Revised as per discussions held in the HRD/Core Committee meeting held on 30.04.2012)

RECRUITMENT RULES

SHORT TITLE, COMMENCEMENT AND APPLICATIONS

These rules shall be called the “IIP Recruitment Rules 2012”

These rules shall replace the Chapter on Recruitment Rules existing in the present service byelaws of IIP and (also super cede similar provisions appearing elsewhere in the IIP Service Byelaws). They shall come into force with effect from the date immediately following the date of approval by the Governing Body/ Department of Commerce (wherever necessary) provided that action already taken on the basis of earlier rules or amended rules, as approved by the Governing Body, shall not be invalidated merely on account of the same not being in accordance with these rules.

They shall apply, to the extent specified herein, to all post sanctioned under the Indian Institute of Packaging at present and to be sanctioned in future. The Categories of posts in IIP, their scales of Pay and Grade Pay are shown in the First Schedule.

DEFINITION

4. For the purpose of these rules, unless the context otherwise requires:

a) “Ad-hoc Promotion” shall mean appointment of an employee of the Institute as a purely short term arrangement to a vacant post in a scale of pay higher than the one in which he/ she is working. Such an appointment will not confer upon the employee any right to claim a permanent promotion to that post or scale, unless through the process of assessment by the Internal Promotion Committee as per these rules. Service rendered in adhoc capacity will also not count for the purpose of seniority in the post but will count for the purpose of increment. Adhoc appointment will not be reversed merely on institution of disciplinary proceedings against the employee concerned.

b) Appointing Authority: Appointments to various posts in the Institute shall be made as under:

- (i) In case of Director and Secretary, by the Governing Body under Rules 9 & 10 of MoA & Rules and regulations of the Institute.**
- (ii) In case of Additional Director/Professor & Joint Director/Associate Professor, by the Chairman – IIP.**
- (iii) In case of Multi tasking staff, Electrician and Workshop Operator, by Deputy Director (Admn)**
- (iv) In case of all other posts, by Director – IIP.**
- (v) All adhoc/daily waged/contractual appointments will be made with the approval of Director. The duration of such appointments will not exceed one year.**

Approval of GB will be required in cases where such appointments have to exceed one year duration

c) “Internal Promotion Committee” shall mean a Committee constituted by the Director/Chairman, IIP for recommending names of suitable employees of the Institute for promotion/ confirmation. The composition of the Committee will be on the lines of the composition of the Selection Committee as mentioned in Appendix A.

d) “Recruitment” shall mean the appointment of an individual against a post under the Institute by the method of deputation, transfer, direct recruitment, promotion and by transfer of an employee of the Institute from one post to another

e) “Selection post” shall mean a post appointment to which may be made by promotion on merit based on annual confidential reports, seniority and an interview by an Internal Promotions Committee.

f) “Selection Committee” shall mean a Committee constituted for the purpose of recommending candidates for direct recruitment and shall have composition as approved by the Director / Governing Body or as indicated in the relevant recruitment rules of the post for which candidates are recommended. The Selection Committee shall submit its recommendations to the Chairman, IIP in the cases relating to Director & Secretary. Such recommendations will be submitted to the Appointing Authority in respect of all other posts.

g) Short-listing Committee: shall mean a Committee constituted by the Director / Governing Body for the purpose of short-listing applicants for direct recruitment by adopting a suitable criteria having some rational and objective basis. A reputed recruitment agency may be engaged for short listing candidates wherever considered necessary.

All the other terms used in these Rules shall have the same meaning as assigned to them in the Service Byelaws of the Institute

III GRADES AND CATEGORIES OF POSTS

There are 26 categories of posts in IIP as shown in the FIRST SCHEDULE. A complete set of Rules regarding recruitment to various posts in IIP is available at Appendix 'A'.

IV AVENUES OF PROMOTIONS

5. The employees of the Institute shall be eligible to be considered for promotion against promotion quota of vacancies in the posts in the higher scale of pay as per the Avenues of Promotions at Appendix 'D' according to the provisions of the relevant recruitment rules on Selection basis as indicated therein.

V PROCEDURE FOR DIRECT RECRUITMENT:

6. Direct recruitment to any post in the Institute shall be on the basis of selection by advertising the post.

7. The Institute shall release a display advertisement in at least one National Daily (English) & one National Daily (Hindi) having all India circulation and the Employment News (Hindi & English Editions) where recruitment for several posts is required to be made through a common advertisement. However in case of such recruitment being made for only a few posts up to the level of the post of Senior Assistant any other methodology which may be less expensive but ensures wide publicity e.g. Display on website or publications in local papers/Employment Exchange etc. may be followed as might be approved by GB

8. Every vacancy to be filled by direct recruitment shall be displayed on the Notice Board of the Institute both in Head Office and Regional Centers as well as web-site of IIP, DOPT wherever necessary.

9. The candidates to be called to appear for interview before the Selection Committee shall be from amongst those who have applied in response to the advertisement or notification on the Institute Notice Board and have been short-listed by the Short-listing Committee (if constituted for screening applications) and should fulfill the minimum eligibility criteria for the post as prescribed in the recruitment rules.

10. Only the candidates fulfilling the following general conditions shall be considered for appointment:

a) The person should be a citizen of India

b) He/She should be physically fit and shall in support of the fitness produce a certificate of physical fitness in the format at Appendix –B from the Civil Surgeon of the Central / State Govt. Hospital in the area or nearest area of which he/she is normally a resident or from a reputed Private Hospital in or around his/her place of residence as may be approved by IIP before he/she is permitted to join the Institute's service. The fees of medical examination, if any, shall be reimbursed by IIP.

c) He/ She should not have committed any violation of the provisions of the law relating to plural marriages.

d) The Appointing Authority should be satisfied that he/she bears a good moral character

11. The candidates who are residing at outstation and have been called for interview in direct recruitment quota advertised in Newspaper as in Para 7, will be paid Air/ Rail fare of the same class to which employee of IIP holding similar posts are entitled in terms of IIP (TA) Rules, for attending the interviews on production of the necessary evidence/receipts etc. in proof of the journey performed..

12. The composition of the Selection Committee shall be as indicated in the relevant recruitment rules of the post as per Appendix-A.

13. The recommendations of the Selection Committee shall be finalized on the basis of the view of the majority members of the Committee and shall be prepared in the prescribed form (Appendix 'C') to be signed by all the members of the Committee.

14. The recommendations of the Selection Committee along with note(s) of dissent, if any, duly signed by the dissenting member(s) shall be submitted to the Appointing Authority which may, if it is in agreement with the overall recommendations, take further action to appoint the selected candidates as recommended by a majority of the members of the Selection Committee. If however, the Appointing Authority is not in agreement with the recommendations on account of the dissenting note(s)/or for some other reasons, it may seek a clarification from the Committee and take action based on the majority view of the Committee. If the views of Appointing Authority and Selection Committee still differ, the matter may be referred to Chairman for final view in the matter.

