



भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

Indian Institute of Technology Hyderabad  
Kandi, Sangareddy, Telangana – 502284

## **The IITH guide to New Faculty**

*Disclaimer: This guide is intended as an informal advisory compilation, and should not be taken to be a definitive statement of the rules and procedures applying to faculty at IIT Hyderabad.*

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**Welcome to IIT Hyderabad!** If you are about to join or have just joined, you must be having lots of queries about IITH. This brief document will give you basic information on how to get started and get settled into your new environment.

Let us begin at the beginning.....

## **1 Before you arrive at IITH:**

### **1.1 Pre-arrival arrangements:**

- ✓ Inform your Head of the department with cc to Office of Dean Faculty about your arrival plan (Email:office.faculty@iith.ac.in)
- ✓ You are eligible for reimbursement of your travel bills from your current place of work to IITH.
- ✓ You should book your air tickets (economy class) only through one of the authorized travel agencies viz., M/s Balmer & Lawrie; M/s Ashoka Tours & Travels; and IRCTC. Please retain a screenshot of the fares available in the chosen three-hour slot so that the claim could be restricted to the lowest fare available, and save all receipts/tickets/boarding passes. This will make the reimbursement process easy and swift.
- ✓ You can hire a cab at the airport.

### **1.2 Documents required at the joining time (All Originals):**

- ✓ All degree certificates
- ✓ 6 Passport size photographs for your identity card and declaration forms. A soft copy is recommended as well.
- ✓ Proof of identity needs to be furnished, this can be in the form of your passport, driving license, Aadhaar card, etc.
- ✓ Certificate for proof of age (Class 10 mark-sheet/Passport/etc.).
- ✓ Proof of prior work experience/relieving letter.

### **1.3 On your first day:**

- ✓ Report to Office of Dean Faculty (Room No 203, Admin. Building, 2<sup>nd</sup> floor) and sign your joining letter.
- ✓ Meet the Head of your department who will in turn introduce you to the Director.
- ✓ Assistant Registrar/staff of Office of Dean Faculty will take you to meet heads of Administrative departments of the Institute (Stores & Purchase/Academics/Accounts/SRC/Administration) & show you the office space.
- ✓ Get your email and Computer accounts setup (Computer center will help you in this). Folders required to host your webpage will also be created. Get your office telephone number.
- ✓ Fill the form for institute ID Card.
- ✓ Meet the Dean (Faculty)
- ✓ Prepare a small write up about yourself (100 words max.) and forward to the office of Dean (Faculty). This will be circulated to all faculty, staff and students along with your photo, phone number and email id as a

welcome note/introduction of you by the Dean (Faculty), to the IITH community.

#### **1.4 Expenses reimbursement:**

This covers airfare and transportation cost of personal belongings from the place of work to Hyderabad. Accounts section will assist you in handling claims for relocation cost reimbursement. The institute offers you plenty of time for submitting a claim, up to 60 days from the date of journey performed **Relocation**. Note, however, that a claim can be submitted only once – So be sure to complete all the components (books being parceled by sea, for example) of your move before claiming reimbursement. **The maximum amount reimbursable is up to Rs.1.5 lakhs. However, if you are an employee of another IIT or any CFTI, your relocation expenses would be reimbursed as per your entitlement under Government of India TA rules, subject to your production of all requisite bills/receipts in original.**

#### **1.5 State Bank of India (SBI) account:**

An SBI branch is conveniently located on campus. If you don't have an SBI account, do open one as soon as possible. Your pay will directly be deposited to your SBI account. You will need the following documents to open an account:

- ✓ Three passport size photographs
- ✓ Proof of address – photocopy of any of the following would do; driver's license, passport, etc.
- ✓ Institute ID card

You can also open a bank account in Canara Bank, which is also located in the campus, for disbursing salary.

#### **1.6 Temporary Accommodation:**

- ✓ If you are from outside of town (Hyderabad), you may be provided temporary accommodation at the Institute's guest house or Transit Accommodation (Subject to availability).
- ✓ The guest house accommodation will be provided for a max. period of 3 months for any new faculty and within this period you should find your permanent accommodation.
- ✓ The room tariff details will be provided by the guest house.
- ✓ The faculty is not entitled to HRA, during his/her stay in the guest house.

#### **1.7 Food on Campus:**

- ✓ There is a common dining facility near students Hostel, where you can pay & have food till you settle down. However, if you are staying in guest house, you can have food in guesthouse itself.

- ✓ There is a Canteen complex near hostel which sells almost everything like bakery items, Juices, fast food & lunch. We have a supermarket (Sampoorna) near faculty towers/Guest house.
- ✓ We have a 24X7 Nescafe on campus and Amul shop.

### 1.8 Whom to Approach for What:

Purchases	Stores & Purchase department
Leave	Head of Department
Housing	MS Section
Telephone bill reimbursement	Accounts Section
Temporary Advance	HoD or Principal investigator of the project
Forms for various purposes	<a href="http://intranet.iith.ac.in">http://intranet.iith.ac.in</a>
Project proposal agreements	HOD/Dean SRC

## 2 Employment

**2.1 Probation Period:** This period lasts for 1 year from the date of joining. There are important issues that are taken into consideration when one is under probation. Just as the word suggests, one is under observation for behavior towards colleagues and students, professional competence and general adherence to one's duties. During probation a faculty member can be asked to leave without warning and/or without reasons being given. However, the usual procedure followed is:

A warning letter is given by the HoD/Director to the concerned faculty requesting them to change their behavior; the probation period may be extended, by 6 months to 1 year, if the competent authority deems it necessary.

If the faculty member continues to misbehave his/her employment with IITH may be terminated, with a month's notice or with a month's salary in lieu of notice.

If maternity or paternity leave is sought during the time of probation, the probation period is suspended and will resume once the faculty member returns to normal duties.

