

ESTABLISHMENT MANUAL

(as approved by Board of Governors in its first meeting held on 16th April 2007)



National Institute of Fashion Technology
Ministry of Textiles, Government of India
Head Office, NIFT Campus, Hauz Khas, New Delhi - 110016

This document contains the details of all issues concerning Establishment of NIFT.

All policies, norms and procedures are detailed for the reference of faculty and administrators dealing with Establishment.



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The Director (HO) and Chief Administrative Officer (Establishment) shall be the joint custodians of the NIFT Establishment Manual at NIFT.

AMENDMENT TO ESTABLISHMENT MANUAL

NIFT reserves the right to add on, delete, alter or amend any of the policies and procedures contained in this manual without any notice. Such additions, deletions, alterations and/or amendments will be approved by the BPFC of the Board of Governors, NIFT and notified to all centres by NIFT - HO through the Chief Administrative Officer (Establishment).

JURISDICTIONS

In case of any dispute or any matter arising out of or relating to the policies and procedures contained in this document or otherwise, New Delhi will be considered as the place where the course of action has arisen and the appropriate court at New Delhi will alone have jurisdiction over such matters.

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National Institute of Fashion Technology Head Office

Foreword

Rules, Regulations, Policies and Clearly laid down Procedures play an important role in good corporate governance as well as to bring transparency and fairness in every aspect of the Organization.

I am very glad to note that the Establishment Department has come up with the Establishment Manual comprising of Rules, Regulations, Recruitment Procedures, Reservation Policies for SC,ST, OBC & PH, Immovable Property Returns, Annual Confidential Report, Conduct Rules, Perquisites given to employees, Assured Career Progression Scheme, General Service Rules, Manual of Office Procedures, Record Retention Schedule, Rules related to grant of lease accommodation and Training Policies which have been the result of constant attempts in streamlining the establishment work across the Centres.

I hope all the concerned will find this Establishment Manual as a useful source and would ensure careful compliance and implementation of the instructions and guidelines.

Dated 15th March, 2007



**Gauri Kumar
Director General**

National Institute of Fashion Technology Head Office

Preface

National Institute of Fashion Technology is an autonomous body set up in 1986 under the aegis of the Ministry of Textiles, Government of India. Instructions and guidelines have been issued from time to time by the Ministry for the proper functioning of the Institute. A number of policy orders have been issued during the last five years relating to establishment matters keeping in view the revision of various instructions received from Government of India. These Instructions and guidelines supplement the basic rules, regulations, orders governing Financial and General Service rules etc.

A number of references are received from the Centres seeking clarification regarding implementation of the rules. Due to change in incumbency the new incumbents are normally not aware of the instructions on the subject. Therefore need has been felt to consolidate all these instructions and guidelines. Basic Rules instructions and guidelines have now been synthesized to cover the entire gamut of establishment and administration by drafting establishment manual under 12 broad chapters. Extraordinary labour, extensive research, extreme care and erudite collation has been exercised in drafting of the Establishment Manual.

We are sure that this Establishment Manual stands out as a unique reference for the Executives/Officers/ Faculties and will also enable Heads of Departments to exercise their powers and discharge their responsibilities in conformity with the instructions and guidelines issued by the Government from time to time. This Establishment Manual will also guide Heads of Divisions in running their offices with propriety.

The manual is bound to provide the invaluable aid to the employees of the Institute for a lucid appreciation of their rights and responsibilities. Suggestions for improvement and for rectification of errors and omissions in the Establishment Manual will be gratefully accepted.



Kalpana Swamy
Director, Head Office



Munish Girdhar
Registrar (Establishment)

Dated 15th March, 2007

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SECTION — I

Chapter ONE Overview of NIFT

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario.

The Institute is a pioneer in envisioning and evolving fashion business education in the country through a network of Eight professionally managed centres at New Delhi, Bangalore, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai & Rae Bareilly.

NIFT conducts continuing education programmes, in-house training programmes, seminars and workshops for the industry on emerging concerns and current developments. The institute also undertakes research and consultancy projects for the industry with its expertise in design, management and technology at strategic and operational levels.

NIFT is committed to place India on the centre stage of international fashion. The institute's alliances with Fashion Institute of Technology, New York; Nottingham Trent University, UK and Royal Melbourne Institute of Textiles, Australia have provided both institutes extensive opportunities for exchange of ideas and information, thereby mutually benefiting each other. NIFT is also a founding member of International Foundation of Fashion Technology Institutes (IFFTI) – a council of 22 fashion schools. NIFT Faculty regularly participates in international trade fairs, exhibitions, seminars and conferences, which significantly enhances the quality of their experience and in turn enriches their students.

The classrooms of NIFT are equipped with audio-visual equipment like LCD, VCR, Slide Projector, Television etc. to acquaint students with the latest technologies.

Each NIFT centre has an independent, fully operational Department of Information Technology with the qualified and experienced IT professionals. The computer labs are well equipped with the state-of-the-art hardware & software.

The network of NIFT Resource Centre is the only Fashion Information System in India serving the fashion professionals, would-be professionals and fashion educators. The Resource centres also provide

information services to the design community, industry practitioners and entrepreneurs.

Through its endeavours and enterprise over the years, NIFT's role has evolved beyond the capacity of a catalyst in the fashion industry.



Chapter TWO

Organisational Set-up



2.2 Units at Head Office

S. No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
1	International Linkages	Director-General	Head (IL)	(IL) International Affairs	Unit Incharge(IL)	<p>1-International Participation</p> <ul style="list-style-type: none"> - Seminars/Conferences - Fairs / Shows / Exhibitions - Govt. & Industry tie-ups, MoUs <p>2-International Academics:</p> <ul style="list-style-type: none"> - All non IFFTI - Faculty Exchange/ Secondment - Training Programmes - Tie ups / MoUs <p>3-International Student Cell :</p> <ul style="list-style-type: none"> - Student Exchange - Visit of NIFT Students in Participations in competitions etc - Special courses for foreign students - Sponsorships <p>4-Any other matter relating to NRI students</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Head (International Linkages) →</p> <p>Director General-NIFT</p> <hr/> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Head (International Linkages) →</p> <p>Director (F&A) →</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website</p>

2	Industry & Research	Director-General	Head (Industry & Research)	(IR-1) Research	Unit Incharge (Research)	<p>1- Creating a research environment fund for application oriented research for the fashion business industry.</p> <p>2- Exploring research based areas in consultation with the industry, for students and faculty.</p> <p>3- Creating facilities at the institute for doing industry oriented research projects in a cost effective and time bound manner – setting up of necessary infrastructure for this.</p> <p>4- The unit will also look at requirements of the industry so as to provide the industry with the cutting edge response as a thought leader.</p> <p>5- Development of a long-term Research Agenda and a plan for Research & Development capacity building.</p> <p>6-Initiation of R&D projects/proposals.</p> <p>7- Patents and Transfer of know-how.</p> <p>8- Business incubation and venture finance.</p>	<p>Management. Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (Industry & Research)</p> <p>↓</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (Industry & Research)</p> <p>↓</p> <p>Director (F&A)</p> <p>↓</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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3	PG Design	Director-General	Head (PGD)	PGD (PG Design)	Unit Incharge (PGD)	<p>1-Formulation of Curriculum</p> <p>2-Identification and preparation of space, ordering of equipment and preparation of other infrastructure</p> <p>3-Admission Process- Advertisement, application evaluation & interviews.</p> <p>4-Identification of full-time and visiting faculty resources, advertisement, recruitment.</p> <p>5- Overall coordination of PGDFS Programme.</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Unit Incharge → Anchor, PGD → Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Unit Incharge → Anchor, PGD → Director (F&A) → Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
4	Enterprise	Director-	Head (EMFB)	EMFB	Unit Incharge	1-Overall coordination of	Where there is no financial implication

	<p>Management for Fashion Business (EMFB)</p>	<p>General</p>		<p>(EMFB)</p>	<p>Entrepreneurship Management for Fashion Business (18 months Programme)</p>	<p>Unit Incharge ↓ Head (EMFB) ↓ Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge ↓ Head (EMFB) ↓ Director (F&A) ↓ Director General-NIFT</p> <p>SIAC</p> <p>SIAC</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing/ Website Management.</p>
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5	Academics	Director-General	Dean(A)	Dean-1-AM (Academic Management)	Unit Incharge (Academic Management)	<p>1-Curriculum</p> <ul style="list-style-type: none"> - Clarity & completion of course - Content - Compliance to Academic Plan <p>2-Faculty</p> <ul style="list-style-type: none"> - Punctuality - Sessions completed - No. hours - Regularity - Curriculum coverage - Right Spirit(Quality) - Practical orientation & connectivity with the program - Evaluation matrix - Ensured optimal utilization of faculty <ul style="list-style-type: none"> - Support System - Infrastructure - Equipments - Supporting Staff 	<p>Where there is no financial implication</p> <p>Unit Incharge ↓ Dean (A) ↓ Director General-NIFT</p> <hr/> <p>Where Financial implication is there</p> <p>Unit Incharge ↓ Dean (A) ↓ Director (F&A) ↓ Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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				<p>Dean-4-CCC (Corporate Communi- cation Cell)</p>	<p>Unit Incharge (CCC Unit)</p>	<p>Publication and Printing, NIFT Publications, Comprehensive information Brochures, Centralised NIFT's publications, All Centralised NIFT's publications including prospectus, brochure, CE prospectus, promotional material and printing for convocation.</p> <p>1-Creation and Promotion of NIFT Identity, Signage and Graphics</p> <ul style="list-style-type: none"> - Diary & Calendar - NIFT Signage - NIFT Souvenirs like Tie, Emblem, Scarves, Pen & Orchestra <p>Graphic designing of printing and publication work</p> <p>Writing and Editing of Fashion & Beyond and other articles for press</p> <p>Website</p> <p>Information on NIFT as an Institution</p> <p>Courses offered</p> <p>Admission Notice</p> <p>Update on NIFT Activity</p> <p>Highlights of NIFT events</p> <p>Graduation Projects</p> <p>NIFT Newsletter</p> <p>NIFT Brochure</p> <p>Alumni Club</p> <p>Quick Response Media</p> <ul style="list-style-type: none"> - Press Articles - Media Co-ordinations - Distribution, Stock & Subscription of Fashion & Beyond 	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Dean (A) → SIAC</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Dean (A) → SIAC</p> <p>Director (F&A) → SIAC</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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				<p>Dean-5- Alumni Affairs</p>	<p>Unit Incharge (Alumni Affairs)</p>	<p>1-Alumni Associations</p> <ul style="list-style-type: none"> - New members - Existing members - Promotion for membership - NIFT Projects - Guest Faculty - Sponsorship for students <p>2-Alumni Interaction</p> <ul style="list-style-type: none"> - Industry feedback and linkages - Course curriculum development - Internship and Graduation projects for students - Placements <p>3-Alumni Meet</p> <ul style="list-style-type: none"> - Formation of regional Alumni forums - Regional Meets - Common annual Meet <p>4-Any other matter concerning NIFT Alumni</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Dean (A) →</p> <p>↓</p> <p>Director General-NIFT</p> <hr/> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Dean (A) →</p> <p>↓</p> <p>Director (F&A) →</p> <p>↓</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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				<p>Dean-6 (Cluster Project)</p>	<p>Unit Incharge (Cluster Project)</p>	<p>1-Coordination of Academic Schedule with Cluster Timelines with all CIC and DSM at HO 2-Coordination and preparation of monthly reports on student activities at various centre and maintaining all reports. 3- Coordinating student visits to various clusters and linking it to cluster development initiative. 4-Plan the workshop schedules and parameters along with student performance measure on the same. 5-Any other work related to various projects at HO involving the Clusters</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC ↓ Dean (A) →</p> <p>Director General-NIFT Where Financial implication is there</p> <p>Unit Incharge → SIAC ↓ Dean (A) → Director (F&A) → Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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6	Academic Affairs	Director-General	Head(AA)	(AA-1-SA) (Student Affairs)	Unit Incharge (Academic Affairs)	<ul style="list-style-type: none"> 1-Legal Matters 2-Discipline Matters 3-Financial Assistance 4-Transfer Cases 5-Students Grievances 6-Student's Counseling 7-Students Rule Book 8-Internal Guidelines 9-Convocation & Awards 10-Policy and Guidelines 11-Liaison with Centers 12-Budget Allocation 	<p>Where there is no financial implication</p> <p>Unit Incharge → Head (AA) → Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → Head (AA) → Director (F&A) → Director General-NIFT</p> <p>Unit Incharge → SIAC</p> <p>Head (AA) → SIAC</p> <p>Director (F&A) → Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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		Unit Incharge (SDA & DL)	(AA-2-SDA&DL)(S tudent Development Activities & Domestic Linkages)		
<p>1-Student development related activities</p> <p>2-Planning of Student Development activities</p> <p>3-Conduct of development activities</p> <p>4-Student Assistance Prog</p> <p>5-Student Extension Activities</p> <p>6-Inter College(outstation) participation</p> <p>7-Mentorship programme</p> <p>8-Budget allocation of development activities</p> <p>9-Infrastructure setup</p> <p>10-Liaison with all SDAC from NIFT centres for the above</p> <p><i>Linkages with education institutions in India and Overseas</i></p> <p>1-Policy & Guidelines on standard norms of linkages</p> <p>2-Preparation and Assessment of Proposal based on Credentials</p> <p>3-Review and monitoring exercise</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Head (AA) → SIAC</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Head (AA) → SIAC</p> <p>Director (F&A) → SIAC</p> <p>Director General-NIFT</p>				