15. The panel of selected candidates as approved by the Selection Committee shall be valid for a period of one year from the date it is submitted to the Appointing Authority and will be utilized In order of merit, for existing vacancies and the vacancies occurring within one year therefrom. The unutilized part of the panel will be scrapped after the said period of one year unless this period is relaxed by the Governing Body.

VI RECRUITMENT BY PROMOTION :

Regular Promotion

16. Only persons fulfilling the eligibility conditions in Recruitment should be considered for promotion keeping rules in view the claims of SC/ ST etc.

17. If eligible persons are not available, necessary relaxation may be sought from the Governing Body

18. The conditions to be fulfilled by an employee to be eligible for being considered for promotion/ selection to a post in a higher scale of pay except for ad-hoc promotion shall be as under :

- a) The post in the higher scale of pay must be in the avenue/ line / cadre of promotion for the post held by him/her:**
- b) He/ she should have completed not less than Five years continuous service in the present post on the date when meeting of the Internal Promotion Committee is held and should have the required qualifications and experience prescribed in the Recruitment Rules unless those have been made inapplicable in the case of Promotions.**

19 In the case of a post to be filled by promotion on the basis of "Selection" all the employees eligible for promotion to the post and fulfilling the conditions prescribed in Recruitment rules shall be considered by the Internal Promotion Committee and graded in the order of merit with reference to the Annual Confidential Reports of preceding five years, seniority and the performance in the personal Interview held for the purpose.

20 The Internal Promotions Committee will function under the Chairmanship of the senior most official/ GB Member as the case may be and shall prepare its recommendations for promotion in order of merit, in the prescribed form (Appendix "C").

21 The number of persons to be recommended on the panel by the Internal Promotions Committee shall not exceed the pre-determined number of vacancies existing at the time of the selection and anticipated to arise during a period of one year thereafter.

22. The recommendations of the Internal Promotions Committee along with note(s) of dissent, if any, duly signed by the dissenting member(s) shall be considered by the Appointing Authority which may, if necessary, seek a clarification from the Committee. The Appointing Authority will however implement the recommendations made by a majority of the members. Further, the panel of selected candidates as approved by the Internal Promotion Committee shall be valid for a period of one year from the date it is submitted to Appointing Authority and will be utilized in order of merit for existing vacancies and the vacancies occurring within one year there from. The unutilized part of the panel will be scrapped after the said period of one year unless this period is relaxed by the Governing Body.

23. Once the recommendations of the Internal Promotions Committee are accepted by the Appointing Authority, promotion of the employee to that post against vacancies for promotion existing or occurring within one year from the date of the selection shall be made strictly from the panel recommended by the Internal Promotions Committee and approved by the Appointing Authority and in the order of merit in that panel.

Adhoc Promotion

24. The Appointing Authority may promote the senior most available eligible employee in a post in the Avenue of promotion (Appendix D) to officiate on ad-hoc basis in a vacancy in a higher scale of pay caused due to leave/retirement/ promotion / deputation / resignation etc. for a total period not exceeding one year or till regular arrangements are made whichever is earlier. This period may be extended in compelling circumstances with the approval of GB.

25. The Appointing Authority shall also be fully competent to promote on ad-hoc basis an employee eligible for promotion to a post (as different from being considered for promotion to the post) against a vacancy in that post reserved for direct recruitment if no person on the panel for direct recruitment is available and till such time a direct recruit is appointed.

26. Ad-hoc promotion may be done on the basis of seniority –cum -fitness even where 'Selection' method is prescribed for promotion.

VII . RECRUITMENT BY TRANSFER -

27. It shall be competent for the Director to appoint any employee of the Institute to an equivalent post, carrying same pay scale/ grade pay even though the functions/ duties/eligibility criteria for appointment to the post, against which appointment is made, are different, prior However , prior approval of the Chairman-IIP in all such cases will be obtained.

VIII SENIORITY

28. The Institute shall maintain a seniority list in the prescribed manner in respect of each post in which shall be included names of all the regular employees of the Institute in that post including those in the Regional Offices, irrespective of whether appointed by direct recruitment/ promotion/ Transfer basis etc.

29 The interse seniority of the employee in a post shall be reckoned with reference to the date of confirmation in that post so far as the confirmed employees are concerned.

30. The unconfirmed employees in a post appointed on probation shall take their place in the seniority list below the confirmed employees and among themselves on the basis of the merit indicated by the Selection Committee / Internal Promotion Committee.

31. Purely adhoc employees shall not have any place in the seniority list of the post.

32. The interse seniority of employees in different posts shall be reckoned with reference to their scales of pay, those in the higher scales of pay being automatically senior and where such different posts are in similar scales of pay the interse seniority shall be determined on the same principles as stated in Rules 29 & 30.

33. For the purpose of the above, posts which are in the same pay band and carry the same Grade pay shall be considered to be in identical scales.

34. The provisions relating to reservation of posts for scheduled Castes/ Scheduled Tribes/ OBC / Physically handicapped, etc. shall be applicable as per Government instructions.

35. The Service Bye- Laws of the Institute shall stand amended to the extent necessitated by the provisions of these rules.

36. The Director shall be fully competent to relax any provisions of these rules in individual cases of an exceptional nature with the prior approval of GB.

37. No addition / deletion or amendment of any provision in these rules shall be made except with the prior approval of the Governing Body.

IX RESERVATION OF POSTS FOR SCHEDULED CASTE/ TRIBE , BACKWARD CLASS ETC.

38. Reservation policies of the Government, as amended from time-to-time may be complied with by the Institute.

FIRST SCHEDULE

S.NO.	GROUP	CATEGORIES OF POSTS	SCALE OF PAY
1.	C	Multi – Tasking Staff	1S (4,440 – 7,440) + G. P.1,300
2	C	Staff Car Driver	PB-1(5,200 – 20,200) + G. P.1,900
3.	C	Workshop Operator	PB-1(5,200 – 20,200) + G. P.1,900
4	C	Electrician	PB-1(5,200 – 20,200) + G. P.1,900
5	C	Watchman	PB-1(5,200 – 20,200) + G. P.1,900
6	C	Clerk	PB-1(5,200 – 20,200) + G. P.1,900
7	C	Telephone Operator	PB-1(5,200 – 20,200) + G. P.2,000
8	C	Junior Assistant	PB-1(5,200 – 20,200) + G. P.2,400
9	C	Junior Stenographer	PB-1(5,200 – 20,200) + G. P.2,400
10	C	Senior Assistant	PB-2(9,300– 34,800) + G. P. 4,200
11	C	Senior Stenographer	PB-2(9,300– 34,800) + G. P. 4,200
12	C	Technical Assistant	PB-2(9,300– 34,800) + G. P. 4,200
13	B	Technical Officer	PB-2(9,300–34,800)+ G. P. 4,600
14	B	Section Officer	PB-2(9,300–34,800)+ G. P. 4,600
15	B	Section Officer (Hindi)	PB-2(9,300–34,800)+ G. P. 4,600
16	A	Assistant Director (Library):	PB-3(15,600–39,100)+G.P. 5,400
17	A	Assistant Director (IT):	PB-3(15,600–39,100)+G.P. 5,400
18	A	Assistant Director- Tech./Lecturer	PB-3(15,600–39,100)+G.P. 5,400
19	A	Assistant Secretary	PB-3(15,600–39,100)+G.P. 5,400
20	A	Assistant Director (Admn)	PB-3(15,600–39,100)+G.P. 5,400
21	A	Deputy Director- Tech./Asstt. Prof.	PB-3(15,600–39,100)+G.P. 6,600
22	A	Deputy Director (Admn.)	PB-3(15,600–39,100)+G.P. 6,600
23	A	Secretary	PB-3(15,600–39,100)+G.P. 6,600
24	A	Joint Director/ Associate Professor	PB-4(37,400–67,000)+G.P. 8,700
25	A	Additional Director / Professor	PB-4(37,400–67,000)+G.P. 8,900
26	A	Director	PB-4(37,400–67,000)+G.P. 10,000