**2.2 Upgradations vis-à-vis Promotions:** Elevations by way of placements or movements of the already existing faculty from one pay level to another/higher pay level without a significant change in their designation shall be treated as upgradations as they are done through internal assessments while a Selection Committee constituted as per the Statutes of the Institute makes the selections for promotion. Thus, the following elevations shall be treated as upgradations, not promotions.

(a) From Assistant Professor, Gr.II (Pay Level-10) to Assistant Professor, Gr.II (Pay Level-11);

- (b) Assistant Professor Gr.II (Pay Level-11) to Assistant Professor, Gr.I (Pay Level-12);
- (c) Assistant Professor, Gr.I (Pay Level-12) to Assistant Professor, Gr.I (Pay Level-13A1);
- (d) Professor (Pay Level-14A) to Professor, HAG (Pay Level-15).

In the cases of upgradations mentioned at (a) & (b) above, pay levels 10 & 11 being contractual appointments in nature, the pay of the faculty concerned shall be fixed at the equal cell if available in the higher pay level. If there is no equal cell, then it shall be fixed at the next higher cell as has been the practice in IITs all along. However, in the cases of upgradations mentioned at (c) & (d) above, the pay of the faculty concerned shall be fixed under FR 22 (1) (a) (1).

**Assistant Professor:** Persons with less than 3 years of work-experience<sup>1</sup> are said to be on "Assistant Professor Gr-II" and are in Level 10 or 11 (based on experience); they will be given the "Assistant Professor Gr-I" rank in pay level 12 upon reaching that level of experience, after an internal review. After completing 3 years of satisfactory service as Assistant Professor Gr-I, there will be an upgradation to pay level 13A1. Upgradation to Pay Level 12 and 13A1 is subject to a positive outcome of the performance review undertaken by an Internal Committee constituted by the competent authority.

**Associate Professor:** To be appointed to this rank you will need a minimum of 6 years' post PhD experience in Teaching/Industry/Research, out of which at least 3 years of service as an Assistant Professor Grade-I. You must also have published reasonable number of good quality papers<sup>3</sup> after joining the institute, and at least one or two funded projects, and a PhD guidance completed.

**Professor:** You need at least 10 years of post-PhD experience out of which at least 4 years as an Associate Professor, with good number of papers published<sup>3</sup> and several funded projects obtained at that rank. The key consideration here is that one has to have supervised several (say, 3) PhD students to qualify for this post. The quality of publications and citations count significantly particularly to reach this level. The research infrastructure developed by you through the sponsored research is valued a lot. Up to 40% of senior faculty after 6 years in the rank of Professor are eligible for the Higher Academic Grade (HAG) scale, subject to the evaluation of their performance and research by a committee constituted by the competent authority for the purpose.

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- <sup>1</sup> Work experience: Experience after PhD is counted. Periods spent pursuing Post Graduate degree or PhD and in-between Masters' and PhD or Bachelors' and Masters' are not counted.
  - <sup>2</sup> The Word "Grade II" here is misnomer; the post is fully permanent but in the "tenure-track" sense.
  - <sup>3</sup> These figures may vary from department to department, and even from field to field.

**2.3 What is expected from faculty in IIT Hyderabad:** While the above are just the routine details of how one moves up the academic ranks, the institute has many expectations from Faculty members.

**Teaching:** Teach well, grade impartially and fully cover the prescribed course contents. Come up with a new technique to teach. Run with your idea. So what if it fails? Here, in IITH, we encourage and are proud of faculty who aren't afraid of experimenting with their teaching style to find one that engages, attracts and holds students' attention. Be punctual for classes (and leave the class room promptly after cleaning the blackboard---at the end of the period to ensure that the next class starts in time!). Always make up classes that you may have missed due to leave, conferences, official travel, etc. Ensure that your classes have a friendly atmosphere. Encouraging students' questions and comments. Never rebuke students in harsh terms, or make them uncomfortable by bring attention to their physical attributes, beliefs, ethnicity, gender, or any matter not directly relevant to their studies. A minimum of 6 credits per year. You are also expected to teach at least one Core UG/PG course within every 2 years.

**Research, research, research:** 1 Project as PI at least within 3 years of joining and 2 more as PI within next 3 years. The first and most important quality that you must have is the urge to contribute to your field through consistent, excellent research. Your achievement in research will bring recognition and glory to the Institute. You are expected to become a leader within your field in a 10-year time frame after starting your career at IITH. You are also encouraged to help the institute's startup eco system. Patenting and transfer of technologies are also given significant importance by the institute. You must also help create an eco-system at IITH to foster research, discussion and intellectual growth among our graduate and undergraduate students, who will be our ambassadors to the world.

**Passion for IITH development:** Being a young IIT, this institute expects you to volunteer some of your time for its development. This can come in various ways, such as being part of one of the many committees that help in governing and developing the Institute, or simply by raising your hand when there is a requirement for faculty to help with something. You are at an exciting place – you are shaping the future of IITH!

**Create a non-hierarchical environment:** Be polite and friendly when dealing with students, your colleagues and the staff (especially the junior staff). Leave yourself open for questions and suggestions in class and outside it. Do not call persons Sir, except when formally addressing the person chairing an official meeting. If a colleague is senior, or is not on informal terms with you, call him Prof X or Dr X, but not Sir – and do not encourage younger colleagues to call you Sir!

**Create a friendly environment for growth:** IITH expects that faculty will help each other to reach their personal professional goals and those of the Institute. Experiment with ways in which an environment that is conducive and empowering for growth can be created.

**No fear:** IITH expects their faculty to have no fear of the new. So dare to be creative and innovative. Experiment with new methods - in teaching, in research, or perhaps just in running the Institute more efficiently in some way.