				<p>(AA-3-CEB) (Examination & Evaluation Cell)</p>	<p>Unit Incharge (CEB)</p>	<ol style="list-style-type: none"> 1. Common Examination Board 2. Policy Matters 3. Collecting result and notifying the same 4. Data Management of all Centres related to results 5. Students appeal for re-evaluation 6. Issue of consolidated Grade sheets 7. Preparation of Degrees 8. NIFT Convocation 	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Head (AA)</p> <p>Director General-NIFT</p> <hr/> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Head (AA)</p> <p>Director (F&A)</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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					<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (AA) →</p> <p>↓</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (AA) →</p> <p>↓</p> <p>Director (F&A) →</p> <p>↓</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
	(AA-4-ICT) (ICT Unit)	Unit Incharge (ICT)	<ol style="list-style-type: none"> 1. ICT Based e-governance Projects 2. IT Policy Distribution Norms and Procedures and standardized Specification at Head Office 3. Inventory management at Head Office 4. Centralised Training relating to areas of IT Applications Infrastructure at Head office 5. IT purchase of H.O. and all IT Centralised purchases 6. Requests and queries from Centres 7. To convene SIAC-IT on above and other issues. 8. 		

7	FOTD	Director General through Dean	Head (FOTD)	FOTD	Unit Incharge (FOTD)	All matters related with designing, organizing and conduct of training programmes for Faculty Members and Group 'A' officers of NIFT in accordance with the approved training policy	<p>Where there is no financial implication</p> <p>Unit Incharge → Head (FOTD) → SIAC</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → Head (FOTD) → SIAC</p> <p>Head (FOTD) → Director (F&A) → Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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8	Admission	Director General through CP Admission Committee	Chief Administrative Officer (Admissions)	Admission	Asstt. Reg. (Admission)	<p>Admissions of regular programmes being offered by NIFT :-</p> <ul style="list-style-type: none"> 1-UG programme in Design & Technology 2-PG programme in Fashion-Technology, Fashion Management, Fashion Design. 3 —Finalising of Media Plan <ul style="list-style-type: none"> - Release of Advertisement - Finalisation of prospectus - Printing of prospectus - Sale of prospectus by post deposition of demand draft of sale of prospectus - Deposition of demand draft of collection of fees - Finalising of Media Plan - Release of Advertisement - Finalisation of examination agency - Liaison with Indian embassies abroad - Sending letters to the selected candidates - Operating waiting list. - Liaising with the examination agency - Counselling of the selected students - Shifting of candidates based on merit - Forwarding of list of selected students to the allocated centre - Release of advertisement of NRI sponsored candidates - Holding of interviews for NRI sponsored candidate 	<p>Where there is no financial implication</p> <p>Unit Incharge → Head (Admission) → Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → Head (Admission) → Director (F&A) → Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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9	Administration	Director-General	Chief Administrative Officer. (Admn.)	Admn – I	Dy Reg (Admin.)	<p>General Administration of NIFT-Head Office, all service contracts including security, housekeeping, NIFT canteen, NIFT stationery shop, Kiosk, horticulture, travel agent, Annual Maintenance Contract of equipments, Photocopy Machines, Booking of National and International Air Tickets, Payment to contractors- Housekeeping, Security, Horticulture, Photocopy, Preparation of Standard Tender documents for service contracts to all NIFT Centres</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>Head (Administration)</p> <p>Director General-NIFT</p> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>Head (Administration)</p> <p>Director (F&A)</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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				Admn –II	<p>Printing of stationery, payment of OTA, courier services, arrangements of official functions at HO, Receipt & Despatch of Dak, Maintenance of inventory of NIFT store of consumable items</p>	<p>Where there is no financial implication</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (Administration)</p> <p>↓</p> <p>Director General-NIFT</p> <hr/> <p>Where Financial implication is there</p> <p>Unit Incharge → SIAC</p> <p>↓</p> <p>Head (Administration)</p> <p>↓</p> <p>Director (F&A)</p> <p>↓</p> <p>Director General-NIFT</p> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>
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10	Vigilance	Director-General through Director (F&A) & Vigilance Officer	Unit Head (Vigilance)	(F&A-6-Vig) (Vigilance)	Unit Incharge (Vigilance)	All vigilance and discipline related matters.	<p>Unit Incharge</p> <p>↓</p> <p>Head of Unit</p> <p>↓</p> <p>Director (F&A) & Vigilance Officer</p> <p>↓</p> <p>DG-NIFT</p>
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11	Inspection & Audit	Director-General	Director (F&A)	Inspection & Audit	Dy. Reg. (F&A)	<ol style="list-style-type: none"> 1. Inspect all Centres twice in a year and submit its report to Head Office and the concerned Centre Directors. 2. Brief, coordinate and issue supplementary directions to Internal Auditors based on the observations and the concerns which may come up during its own inspection or by the Accounts Division during the reviews etc. 3. Coordinate with the Accounts and other divisions to prepare organizations response to C&AG Audit Reports both SAR and Transaction Audit. 4. Similarly the Unit will also deal with all outstanding audit reports and issues arising there from (including Fixed Assets Register, outstanding contractors' and staff's advances etc.) 5. Any other Policy Matters relating to Accounts & Finance. 6. Submission of periodic Audit Reports to BFFC, which is also Audit Committee through Board Secretariat. 7. CAG transaction audit 8. Special Audit and audit of Centres 9. Settlement of old outstanding paras 10. Settlement of old outstanding advance (Contractor & Staff) 	<p style="text-align: center;">Unit Incharge</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">Director (F&A)</p> <p style="text-align: center;">↓</p> <p style="text-align: center;">DG-NIFT</p>
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12	Finance & Accounts	Director-General through Director (F&A)	CAO	(F&A-1) (Bill Section & Grant-in-aid)	OSD(A/C)	<p>1-Pay Processing , Income Tax calculations, filing of annual returns and quarterly returns, correspondences with statutory authority</p> <p>2-Bill Passing (filing of TDS returns quarterly and annual) issue of Form 18</p> <p>3-Reconciliation of all payable account</p> <p>4-Fund Management & Handling of Cash</p> <p>5-Preparation of Cash Book, Deposit of Cheques, Maintenance of register and proper record of handing over the vouchers, transfer of funds, issue of letters to UTI, ensuring monthly bank statements, ensuring realization of cheques</p> <p>6-MOT Reply-General</p>	<p>Unit Incharge</p> <p>→</p> <p>CAO</p> <p>→</p> <p>Director (F&A)</p> <p>→</p> <p>Director General</p>
				(F&A-2) (Accounts Section)		<p>1-Punching of vouchers</p> <p>2-Preparation of Final Accounts of HO</p> <p>3-Compilation of All Centre Accounts.</p> <p>4-Preparation of quarterly accounts</p> <p>5-Preparation of BPFCA and BOG /Agenda</p> <p>6-Fee Reconciliation for current year</p> <p>7-Bank Reconciliation</p> <p>8-Final account CAG Audit and other items</p>	<p>Unit Incharge</p> <p>→</p> <p>CAO</p> <p>→</p> <p>Director (F&A)</p> <p>→</p> <p>Director General</p>

					<p>Unit Incharge</p> <p>→</p> <p>CAO</p> <p>→</p> <p>Director (F&A)</p> <p>→</p> <p>Director General</p>
				<p>1-Scrutiny of purchase proposals and all other related to purchase Register</p> <p>2-Maintenance of Fixed Asset Register</p> <p>3-Representing different Committees of Delhi Centre</p> <p>4-The maintenance of fixed assets register including the earlier fixed assets register reconstruction.</p>	<p>Dy Reg (F&A) & Purchase Officer</p>
				<p>(F&A-5) (Purchase Section)</p>	<p>1-Scrutiny of all project proposals and all related matters i. i.e. Policy, Budget and Utilisation</p>
				<p>(F&A-7) (Project)</p>	<p>Asstt. Director (Project)</p>
					<p>Unit Incharge</p> <p>→</p> <p>Dy. Registrar (F&A)</p> <p>→</p> <p>CAO</p> <p>→</p> <p>Director (F&A)</p> <p>→</p> <p>Director General</p>

				(F&A-8) (MIS- Finance & Accounts)	Unit Incharge (MIS-F&A)	Compilation & Coordination of all MIS related to Finance & Accounts Units at HO	Unit Incharge → CAO → Director (F&A) → Director General
13	Building Projects	Director- General through Director (F&A)	PE (Bldg)	(Bldg-1) (Original Works/Additi onal alteration HO/DC/other centres)	EE (Bldg)	Work of Centres :- Monitoring, Coordination, Execution A/A& E/ (Liaison with Architects (PWD) agencies & local authorities in case of DC) Comprehensive insurance of Building, assets and equipments	Unit Incharge → Head of Unit → Director (F&A) → Director General

			<p>(Bldg-4) Maintenance Operations (Equipments)</p>	<p>Technical Officer</p>	<p>1-Maintenance of EPABX, Fax, Telephones, Internet Lines, Intercoms (for DC as well as HO) 2-Cable connection, Broad Band Connections 3-Time Bound Payment of MTNL, Airtel 4-Repair & Maintenance of Staff Cars / Three Wheeler 5-Maintenance of A/V and PA system 6-Arrangements of Sound, Light and A/V for all events in DC and HO 7-Arrangements of Presentation/Projection / Sound system etc. for various Seminar/workshops and day to day events 8-Payment of POL / Contract for hiring of vehicles / Management of Staff Cars / Assigning of Driver duties 9-Arrangements of Hiring Vehicles for Pick & Drop (NIFT Officers/CPs/Dean) and for various requirements 10-Arrangements of Mobile phones/connections/Timely payments 11-Arranging payments for various workshops (Vehicle) / Hiring Vehicles and other payments related to transportation 12-Payment of Reimbursement for Official Mobile/Residential Phones 13-Liaison works with MTNL and various agencies 14-Installation of EPABX, and various A/V requirements 15-Issue of Gate pass 16-Issue of parking passes 17-Issue of I-cards to staff</p>	<p>Unit Incharge ↓ Head of Unit ↓ Director (F&A) ↓ Director General</p>
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			EE, DC	(Bldg-2) Maintenance Operations (Civil)	Unit Incharge (Maintenance Operations (civil))	HO & DC works :- A/A & E/S Tendering, Monitoring, Coordination, Billing & MIS	Unit Incharge → Head of Unit → Director (F&A) → Director General
				(Bldg-3) Maintenance Operations (Electrical)	Unit Incharge (Maintenance Operations (Electrical))	Maintenance of existing building furniture & equipments related to building- AC, lift, Coolers, DG Sets, firefighting & alarm system besides Civil, Plumbing, Electrical Maintenance	Unit Incharge → Head of Unit → Director (F&A) → Director General
14	Establish ment	Director- General through Chief Admn. Officer (Estb)	Dy Reg(Estt.)	(Estt-1) (Establishme nt -I)	Asstt Reg.	1-Maintenance of Personal file & Service Books - Leave Account - Nominations - Verifications of C & A - Family Details - Increments - Pay Fixation - LTC - Advances 2-Yearly verification of service certificate from Centres 3-Deputationists - Issue of Terms & Conditions	Unit Incharge → Head of Unit → Chief Admn. Officer (Estt.) → Director General