REVISED RECRUITMENT RULES

- 1. Name of the post:** Director
- 2. Scale of Pay** Rs 37400-67000 (Pay Band-4) plus
Grade Pay of Rs. 10,000/-
- 3. Whether selection/
non-selection** Not applicable
- 4. Mode of recruitment** Direct recruitment failing which by deputation/absorption of deputationist if his performance is considered satisfactory. Deputation will be made from amongst officers from Central Government/State Government/PSUs etc. holding analogous posts
- 5. Age restrictions** 50 years (relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category). (Age limit relaxable by 5 years for departmental candidates).

Age limit of 56 years as on the closing date of receipt of applications will apply in the case of appointment on deputation basis.
- 6. Educational and
other Qualifications** **Essential**
Ph. D in the subject of relevance to packaging with at least 15 years of experience; OR
Master's degree in Engineering or Technology or Science/Applied Science in subjects related to packaging with at least 20 years of experience;

Experience will be counted in teaching subjects related to Packaging/working in packaging or package user industry/organizations dealing in packaging development, research, standardization etc.
Desirable: (a) Five years of administrative experience in a responsible position in a Government/autonomous organization; (b) Published research work of high standard
- 7. Selection Committee:**
- (i) Chairman, IIP—Chairman,
- (ii) Joint Secretary, Deptt. of Commerce—Member
- (iii) Head of Department /Senior Professor of Mechanical Engineering of IIT/Reputed Engineering College—Member,
- (iv) Two members of GB of IIP to be nominated by the Chairman, IIP, out of which at least one should be from Industry--Member.
- (v) One member from a reputed Management Institution—Member

8.Selection Procedure

(i) Advertisement for the post may be issued in Newspapers on all India basis including in the Employment News. Advertisement for the post may be issued in the Newspapers on all India basis and also in the Employment News. A copy of the advertisement may also be uploaded prominently in the website of IIP and also in the Notice Board of IIP.

(ii) Selection Committee to interview short-listed candidates and provide a panel of three names in the order of merit to DOC;

(iii) Approval of CIM/MOC may be sought to appoint one from among the panel

9.Appointing Authority

Governing Body of IIP with the approval of Department of Commerce

1.Name of the Post	Additional Director/Professor
2.Scale of Pay	Rs 37400-67000 (Pay Band-4) plus Grade Pay of Rs. 8900/-
3.Whether selection/ non-selection	Not applicable
4.Mode of recruitment	Direct recruitment failing which by deputation/absorption. Deputation/absorption will be made only from the serving officers of Central/State Govt./PSU/Autonomous bodies.
5.Age restrictions	No upper age limit for direct recruits and a person fulfilling the educational/experience qualifications may be appointed. However upper age limit of 56 years on the closing date of receipt of applications will apply for appointment on deputation. Absorption will be considered only on satisfactory performance during appointment on deputation basis. (Age relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category).
6.Educational and other Qualification	Essential: Ph.D in the subject of relevance to packaging with at least 10 years of experience; OR Master's degree in Engineering or Technology or Science/Applied Science in subjects relevant to packaging with good academic record throughout and 15 years experience in teaching/industry/research in related subjects; Experience will be counted in teaching subjects related to Packaging/working in packaging or package user industry/organizations dealing packaging development, research, standardization etc. Desirable: Possession of PG Diploma in packaging.
7. Selection Committee	(i) Chairman to be nominated by GB (ii) Director, IIP-Member, (iii)Two outside experts viz HoD/Senior Professors of Department of Mechanical Engineering of IIT, Mumbai

1.Name of the Post	Joint Director/Associate Professor
2.Scale of Pay	Rs 37400-67000 (Pay Band-4) plus Grade Pay of Rs. 8700/-
3.Whether selection/ non-selection	Not applicable
4.Mode of recruitment	Direct recruitment failing which by deputation/absorption. Deputation/absorption will be made only from the serving officers of Central/State Govt./PSU/Autonomous bodies.
5.Age restrictions	No upper age limit for direct recruits and a person fulfilling the educational/experience qualifications may be appointed. However upper age limit of 56 years on the closing date of receipt of applications will apply for appointment on deputation. Absorption will be considered only on satisfactory performance during appointment on deputation basis. (Age relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category).
6.Educational and other	
Qualification	Essential: Ph.D in the subject of relevance to packaging with at least 6 years of experience; OR Master's degree in Engineering or Technology or Science/Applied Science in subjects relevant to packaging with good academic record throughout and 10 years experience in teaching/industry/research in related subjects; Experience will be counted in teaching subjects related to Packaging/working in packaging or package user industry/organizations dealing packaging development, research, standardization etc. Desirable: Possession of PG Diploma in packaging.
7. Selection Committee	(i) Chairman-To be nominated by GB, (ii) Director, IIP-Member, (iii)Two outside experts viz HoD/Senior Professors of Department of Mechanical Engineering of IIT, Mumbai