### 3 Pay scales:

The pay scales mentioned here are from the 7<sup>th</sup> Pay commission. Your pay fixation is worked out based on the number years of your (Post PhD) work experience, from which the minimum experience requirement for that scale is subtracted. For the years beyond the minimum requirement, you may receive increment per annum, on your Basic Pay (BP) which is cumulative.<sup>4</sup>

**Example:** For Assistant Professor Grade I in Pay level 12 with 4 years of experience:

Basic Pay in pay level 12: Rs. 1,01,500 (without increments, cell 1)

Increments: 4-3 (min required for this position) = 1 year

Basic Pay (BP) with 1 increment = Rs. 1,04,500 (with 1 increment, cell 2) + Dearness Allowance (DA): At prevailing rates

House Rent Allowance (HRA): 30% of (BP) subject to change as per GoI orders from time to time.

Transport Allowance (TA): Rs. 7,200 + (DA%)\*7,200

Telephone (including broadband charges): Rs. 750 + GST

Dearness Allowance is revised twice a year on January 01<sup>st</sup> and July 01<sup>st</sup> based on the cost of living index. Below is the pay fixation of faculty in IITH:

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<sup>4</sup> Your increments are independent of your position and promotions. That is, your increments will be 3%(Next cell of 7<sup>th</sup> CPC pay matrix) of your BP irrespective of whether you are an Assistant Professor, Associate Professor or Professor, till your salary reached the top of your pay level.

<b>Assistant Professor Grade I</b>
Level 12: Basic Pay of Rs 1,01,500 (without increments, cell 1)
Minimum experience required: 3 (three) years post PhD
Basic Pay = Rs. 1,01,500
Advance Increment: 1 for each year of experience over & above minimum of 3 years, and / or as admissible under FR 22 (1) a (1).

Placement in level 13 A1 is not automatic on completion of 3 years as Asst. Professor in level 12 but is subject to a positive outcome of the performance review undertaken by a Review Committee duly constituted for the purpose. The Calculation shown in the example above remains the same.

<b>Associate Professor</b>
Level 13 A2: Basic Pay of Rs 1,39,600 (without increments, cell 1)
Minimum experience required: 6 (six) years post PhD
Basic Pay = Rs 1,39,600
Additional increments may be given based on the experience, if the selection committee feels so, and / or as admissible under FR 22 (1) a (1).



<b>Professor</b>
Level 14 A: Basic Pay of Rs 1,59,100 (without increments, cell 1)
Minimum experience required: 10 (ten) years post PhD of which at least 4 years should be at the level of Associate Professor in IIT or equivalent institutions. Basic Pay = Rs 1,59,100 Additional increments may be given based on the experience, if the selection committee feels so, and / or as admissible under FR 22 (1) a (1).

#### **HAG scale (pay level 15) for Professors:**

- Limited to 40% of the posts of Professor at any given point of time.
- On completion of 6 years of experience as Professor at level 14A
- Based on research publications, PhD supervision, teaching and consultancy services etc.
- subject to the evaluation of their performance and research by a committee** constituted by the competent authority for the purpose.
- HAG, Level 15: Basic Pay of Rs 1,82,200 (Cell 1)

#### **4. Role of the Senate:**

The Academic Senate is the final arbiter of all academic matters at IIT Hyderabad. The Senate at IITH consists of Director (Chairman), Deans, HODs, all Professors, 2 senior Associate professors from each department, Registrar (Member Secretary) and student members. It approves courses, new programs, grades, branch-change, changes in the programs (including their termination) of individual students, grants extraordinary leave and any special requests of students and creates and enforces all academic rules. In emergent cases, the Director may exercise the powers as the Senate Chairman and report the decision taken at the next meeting of the Senate for ratification. In case you wish to create a new course, make a proposal that is approved by your department and then forward through your HoD and Dean Academics, who will present it to the Senate for approval, only after which the course can be offered.

#### **5. Grading System and Supplementary exams:**

The grading pattern and attendance conditions are as follows:

Grade	A+	A	A-	B	B-	C	C-	D	F
Credit Points	10	10	9	8	7	6	5	4	0

All data (including final exam answer books) pertaining to the award of grades should be retained by the instructor for one semester, in case of any complaint the matter shall be submitted to Senate for its final approval.

F-grade is a fail grade and supplementary exam if conducted will be based on medical grounds. The award of grades is the prerogative of the instructor-in-charge of the course, and is subject to scrutiny only by the Senate (which very rarely intervenes in the award of grades). This power comes with responsibility; the award of grades has to be done judiciously and impartially.

The A+ grade is to mark extraordinary performance and should not be given to more than 1-2% of the students in a large class, or to anyone but the top student in a smaller class.

## 6. Guidelines for PG / PhD Thesis:

MTech students carry on their thesis work during the 3<sup>rd</sup> and 4<sup>th</sup> semesters, the thesis grades are awarded by a formal committee proposed by the supervisor and approved by the HOD and communicated to the Dean Academics before the defense. This committee should include the supervisor(s), one other member of the same department, and one external member from another department or even from outside the Institute, who will be the chairman of the committee. Maximum duration for MTech Program is 03 years for TA.

PhD Students have to present a thesis proposal after the end of their first year before a similarly constituted and approved doctoral committee, which shall need to accept the proposal and certify the student's preparedness' to take up thesis work. The same doctoral committee also monitors the progress of the student once a year for first 03 years (from date of registration) and every six months until 5 years. Maximum duration for PhD program is 6 years for regular and 07 years for External students. After 5 years the DC monitors the progress of the student every 3 months and if needed can recommend for the extension of registration for 3 months every time, until the maximum duration of the registration as mentioned above.

***For items 5 and 6, you are advised to go through the latest Senate Minutes (as and when they become available, typically shared by Dean Academics with all faculty via email), so as to get a clear updated picture of the latest rules/regulations concerning all academic matters.***

**Guidance to one's former Students:** In principle, any faculty coming to IITH from another academic institution can continue to guide the students he/she has already taken at the previous institute, as long as that institute allows. However, we expect the faculty to take PhD students at IITH and demonstrate guidance at IITH. Please inform this to all new faculty and include it in the Faculty orientation manual.