						18-Suspensions/penalties 19-Legal matters 20-HO administration 21-Special Pay and Waivers 22-Petitions under RTI Act 23-Recruitment Rules 24-Grant & Review of Special Pay/ Teaching Waiver		
Director- General	Chief Administrative Officer (Estt)	(Estt-3-OL) (Official Language)	Hindi Officer.			1- Official Language (Hindi) 2- MOT Reference 3- VIP Reference 4- Parliament Questions 5- Returns HO 6- Any other work assigned	Unit Incharge → Head of Unit → Director General	
Director- General	Director (HO) & Board Secretary	(Board Secretariat)	Deputy Director			1-Agenda, Minutes & Follow up • BOG • Sub Committee - BPFC - AAC 2-Action Taken Reports 3-Coordination with members of Committee 4-IFFTI matters 5-SLAC / LBPC 6-Any other incidental matter - Hospitality - Travel - Stay - Facilitation 7-Any other Standing Committee Meeting where DG is the Chairperson, Executive Council and CASC 8-NIFM study	Unit Incharge → Director (H.O) → Director General	

						<p>9-Peer review study</p> <p>10- MOUs-Brand Equity</p> <p>11-RTI Act-MOT –Monthly Report</p> <p>12-Women’s Committee</p> <p>12- Opening of new NIFT centres</p> <p>13- Parliament Bill/Statutes</p>	
Director-General	Director (HO)	IPR Cell	Unit Incharge (IPR Cell)	<p>1-Managing activities of NIFT IPR cell</p> <p>2-Development of IPR Policy & Guidelines for the Institute</p> <p>3-Develop norms and guidelines on IPR for NIFT-Industry interface</p> <p>4-Conduct workshop & modules on IPR awareness for industry and students</p> <p>5-To coordinate with Agencies/Bodies/Institutes and organization active on IPR National and International level.</p> <p>6-To assist NIFT in protection in rights & brand equity</p>	<p>Unit Incharge</p> <p>→</p> <p>Director (H.O)</p> <p>→</p> <p>Director General</p>		
DG-NIFT	Director (HO)	(MIS-HO)	Deputy Director	<p>1-Administration of Management of Information System</p> <p>2>Returns (Centre & HO)</p> <p>3-Compilation of Returns</p> <p>4-Monitoring of implementation of various important directives from HO-follow up with centres</p> <p>5-Coordination with Centres</p> <p>6- Policies</p> <p>7- Duties/Responsibilities</p> <p>8-Work allocation</p> <p>9-Target settings of units for various entities for monitoring performance and feedback</p> <p>10-Awards for best units/centres</p>	<p>Unit Incharge</p> <p>→</p> <p>Director (H.O)</p> <p>→</p> <p>Director General</p>		

15	ILGA	Director-General	Unit Head (ILGA)	ILGA	Unit Incharge (ILGA)		<p>Unit Incharge</p> <p>→</p> <p>Head (ILGA)</p> <p>→</p> <p>AD (Projects)</p> <p>→</p> <p>Dy. Reg(F&A)</p> <p>→</p> <p>CAO</p> <p>→</p> <p>Director (F&A)</p> <p>→</p> <p>Director General</p>
16	DG Secretariat	Director-General			OSD (DG-Sectt.)		

2.3 Units at Centres

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
1	Director's Office	Director	Research Assistant	Research Assistant – 1 Stenographer Grade. I – 1	<ul style="list-style-type: none"> • Coordination with Head Office to ensure timely reply of reference received from Head Office, Ministry, MP/VIP reference. • Efficient assistance to Director for smooth functioning of the Centre. • Coordination with all academic and Administration unit. 		DG Secretariat, Head of Departments at Head Office.	<u>HO</u> Executive Council & CASC <u>Centre</u> SLAC & LASC

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
2.	O/o Chief Administrative Officer	Chief Administrative Officer	Stenographer Grade-II-	Stenographer Grade-II-1 Junior Assistant-1	<ul style="list-style-type: none"> Coordination of works of Units functioning under Chief Admn. Officer 	Chief Administrative Officer ↓ Director		

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
3	F&A-I	Director	DR(F&A)	Assistant Accounts – One Stenographer Gr. III — One	<ul style="list-style-type: none"> • Pre-audit / financial concurrence for all the proposals which goes to Director/Chief Admn. Officer for approval with reference to Budget, DOP, purchase procedure. • Approval of all payment vouchers • Supervise proper approval and supporting documents attached with the payment voucher. • Supervision of timely statutory remittances. • Monitoring of advance adjustment. • Supervision of Calendar of Returns prepared by A.O. • Reply to Internal Audit and C&AG observations. • Finalization of Accounts – Pre audit. • Pre-audit of all project payments. • Representative of all Purchase Committee. 	DR(F&A) ↓ Director	Inspection & Audit Unit [Unit Head: Director (F&A)]	<u>H.O</u> Standing Internal Advisory Committee for Accounts and Finance.

S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	Work allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
4.	F&A-II	Director	Accounts Officer	Sr. Assistant (Accounts) — 1 Assistant (Accounts) — 1 Jr. Assistant - 1	<ul style="list-style-type: none"> • Day to day Accounts matter, including payments and signing of cheques etc. • Drawing and disbursing officer. • Maintenance of Imprest Accounts. • Counter sign of Fixed Asset Register before releasing the payment, which is being maintained by purchase officer. • Responsible for ensuring compliance with all authorities i.e. Income Tax Department, Sales Tax Department.. • Supervision of Bank reconciliation to be done daily. • Ensure receipt of daily bank report. • Fee reconciliation and other revenue Receipts Reconciliation including hostel fees. • Signing on the Cash Book and closing of cash book. • Reconciliation of TDS and its Return and submissions. • Ensure TDS remittance by 7th of every month. • Remittance of CPF by 7th of every month. 	Accounts Officer ↓ Dy. Reg. .(F&A) ↓ Director	F&A-1 (Bill Section & Grant-in-aid) F&A-2 (Accounts Section) F&A-3 (Records Management) [Under Director (F&A)]	H.O Standing Advisory Committee for Accounts and Finance. Internal

S. No.	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
5.	Project	DR (F&A)	DR (F&A)	Junior Assistant — 1	<ul style="list-style-type: none"> • Circulation of project proposals and inviting offers from the faculty members with requisite competency to handle the Project. • Constitution of a project team headed by Project coordinator with approval of the competent authority. • Obtaining administrative/ financial approval from Competent authority for project related expenditure and purchase proposals.. • Maintenance of financial aspects of project. • Compilation off returns and forwarding it to corresponding unit at H..O 	Deputy Registrar (F &A) ↓ Director	F & A – 7 (Projects)	H.O. Standing Internal Committee on Cluster Project. Centre State Level Standing Committee on Cluster Project

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at HO	Standing Committee at Centre / HO
6.	RC (Resource Centre)	Head Resource Centre	Research Assistant	Library Asstt. – two Research Asstt. – One (upto 750 students); two (above 750 students)	<ul style="list-style-type: none"> Maintenance of Resource Centre. Budgeting of the Resource Centre. Processing of Print and non-print acquisitions. Maintenance and updation of RC database. Management and maintenance of Membership Records & Circulation service. Acquisition & collection Development. Management of references Services of all collections. Physical maintenance and security of all collections. 	<p><u>Where financial implication is involved:</u></p> <p>Head Resource Centre ↓ Dy. Reg (F&A) ↓ Chief Administrative Officer ↓ Director</p>	Dean-2-NRC (National Resource Centre) [DD (NRC)]	<p><u>H.O.</u></p> <p>Standing Internal Advisory Committee fir Academic Management, NRC and CE</p> <p><u>Centre:</u></p> <ol style="list-style-type: none"> Library Advisory Committee Physical verification and disposal of Resource Centre item/books.

S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	Work allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
7.	Academic Affairs	Chief Administrative Officer	Research Assistant	R. A. – 1 Sr. Asstt. — 1	<ul style="list-style-type: none"> Maintenance of Students records. Examination Marks maintenance and results. Certification – related to students affairs. Concessions for Railways etc. Issue of Identity Cards. Bank loans for students. Students insurance matters Transfer of Students Allotment of Hostels to students. Any other student related matter not specially mentioned. 	Research Assistant ↓ Chief Administrative Officer ↓ Director	AA-1-SA (Students Affairs) AA-2-SDA&DL (Student Activities & Domestic Linkages) AA-3-E &CEB (Evaluation & Common Exam. Board)	H.O Standing Internal Advisory Committee for Students Affairs & domestic Linkages. Centre LASC

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
8.	Computer (Inventory Control & Computer Maintenance	Chief Administrative Officer	Computer Engineer		<p>Work Allocation</p> <ul style="list-style-type: none"> • Maintenance of LAN/ WAN. • Coordinate Hardware/ Software requirements. • Maintenance of Hardware / Software. • Maintenance of IT stores and records. • All IT related AMCs. • Maintenance of Web-site. • Maintenance of Audio-visual Labs. 	<p>Computer Engineer</p> <p style="text-align: center;">→</p> <p>Chief Administrative Officer</p> <p style="text-align: center;">→</p> <p>Director</p>	AA-4-ICT Unit (Under Head (AA).	<p>H.O</p> <p>Standing Internal Advisory Committee for IT equipment & peripherals.</p> <p>Centre</p> <p>LASC</p>

S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	Work Allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
9	Estt. & Records	Chief Administrative Officer	Assistant Registrar	Assistant – 1 Junior Assistant – 1	<ul style="list-style-type: none"> All establishment matters Record Room 	<p><u>Where there is no financial implication</u> Assistant Registrar ↓ Chief Administrative Officer ↓ Director</p> <p><u>Where financial implication is there</u> Assistant Registrar ↓ Dy. Reg. F&A) ↓ Chief Administrative Officer ↓ Director</p>	Estt. —I, II and III Units at HO under, Chief Administrative Officer (Establishment)	<p><u>H.O.:</u> Standing Advisory Committee for Group 'A' Standing Advisory Committee for Group B, C and D.</p>

S. No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
10	Administration. & Stores	Chief Administrative Officer	Assistant Registrar	Assistant – 1 Junior Assistant — 1	<ul style="list-style-type: none"> All administrative matters. Stores. Inward – outward travel booking. Security AMC (for Non-IT related items) Vehicle Maintenance & Records. Insurance of items purchased. Hiring of vehicle. House Keeping 	<p><u>Where there is no financial implication</u> Assistant Registrar</p> <p>↓</p> <p>Chief Administrative Officer</p> <p>↓</p> <p>Director</p> <p><u>Where financial implication is there</u> Assistant Registrar</p> <p>↓</p> <p>Dy. Reg. F&A)</p> <p>↓</p> <p>Chief Administrative Officer</p> <p>↓</p> <p>Director</p>	Admn-I, II and III Units at HO under Chief Administrative Officer (Admission)	<p><u>H.O.</u></p> <p>Standing Internal Advisory Committee for Service Contracts</p> <p>Standing Internal Advisory Committee for Disposal of Scrap and unserviceable items.</p> <p><u>Centre</u></p> <p>Physical Verification & Disposal of Scrap Committee</p>

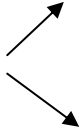
S. No.	Unit Name	Unit Head	Unit Incharge	Support Staff	Work allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre / HO
11.	Purchase	DR (F&A)	Purchase Officer (officer working as Purchase officer with additional responsibility)	Junior Assistant 1	<ul style="list-style-type: none"> To initiate the purchase procedure after the approval of the competent authority. To follow up with suppliers and ensure the necessary quotations or bids are received. Convene Purchase committee meeting and place before the committee the bids received. Submit the recommendations and get the approval of the competent authority. Release of Purchase orders. Follow up with Suppliers to ensure timely delivery. To ensure that the items purchased is informed. To the Administration for insurance of the same. Follow up stores on receipt of material and submit the invoice to the accounts for payments. Maintenance of Fixed Asset Register. 	Purchase Officer ↓ Dy. Reg. (F&A) ↓ Chief Administrative Officer ↓ Director	F&A-5 (Purchase Section) Under DR (F&A) and Purchase Officer.	H.O Standing Internal Advisory Committee for Infrastructure development and Purchase Committee. Centre Purchase committee

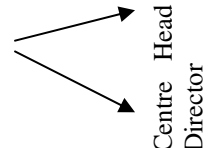
S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	Work allocation	Channel of Submission	Corresponding Unit at HO	Standing Committee at Centre/HO
12.	Building Unit	Executive Engineer	Estate Engineer	Research Assistant (Civil) -1 Electrician-1 Plumber-1 Jr.Asstt.-1	<ul style="list-style-type: none"> Maintenance of works Registers. Maintenance of Campus. Maintenance of Guest house and related records. Maintenance of Hostels. Maintenance of EPBX systems. Hiring of any building. Scheduling of class rooms utilization. Use of institute premises by any outside agency. Any addition/alteration work to building. Purchase of building related materials. 	Estate Engineer ↓ Exec. Engg ↓ Director	Bldg-1(Original Works/additional alteration H.O/DC/ other Centres. [Project Engineer (Building)]	Centre Committee (Maintenance & Repair) H.O Standing Internal Advisory Committee for New works and Repairs and maintenance.