**Amendment on 16th November 2018 during
236th GB Meeting (Resolution 236:02)**

1. Name of the Post : Secretary
2. Scale of Pay : Pay matrix 12 as per 7th Pay Commission for Direct Recruitment or on Deputation basis. However, for the appointment on contractual basis, the emoluments will be not less than Rs. 1,50,000/- per month (all inclusive) with an annual increase of 5% subject to the satisfactory service.
3. Mode of Recruitment : The post may be filled up by direct recruitment failing which on deputation basis and failing both on contractual basis.
- (a) **In case of Deputation:**
- (i) Officers of the Central Government/State Government/PSUs/Autonomous Bodies holding analogues post in the parent cadre (i.e. pay matrix 12 or equivalent) on regular basis or with 5 years regular service in the pay matrix 11 or its equivalent as may be applicable in the concerned organization. Officer to be selected should have at least 10 years' experience of application of rules, regulations and procedures in the areas of establishment and administrative rules, financial rules, vigilance matters, legal matters and other practices and procedures followed in central Government. The period of deputation shall be extended on year to year basis subject to a maximum period of 5 years.
- (b) **In case of Contract:**
- (i) Selection on contractual basis for a period not exceeding 5 years, renewable subject to satisfactory performance. Retention/continuation will be based on a review of performance by the Director / Governing Body every year. However services can be terminated by giving one months' notice or salary in lieu thereof on account of unsatisfactory service.
4. Age limit : 50 years (relaxable by 5 years in the case of SC/ST category and 3 years in the case of OBC category as regards direct recruitment). In the case of appointment by the method of deputation it should not exceed 56 years at the time of appointment. However in the event of appointment on contract basis, the age should be preferably below 50 years but not exceeding 55 years.
5. Educational and other qualification : a) In case of appointment on direct recruitment basis/ contract basis: Post Graduate / MBA with a Degree in Law from any UGC recognised University with minimum 10 years experience in handling HR/legal matters in a large and reputed organization. Persons having knowledge of Government rules and personnel policies, experience of dealing with Government organizations will be preferred.
- b) **In case of deputation:** Bachelor's Degree from UGC recognized University. Persons possessing a Degree in Law/ having attended in-service training courses in administration/finance/disciplinary rules etc will be preferred. Officer to be selected should have at least 10 years' experience of application of rules, regulations and procedures in the areas of establishment and administrative

rules, financial rules, vigilance matters, legal matters and other practices and procedures followed in central Government.

6. Selection Committee : The selection process will include Personal Interview(s) by the Selection Committee comprising
- (i) Chairman IIP as its Chairman,
 - (ii) One Member of Governing Body,
 - (iii) Director IIP and
 - (iv) One outside expert in Administration / Legal / HR / Establishment from a reputed Institute.
7. Selection Procedure : Advertisement for the post may be issued in newspapers on All India basis including the Employment News. The selection committee may interview the short listed candidates and provide a panel of upto 3 names in order of merit to Department of Commerce, Govt. of India. Approval of Department of Commerce, Govt. of India, may be sought to appoint one among from the panel under Rule 10 of MOA.
8. Duties & Responsibilities : (i) All Establishment matters of the Institute.
(ii) Secretary of Governing Body of IIP and any other Committee constituted by the Governing Body as may be considered necessary.
(iii) Legal Matters pertaining to IIP.
(iv) Statutory compliance.
(v) Liaison with Government agencies.
(vi) Deputation of Staff/Officers to function as Public Information Officer under RTI Act.
(vii) Monitoring of Periodic return of Court case & RTI, Vacancy position.
(viii) Management Information System of Head Office.
(ix) To act as a Public Grievance Officer.
(x) Target setting and monitoring Action Plan of Centres and Head Office
(xi) Custodian of APARs.
(xii) Any other work assigned by the Director
8. Appointing Authority : Governing Body of IIP with the prior approval from Dept. of Commerce, Ministry of Commerce & Industry, Govt. of India.

**A per the Resolution of 236th GB Meeting (Resolution 236:03)
held on 16th November, 2018**

1. Name of the Post : Chief Finance Officer
2. Scale of Pay : Pay matrix 12 as per 7th Pay Commission for Direct Recruitment or on Deputation basis. However, for the appointment on contractual basis, the emoluments will be not less than Rs. 1,50,000/- per month (all inclusive) with an annual increase of 5% subject to the satisfactory service.
3. Mode of Recruitment : The post may be filled up by direct recruitment failing which on deputation basis and failing both on contractual basis.
- (c) In case of Deputation:**
(i) Officers of the Central Government/State Government/PSUs/Autonomous Bodies holding analogous post in the parent cadre (i.e. pay matrix 12 or equivalent) on regular basis or with five years regular service in the pay matrix 11 or its equivalent as may be applicable in the concerned organization. Officer to be selected should have at least five years' experience of working in finance/accounts wings while dealing with matters relating to purchase/procurement, contracts, budget, audit matters etc. based on instructions followed in central government in respect of such matters. The period of deputation shall be extended on year to year basis subject to a maximum period of 5 years.
- (d) In case of Contract:**
Selection on contractual basis for a period not exceeding five years, renewable subject to satisfactory performance. Retention/continuation will be based on a review of performance by the Director/Governing Body every year. However, services can be terminated by giving one months' notice or salary in lieu thereof on account of unsatisfactory service.
4. Age limit : 50 years (relaxable by 5 years in the case of SC/ST category and 3 years in the case of OBC category as regards direct recruitment). In the case of appointment by the method of deputation it should not exceed 56 years at the time of appointment. However in the event of appointment on contract basis, the age should be preferably below 50 years but not exceeding 55 years.
5. Educational and other qualification : a) In case of appointment on direct recruitment basis/ contract basis: Qualified Chartered Accountant from the Institute of Chartered Accountants of India or MBA (Finance) from a UGC recognized University with 10 years of experience dealing with Financial, Accounting, Taxation and audit matters. Preference will be given to the candidates found well versed with financial principles/rules/instructions followed in Government and have experience in dealing with Government organizations. Not applicable in the case of appointment by the method of deputation
c) In case of deputation: Bachelor's Degree from UGC recognized University. Persons possessing a MBA (Finance) from UGC recognized University having attended in-service training courses in financial rules etc will be preferred. Officer to be selected should have at least 10 years' experience with Financial, Accounting, Taxation and audit matters followed in Government and have experience in dealing with Government organizations.

6. Selection Committee : The selection process will include Personal Interview(s) by the Selection Committee comprising
(i) Chairman IIP as its Chairman,
(ii) One Member of Governing Body,
(iii) Director IIP and
(iv) One outside expert from a Financial Institute.
7. Selection Procedure : Advertisement for the post may be issued in newspapers on All India basis including the Employment News. The selection committee may interview the short listed candidates.
8. Duties & Responsibilities : (i) To advise Governing Body and Director on Delegation of Financial Powers to various Committees and different level officers in the Institute.
(ii) For Good Governance, a coherent and consistent set of principles, rules and instructions to bring economy, efficiency, accountability and transparency in the management and utilisation of public resources.
(iii) Adequate records and information are maintained for accounting, recording and reporting of accounts.
(iv) Execution of Contracts, Purchase/procurement of stores in accordance with established procedures/practices;
(v) Preparation of balance sheet of account of the Society duly audited by Chartered Accountant every year.
(vi) To handle all kind taxation matters and file the returns in time.
(vii) To prepare budget Estimate of the Society.
(viii) To put in place a sound system of internal control designed to provide reasonable assurance regarding economy, accountability, reliability of financial reporting and prevention of fraud & irregularities.
(ix) Continuous review of existing financial systems in terms of procurement of health sector goods, equipment and services;
(x) Any other duties/assignments given by the Director.
8. Appointing Authority : Governing Body of IIP