## 7. Housing:

**7.1 Living on Campus:** Staying on campus is perhaps the first option you may like to explore. There are many obvious advantages of living on campus. First, you don't have a landlord subjecting you to regular supervision on small things. Another advantage of living in quarters is that there is no annual increase in rent, as you will find if you live off campus. The bother of power cuts and water problems are not usually faced by faculty who live in quarters, as IITH has a special dispensation regarding power and water supply, which is not available to the mere 'civilians' living off-campus. Further, there is a 24x7 medical clinic together with a 24/7 Apollo Pharmacy located on the campus. The services of six qualified doctors and a physiotherapist are also available at the campus clinic on shift basis. Furthermore, specialist doctors will be visiting the campus on select days. An ambulance is stationed at the campus clinic for use in

emergencies round the clock. Furthermore, the little things like having a maintenance man and security personnel available 24/7, the wonderful quiet, the feeling of being far from the madding crowd and city's hustle and bustle, and having the ability to take a walk without combating traffic and without any security threat are things you will like, once you settle in. For single female faculty, you might find it to be very safe too.

To make living in quarters even more enjoyable and comfortable, there are wet and dry canteens and a swimming pool, branches of SBI, Canara Bank, ICICI Bank and HDFC Bank a super market for grocery and vegetables, a beauty parlor and saloon, and a 24x7 Nescafe and Amul parlor on the campus. Besides, a weekly special market/fair is held on Saturdays at New Kandi which is within a kilometer's distance. You get fresh vegetables and fruit for a bargain. You might go to the market for the fun of it too – you will find snack vendors, people selling knick knacks and even kitchenware.

While the city is some (about 20 km) distance away, you can arrange a cab (Ola). Alternatively, you can walk up to the Campus Main Gate and catch a public transport bus plying on NH-65 towards Hyderabad city or Sangareddy town. But arguably the biggest advantage of living on the IITH campus is that you save two hours, or more, every working day on commuting time. And you can drop in any time in your office or lab to work, or even merely to check if your graduate students are slaving away as they should.

Further, if you have children, the only school on campus is the DAV School located amid quarters. However, there are other private schools like Virtue School, Keshava Reddy school, etc. within half a kilometer's distance from the campus. If you are used to the hustle and bustle of city life, and regard having movie theatres, a choice of restaurants, places for shopping and general entertainment close by as requisite for *La Dolce Vita* (i.e. for sweetness of life), the district headquarters of Sangareddy is just 3.5 km away from the campus. It has a few shopping malls, restaurants and movie theatres.

Let's have a look at the available housing facilities on the campus. A couple of details first: the applicable license fee, water bill and electricity bill (based on your consumption), are deducted directly from your salary. Also, you are not given any HRA since you are already availing Institute housing. Faculty are eligible for the following 'types' of accommodation allotment of which is subject to availability of vacancies.

- a) Type-C: this is a 2 BHK flat, with approximately 1278 square feet of space located in Faculty Tower-1. One pays Rs.1560 as maintenance fee for it.
- b) Type-B: this is a 3 BHK flat, with approximately 1638 square feet of space located in Faculty Tower-2. One pays Rs.1870 as maintenance fee for it.
- c) Type A: this is a 4 BHK flat, with approximately 1987 square feet of space located in Faculty Tower-3. One pays Rs.2190 as maintenance fee for it.

**7.2 Living off campus:** If you would like to live in the city, the city has a lot more going on in terms of markets, shopping, theatres, cinemas and cultural events. You may also feel the need for better hospitals and schools. One of the foremost driving factors can be that your spouse/ partner works in the city, far from the IIT Hyderabad campus. Living half-way, say in a place like Lingampally, might be optimum since your spouse will be close to the MMTS/bus/auto services. This said, there can be demerits for living off-campus too. The first thing one will need to consider is the distance and the resulting travel time. Also, if you want to be more involved in student and on-campus activities, living away from the campus will be a hindrance.

If you live off-campus, you will receive an HRA (House Rent Allowance) of 27% of your Basic Pay. There are many places outside the IITH campus where you can stay for this amount. The most frequently chosen places are Lingampally, Chandanagar and Miyapur. Less frequently chosen, and more distant, locations are Gachibowli, Madhapur and Kondapur.

Let's have a look at the frequently chosen locations, should you want to live off-campus.

All roads lead to the BHEL circle. From here, you can either go east towards Chandanagar, Madinaguda, Miyapur or you can go south towards Lingampally, Kondapur, Gachibowli, going any more interior than this (e.g., Madhapur, Jubilee Hills) makes it a longer journey (but you will be pretty much in one of the many hearts of the city!).

**East of BHEL circle:** Rents in Miyapur and Chandanagar are comparable, at 15K – 20k for a 3 BHK. Madinaguda has the My Home apartments which are slightly more expensive and are in a gated community, opposite to Diptishree Nagar which also has its own park. Miyapur and Chandanagar are locations that have farmer's markets, have big parks and are well stocked for other facilities (e.g., schools, hospitals, maids).

**South of BHEL circle:** Lingampally is the most opted-for location, as it is very close to BHEL circle, and it also has an MMTS station which provides access to a fast metro train, giving it good connectivity to the city center. Also, it is close to the HUDA trade center which will serve most of your day-to-day shopping. Lingampally is also about 4 kilometers away from Miyapur, so the distances between Lingampally and locations in the East are not too bad. However, going south from Lingampally and locations in the East are not too bad. However, going south from Lingampally to Gachibowli and onwards is around 8 kms and more. Rents in Lingampally are higher at 8 – 10k for a 2 BHK. Lingampally is also close to the coveted Aparna Cyber-commune and other Aparna apartments. These apartments boast a great location, view and are in large complexes. They have all the modern amenities like a gym, play area and even a small convention center where you can host parties. They are close to some good schools in the region like Chirec. Gachibowli and further is often selected by faculty who are already from Hyderabad or prefer to have an active city life (choice of movie theaters, restaurants, cultural scene, etc.). Rents in this region can range from 14 – 24k, depending on the location and amenities.