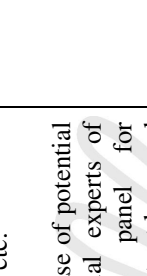
S. No	Unit Name	Unit Head	Unit Incharge	Support staff	Work allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
13	Academic Department	Centre Coordinator	Research Assistant	R. A- One* *One Research Assistant for CC at the Department. One Additional research Assistant per 90 Students.	<ul style="list-style-type: none"> Overall Academic administration and management. Implementation of the Academic plan. Coordinate faculty meeting every Fortnight. Convey Decisions of the LASC for implementation. Assign duties and responsibilities of the faculty members. Requirement of the Guest Faculty. Issues relating to students, discipline and attendance. Drawing up of timetable, and detailed calendar. Promotion and conduct of teaching of CE programmes. Auditing of Courses by Faculty/ research Assistant. Faculty Training. 	<p>Centre Coordinator</p> <pre> graph TD CC[Centre Coordinator] --> CP[CP] CC --> CD[Centre Director] </pre>	CPs of Respective Department.	H.O Central Academic Standards Committee (CASC). Centre LASC

S. No.	Unit Name	Unit Head	Unit Incharge	Support Staff	Work allocation	Channel of Submission	Corresponding Unit at HO	Standing Committee at HO/Centre
14.	Cluster Initiative	CIC		2 Research Assistants to be shared between CIC, RIC,EAC, SDAC and Coordinator(I L) and additional support to be given by Academic Deptt.	<p>To provide overall direction and focus to the Cluster initiatives undertaken by NIFT keeping in view the available competencies amongst the students, faculty and graduates of NIFT.</p> <ul style="list-style-type: none"> To initiate and identify Cluster Projects that can involve students and graduates as well as become part of curriculum. To plan the project in such a way so as to include and involve students effectively as per academic schedule in coordination with CCs of the respective departments. To involve the students in craft internship in phases as outlined in the academic schedule. To prepare a database of NIFT graduates on ongoing basis and will keep in constant touch with them. To prepare an extensive database of company profiles, organizations and individuals involved in Cluster initiatives. To work proactively for establishing contacts with agencies and companies, individuals to procure Cluster related projects. On identifying the project the CIC will understand and study the needs of the Cluster and schemes and prepare a project brief. Accordingly the CIC will identify interested professional graduates of NIFT and their core competency and capability to undertake the projects to a logical conclusion to form 	<p>CIC</p> <p>↙ ↘</p> <p>Centre Dean (A)</p>	Dean-6 (Cluster Project)	<p>H.O</p> <p>Standing Internal Advisory Committee for Cluster Related Projects.</p> <p>Centre:</p> <p>State Level Standing Committee on Cluster Initiative</p>

					<p>part of the team with help of the team comprising Project Leader, Designer, Merchandiser and Production Expert. The CIC will prepare (i) a Project brief clearly defining the objectives (ii) strategic plan in phases (iii) working groups with desired competencies (iv) road map (v) clear deliverable objects, financial implication through a detailed budget estimate.</p> <ul style="list-style-type: none"> • To conduct regular meetings with the Project Leader to monitor the progress of Project. Ensure adherence to the schedule and the set-up objectives proposed for the Project. • To provide (i) direction and focus towards envisaged objectives of the Projects (ii) appropriately distribute the work and assigning individual responsibilities of the team members (iii) spell out approach and methodology of work (iv) evaluate the qualitative progress of work (v) interact, brief and update endorsing authorities from time to time (vi) ensure submission of interim report and final reports as per schedule. • To facilitate effective communication between the team and provide logistic support for their functioning. • To ensure proper documentation of the Project through (i) brochures (ii) Project presentations (iii) film on the Project. 			
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S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	Work Allocation	Channel of Submission	Corresponding Unit at HO	Standing Committee at Centre/HO
15.	Industry coordination	Regional Industry coordinator		2 Research Assistants to be shared between CIC, RIC,EAC, SDAC and Coordinator(IL) and additional support to be given by Academic Deptt.	<p>To identify the strengths and focus of the industry in the region comprising of states allotted to the Centre.</p> <p>To coordinate with all the departments of the Centre for internship, placement and other industry initiatives.</p> <p>To explore and establish new industry linkages to expand the industry profile. Also to strengthen the existing linkages with the industry in the region.</p> <p>To prepare the database of companies / industries with the help of Centre Coordinators of each department for internship/placement activities. The various types of industries to be covered should be well established buying agencies, manufacturing houses, export houses, mills, retailers, consulting organizations, jewellery manufacturers, shoe manufacturers, leather industry, knitwear industry, advertising and news agencies, reputed event management companies, media and publication houses, craft industry etc.</p> <p>To ensure to pass on the database to Central Industry Coordinator who shall prepare an exhaustive company list sector wise, region wise.</p> <p>To prepare a student database in terms of areas of interest, city preferences, and discipline specialization from their respective Centres and shall forward to it to Central Industry Coordinator for further action.</p> <p>To draw out in consultation with the CCs of various departments in their Centres an internship / placement schedule in accordance with the academic calendar.</p> <p>To ensure that industry internship is scheduled in the academic plan to be contacted after sixth semester for UG Programme and after second semester for PG Programmes.</p>	<p>RIC</p>  <p>Centre Director Head(IL)</p>	IR-2 (Industry) Unit under Head (Industry & Research)	<p><u>H.O</u></p> <p>Standing internal Advisory Committee for Industry & Research.</p>

S. No.	Unit Name	Unit Head	Unit Incharge	Support staff	<u>Work Allocation</u>	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
16.	Examination and Admission Unit	EAC		2 Research Assistants to be shared between CIC, EAC, SDAC and Coordinator (IL) and additional support to be given by Academic Deptt.	<p><u>Examination</u></p> <p>To form a panel consisting of internal and external faculty members for the overall functioning of examination and admission procedures.</p> <p>To ensure that the question paper shall meet the overall objectives of the course.</p> <p>To coordinate with the faculty members to develop model question papers for each programme and ensures that they truly reflect the requirement of the objectives of the course.</p> <p>To develop the schedule for examination in advance in the academic calendar and ensure that the same is followed.</p> <p>To look after the matters relating to result, re-exam and promotional policy of students.</p> <p>To develop evaluation guidelines for common exams / identification of faculty for evaluation of common exams.</p> <p><u>Admissions</u></p> <p>To coordinate and monitor the role of external agency conducting the examination.</p> <p>To interact with faculty and provide feedback on admission brochures materials regarding the courses offered at respective Centres to Head Office.</p> <p>To update the eligibility criteria and other admission requirement as per the decision of the competent authority.</p> <p>To prepare the promotional activity chart of their regions such as organizing counseling sessions in schools/colleges, conducting workshops at different</p>	<p>EAC</p>  <p>Centre Head (AA) Director</p>	<p>Evaluation Policy & Common Examination Board [under Head (AA)] AND Admission [under Chief Administrative Officer (Admission)]</p>	<p><u>H.O</u> Standing Internal Advisory Committee for Common Examination Board. Standing Internal Advisory Committee for Admission. Standing Internal Advisory Committee for Industry and Research. <u>Centre</u> LASC</p>
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S. No.	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at HO	Standing Committee at Centre/HO
17.	Student Development Unit	SDAC		2 Research Assistants to be shared between CIC, RIC, EAC, SDAC and Coordinator(I L) and additional support to be given by Academic Deptt.	<ul style="list-style-type: none"> To address all matters pertaining to student discipline (preventive and curative), student grievances and academic enrichment etc. To maintain a database of potential NGOs and individual experts of various fields on panel for addressing the students at large and for specific guidance and advice to students on case to case basis. To draw a list based on competency for mutual projects between NIFT and NGOs. To interact with Centre Coordinator and other faculty members regarding specific problems of students such as habitual absenteeism, medical problems and indisciplined behaviour. To coordinate with the Hostel Discipline Committee, Campus Discipline Committee and Student Welfare Committee for early disposal of matters under the preview of such Committees. To encourage students to actively participate in NIFT support activities to various NGO's cause through workshops, meets and seminars in NIFT. 	<p style="text-align: center;">SDAC</p> 	AA -1 – SA Unit and AA – 2 – SDA & DL Unit under Head (AA)	<p>H.O.</p> <p>Standing Internal Advisory Committee for Students Affairs & Domestic Linkages.</p> <p>Centre</p> <p>LASC</p>

S. No.	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of submission	Corresponding Unit at HO	Standing Committee at Centre/HO
18.	International Linkages	Coordinator International Linkages.		2 Research Assistants to be shared between CIC, RIC,EAC, SDAC and Coordinator(L) and additional support to be given by Academic Deptt.	Matters related to NRI / Foreign students. Matters related to International Faculty. Matters related to NIFT students / faculty visiting abroad under Student / Faculty Exchange Programmes. Facilitating and Coordinating various MDP/EDP programmes and customized programmes. Matters related to Faculty Orientation, Training and Development at Centre in coordination with FOTD Unit at HO.	Coordinator (IL) Centre Director Head (IL-)	Head (International Linkages Unit) at HO Head (MDP/EDP) Unit at HO. Head, FOTD Unit	H.O. Standing Internal Advisory Committee for International Linkages. Standing Internal Advisory Committee for MDP/EDP. Standing Internal Advisory Committee for Faculty and Group 'A' Orientation Training & Development. Centre LASC

2.4 Standing Internal Advisory Committees

(i) The Standing Internal Advisory Committees has been constituted by DG-NIFT for transparent, objective, and participative decision makings.

(ii) The constitution of Standing Internal Advisory Committees is as follows:

1. 2 Directors – 1 Director to be nominated by DG as Chairperson and other as alternative Chairperson for Committees dealing with Administrative matters

or

Dean (Academics)/Head (AA) to be nominated by DG as Chairperson/Alternate Chairperson for Committees dealing with Academic matters.

2. Unit Head of the functional area – Member
3. Representative of Finance & Accounts Department – Member
4. Representatives of Academic & Administration Persons from Centres & Head Office in approximately equitable proportion, to be nominated by DG.
5. Unit Incharge - Convener

(iii) The SIAC will meet every quarter or as frequently as may be informed by the Convener of the Committee and function upto 31-12.2007 and will consider the matter referred to it from time to time and make recommendations. The recommendations for the SIAC will be placed before the DG-NIFT for consideration by the Unit Incharge through the Head Of Units.

(iv) The Convener of the Committee will be responsible for convening the meeting of the Advisory Committee within 15 days of the previous quarter and for sending notices to the members, circulation of agenda notes atleast a week before the meeting, convening of the meetings and recording of the minutes with prior approval of the Chairperson of the Committee and maintenance of all records of the meetings. The Convener shall also submit the recommendations of the Committee for consideration/approval of DG-NIFT through the Head Of Units at the earliest and take follow up action as per the directions of DG-NIFT on the proposal. All proposals having financial implications will invariably routed through Director (F&A).