1. Name of the post	Deputy Director (Administration)
2. Scale of Pay	Rs 15600-39100 (Pay Band-3) plus Grade Pay of Rs 6600
3. Whether selection or non-selection	Not applicable
4. Mode of recruitment	Direct recruitment
5. Age restrictions	50 years (relax able by 5 years in the case of SC/ST category and 3 years in the case of OBC category) . Age also relaxable by 5 years in the case of departmental candidates competing for the post on direct recruitment basis.
6. Educational and other Qualifications	Post-graduate in Arts/Commerce having 10 years experience/Or graduate in Arts/Commerce having 12 years experience of working in a supervisory capacity overseeing service/accounts matters etc and two years Diploma/Degree in Human Relations/ Management/Finance/Administration etc. from a reputed Institution.
7. Selection Committee:	Member of the GB (to be nominated by the Chairman)—Chairman, (ii) Director, IIP—Member (iii) one Professor, IIP, (iv) One HR Expert member (v) One GB Member
8. Appointing Authority	Director, IIP

**Amendment on 1st November 2016 during
222nd GB Meeting (Resolution 222:06)**

1 Name of the Post	Deputy Director (Tech)/Assistant Professor
2 Scale of Pay	Rs 15600-39100 (Pay Band-3) plus Grade Pay of Rs 6600
3 Whether selection or non-selection	Selection (in case of promotion)
4 Mode of recruitment	50% by direct recruitment and 50% by promotion from the grade of Assistant Director(Tech) who have rendered at least 5 years service in the grade
5 Age restrictions	40 years for direct recruits (relax able in the case of SC/ST/OBC etc as per Government orders. (i) Relax able by 5 years in the case of departmental candidates appearing for direct recruitment. (ii) Not applicable in the case of promotion of departmental candidates from the grade of Assistant Director)
6 Educational and other Qualifications	Ph.D degree in Science/applied science with at least 3 years experience OR Masters degree in Science/Applied Sciences OR Bachelor's degree in Engineering/Technology in the field related to packaging. The candidate should have at least 8 years experience in industry/training/ testing /consultancy etc. OR Graduate in Science/Applied Sciences + PG Diploma in Packaging with at least 10 years industrial experience preferably in a packaging related industry/testing /training/consultancy etc.
7 Selection Committee	(i) Member of the GB (to be nominated by the Chairman)—Chairman, (ii) Director, IIP—Member (iii) One Professor, IIP, (iv) One outside member belonging to SC/ST/OBC Community from a University (v) One GB Member
8 Appointing Authority	Director, IIP

**Amendment on 1st November 2016 during
222nd GB Meeting (Resolution 222:06)**

1 Name of the Post	Assistant Director (Technical)/Lecturer
2 Scale of Pay	Rs 15600-39100 (Pay Band-3) plus Grade Pay of Rs 5400
3 Whether selection or non-selection	Selection (in case of promotion)
4 Mode of recruitment	50% by direct recruitment and 50% by promotion from the grade of Technical Officer who has rendered at least 5 years combined service in the grade of Technical Officer and Technical Assistant
5 Age restrictions	40 years for direct recruits (relaxable in the case of SC/ST/OBC etc as per Government orders. Also relaxable by 5 years in the case of departmental candidates). Age restrictions however will not apply in the case of promotion of departmental candidates.
6 Educational and other Qualifications	Ph.D degree in Science/applied science with at least 1 year experience OR Master's degree in Science/Applied Sciences or Bachelor's degree in Engineering/Technology in subjects relevant to packaging. The candidate should also have three year industrial experience preferably in packaging related industry OR Graduate in Science/Applied Sciences in a field related to packaging + PG Diploma in Packaging and five years industrial experience Note: The educational qualifications will not apply in the case of appointment by promotion.
7 Selection Committee	(i) Member of the GB (to be nominated by the Chairman)-Chairman (ii) Director, IIP—Member, (iii) one Professor, IIP, (iv) one outside member belonging to SC/ST/OBC Community from a University. (v) One GB Member
8 Appointing Authority	Director, IIP

- 1. Name of the Post: Assistant Director (Administration)**
- 2. Scale of Pay** Rs 15600-39100 (Pay Band-3) plus Grade Pay of Rs 5400
- 3. Whether selection or non-selection** Selection (in the case of appointment by promotion)
- 4. Mode of recruitment** 66% by Direct recruitment and 33% by promotion from the grade of Section Officer with at least 5 years service in the grade
- 5. Age restrictions** 40 years for direct recruits (relax able in the case of SC/ST/OBC etc as per Government orders. Also relax able by 5 years in the case of departmental candidates). Age restrictions however will not apply in the case of appointment by promotion.
- 6. Educational Qualifications** Post-graduate in Arts/Commerce having 8 years experience/Or graduate in Arts/Commerce having 10 years experience of working in a supervisory capacity overseeing service/accounts matters etc and two years Diploma/Degree in Human Relations/Management/ Finance/ Administration etc. from a reputed Institution. Proficiency in Computer operations necessary. (Note:- Educational qualifications will not apply in the case of appointment by promotion).
- 7. Selection Committee** (i) Member of the GB (to be nominated by the Chairman)-Chairman,
(ii) Director, IIP-Member,
(iii) Professor, IIP-Member,
(iv) Deputy Director (Admn)-Member
(v) Member of ST/SC/OBC community
- 8. Appointing Authority** Director, IIP

1. **Name of the post: Assistant Director (Library)**
2. **Scale of Pay:** Rs. 15600-39100 (Pay Band-3) plus
Grade Pay @ Rs 5400/-
3. **Whether Selection/ Not applicable Non-selection**
4. **Mode of recruitment** Direct recruitment
5. **Age restrictions per** 50 years.(relax able in the case of SC/ST/OBC etc as
Government orders. Also relax able by 5 years in the case of departmental candidates appearing for selection against direct recruitment with open market candidates).
6. **Educational Qualifications** Master's degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree from a recognized institution with at least three years experience of working in a technical library
7. **Selection Committee** (i) Member of the GB (to be nominated by the Chairman)- Chairman,
(ii) Director, IIP-Member,
(iii) Librarian from any University,
(iv) Deputy Director (Admn)
(v) Professor/Associate Professor
8. **Appointing Authority** Director, IIP

1. Name of the post	Assistant Director (IT)
2. Scale of Pay	Rs 15600-39100 (Pay Band-3) plus Grade Pay of Rs 5400/-
3. Whether Selection or Non- Selection	Not applicable
4. Mode of recruitment	Direct recruitment
5. Age restrictions	50 years.(relax able in the case of SC/ST/OBC etc as per Government orders. Also relax able by 5 years in the case of departmental candidates appearing for selection against direct recruitment with open market candidates).
6 Educational Qualifications	B. Tech (Computer Science/IT) Or MCA with 3 years experience Or BCA/B.Sc. (IT)/B.Sc. (Comp. Sci.) from a recognized and reputed institution with 5 years experience
7. Selection Committee	(i) Member of the GB (to be nominated by the Chairman)- Chairman, (ii) Director, IIP-Member, (iii) An expert from any University, (iv) Deputy Director (Admn)-Member (v) Professor/Associate Professor
8. Appointing Authority	Director, IIP