## **8. Medical Policy and Care:**

For general health care a 24x7 hospital together with a 24/7 Apollo Pharmacy located on the campus. The services of six qualified doctors and a physiotherapist are also available at the campus clinic on shift basis. Furthermore, specialist doctors will be visiting the campus on select days. In addition, general physicians and specialists are located at Sangareddy (Approx. 3.5 km west of the campus).

Further, all faculty members of the IIT Hyderabad, as well as their dependent family members, are entitled to medical attendance and treatment, including reimbursement, as per procedures approved by the Board of Governors. However, for receiving reimbursement for dependent family members there are a few criteria that need to be met:

- i. Members of the family other than spouse, are considered dependent if their income(s) from all sources, including pension (excluding DR), does not exceed Rs.9000/- per month on the date of consideration. For spouse no monetary limit is fixed.
- ii. For determining other dependents, Government's norms are followed (please refer to the Institute's medical policy for details on the Institute intranet).

When it comes to consulting a specialist, and for out-patient (OPD) and in-patient treatment, the procedure to follow is that the patient has to first consult our Medical Officer/an authorized medical attendant (AMA). Upon this consultation, if advised by the Medical Officer/AMA, specialist OPD/in-patient treatment can be availed from any Hospital after obtaining necessary referral from the Medical Officer/AMA.

All faculty members and their dependents may avail credit facility at Institute empaneled hospitals and diagnostics after obtaining necessary referral from the Medical Officer/AMA.

A few important points to remember in this matter:

1. Treatment facilities will be allowed in the Institute Dispensary only on the basis of valid booklets, which will be provided by the Institute.
2. The reimbursement bills are expected to be submitted for reimbursement within a maximum period of 6 months of treatment. The reimbursement however will be restricted to the approved norms.

## **9. Leave Travel Concession (LTC) & Block Periods:**

Once in every two years, an employee is eligible for a paid travel to hometown. LTC allows for a trip made by employee and dependent family members (income of dependent family members from all sources should not exceed Rs.9000/- +Dearness Relief per month) to visit "hometown" (place declared upon joining the Institute), irrespective of the distance between IITH and declared hometown. The following are some of LTC rules:

**Eligibility:** One-year regular service must be completed to be eligible for LTC. Prior intimation / application to the office (Establishment Section) is required before availing LTC.

**Block Years:** For the purpose of LTC, block years are defined as 4 years block and 2 years block. During the block of 4 years, one Home Town LTC and one Any Place in India LTC can be availed. (For Eg: Under 2018-21 block period (four years), an employee can avail 2018-19(2years) to Home Town and 2020-21(2years) to Any place in India and vice versa). However, it has been the practice of the Government to allow for a grace year, i.e. LTC for the block year 2018-19 can be availed (i.e. outward journey commenced) up to 31<sup>st</sup> December, 2020.

**Home Town:** It is a place that is declared to be one's Home Town upon joining the Institute. An Employee and his/her family members can avail once in two years irrespective of the distance between IITH and declared hometown. Declared hometown can be changed only once during the entire service.

**Any place in India:** Will cover any place within the territory of India, whether it is within mainland India or overseas.

**Leave:** This Concession is not admissible during weekends/holidays alone without any leave. At least one-day leave needs to be availed.

**Special provision for fresh recruits:** After completion of one year of service at IITH, new recruits can avail this concession thrice to "hometown" and once to "any place in India" in a block of 4 years. This facility shall be available only for the first two blocks of 4 years each. For new recruits, the first block of 4 years applies from their date of joining the Institute. i.e., if an employee joins on 30<sup>th</sup> December 2019, then he/she can avail the one remaining day of 31<sup>st</sup> December 2020 in the first year of LTC block, for subsequent years LTC is treated under calendar years (first 8 years only) for fresh recruits. After completion of 8 years of service, LTC may be availed against regular 4 year blocks. i.e. 2018-21, 2022-25 and so on.

**Class of accommodation:** Journey may be performed within India by Rail/Road/Ship/Air. In case of Air travel, where Government of India bears the cost of air passage, air tickets shall be purchased from the three authorized travel agents only viz. , 1. Balmer Lawrie & Company Limited (BLCL), 2. Ashoka Travels & Tours (ATT) and 3. Indian Railways Catering & Tourism Corporation Ltd. (IRCTC).

The employees of pay level 10 and above are entitled to perform journeys by air in Economy class. In case of journey by train, pay level 10 and 11 entitled for 2<sup>nd</sup> AC and pay level-12 and above for 1<sup>st</sup> AC. No taxi or road mileage is admissible to reach the airport/railway station. However, for internal travel to destination road mileage for 100 km is allowed, where government buses/transport are not available to reach the declared destination. (Bills to be enclosed as proof of travel).

**Advance: -**



1. Up to 90% of the fare can be granted as advance on request for onward and return journeys.

2. If the leave taken by the official / anticipated absence of family members exceeds 90 days, an advance may be drawn for outward journey only.

3. In case of journey by rail, application can be submitted in the Establishment Section, maximum 125 days prior to the proposed date of outward journey (however w.e.f. 01.11.2024, advance reservation period for IRCTC reduced to 60 days (excluding the date of journey), and 65 days in case of journey performed by air/sea/road travel.

(In case of air travel, along with the application submit the separate screenshots for onward and return journey air fares by opting "LTC Fare" for advance amount processing.)

4. In all cases, the Government servant should produce tickets within 10 days of the drawal of the advance.

5. The advance should be refunded in full if the outward journey is not commenced within 30 days of the grant of advance.