Sl. No.	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Office order no.	Frequency of meetings
1.	Standing Internal Advisory Committee for International Linkages at H.O.	Dean(A)	<ol style="list-style-type: none"> 1. Dir.-H'bad (Alternate Chairman) 2. Dir. (F&A)/CAO 3. CP-FMS 4. Chief Administrative Officer (Admission) 	<p>Convenor Unit Incharge (IL-1)</p> <p>Co-convenor Unit Incharge (IL-2)</p>	<ol style="list-style-type: none"> 1. To advise and recommend on strengthening of International Linkages and proposals for attracting and dealing with International students 2. To advise on proposals for setting up of NIFT Centres abroad including strategic alliances, tie-ups, infrastructure programmes and legal issues. 	161/Estt. dated 20 th February, 2006	Every quarter or as frequently as may be informed by the convenor and function upto 31.12.2007
2.	Standing Internal Advisory Committee for Industry and Research at HO	Dean(A)	<ol style="list-style-type: none"> 1. Dir.-Bangalore (alternate Chairman) 2. CP-FMS 3. CP-AMIT 4. CP-F&T 5. CC (DAT-PGT) 	<p>Convenor Unit Incharge (I&R 2)</p> <p>Co-convenor Unit Incharge (I&R 1)</p>	<ol style="list-style-type: none"> 1. To advise and recommend on various aspects of strengthening Industry Institute of Linkages. 2. To advise on identification of focus areas for research & development. 3. Suggest ways for mainstreaming R & D at NIFT. 4. Mobilization of funding support from Government/non-Government Industry. 5. Suggest Linkages with other R&D organization. 	162/Estt. dated 20 th February, 2006	-- do --
3.	Standing Internal Advisory Group for PG Design in Fashion	Dean(A)	<ol style="list-style-type: none"> 1. CP(F&T) – Co-Anchor (PGDFF) 2. Anchor (PGDFF) 3. Assoc. Prof. Mumbai 4. Assoc. Prof., Hyderabad 5. Assoc. Prof. Bangalore 	Convenor Unit Incharge (PGDFF)	<ol style="list-style-type: none"> 1. To advise on all matters connected with PGDFF Programme. 	183/Estt. dated 20 th February, 2006	-- do --
4.	Standing Internal Advisory Committee for MDP/EDP at H.O.	Dir.-Chennai	<ol style="list-style-type: none"> 1. Director, Delhi Centre (Alternate Chairman) 2. Head(MDP/EDP) 3. CP(F&A) 4. Head (AA) 	Convenor Unit Incharge (MDP/EDP) –	<ol style="list-style-type: none"> 1. To advise and provide direction to MDP/EDP for fulfillment of Institutional objectives 	163/Estt. dated 20 th February, 2006	-- do --
5.	Central Academic Standards	Director General	<ol style="list-style-type: none"> 1. All Directors of NIFT Centres 2. Dean(A) 	Convenor Unit Incharge (AA-2-Sda &	<ol style="list-style-type: none"> 1. Will consider all academic matters and any other matter incidental thereto and make recommendations. 	178/Estt. dated 20 th February,	-- do --

	Committee (CASC) at HO		3. Head(A) 4. All Sr. Professors 5. All Chairpersons 6. All Heads of Units (Academics)	DL) Co-convenor Assoc. Prof.	2. The recommendations of the CASC will be placed before the DG-NIFT for consideration by the Unit Incharge through the Head of Units.	2006	Every quarter or as frequently as may be informed by the Convenor and upto 31.12.2007
6.	Standing Internal Advisory Committee for Academic Management, NRC and CE at H.O.	Dean(A)	1. All CPs at H.O. 2. Head (AA)	Convenor Unit Incharge (Dean-1-AM) Co-convenor Unit Incharge (Dean-2-NRC) Unit Incharge (Dean-3-CE)	(Academic Management) 1. To device, to monitor and review effective communication of Academic activities. 2. To create effective deliverance of curriculum 3. To maintain a regular flow of Industry trends for enriching academics and curriculum (NRC) 1. For the input on the journals and other resources required in Design, Management and Technology. 2. To project students requirements from the NRC. 3. To add more findings and resources to the NRC. (CE) 1. To advise on various aspects of conduct of CE Programme by Centres including identification of new and core areas specialist to teach and develop new strategies for conducting CE Programmes.	164/Estt. dated February, 20 th 2006	
7.	Standing Internal Advisory Committee for Corporate Communications and Alumni Affairs at H.O.	Dean(A)	1. Director, Chennai (Alternate Chairman) 2. Director (F&A)/CAO 3. CP(FMS) 4. CP(FC) 5. Head(AA) 6. CP(AMIT) 7. Chief Administrative Officer (Admissions) 8. CP(F&A)	Convenor Unit Incharge (Dean-4-CCC- Assoc. Professor	1. To advise on creation & promotion of NIFT identity, Fashion & Beyond, Publication & Printing, website design/management and any other matter connected with media, graphics etc. 2. To advise and recommend on various aspects of strengthening alumni network.	165/Estt. dated February, 20 th 2006	-- do --
8.	Standing	Director	1. Dean(A)-	Convenor	1. Consolidation of budget (both Capital	237/Estt.	-- do --

	Internal Advisory Committee for Cluster Related Projects	-Chennai	Alternate Chairman 2. Dir.(F&A)/DR(F&A) 3. CIC, Chennai 4. CIC(DC) 5. CC(FC)-DC	DSM(HO) Co-convenor AD(Projects)	and Revenue) and monitoring of Physical and financial expenditure of Cluster Development Projects. 2. Liaisoning with and submission of all the necessary accounts to the Ministry of Rural Development and DC(Handicraft)	dated 20 th February, 2006 -170/Estt. dated 6 th March, 2006	
9.	Standing Internal Advisory Committee for Student Affairs and Domestic Linkages at H.O.	Director, Kolkata	1. Director, Mumbai (alternate Chairperson) 2. CP(FP) 3. Head (AA)	Convenor Unit Incharge (AA-1-SA) Co-convenor Unit Incharge (AA-2-SDA&DL)	Students Affairs Legal Matters, Discipline Matters, Financial assistance, Transfer cases, Students Grievances, Student Rule Book, Internal Guidelines, convocation & Awards, Policy and Guidelines, Budget allocation, Student Development related planning, Student activities, conduct of activities (NGOs), Mentorship programme, Budget allocation of development activities, infrastructure set up. Domestic Linkage Policy & Guidelines on standard norms of linkages, preparation and assessment of proposal based on credentials, review and monitoring exercise, yearly review of report.	166/Estt. dated 20 th February, 2006	-- do --
10.	Standing Internal Advisory Committee for Common Examination Board (CEB) at H.O.	Director, Kolkata	1. CP(FMS)— Alternate Chairperson. 2. Cp(F&A) 3. CP(FC) 4. Head(AA)	Convenor Unit Incharge (AA-3-CEB)	1. Policy and Guidelines for Examinations and related Affairs. 2. CEB Paper Setting Guidelines 3. Conduct of Examination 4. Evaluation Process 5. Re-Assessment Appeals 6. Budget Allocation	167/Estt. dated 20 th February, 2006	-- do --
11.	Standing Internal Advisory Committee for IPR at H.O.	Director, Delhi Centre	1. Dean(A) 2. Head(AA) 3. Director, HO	Convenor Unit Incharge (AA-4-IPR)	1. Development of IPR Policy & Guidelines for the Institute 2. Development of norms and guidelines on IPR for NIFT-industry interface 3. Conduct workshop & modules on IPR awareness for industry and students. 4. To coordinate with agencies/bodies/institutes and	168/Estt. dated 20 th February, 2006	-- do --

					organizations active on IPR National and International level. 5. To assist in protection in rights & brand equity				
12.	Standing Internal Advisory Committee for Infrastructure Development and Capital Purchases for IT-items at H.O.	Director, Delhi Centre	1. Director, Kolkata Alternate Chairperson. 2. Head(AA) 3. Director (F&A)/CAO 4. Expert member(to be co-opted) 5. Expert from NISG 6. Expert from NIC	Convenor Dy. Reg. (F&A) & PO Co-convenor Unit Incharge (AA-6-IC&A) Unit Incharge (AA-5-NISG)	1. To recommend on the proposals for purchase of IT items – software, hardware, services and AMC. 2. To coordinate with NISG for WAN/ERP implementation. 3. LAN update 4. Develop specifications and norms of various IT equipments and peripherals etc.	172/Estt. dated 20 th February, 2006	-- do --		
13.	Standing Internal Advisory Committee for IT equipments and peripherals (for H.O. & Delhi Centre)	Director, Delhi Centre	1. Head (AA) Alternate Chairperson 2. Director(F&A) 3. Chief Administrative Officer (Delhi Centre) 4. Dy. Registrar (F&A) & OO	Convenor Unit Incharge (AA-7-CM) – Co-convenor Unit Incharge (AA-7-CM)	1. Allocation of IT equipments & Peripherals in HO & DC. 2. Coordination with Internet Service Provider H.O. & DC	NIFT/DGO/O N/12/2006 dated 8 th May, 2006 -226/Estt. dated 7 th March, 2006. -224/Estt. dated 6 th March, 2006 (Amended) -182/Estt. dated 20 th February, 2006 (Amended)	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007		
14.	Standing Internal Advisory committee for Faculty Group Orientation Training and Development	Dean(A)	1. Director, Delhi Centre-alternate Chairperson 2. Director(F&A) 3. Head(FOTD)- 4. CP(AMIT) 5. CP(FMS) 6. CC(F&LA), G' Nagar	Convenor Chief Administrative Officer , Gandhi Nagar	1. To advise on organizing various training programmes for Faculty & Group 'A' Officers under Training Policy.	169/Estt. dated 20 th February, 2006	-- do --		

	(FOTD) at H.O.			7. Chief Administrative Officer (Estt)				
15.	Standing Internal Advisory Committee for Admissions 2007	Director, Mumbai	1. Director, Delhi Centre – Alternate Chairperson 2. Director(F&A) 3. CAO 4. Chief Administrative Officer (Kolkata)	Convenor Chief Administrative Officer (Admissions) Co-convenor AR (Admissions)	1. To advise on all matters related to admissions to regular programmes including preparation of prospectus, conduct of Entrance Examination, announcement of results and counseling.	383/HO	-- do --	
16.	Standing Internal Advisory Committee for Disposal of Scrap and unserviceable items (for HO & Delhi Centre)	Director, Delhi Centre	1. Director (F&A) 2. Alternate Chairperson 3. Head(AA) 4. CAO 5. PE (Bldg) 6. Chief Administrative Officer (A&A) & PO	Convenor Dy. Registrar (Admn.), Co-convenor AR-	1. For disposal of scrap/unserviceable stores and items including proposals for write off	180/Estt. dated February, 2006	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007	
17.	Standing Internal Advisory Committee for Service Contracts (for HO & Delhi Centre)	Director, Delhi Centre	1. Director(F&A) Alternate Chairperson 2. Chief Admn. Officer 3. CAO 4. PE(Bldg.) 5. CP(FMS) 6. Chief Administrative Officer (A&A)	Convenor Dy. Registrar (Admn) –	To consider and recommend proposals for service contracts at H.O. and Delhi Centre <ul style="list-style-type: none"> ▪ Security ▪ Housekeeping ▪ Horticulture ▪ Canteen ▪ Stationery shop ▪ Travel agents ▪ Hiring of vehicles ▪ AMC for equipment ▪ Telephones ▪ Courier Services ▪ Procurement of stationery ▪ Advertisement ▪ Printing and other consumable & any other matter referred to it. 1. Any other item.	181/Estt. dated February, 2006	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007	
18.	Standing Internal Advisory	Director (F&A)	1. All Dy. Registrars (F&A), NIFT Centres/A.O. where	Convenor CAO	1. To review all finance and accounts matters including projects etc.	174/Estt. dated March, 2006	-- do --	