1. **Name of the post** Assistant Secretary
2. **Scale of Pay** Rs 15600-39100 (Pay Band-3) plus
Grade Pay of Rs 5400
3. **Whether selection or non-selection** Not applicable
4. **Mode of recruitment** Direct recruitment
5. **Age restrictions** 40 years.(relax able in the case of SC/ST/OBC etc as per Government orders. Also relax able by 5 years in the case of departmental candidates appearing for selection against direct recruitment with open market candidates).
6. **Educational Qualifications** Law Graduate having at least 8 years experience of Administering /implementing Company Law, HR, Procurement,legal matters etc. Proficiency in computer operations is desirable.
Desirable: Certificate in Company Secretary's course.
7. **Selection Committee for direct recruitment**
 - (i) Member of the GB
(to be nominated by the Chairman)-Chairman,
 - (ii) Director, IIP- Member,
 - (iii) Professor, IIP-Member,
 - (iv) Secretary, IIP-Member.
 - (v) Legal Expert or Company Secretary
8. **Appointing Authority** Director, IIP

**Amendment on 14-05-2016 during 220th Governing
Body Meeting (Resolution No. : 220 : 05)**

- | | |
|--|--|
| 1. Name of the Post: | Section Officer (by Promotion) |
| 2. Scale of Pay | Rs 9300-34800 (PB-2) plus
Grade Pay @4600 |
| 3. Whether selection or
Non-selection | Selection |
| 4. Mode of recruitment | 50% by Direct Recruitment & 50% by Promotion from
the grade of Senior Assistant /Sr Stenographer
with at least 5 years service in the grade |
| 5. Age restrictions | 3.5 years for Direct recruits (relaxable in the case of
SC/ST/OBC as per Govt. orders. Also relaxable by
5 years in the case of Departmental candidates).
Not applicable in the case of promotion |
| 6. Educational and
other Qualifications | Graduate with at least 5 years experience of office
management, handling
personnel/administrative/accounts matters and
knowledge of computer operations |
| 7. Method of Selection | Based on seniority subject to satisfactory performance of
service rendered in the post held currently as
reflected in the Annual Confidential Reports of
the preceding five years of the candidate. |
| 8. Appointing Authority | Director, IIP |

Amendment on 14-05-2016 during 220th Governing Body

Meeting (Resolution No. : 220 : 05)

- | | |
|---|---|
| 1. Name of the Post | Senior Assistant |
| 2. Scale of Pay | Rs 9300-34800 (PB-2) plus
Grade Pay @4200/- |
| 3. Whether Selection or Non-selection | Selection |
| 4. Mode of recruitment | 50% by Promotion and 50% by Direct recruitment |
| 5. Age restrictions of | Upto 30 years for direct recruits (relaxable in the case of

SC/ST/OBC category as per Government orders. Also relaxable by 5 years in the case of departmental candidates). Not applicable in the case of departmental promotion |
| 6. Educational and other Qualifications | For direct recruitment: Graduate with knowledge and proficiency in computer operations having at least 3 years experience in Administration/Personnel matters/Accounts work etc in State/Central Government organization, PSU/Industry etc. Appointment by Promotion will be made from the rank of Junior Assistant with at least 5 years service in the grade. |
| 7. Method of Selection | Direct Recruitment : a skill test carrying maximum marks 80 which will be qualifying in nature shall be held for all candidates who apply for the post. The candidates who obtain 50% or more of the maximum marks and thus qualify the test will be called for a Group Discussion (maximum marks 20) in suitable batches as may be considered necessary. The final selection of a candidate will be decided based on the merit obtained in the Group Discussion.

By Promotion : Based on seniority subject to satisfactory performance of service rendered in the post held currently as reflected in the Annual Confidential Reports of the preceding five years of the candidate. |
| 8. Appointing Authority | Director, IIP |

Amendment on 14-05-2016 during 220th Governing Body Meeting
(Resolution No. : 220 : 05)

- 1. Name of the Post: Junior Assistant**
- 2. Scale of Pay** **Rs 5200-20200 (PB-1) plus
Grade Pay @2400**
- 3. Whether Selection or
Non-selection** **Selection**
- 4. Mode of recruitment** **50% by Direct Recruitment and 50% by promotion
from the grade of Clerk who have rendered at least 5
years service in the grade**
- 5. Age restrictions** **30 years for Direct recruits (relaxable in the case of
SC/ST/OBC as per Govt. orders. Also relaxable by 5
years in the case of Departmental candidates).
Not applicable in the case of promotion**
- 6. Educational and other
Qualification** **Graduate possessing elementary knowledge of
computer operations and also having proficiency in
typing at the speed of 30 w.p.m. in English or 25
w.p.m. in Hindi on computers.
Not applicable in the case of internal candidates**
- 7. Method of Selection** **Direct Recruitment : a skill test carrying maximum
marks 80 which will be qualifying in nature shall be
held for all candidates who apply for the post. The
candidates who obtain 50% or more of the maximum
marks and thus qualify the test will be called for a
Group Discussion (maximum marks 20) in suitable
batches as may be considered necessary. The final
selection of a candidate will be decided based on the
merit obtained in the Group Discussion.**

**By Promotion : Based on seniority subject to satisfactory
performance of service rendered in the post held
currently as reflected in the Annual Confidential Reports
of the preceding five years of the candidate.**
- 8. Appointing Authority** **Director, IIP**

**Amendment on 14-05-2016 during 220th
Governing Body Meeting (Resolution No. : 220 :
05)**

1. Name of the Post:	Clerk
2. Scale of Pay	Rs 5200-20200 (PB-1) plus Grade Pay @ 1900/-
3. Whether Selection or Non-selection	Selection
4. Mode of recruitment	Direct recruitment (80%); Promotion (20%) from the ranks of Multi Tasking Staff with at least 5 years service in the Grade.
5. Age restrictions	30 years for direct recruitment (relax able in case of SC/ST/OBC as per Government orders. Also relax able by 5 years in case of departmental candidates). Not applicable in case of departmental candidates to be appointed by promotion.
6. Educational and other Qualifications	Graduate possessing elementary knowledge of computer operations and also having proficiency in typing at the speed of 30 w.p.m. in English or 25 w.p.m. in Hindi on computers. (not applicable in the case of promotion of departmental candidates and in the case of promotion).
7. Method of Selection	a skill test carrying maximum marks 80 which will be qualifying in nature shall be held for all candidates who apply for the post. The candidates who obtain 50% or more of the maximum marks and thus qualify the test will be called for a Group Discussion (maximum marks 20) in suitable batches as may be considered necessary. The final selection of a candidate will be decided based on the merit obtained in the Group Discussion.
8. Appointing Authority	Director, IIP