6. Excess advance, if any, drawn should be returned immediately after booking of tickets. If not returned, interest is chargeable on that amount from the date of drawl to the date of recovery as per the prevailing applicable rates.

**Encashment of Leave for LTC:** An employee is permitted to encash up to 10 days of accumulated earned leave subject to the condition that such encashment will not exceed sixty days during the entire career of an employee. If both husband and wife are employees, each can encash such earned leave. The encashment of earned leave for the purpose of LTC will not have any bearing on the maximum number of days (300) for which earned leave can be encashed at the time of retirement.

**When both husband and wife are Government employees:**

They can declare separate hometowns independently.

- LTC can be claimed for their respective families, viz, while husband can claim for his parents/minor brothers/ unmarried & unemployed sisters and wife can claim for her parents/minor brothers/unmarried & unemployed sisters.
- Either of the parents can claim the concession for children in a particular block.
- The husband or wife who avails LTC as a member of the family of the spouse, cannot claim independently for self. **(Joint declaration is to be submitted at both the offices)**

**LTC is not applicable** to persons whose spouses are employed in Indian Railways and National Airlines.

## LTC Final Claim:

For Final claim, original tickets / invoices and original boarding passes must be submitted along with final claim form to the HR Section within one month after completion of the return journey incase of advance taken or 3 months in case of reimbursement as per rule 14 and 15 of CCS(LTC) Rules, 1988. Production of an e-ticket without the boarding passes is not considered as proof of travel.

If Government servant cannot submit the claim within specified time limits as per rule, the entire advance amount needs to be refunded in one Lump-sum & interest will be charged on the entire amount of advance from the date of drawl to the date of recovery of the amount.

For more details visit the below link:

<https://doptcirculars.nic.in/OM/ViewOM.aspx?id=479&headid=8>



LTC new order.pdf



v. Air ticket  
booking instruction

## 10. Leave:

Leave cannot be claimed as a matter of right. During exigencies of service, leave of any description may be refused or revoked by the authority empowered to sanction the leave. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed. Saturday, Sundays and other holidays or the vacation may be prefixed as well as suffixed. Combination of leave (except with Casual Leave) or continuation of any other kind of leave can be availed of.

**10.1 Absence On-duty (AOD):** Absence On-duty will be granted for the following purposes: (a) National level committee meetings like PACs of SERB, DST, MEITY, DBT etc., and BOG meetings of CFIs, (b) faculty selection committee meetings at CFIs, (c) PMRF Selection Committees and (d) when a faculty is assigned any other duties by the Institute.

### 10.2 Conversion of one kind of leave into another leave:

When requested by a Faculty member the sanctioning authority may convert any kind of leave within 30 days of leave availed, but such conversion cannot be claimed as a matter of right.

**10.3 Leave to Probationers:** - A person appointed to a permanent post on probation is entitled to all kinds of leave admissible under the rules on par with other permanent employees.

### 10.4 Kinds of leave:

- i. **Casual Leave:** Eight days in a calendar year is allowed Saturdays, Sundays and holidays, whether intervening, prefixed or suffixed shall not be counted as casual leave. Casual leave cannot be combined with any other kind of leave except vacation leave.



- ii. **On Duty leave:** A faculty can avail upto a maximum of 30 days On Duty Leave excluding Saturdays/Sundays/Closed holidays in a given calendar year. During the semester time, it is advised to restrict the same upto 5 days in one spell. This leave is allowed for the following professional activities: (a) national and international conferences, (b) workshops/seminars, (c) PhD viva, (d) project related meetings (defense, reviews), (e) research visits and fellowships to other institutes/labs/universities, (f) industry visits, (g) state level committee meetings and (h) for delivering talks. These leaves are approved by the HoD, and Dean (Faculty) if it entails travel outside Hyd.
- iii. **Earned Leave (Vacation):** Earned leave is admissible to members of vacation staff (faculty). In a given calendar year, a faculty can avail up to a maximum of 60 days of vacation as declared by the Institute, which can be converted into a credit of 20 days of EL by not availing the vacation. Non-availed vacation leaves will be converted to a maximum of 20 days in a calendar year with an overall limit of 300 days in entire service. Institute will, however, provides an advance credit of 5 days in every half year i.e. on 1<sup>st</sup> January and 1<sup>st</sup> July and the EL credit earned from non-availed vacation leave is adjusted against this advance credit. Newly joined faculty members are eligible for vacation leave only after completion of one year service at the institute.
- iv. **Maternity leave:** Female employees with less than two surviving children may avail a maximum of 180 days' maternity leave, on full pay from the date of its commencement. Maternity leave not exceeding 45 days in the entire service in case of miscarriage including abortion on production of medical certificate, may also be granted to a woman faculty member (irrespective of the number of surviving children) on full pay.
- v. **Paternity Leave:** A male employee with less than two surviving children may be granted Paternity Leave for a period of 15 days at a time during the confinement of his wife. During the period of such leave he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with other kind of leave as in the case of Maternity Leave.
- vi. **Child Care Leave:** Female employees may avail upto a maximum of 730 days of Child Care Leave, for taking care (sickness, examination, etc.) of upto two children below the age of 18 years with 100% salary for first 365 days and 80% of the salary next 365 days. Not ordinarily to be granted during the probation period except during certain extreme situations. CCL may be granted only up to three spells per calendar year and for a minimum of five days per spell.
- vii. **Sabbatical leave:** May be granted with full salary to faculty for academic/professional work in India or abroad for a period of up to twelve months, after each six years of continuous service (apart from short-term leave). In no case Sabbatical leave shall exceed three times during the entire service of the Teaching Staff.