	Committee for Accounts & Finance at H.O.		DR(F&A) not in position 2. All Dy. Registrars (F&A)-H.O.	Co-convenor OSD(A/c)-				
19.	Standing Internal Advisory Committee for Infrastructure Development and Capital Purchases other than I.T. items at H.O.	Director, Kolkata	1. Director, Hyderabad 2. (Alternate Chairperson) 3. Director(F&A)/CAO 4. CP(AMIT) 5. PE(Bldg.) 6. Expert Member (to be co-opted)	Convenor Dy. Registrar (F&A) and PO-HO-	1. To recommend on the proposals for purchase of Capital Items.	171/Estt. dated 6 th March, 2006	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007	
20.	Standing Internal Advisory Committee for Review of Internal audit at H.O.	Director (F&A)	1. Chief Administrative Officer (Estt.) 2. CAO 3. Unit Incharge (F&A-1)	Convenor Dy. Registrar (F&A)-Audit	- To review the management comments given by Centres on their internal audits reports.	173/Estt. dated 6 th March, 2006	-- do --	
21.	Standing Internal Advisory Committee for New Works & Repairs and Maintenance	Director, Delhi Centre	1. Director(F&A) Alternate Chairperson 2. Head(AA) 3. PE(Bldg) 4. Expert Member (to be co-opted)	Convenor EE(Delhi Centre)	1. Major and minor works and repairs including new building projects.	209/Estt. dated 20 th March, 2006	-- do --	
22.	Standing Internal Advisory Committee for Establishment matters	Director, Delhi Centre Dean (Acad.)**	1. Dean (Academics) 2. Director, Mumbai (Alt. Chairperson) 3. Director (F&A), HO 4. CAO 5. Head (AA) 6. Chief Administrative Officer, Chennai	Convenor Chief Administrative Officer (Estt.) Co-convenor Asst. Director (Estt.)	1. All service matters requiring special dispensation and any other matter referred to it. **Whenever the Standing Committee will discuss the service matters related to Academic Staff and Academic Support Staff, Dean (A) will be the Chairperson. In all other cases, Director (DC) will Chair the SIAC	372/HO/MIS Unit dated 3 rd January, 2007	-- do --	
23.	Constitution of Executive Council at H.O.	Director General	1. All Directors of NIFT Centres 2. All Directors at H.O. 3. Other HODs/Heads	Convenor Board secretary – Co-convenor	1. The Executive Council will consider all administrative and finance & accounts matters and any other matter incidental thereto and make recommendations. The	-240/Estt. dated 31 st March, 2006 - 179/	Every quarter or as frequently as may be informed by the Convenor and	

			of Units at H.O. (as required)	DD(MIS)	recommendations of the Executive Council will be placed before the DG-NIFT.	Estt. dated 20 th February, 2006 (amended)	function upto 31.12.2007
24.	Standing Committee of Chief Admn. Officers	Director General	<ol style="list-style-type: none"> 1. Director(F&A) 2. Director (HO) 3. Chief Administrative Officer of NIFT Centres(07) 4. Any other HOD/Heads of Units at H.O. (as required) 	Convenor Chief Administrative Officer (Estt) HO	1. To review all matters for which Registrars of NIFT Centres are accountable.	245/HO dated 30 th June, 2006	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007
25.	Constitution of State Level Advisory Committee	Chief Secretary of the State where NIFT is located or his nominee	<ol style="list-style-type: none"> 1. 2 BOG Members 2. Director, NIFT Centre 3. 3 members to be nominated representing the Industry/Academia / Govt. Agencies 	Convenor Chief Administrative Officer , NIFT Centre	1. To advise the Centre on Management and Academic issues and review the functioning of the Centre	--	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007
26.	Constitution of State Level Building Project Co-ordinator Committee	Chairman of SLAC or his nominee or Vice Chairman, SLAC	<ol style="list-style-type: none"> 1. Representative of the Architects 2. Representative of Construction Agency 3. Representative of PMC 4. Representative of State/ Central PWD Engineers 5. Director of NIFT Centre 	Convenor Estate Engineer/ Chief Administrative Officer of NIFT Centre	1. To review the Building Projects and advise the Centre with regard to various matters connected with construction activities at the Centre.	--	Every quarter or as frequently as may be informed by the Convenor and function upto 31.12.2007

Guidelines and Norms for Woman's Grievance Committee:

1. Duty of the Employer or other responsible persons in work placed and other Institutions:

It shall be the duty of the employer or other responsible persons in work placed or other Institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition :

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography;
- (e) Any other unwelcome physical; verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive Steps:

All employers or persons in charge or work place whether in the public or private sector should take appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps:

- (a) Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.

- (b) The Rules/Regulations of Government and Public Sector Bodies relating to conduct and discipline should include rules/regulation prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.
- (c) As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.
- (d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. **Criminal Proceedings:**

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority. In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. **Disciplinary Action:**

Where such conduct amounts to mis-conduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. **Complaint Mechanism:**

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaints.of complaints.

7. **Complaints Committee:**

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counselor or other support service, including the maintenance of confidentiality. The Complaints Committee should be headed by a woman and not less than half of its member should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment. The Complaints Committee must make an annual report to the Government department concerned of

the complaints and action taken by them. The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government Department.

8. The constitution of Complaints Committee will be as follows:

1. Chairperson, SLAC (if woman) or a Senior Officer of State Government to be nominated by the Chairperson, SLAC – Chairperson.
2. Director, NIFT Centre - Member
3. 2 Representatives either from NGO or other body familiar with gender issues – Members
4. SDAC - Convener

9. Workers Initiative:

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate forum and it should be affirmatively discussed in the Employer-Employee Meetings.

10. Awareness:

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

11. Third Party Harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person in charge will take steps necessary and reasonable to assist the affected person in terms of support and preventive action.

12. The Central / State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employer in Private Sector.

13. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Work Allocation of Units at Head Office & Centre	2.2 & 2.3	MIS Cell	Deputy Director (MIS)	Director, HO	O/of Chief Administrative Officer	Chief Administrative Officer	Director
Target Settings of Units	2.2 & 2.3	MIS Cell	Deputy Director (MIS)	Director, HO	O/of Chief Administrative Officer	Chief Administrative Officer	Director

Chapter THREE

Details of Posts & Pay Scales

3.1 Details of Administrative posts

3.1.1 Head Office

S No.	Posts & Pay Scale
1	Director-General (Rs.18400-22400/-)
2	Director (Rs.14300-400-18300)
3	Director (F&A) (Rs.14300-400-18300)
4	Chief Administrative Officer (Rs. 12000-375-16500)
5	Chief Accounts Officer (Rs.12000-375-16500)
6	Project Engineer (Rs.12000-375-16500)
7	Deputy Registrar (Rs.10000-325-15200)
8	Deputy Director (NRC) (Rs.10000-325-15200)
9	Deputy Registrar (F&A) (Rs. 10000-325-15200)
10	Deputy Director (Rs. 10000-325-15200)
11	Executive Engineer (Rs. 10000-325-15200)
12	Coordinator (Public Relations) (Rs. 10000-325-15200) *
13	Coordinator (Information) (Rs. 10000-325-15200) *
15	Head Resource Centre. (8000-275-13500)
16	Private Secretary (PS) (Rs. 8000-275-13500)
17	Assistant Director (Rs. 8000-275-13500)
18	Hindi Officer (Rs.7500 – 250-12000)
19	Estate Engineer (Rs. 6500-200-10500)
20	Computer Engineer (Rs. 6500-200-10500)
21	Assistant Registrar (Rs. 6500-200-10500)
22	Stenographer Gr. –I (Rs. 6500-200-10500)

23	Technical Officer (Rs.6500-200-10500)
24	JE (Electrical) (Rs. 5500-175-9000)
25	Sr. Assistant (Accounts) (Rs. 5500-175-9000)
26	Stenographer Gr. – II (5500-175-9000)
27	Assistant Librarian (5500-175-9000)
28	Sr. Assistant (Admn.) (Rs. 5500-175-9000)
29	Research Assistant (Rs. 5500-175-9000)
30.	Machine Mechanic (Rs. 4000-100-6000)
31.	Stenographer Gr. III (Rs. 4000-100-6000)
32.	Assistant (4000-100-6000)
33.	Assistant (Accts.) (4000-100-6000)
34.	Assistant Warden (4000-100-6000)
36.	Junior Assistant (Rs. 3050-75-3950-80-4590/-)
37.	Library Assistant (Rs. 3050-75-3950-80-4590)
38.	Drivers (3050-75-3950-80-4590)
39.	Electrician (3050-75-3950-80-4590)
40.	Plumber (3050-75-3950-80-4590)
41	Attendant (2550-55-2660-60-3200)

* Personal to the incumbent till they demit office.

3.1.2 Details of Posts & Pay Scale at Centres

S No.	Posts & Pay Scale
1.	Director (Rs.14300-400-18300)
2.	Chief Administrative Officer (Rs. 12000-375-16500)
3.	Deputy Registrar (F&A) (Rs. 10000-325-15200)
4.	Executive Engineer (Rs. 10000-325-15200)
5.	Accounts Officer (Rs.8000-275-13500)
6.	Head Resource Centre. (8000-275-13500)
7.	Estate Engineer (Rs. 6500-200-10500)
8.	Computer Engineer (Rs. 6500-200-10500)
9.	Assistant Registrar (Rs. 6500-200-10500)
10.	Stenographer Gr.-I (Rs. 6500-200-10500)
11.	Sr. Assistant (Accounts) (Rs. 5500-175-9000)
12.	Stenographer Gr. – II (5500-175-9000)
13.	Sr. Assistant (Admn.) (Rs. 5500-175-9000)
14.	Research Assistant (Rs. 5500-175-9000)
15.	Machine Mechanic (Rs. 4000-100-6000)
16.	Stenographer Gr. III (Rs. 4000-100-6000)
17.	Assistant (4000-100-6000)
18.	Assistant (Accts.) (4000-100-6000)
19.	Assistant Warden (4000-100-6000)
20.	Junior Assistant (Rs. 3050-75-3950-80-4590)
21.	Lab Assistant (Rs. 3050-75-3950-80-4590)
22.	Library Assistant (Rs. 3050-75-3950-80-4590)
23.	Drivers (3050-75-3950-80-4590)
24.	Electrician (3050-75-3950-80-4590)
25.	Plumber (3050-75-3950-80-4590)
26.	Attendant (2550-55-2660-60-3200)

3.1.3 Details of Academic Posts & Pay Scales

S No.	Posts & Pay Scale
1.	Senior Professor (Rs.16400-450-20900-500-22400)
2.	Professor (Rs. 14300-400-18300)
3.	Associate Professor (Rs. 10000-325-15200)
4.	Assistant Professor (Rs.8000-275-13500)

3.2 Faculty Norms

1. The faculty posts are operated on student-teacher ratio of 12:1.
2. The posts of Senior Professors/Professors: Associates Professors: Assistant Professors are operated in the ratio of 1:2:4.
3. The ratio between regular and contract faculty will be pegged at 1:1.
4. Engagement of Guest Faculty will be as per Guest Faculty Policy.
5. Faculty at Head Office will be computed on the basis of 15% of actually filled supernumerary seats from NRI/NRI sponsored candidates at Centres in the ratio i.e. 12 : 1. These faculty will be utilized at Headquarters to enable them to work on various initiatives.
6. The allocation of Assistant Professor (Technical) and Associate Professor (Technical) will be one for each F&A and F.Tech (UG) and F.Tech (PG) at all NIFT Centres.
7. The vacancies of Associate Professor (Technical)/Assistant Professor (Technical) will be complimentary to the existing pool of the competency amongst Associate Professor/Assistant Professors and will be computed within the sanctioned strength as at 1 above.

No. of Students	UG (Faculty Ratio)		Total	PG (Faculty Ratio)		Total
	Prof./Assoc/Asst. (Delhi)	Prof./Assoc/Asst. (Other Centres)		Prof./Assoc/Asst.		