**Amendment on 14-05-2016 during 220th Governing
Body Meeting (Resolution No. : 220 : 05)**

- | | |
|--|---|
| 1. Name of the Post: | Telephone Operator |
| 2. Scale of Pay | Rs 5200-20200 (PB-1) plus
Grade Pay @ 2000/- |
| 3. Whether Selection or
Non-selection | Not Applicable |
| 4. Mode of recruitment | Direct recruitment |
| 5. Age restrictions | 30 years (relax able in case of SC/ST/OBC as per
Government orders. Also relax able by 5 years in case
of departmental candidates who compete for direct
recruitment). |
| 6. Educational and other
Qualifications | Graduate having proficiency in computer operations
and EPBAX operations. Fluency in English, Hindi and
local language. |
| 7. Method of Selection | The selection will be finalized based on performance in
a 'skill test' devised for such posts with the approval of
the Director |
| 8. Appointing Authority | Director, IIP |

**Amendment on 14-05-2016 during 220th Governing Body Meeting
(Resolution No. : 220 : 05)**

1. Name of the Post	Senior Stenographer
2. Scale of Pay	Rs 9300-34800 (PB-2) plus Grade Pay @4200/-
3. Whether Selection or Non-selection	Selection (in the case of promotion)
4. Mode of recruitment	Direct recruitment (50%); promotion (50%) from the grade of Junior stenographers with at least 5 years service in the grade.
5. Age restriction	30 years (relax able in the case of SC/ST/OBC as per Government orders. Also relax able by 5 years in the case of departmental candidates who compete for direct recruitment). Not applicable in case of promotion.
6. Educational and other Qualifications	Graduate having proficiency in computer operations with shorthand/typing speed 80-100 w.p.m. 3 years experience in handling file work in a State/Central Government organization/ PSU/Industry etc.
7. Method of Selection	Direct Recruitment: a skill test carrying maximum marks 80 which will be qualifying in nature shall be held for all candidates who apply for the post. The candidates who obtain 50% or more of the maximum marks and thus qualify the test will be called for a Group Discussion (maximum marks 20) in suitable batches as may be considered necessary. The final selection of a candidate will be decided based on the merit obtained in the Group Discussion. By Promotion : Based on seniority subject to satisfactory performance of service rendered in the post held currently as reflected in the Annual Confidential Reports of the preceding five years of the candidate.
8. Appointing Authority	Director, IIP

**Amendment on 14-05-2016 during 220th Governing Body Meeting
(Resolution No. : 220 : 05)**

1.Name of the Post	Junior Stenographer
2.Scale of Pay	Rs 5200-20200 (PB-1) plus Grade Pay @2400/-
3.Whether Selection or Non-selection	Not applicable
4.Mode of recruitment	Direct recruitment
5.Age restriction	30 years (relax able in the case of SC/ST/OBC as per Government orders. Also relax able by 5 years in the case of departmental candidates who compete for direct recruitment).
6.Educational and other Qualifications	Graduate having proficiency in computer operations with shorthand/typing speed 60-80 w.p.m.
7. Method of Selection	a skill test carrying maximum marks 80 which will be qualifying in nature shall be held for all candidates who apply for the post. The candidates who obtain 50% or more of the maximum marks and thus qualify the test will be called for a Group Discussion (maximum marks 20) in suitable batches as may be considered necessary. The final selection of a candidate will be decided based on the merit obtained in the Group Discussion.
8. Appointing Authority	Director,IIP

**Amendment on 14-05-2016 during 220th Governing
Body Meeting (Resolution No. : 220 : 05)**

- | | |
|---|--|
| 1. Name of the Post: | Technical Officer |
| 2. Scale of Pay | Rs 9300-34800 (PB-2) plus
Grade Pay @ 4600 |
| 3. Whether selection or
Non-selection | Selection |
| 4. Mode of recruitment | Promotion from the post of Junior Technical Assistant
with at least 5 years service in the grade |
| 5. Age restrictions | Not applicable |
| 6. Educational and other
Qualification | Graduate in Science/Applied Sciences in the subjects
related to packaging with proficiency in computer
operations and Certificate course in Packaging. |
| 7. Method of Selection | Based on seniority subject to satisfactory performance of
service rendered in the post held currently as
reflected in the Annual Confidential Reports of
the preceding five years of the candidate. |
| 8. Appointing Authority | Director, IIP |

Amendment on 14-05-2016 during 220th Governing Body Meeting

(Resolution No. : 220 : 05)

- 1. Name of the Post:** Technical Assistant
- 2. Scale of Pay** Rs 9300-34800 (PB-2) plus
Grade Pay @ 4200
- 3. Whether selection or Non-selection** Not applicable
- 4. Mode of recruitment** Direct recruitment
- 5. Age restrictions** 30 years (relax able in the case of SC/ST/OBC as per Government orders. Also relax able by 5 years in the case of departmental candidates who compete for direct recruitment). Age restriction not applicable in the case of contract employees already engaged by IIP to perform functions of the post of Technical Assistant in the Institute and have rendered at least 5 years of service in the Institute..
- 6. Educational and other Qualification** Graduate in Science/Applied Sciences in the subjects related to packaging with proficiency in computer operations and having three year experience in packaging operations or in a R & Laboratory related to packaging.
- 7. Method of Selection** Direct recruitment to technical posts in the category of Technical Assistant shall be made based on a qualifying written test carrying maximum marks 40 for all the candidates who apply for the post. The candidates who obtain 50% or more of the maximum marks in this test will be called for a Practical Test (carrying maximum marks 40) and Group Discussion (carrying maximum marks 20). Final Selection will be based on the combined merit attained in the Practical Test and the Group Discussion.
- 8. Appointing Authority** Director, IIP

Amendment on 14-05-2016 during 220th Governing Body

Meeting (Resolution No. : 220 : 05)

1. Name of the Post	Staff Car Driver
2. Scale of Pay	Rs 5200-20200 (PB-1) plus
3. Whether selection or Non-selection post	Grade Pay @ 1900 Not applicable
4. Mode of recruitment	Deputation/absorption failing which by direct recruitment
5. Age restrictions	25 years (relaxable upto 40 years in the case of Central/State Government employees or those working in Central/State undertakings/bodies etc.
6. Educational and other Qualifications	Essential: (i) Possession of a valid driving license for motor cars, (ii) Knowledge of motor mechanism to be able to remove minor defects in the vehicle; (iii) Experience of driving a motor car for at least 3 years, (iv) Should be at least a Matriculate from a recognized Board/University
7. Method of Selection	The selection will be finalized based on performance in a 'skill test' devised for such posts with the approval of the Director
8. Appointing Authority	Director, IIP