This leave is granted for:

- a. To conduct research and advance studies in India or abroad.
- b. To write Text books, standard works and other literature.
- c. To visit or work in industrial concerns and technical departments of Government to gain practical experience in their respective fields.
- d. To visit or work in a University, Industry, or Government research laboratories in India and abroad and
- e. Any other purposes for the academic development of the teaching staff / Faculty member Approved by the Board of Governors.

## **11. Children Education Allowance Scheme (CEAS):**

Under the scheme of CEA/Hostel subsidy, reimbursement can be availed for up to a maximum of 2 eldest surviving children with the exception that in case the second child birth results in twins/multiple birth.

The amount of reimbursement of CEA will be Rs.2812.5/- per month per child (fixed) irrespective of the actual expenses incurred by the Govt. servant for a maximum of 12 months in an academic year.

For Divyaang children of government servants shall be payable at double the normal rates of CEA prescribed above i.e., Rs.5625/- per month (fixed).

### **Hostel subsidy:**

This scheme allows for the reimbursement of hostel fees up to the maximum limit of Rs.8437.5/- per month per child or actual expenditure incurred by the Govt. servant whichever is lower.

Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the Government servant.

The CEA and Hostel Subsidy is admissible in respect of children studying from Three classes before class one to 12<sup>th</sup> standard in a recognized School. Reimbursement can be claimed just once in a financial year after completion of the financial year. The Hostel subsidy and Children education allowance can be claimed concurrently. If both the spouses are Government employees, then only one of them can avail reimbursement under CEAS.

Ref Order No.A-27012/02/2017-Estt. (AL) dated 16<sup>th</sup> July 2018.

## **12. Book Grant:**

A Book grant to faculty to the tune of Rs. 50,000 is provided on the following lines.

- The grant is given to a faculty member once in 3 years upon application.

- The faculty should submit a proposal with the title and contents of the book, which will be approved by the Director, with a recommendation from HOD and Dean (faculty).
- A consent from a publisher to publish the book needs to be submitted.
- The amount is provided as a reimbursement for purchasing reference books (including e-books), conducting field trips or any other activity directly related to their book writing.

### **13. Block Grant**

As per MoE: A sum of Rs 300000.00 (Rupees Three Lakhs only) will be earmarked as CPDA to each faculty member for a block period of three years. The CPDA is primarily provided to meet the expenses for participating in both National and International conferences, for paying the membership fee of various professional bodies and for contingent expenses.

From the aforementioned 3 lakhs, a maximum of Rs 100000.00 (Rupees One lakh only) may be earmarked towards contingent expenses (Contingent expenses are unplanned or incidental expenses) relating to non-travel expenditure. Procurement of Laptop / Desktop / Tablet / printer / phones are NOT allowed under CPDA.

### **14. Seed Grant or Startup Grant**

IITH provides a seed grant to new Faculty to get them started on their research, while they await the results of their project proposals submitted to external funding agencies. Therefore, new faculty should apply within one year of joining only. Assistant Professors are eligible for a Seed grant of up to Rs. 25 lakhs, soon after they join the Institute. New Faculty Members at Associate Professor/ Professor level can get a seed grant up-to 5 lakhs (they are expected to generate their own funding from funding agencies). To get this grant you need to submit a formal research proposal (of a few pages) to the Dean of Research & Development in the ECR DST project proposal format. Please note that project staff cannot be hired under this grant, nor it can be used to purchase furniture, laptops, mobiles, or other portable personal electronic devices. The grants can be used for National Travel.

### **15. Applying for Projects:**

IITH is very keen that all of its new Faculty apply for external funding in their very first year at the Institute. There are several sources of external funding available for Research/ Development such as: CSIR, DRDO, DRDL, DST, DBT, DIT, MoES, MNRE, ADE, ISRO, etc. Formats for project proposal are available on the respective websites.

There are three types of projects recognized by the institute:

- a) Grant-in-aid projects: These will usually come from agencies named above. The Faculty will make a proposal to the sponsor to do research in an area of interest to the Faculty.
- b) Sponsored projects: These will come from Private industries. In these cases, research activities will be carried out to meet the specific requirements of the sponsor.

- c) Consultancy projects: These usually will come from Industry. In these type of Projects, Faculty will render advice to industry and/or provide assistance in utilization of technologies already developed. Consultancy projects, unlike sponsored projects, may allow payments to the Investigators as consultancy fees.

Usually, both Grant-in-aid and Sponsored projects are loosely called "Sponsored projects". All projects include an Institute Overhead as per the BoG norms and allow project staff to be hired. The consultation fee for the Project Investigator(s) may be claimed from Sponsored / Consultancy projects as per the Project norms. The initiative for applying for projects has to be taken by the individual Faculty members, or by self-chosen groups applying collectively. All documentation will have to go through the HoD to be forwarded for the approval of Dean (R&D).

**Research Development Fund (RDF):** From externally funded project overheads, a certain proportion depending upon the type of project is credited to the RDF. Faculty may utilize RDF for activities related to academic research. Some of these include: (1) Consumables, Purchase of Books, Journal articles and publication fees, (2) Equipment, (3) Office furniture up to Rs. 25,000 in a financial year, (4) Conference registration fee and travel expenses, (5) Membership fees for professional bodies, (6) Payment of communication expenses, (7) Supporting students to attend national/international conferences and (8) other expenses.

**Research Equipment Maintenance Fund (REMF):** From externally funded project overheads, a certain proportion depending upon the type of project is credited to the REMF. REMF may be utilized only for repairs and maintenance of facilities including expenditure for cleaning, overhauling, assembling and re-assembling, replacement of parts and spares, and all such expenditure deemed necessary for maintenance of facilities.

## 16. Purchase Process

A brief overview of the purchase process is given below.