30 (Upto 45)	0 : 1 : 2	0 : 1 : 2	03	0 : 2 : 1	03
60 (46-75)	1 : 2 : 2	1 : 1 : 3	05	1 : 2 : 2	05
90 (76-105)	1 : 3 : 4	1 : 2 : 4	08/07	---	---
120 (106-135)	2 : 4 : 4	2 : 2 : 6	10	---	---
150 (136-165)	2 : 4 : 7	2 : 3 : 7	13/12	---	---
180 (166-195)	2 : 5 : 8	2 : 4 : 9	15	---	---

3.3 Recruitment Rules for Teaching Faculty

S. No.	Name of the Post	No. of Post	Classification	Pay Scale	Whether Selection post or non-selection post	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension Rules), 1972	Age limit for Direct Recruitment	Educational Qualifications and Experience for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Period of Probation if any	Method of Recruitment whether by direct recruitment or by promotion or deputation/transfer and percentage of the post to be filled by various methods	In case of rectt. By promotion/deputation or transfer / grades from which promotion / deputation or transfer to be made	The composition for DPC and for Selection Committee for Direct Recruitment/Deputation	Circumstances in which UPSC is to be consulted in making rectt.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Senior Professor (Design)	*	Group A	16400-450-20900-500-22400/-	NA	NA	45-55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	An eminent scholar / professional with published work of high quality, actively engaged in research design with over 15 yrs of experience in post-graduate teaching and / or research at the university / national level institutions, including experience of guiding research at the Doctoral level (or) an outstanding scholar with established reputation, who has made significant contribution to knowledge. (or) Doctoral Degree (or) equivalent from an Indian University / institute or an institute of international repute or international university in the relevant areas of Design / Technology / Industrial Design / Architecture / Arts History / Social Sciences / Clothing & Textiles with teaching and research experience of 15 yrs out of which minimum 5 yrs as a Professor (in the scale of 14300-18300)	NA	1 year	Direct Recruitment	NA	A) Chairman – NIFT B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA
2	Senior Professor (Technology)	*	Group A	16400-450-20900-500-22400/-	NA	NA	45-55 years (Maximum age limit may be relaxed upto 5 years in	An eminent scholar / professional with published work of high quality, actively engaged in research design with over 15 years of experience in post-graduate teaching and / or research at the university / national level institutions, including experience of	NA	1 year	Direct Recruitment	NA	A) Chairman – NIFT B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA

3	Senior Professor (Mangement)	*							case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	guiding research at the Doctoral level (or) an outstanding scholar with established reputation, who has made significant contribution to knowledge. OR Doctoral degree (or) equivalent from an Indian University / Institute or an institute of international repute or international university in the relevant areas of Design / Technology – GMT / Textile Technology / Leather Technology / Industrial Production Engg. / Computer Sciences – Information Technology / Mechanical / Operation & Research / Statistics with teaching and research experience of 15 yrs out of which minimum 5 yrs as a Professor (in the scale of 14300-18300)	NA	1 year	Direct Recruitment	NA	A) Chairman – NIFT Chairman B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA
4	Professor (Design)	*							35 – 50 (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	1. Ph.D degree in the relevant area of Design, Fine Arts / Social Sciences / History / Clothing & Textiles OR Centre Specific 2. Ph.D in the relevant areas of Mechanical Engineering with Graduate Diploma in Product Design / Life Style products / personal products / Footwear Design & Leather Products from CLRI / FDDI / Gemology &	No	1 year	Promotion failing which by Direct Recruitment	Associate Professor or equivalent level regularly recruited / promoted as per the prevailing GSR with 8 years of teaching /	A) Chairman – NIFT Chairman B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	

6	Professor (Management)	*	Group A	14300 – 400-18300	Selection will include Personal Interview by Selection Committee	NA	35 – 50 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	1. Doctoral degree in the relevant area of Management (Marketing / Finance), Journalism & Mass Communication, Management Technology with Management related areas. 2. Candidates possessing Ph.D degree in the relevant areas with 10 yrs of teaching / research / industry, out of which 5 yrs must be at the level of Associate Professor (in the scale of 10000-325-15200) and (or) equivalent	No			1 year	Promotion failing which by Direct Recruitment	Associate Professor or equivalent level regularly recruited / promoted as per the prevailing GSR with 8 years of teaching / research / experience / industry / profession, out of which atleast 5 yrs must be at the level of Associate Professor or equivalent.	A) Chairman – NIFT B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA	Professor or equivalent. Note: Candidates who do not possess Ph.D qualification shall be required to acquire it within a period of 3 yrs which can be extended to a period not exceeding 5 yrs from the date of appointment as Professor for continued retention in the post.
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7	Associate Professor (Design)	*	Gro up A	10000-325-15200	Selection will include Personal Interview by Selection Committee	NA	30 – 45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>i) UG / PG Diploma in Design/ LADT/ KDT/ TDD from NIFT / NID with additional qualifications of international repute in software applications in the relevant competency such as CAD/ CAM/ industrial Design with specialization in 3D Design from NID / Communication Design / Exhibition Design from NID / Fashion Communication from NIFT with specialization in Photography / Interior Design from CEPT, Ahmedabad (or) equivalent qualification from an international university. OR</p> <p>ii) M.Arch from an institute of international repute (or) equivalent qualification from an international university. OR</p> <p>iii) M.Des, Industrial Design Centre, IITs OR</p> <p>iv) MFA / MA Social Sciences / History with Ph.D. in the relevant area from an institute / university of international repute (or) equivalent qualification from an international university.</p> <p>v) M.Sc (Clothing & Textiles) from an institute of international repute with Ph.D. in the relevant area. OR</p> <p>Centre Specific Discipline : 1.B.Tech in Mechanical Engineering from an Institute of international repute or international university/ institute with Graduate Diploma / Degree in Product Design / Life Style products / Personal Products/ Footwear</p>	No	1 year	By Promotion failing which by Direct Recruitment	<p>s shall be required to acquire it within a period of 3 yrs which can be extended to a period not exceeding 5 yrs from the date of appointment as Professor for continued retention in the post.</p> <p>Assistant Professor(s) or equivalent level regularly recruited as per the prevailing GSR with 5 years of service in the relevant specialization in teaching / research/ industry.</p> <p>Note: Candidates who do not possess Ph.D. shall be required to acquire it within a period of 5 years which can be extended to a period not exceeding 7 years from the date of appointment as Associate Professor for continued</p>	<p>A) Director General- NIFT</p> <p>B) 2 Members of Board of Governors of NIFT</p> <p>C) 2 Experts</p>	NA
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8	Associate Professor (Technology)	*	Gro up A	10000-325-15200	Selection will include Personal Interview by Selection Committee	NA	30 – 45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT	i) PG Diploma in Design / Technology / Management from NIFT / NID with additional qualifications of international repute in the Software applications in the relevant competency such as CAD /CAM. ii) MCA / MCM from an institute of international repute (or) equivalent qualification from an international	Design & Leather Products from CLRI / FDDI / Gemology & precious stones / metal & silver Ware / Ceramic & glass wares (or) equivalent qualification from an international University. 2.Preference will be given to candidates possessing Ph.D. degree in relevant area disciplines 3. Candidates who do not possess Ph.D. degree shall be required to obtain it within a period of 5 years which can be extended to a period not exceeding 7 years from the date of appointment as Associate Professor 4. Relevant experience in Teaching/Research/Industry qualifications with above as under UG Diploma -- 8 years M.Tech+Diploma/ PG Diploma /M.Des/M. Arch -- 7 Years Ph.D. -- 3 years 5.Industry experience shall relate to garment textile firms with knowledge of creating original patterns from sketch or photographs, ability to design and develop an item in proper pattern and graded sizes, working with garment production specialist and fashion marketers in establishing work designs determining prices, its delivery and quality levels. 6. Research and Community related experience includes publications in international journals, contribution to educational innovations, design of new courses and curricula, scholarships etc., working with artisans, crafts and mobilization of communities related activities.	No	1 year	Promotion failing which by Direct Recruitment	Assistant Professor(s) or equivalent level regularly recruited as per the prevailing GSR with 5 years of	A) Director General- NIFT B) 2 Members of Board of Governors of NIFT C) 2 Experts	NA	retention in the post.
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11	Assistant Professor (Technology)	*	Gro up A	8000-275-13500	NA	NA	25-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>university.</p> <p>Relevant Teaching/Research/Industry with above qualifications as under</p> <p>UG Diploma/B.Arch/B.Tech+Diploma — 3 years</p> <p>PG Diploma/M.Des/M.Arch- 2 years</p> <p>MFA/MA/MSc — 4 years</p> <p>1. UG/ PG Diploma Textile Design/ KDT/ GMT/ AMMM from NIFT/ rgani/ PG Diploma in Design/ Technology/ Management with degree/ diploma in CAD/ Software applications from an institute of international repute BE/ B.Tech/ ME/ M.Tech Textile Technology/ Information Technology/ Leather Technology/ Industrial/ Production Engineering MSc Clothing & Textiles/ Statistics/ Operation & Research MCA/ MCM B. Tech Industrial/ Production/ Mechanical with PG Diploma in GMT of NIFT M.Tech Textile Technology with specialization in Knitting (or) equivalent qualification from an institute of international repute/ international university</p> <p>Relevant experience in Teaching / Research/ Industry with above qualifications as under</p> <p>UG Diploma/ B.Arch/ B.Tech — 3 years</p> <p>PG Diploma/ ME/ M.Tech/ M.Des/ M.Arch/ MCA/ MCM — 2 years</p> <p>MFA/ MA/ M.Sc — 4 years</p>	NA	1 year	Direct Recruitment	NA	<p>A) Director General- NIFT</p> <p>B) 2 Members of Board of Governors of NIFT</p> <p>C) 2 Experts</p>	NA
12	Assistant Professor (Management)	*	Gro up A	8000-275-13500	NA	NA	25-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher	<p>1.PG Diploma AMMM</p> <p>MBE/MBA Marketing/ Finance</p> <p>MA Journalism & Mass Communication or equivalent Masters Degree</p> <p>M.Tech Textile Technology/ B.Tech + MBA – Marketing/ Finance (or) equivalent qualification from an institute of international repute/ international university</p> <p>Relevant experience in Teaching / Research / Industry with above qualifications as under</p> <p>PG Diploma/ M.Tech/ MBE/ PG Diploma/ M.Tech/ MBE/ B.Tech + MBA — 2 years</p>	NA	1 year	Direct Recruitment	NA	<p>A) Director General- NIFT</p> <p>B) 2 Members of Board of Governors of NIFT</p> <p>C) 2 Experts</p>	NA

13	Associate Professor (Technical)	*	Group A	10000-325-15200	Selection will include Personal Interview by Selection Committee	NA	educational qualifications / experience) 30 – 45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	MA/ MJMC - 4 years 1. PG/UG in GMT/FD Diploma from NIFT or Equivalent Qualification + 8 years of relevant Industry/Teaching /Research Experience. 2. Diploma/certificate in Pattern Making & Construction /Production Technology from Government recognized Institutes or equivalent + 10 years of relevant Industry/Teaching Experience in the field of Garment Manufacturing / Pattern Making /Grading /Draping. 3. Graduate in any discipline with 10 years relevant experience in Industry / Teaching in the field of Pattern making & construction /Production Technology. Training /Exposure to advance Manufacturing / Pattern Development Techniques in Fashion Industry. Experience Profile Pattern development for men, women's and kids garments, grading, quality control, fabric consumption calculation, knowledge of CAD and /or proficiency in various methods of garment construction, use of work aids and attachments, good understanding of allied machines and their application.	No	1 year	By Promotion failing which by Direct Recruitment	Pattern Maker or Faculty in equivalent grade exclusively teaching Garment Construction , Pattern Making, Draping and Grading with 5 years of service in the grade of Assistant Professor in NIFT.	A) Director General-NIFT B) 2 Members of Board of Governors C) 2 Experts	NA
14	Assistant Professor (Technical)	*	Group A	8000-275-13500	NA	NA	25-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates	MA/ MJMC - 4 years 1. PG/UG in GMT/FD Diploma from NIFT or Equivalent Qualification + 3 years of relevant Industry/Teaching /Research Experience. 2. Diploma/certificate in Pattern Making & Construction /Production Technology from Government recognized Institutes or equivalent + 5 years of relevant Industry/Teaching Experience in the field of Garment Manufacturing / Pattern	NA	1 year	Direct Recruitment	NA	A) Director General-NIFT B) 2 Members of Board of Governors C) 2 Experts	NA