**Amendment on 14-05-2016 during 220th Governing
Body Meeting (Resolution No. : 220 : 05)**

- | | |
|---|--|
| 1. Name of the Post | Multi-Tasking Staff |
| 2. Scale of Pay | Pay Band-1 (5200-20200) plus
Grade Pay of Rs 1800/- |
| Whether Selection
3. or
Non-selection
Mode of
4. recruitment | Not applicable |
| 5. Age restrictions | By direct recruitment
25 years of age (relaxable in the case of
SC/ST/OBC
category as per Govt orders). |
| 6. Educational and other
Qualifications | Matriculation or equivalent pass OR ITI pass |
| 7. Method of Selection | The selection will be finalized based on performance in a
'skill test' devised for such posts with the approval of the
Director |
| 8. Appointing Authority | Dy. Director (Admn.) |

**Amendment on 14-05-2016 during 220th Governing Body
Meeting (Resolution No. : 220 : 05)**

1. Name of the Post	Electrician
2. Scale of Pay	Rs. 5200-20200 (PB-1) plus Grade Pay @ 1900/-
Whether Selection 3. or Non-selection	Not applicable
Mode of 4. recruitment	Direct recruitment
5. Age restrictions	25 years (relaxable upto 40 years in the case of Central / state Government employees or those working in Central / State undertaking / bodies etc.
6. Educational and other Qualifications	Essential (i) Higher secondary certificate, ability to read write and speak English, Hindi and regional language (iii) ITI certificate in Electrician trade minimum (iii) Job experience – 1 year (iv) Knowledge of Computer preferred.
7. Method of Selection	The selection will be finalized based on performance in a 'skill test' devised for such posts with the approval of the Director
8. Appointing Authority	Director, IIP

**Amendment on 14-05-2016 during 220th Governing Body
Meeting (Resolution No. : 220 : 05)**

1. Name of the Post	Workshop Operator
2. Scale of Pay	Rs. 5200-20200 (PB-1) Plus Grade Pay @ 1900/-
3. Whether Selection or Non-selection	Not applicable
4. Mode of recruitment	Direct recruitment
5. Age restrictions	25 years (relaxable upto 40 years in the case of Central / state Government employees or those working in Central / State undertaking / bodies etc.
6. Educational and other Qualifications	Essential (i) Higher secondary certificate, ability to read write and speak English, Hindi and regional language (iii) ITI certificate in one or more trade eg. Machining, Fitting, Turning etc. minimum (iii) Job experience 4-5 years (iv) Knowledge of Computer preferred.
7. Method of Selection	The selection will be finalized based on performance in a 'skill test' devised for such posts with the approval of the Director
8. Appointing Authority	Director ,IIP

**Amendment on 14-05-2016 during 220th Governing
Body Meeting (Resolution No. : 220 : 05)**

1. Name of the Post	Watch and Ward Assistant
2. Scale of Pay	Rs.5200-20200(PB-1)plus Grade Pay @1900
3. Whether selection or Non-selection post	Not applicable
4. Mode of recruitment	Direct recruitment
5. Age restrictions	30 years (relaxable upto 40 years in the case of Central/State Government employees or those working in Central/State undertaking/bodies etc. Age relaxation will also be considered for ex- military/police personnel for the active service rendered.
6. Educational and other Qualifications	Essential (i) Secondary School Certificate, ability to read write and speak English, Hindi and regional Language (ii) Job experience 4-5 years (iii) Knowledge of Computer. (iv) Preference for ex-military and police personnel.
7. Method of Selection	The selection will be finalized based on performance in a 'skill test' devised for such posts with the approval of the Director
8. Appointing Authority	Director-IIP

PRO FORMA

Candidate's Statement/ Declaration

The candidate must make the statement required below prior to his/her medical examination and must sign the Declaration appended thereto.

1. State your name in full (in block letter) State your age and birth place

2. (a) Do you belong to Scheduled Tribe or to races such as Gorkhas, Garhwalis, Assamee, Nagaland Tribes, etc., whose average height is distinctly lower.

[Answer 'Yes' or 'No', and if the answer is 'Yes' state the name of the race.]

3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis?

OR

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?

4. When were you last vaccinated?

5. Have you suffered from any form of nervousness due to overwork or any other cause?

6. Furnish the following particulars concerning your family:

Father's age If living and State of Health	Father's age at death & cause of death	Number of Brother living, their ages & state of health	Number of Brothers dead, their age and cause of death
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7. Have you been examined for employment by any Medical Authority before?

8. If answer to the above is yes, please give details.

9. Who was the examining authority?

10. When and where was the Examination held?

11. Result of the Medical Examination, if communicated to you or if known.

12. All the above answers are to the best of my knowledge belief, true and correct and I shall be liable for action under law for any material infirmity in the information furnished by me or suppression of relevant material information. The furnishing of false information or suppression of any factual information would be a disqualification and is likely to render the candidate unfit for employment under the institute. If the fact that false information has been furnished or that there has been suppression of any factual information comes to notice at any time during the service of a person, his services would be liable to be terminated.

Candidate's signature

Signed in my presence

Signature of the Medical Authority (with stamp)

Medical Report on

(Name of the Candidate)

- (a) Palpable : Liver Spleen Kidneys Tumors.....
 (b) Haemorrhoids Fistula

10. Nervous system : Indications of nervous or mental disability

11. Locomotors System: Any abnormality

12.

Genito Urinary System	Any evidence of hydrocele Varicocele, etc.,
(a) Physical appearance	(b) Sp. Gr.
(c) Albumin	(d) Sugar
(e) Casts	(f) Cells

13. Is there anything in the health of the candidate likely to render him/her unfit for the efficient discharge of his/her duties in the service of the institute?

Note:- In the case of female candidate: If it is found that she is pregnant of 12 weeks standing or over, she should be declared temporarily unfit.

14. Is the candidate fit for field services.

Note :- The Medical Authority should record its findings under one of the following three categories:

- (i) Fit
- (ii) Unfit on account of
- (iii) Temporarily unfit on account of

Place

Date

Signature

Seal of Medical Authority

Subject: Selection of candidates for the post of on direct recruitment/promotion basis

A Selection Committee/Internal Promotion Committee comprising of the following members met today atHrs to recommend a panel of candidates for consideration for appointment against the vacancies in the grade of.....:

- (i) Shri Chairman
- (ii) Shri Member
- (iii) Shri..... Member
- (iv) Shri..... Member
- (v) Shri..... Member

Based on a scrutiny of the applications/particulars of the eligible candidates with reference to the specified eligibility criteria, the candidates were short listed and called for interview. In all ...candidates appeared for the interview (list enclosed) and based on their performance/record (and seniority in the case of departmental promotion) the Committee unanimously/with majority recommends the following candidates, in the order of merit, for consideration for appointment to the post of.....:

The note of dissent is placed. (yes/no)

- 1
- 2
- 3

() () ()

Member Member Member

(Chairman)

Note of Dissent

I, Shri/Smt..... member of the selection committee/internal promotion committee, interviewed the candidates for the post of On I beg to defer with the recommendations of the committee in respect of Shri/Smt..... candidate on following grounds.

(Shri/Smt.....)

(Signature)