Price (including taxes)	Process
Up to Rs.25,000	<p>Purchase of goods up to the value of Rs. 25,000 (Rupees twenty-five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority HOD / Project Leader / Senior most available officer in-charge of Stores &amp; Purchase Section) in the following format</p> <p>.....</p> <p>"I ....., am personally satisfied that these goods purchased are of the requisite quality and specifications and have been purchased from a reliable supplier at a reasonable price".</p> <p style="text-align: right;">Signature</p>

Above Rs. 25,000 to Rs. 2.5 lakhs	<p>Purchase of goods costing above Rs. 25,000 (Rupees twenty-five thousand only) and up to Rs.2,50,000/- (Rupees two lakh and fifty thousand only) on each occasion may be made on the recommendations of a duly constituted Local Purchase Committee consisting of three members of an appropriate level as decided by the Head of the Department, including User/Indenter, of the level of Asst. Professors / Group A officers. The committee will survey the market to ascertain the reasonableness of rate, quality and specifications and identify appropriate suppliers. Thereafter, the LPC will obtain a quotation from the vendor so identified and hand over the quotation along with the indent to the Purchase Section for placement of Purchase Order. Before recommending placement of the purchase order, the members of the committee will jointly record a certificate as under:</p> <p>.....</p> <p>"Certified that we, the members of the Local Purchase Committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specifications and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question".</p> <table><tr><td>MEMBER</td><td>MEMBER</td><td>MEMBER</td></tr><tr><td>Name :</td><td>Name :</td><td>Name:</td></tr><tr><td>Desig.:</td><td>Desig.:</td><td>Desig.:</td></tr></table>	MEMBER	MEMBER	MEMBER	Name :	Name :	Name:	Desig.:	Desig.:	Desig.:
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2.5 lakhs to 25 lakhs	<p><b>Constitution and Functions of Purchase Committee – I</b></p> <p>The Director, IITH, will constitute the Purchase Committee – I, which will consider all cases of procurements, both consumable and non-consumable items including equipment's, RCs, AMCs etc., <b>up to an estimated value of Rs.25.00 lakhs.</b> The Committee shall consist of the following members: -</p> <ol style="list-style-type: none"><li>1. Chairman: One Faculty Member, not below the rank of Professor / HOD.</li><li>2. One Member: Indenter / Project Leader</li><li>3. One Member: One more Faculty (Other Department)</li><li>4. Member: Available officer of Accounts Section(JR/DR / AR /)</li><li>5. Member: Available officer of Purchase Section(DR / AR /)</li></ol> <p>The Director, IITH may also nominate an alternative Chairman. The quorum will consist of Chairman, Indenter / PL, Members from Accounts &amp; Purchase.</p> <p>The following shall the functions of Purchase Committee – I: -</p> <ol style="list-style-type: none"><li>a) The PC-I will also consider the cases of procurements above Rs.25.00 lakhs, where LTE method is to be adopted in view of the specified reasons.</li><li>b) All the members of the PC-I shall be responsible for the recommendations made by the Committee, with respect to their own areas of competence.</li></ol>									

	<p>c) Wherever necessary, PC-I may also constitute a separate technical sub-committee for vetting of specifications and for technical evaluation of bids.</p>
25 lakhs and above	<p><b>Constitution and Functions of Purchase Committee - II</b></p> <p>The Director, IITH will constitute Purchase Committee – II, in each case, which will consider all cases of procurements <b>above Rs.25.00 lakhs</b>, including equipments, plants and machinery, turnkey projects, and where advertised tender enquiry (open / global) method has been adopted for invitation of bids. The Committee shall consist of the following members: -</p> <ol style="list-style-type: none"> <li>1. Chairman: A senior Faculty, not below the rank of Professor / HOD</li> <li>2. One Member: Indenter / Project Leader</li> <li>3. Two Members: Two other Faculty Members (1 other than Indenter / PL) 1 Other Dept.</li> <li>4. Member: Available officer of Accounts Section (JR/DR / AR /)</li> <li>5. Member: Available officer of Purchase Section (DR / AR /)</li> <li>6. Any other member, nominated by the Chairman, PC – II, wherever felt necessary.</li> </ol> <p>The following shall be the functions of Purchase Committee – II:</p> <ol style="list-style-type: none"> <li>a) The PC-II will consider all cases of procurements above Rs.25.00 lakhs.</li> <li>b) The mode of tendering shall invariably be through open / global methods and in two bid system.</li> <li>c) All the members of the PC-I shall be responsible for the recommendations made by the Committee, with respect to their own areas of competence.</li> <li>d) Wherever necessary, the members of PC-II except Members from Accounts &amp; Purchase wings, may act as a technical sub-committee for consideration of all technical aspects e.g. vetting of specifications, technical evaluation of bids etc.</li> <li>e) The Indenter/PL shall convene the meetings of Technical Sub-Committee whereas Member-Purchase shall convene the meetings of Full PC-II.</li> </ol>

**For detailed purchase procedure please visit the following:**

[http://intranet.iith.ac.in/files/forms/stores/BOG\\_approved\\_IITH\\_Purchase\\_Procedure.pdf](http://intranet.iith.ac.in/files/forms/stores/BOG_approved_IITH_Purchase_Procedure.pdf)

## **17. Retirement Benefits/ Pension:**

The contributory pension under New Pension Scheme (NPS) is 10% of Basic Pay + Dearness Allowance which is deducted from your salary each month. The contribution by the Institute to NPS every month is 14% of Basic Pay+DA. NPS is applicable to all persons appointed on or after 01/01/2004. All subscribers of NPS are provided with a 16-digit Permanent Retirement Account Number (PRAN) and receive annual statements and monthly text messages. On joining the Institute, please apply immediately for your PRAN card through the Accounts Section, if you do not have one already.

Normal exit from this scheme is upon attaining an age of 60. In this case, it is mandatory to invest 40% of accumulations (termed as pension wealth) in an annuity with IRDA regulated Life Insurance Company – to provide pension for the lifetimes of you and your dependent spouse/parents. If you exit from this scheme before attaining the age of 60, it is mandatory to invest 80% of the accumulations.

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