3.4 Recruitment Rules for Administrative Staff

S. No.	Name of the Post	No. of Post	Classification	Pay Scale	Whether Selection post or non-selection post	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension Rules), 1972	Age limit for Direct Recruitment	Educational Qualifications and experience for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Period of Probation if any	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the post to be filled by various methods	In case of rectt. By promotion/deputation or transfer / grades from which promotion / deputation or transfer to be made	The composition for DPC and for Selection Committee for Direct Recruitment/Deputation	Circumstances in which UPSC is to be consulted in making recruitment.
1	Director General	1	Group A	18400-500-22400	-	-	-	-	-	-	Appointment by Government of India	-	-	-
2	Director	*	Group A	14300-400-18300	NA	NA	40 – 55 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) A PostGraduate Degree or equivalent qualifications from a University/ Institute of repute in Design, textiles, garment manufacturing or Marketing & Management. ii) Must have experience in Information Technology and be in a position to bear upon NIFT's various programmes iii) Must have 15 years of administrative and managerial experience iv) Must have academic/ marketing experience in an institution of a repute at least 10 years of which should be in senior position.	NA	2 years	Deputation / *Direct Recruitment * The nature of appointment will be contractual.	Transfer on Deputation from Officers of All India Services in the grade of Dy. Secretary/Director in Govt. of India, failing which officers of the rank of Dy. Secretary / Director in Government of India from other Central Services.	(A) Chairman NIFT-Chairperson (B) Director General –NIFT (C)2 Members of Board of Governors of NIFT (D)2 Experts NA	
3	Director (F&A)	1*	Group – A	14300-400-18300	NA	NA	40 – 55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and	i) Qualified/ practicing Chartered Accountant with at least 12 years professional experience in the field. ii) Knowledge of working on computers and use of financial package would be preferred.	NA	2 years	Deputation failing which by *Direct Recruitment. * The nature of appointment	Transfer on Deputation: Officers of rganize Accounts services of the rank of Dy. Secretary/Director in Government of India	(A) Chairman NIFT-Chairperson (B) Director General –NIFT (C)2 Members of Board of Governors of NIFT (D)2 Experts NA	

4	Director (Information Technology)	1*	Group - A	14300-400-18300	NA	NA	deserving candidates possessing higher educational qualifications / experience)	40 – 55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	(i) M.Tech / ME Degree in Computer Science and Engineering/ Electronics & Telecommunications/ Communication Systems/ Operation Research and related areas from a University/ Institute of repute with consistently good academic record. (ii) Candidates possessing additional degree in Management will be preferred. (iii) At least 12 years experience, out of which 10 years of teaching/ research/ industry experience in Computer Application IT with good understanding of Hardware/ Networking/ Internet/ VAN Technology and competent in handling large computer systems, including system Analysis & Design. (iv) At least 5 years experience in management and administration related areas. (v) Should have held responsible position in Govt./ Industry with experience of creating computer application related infrastructure and exposure to CAD / CAM packages preferably related to Design / Fashion / Textile and related industry products. (vi) Publications in the related areas will be an added advantage.	NA	2 yrs	* Direct Recruitment - The nature of appointment will be contractual	Officers of the rank of Deputy Secretary/Director in Government of India fulfilling the educational Qualifications as mentioned in col. (8)	(A) Chairman NIFT-Chairperson (B) Director General –NIFT (C) 2 Members of Board of Governors of NIFT (D) 2 Experts	NA
5	Registrar /Chief Admn. Officer	*	Group - A	12000 – 375 – 16500	NA	Selection process will include Personal Interview by Selection Committee	35 – 50 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher	Post Graduate degree in Management from a University/ Institute of repute with at least 10 years experience in industrial relations and personnel management (or) academic administration out of which 8 years in Govt./ autonomous bodies/ reputed private institutions.	No	2 years	Promotion falling which by deputation as per requirement prescribed in col.(12) failing which by direct recruitment with qualifications prescribed in col. (8)	Officers of the Central Govt./State Govt./UT/Autonomous Organisation/ PSUs holding analogous posts on regular basis in their service/depart ment or with atleast 5 years of	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA	

6	Chief Accounts Officer	*	Group-A	12000-375-16500	Selection process will include Personal Interview by Selection Committee	NA	35 – 45 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>i) Cost Accountant from the Institute of Cost & Works Accountants OR Chartered Account from the Institute of Chartered Accountants</p> <p>Candidates with any of the above qualifications with 8 years experience after passing the examination in the cadre of Accounts Officer/ Audit Officer out of which 5 years of experience in a senior position from a government, autonomous bodies/ PSUs, or a reputed industry.</p> <p>Desirable: ii) Be an Associate Member of Company Secretary.</p>	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	<p>service in the scale of Rs. 10000-325-15200 with relevant experience in dealing with Establishment & Administrative matters.</p> <p>Promotion: Deputy Registrar (Accounts) promoted as per the prevailing GSR with at least 5 years service in the grade and possessing requisite qualifications mentioned in col. 8.</p> <p>Deputation: Officers of the Central Govt./State govt./UT/Auto nomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 10000-325-15200 with relevant experience in dealing with Accounts, Purchases, Finance & Projects matters.</p>	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c)2 Experts	NA
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7	Project Engineer	*	Group A	12000-375-16500	Selection process will include Personal Interview by Selection Committee	NA	30 – 45 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) M.E (Civil Engineering) from a University / Institute of repute. ii) At least 5 years experience as Executive Engineer in CPWD / PWD or related Govt. organization. OR i) B.E (Civil Engineering) from a university / institute of repute. ii) At least 8 years experience as Executive Engineer in CPW / PWD OR related Government organization	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Executive Engineer fulfilling eligibility as per col.(8) and with 5 years of service. Deputation: Officers of the Central Govt./State govt./UT/Auto nomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 10000-325-15200 with relevant experience in dealing with Building projects.	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA
8	Deputy Registrar	*	Group A	10000-325-15200	Selection process will include Personal Interview by Selection Committee	NA	30 — 40 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Post Graduate degree in Management from a University / Institute of repute with at least 5 years experience in industrial relations and personnel management (or) student counseling, academic administration out of which 3 years in Govt./ autonomous bodies/ reputed private institutions.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Asst. Registrars promoted as per the prevailing GSR with atleast 8 years service in the grade / PS with 5 years in the grade out of which atleast 2 years of administrative experience. Deputation: Officers of the Central Govt./State govt./UT/Auto	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA

9	Deputy Registrar (F&A)	*	Group A	10000-325-15200	'Selection' process will include Personal Interview by Selection Committee	NA	30-45 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Cost Accountant from the Institute of Cost & Works Accountants OR Chartered Account from the Institute of Chartered Accountants. With 5 years experience after passing the examination in the cadre of Accounts Officer/ Audit Officer out of which 3 years of experience in a senior position from a government, autonomous body/ institutions, or a reputed industry. Desirable : i) Be an Associate Member of Company Secretary.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	nomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 8000-275-13500 with relevant experience in dealing with Establishment & Administrative matters.	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA
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10	Deputy Director	*	Group A	10000-325-15200	NA	NA	NA	NA	NA	NA	Transfer on deputation	<p>matters.</p> <p>NOTE: Candidates not possessing Post Graduate Degree in commerce shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post</p> <p>Transfer on deputation : Officers of the Central Govt. Services holding analogous post or with at least 3 years of service in the pay scale of Rs.8000-275-13500 or 5 years in Rs.6500-200-10500 with relevant experience in dealing with Administration , Establishment , Vigilance & Legal matters.</p>	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA
11	Deputy Director (NRC)	*	Group A	10000-325-15200	NA	30-45 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates	<p>i) Post-Graduate in Library and Information Science from an University/ Institution of repute, (ii) 5 years experience in Library Administration. (iii) Preference will be given to candidates having additional qualifications in Computers and IT relating to Library and Information Sciences.</p>	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in	<p>Promotion: Head Librarian recruited / promoted as per prevailing GSR with 5 years exp. in the grade. Deputation: Officers of the Central</p>	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA	

12	Executive Engineer	*	Group A	10000-325-15200	Selection process will include Personal Interview by Selection Committee	NA	possessing higher educational qualifications / experience)	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) ME (Civil Engineering) from a University/ Institute of repute OR A degree in Civil Engineering from University/ Institute of repute ii) Must have atleast 3 years experience as Assistant Executive Engineer (Civil) in CPWD / PWD or related Government organizations/ autonomous bodies/ PSUs/ reputed private industries.	NA	2 years	col. (8).	Govt./State govt./UT/Autonomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 8000-275-13500 with relevant experience in dealing with Library Administration	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA		
														Promotion: Estate Officers with atleast 8 years of service in the grade and possessing qualifications mentioned in Col. (8). Deputation : Must have atleast 3 yrs experience as Assistant Executive Engineer (Civil) in CPWD/PWD or related Government organizations/ autonomous bodies/PSUs/r eputed private industries holding analogous posts on regular basis in their cadre /department.			
														Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).			

13	Accounts Officer	*	Group A	8000-275-13500	Selection process will include Personal Interview by Selection Committee	NA	25-40 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i)MBA Finance from a University/ Institute of repute OR PostGraduate in Commerce / Finance with Accounts / Costing. ii) At least 5 years experience in the maintenance of Accounts/ preparation of budget in Govt./ Semi-Govt./ PSUs/ Autonomous bodies/ reputed private institutions/ industries.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Sr. Asstt. (Accts) recruited / promoted as per prevalent GSR with at least 7 years service in the grade. Deputation: Officers of the Central Govt./State govt./UT/Auto nomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 6500-200-10500 with relevant experience in Accounts, Purchases and Finance. Note: Candidates not possessing Post-graduate degree in Commerce & Finance shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post.	(A) Director General —NIFT Board of Governors of NIFT (c) 2 Experts	NA
14	Head Resource Centre	*	Group A	8000-275-13500	Selection	NA	25-40 years(Maximum age	i) Post Graduate in Library and Information Science from a University/ Institute of repute	NA	2 years	Promotion failing which by deputation	Asst. Librarian recruited / promoted as	(A) Director General —NIFT (B) 2 Members of	NA

15	Private Secretary (PS)	*	Group A	8000-275-13500	NA	process will include Personal Interview by Selection Committee	limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>ii) Minimum of 5 years experience as a Senior level Librarian in a special library or at a major/reputed institution of higher education.</p> <p>iii) Knowledge of computer application in library management is desirable.</p>	NA	NA	as per requirement prescribed in Col. (12) falling which by Direct Recruitment with qualifications prescribed in col. (8).	per prevalent GSR with 7 years experience in the grade. Explanation: Candidates not possessing Post-graduate degree in Library & Information Sciences shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post. Deputation: Officers of the Central Govt./State govt./UT/Auto nomous Organisation/ PSUs holding analogous posts on regular basis in their cadre/depart ment or with atleast 5 years of service in the scale of Rs. 6500-200-10500 with relevant experience in Library Management.	Board of Governors of NIFT (c) 2 Experts	NA
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18	Assistant Director (Audit)	*	Group A	8000-275-13500	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation : Officer of the Accounts Services holding analogous post or with atleast 5 years of relevant experience in the scale of Rs. 6500-200-10500.	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA
19	Assistant Director (Legal)		Group A	8000-275-13500	Selection Post	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience	Member of Institute of Company Secretaries of India/Degree in law with experience in relevant field.	NA	2 years for direct recruitment	Transfer on deputation/Direct Recruitment	Transfer on deputation: Officers holding analogous post or with atleast 5 years regular service in the cadre/depart ment in the scale of Rs. 6500-200-10500 or equivalent and possessing experience in relevant field. Direct Recruitment: As prescribed in col. 8	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA
20	Assistant Director (Project/Purchases)	*	Group A	8000-275-13500	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation : Officers of the Central Govt. Services holding analogous post or with atleast 5 years of service in the grade of Rs. 6500-200-10500 with relevant experience in	(A) Director General —NIFT (B) 2 Members of Board of Governors of NIFT (c) 2 Experts	NA

21	Hindi Officer	*	Group B	7500-250-12000	Selection process will include Personal Interview by Selection Committee	NA	25-40 years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Master's Degree of a recognized University in Hindi/ English with English/ Hindi as a compulsory/ elective subject or as medium of examination at degree level. OR Masters Degree of a recognized University in any subject other than Hindi/ English, with Hindi and English as compulsory / elective subject or either of the two as medium of examination and the other as a compulsory/ elective subject at degree level. OR Master's degree of a recognized University in any subject other than Hindi/ English with Hindi/ English as medium and English/Hindi as compulsory/ elective subject or as medium of examination at degree level. Must have worked as Senior Hindi Translator for at least 3 years or Hindi Translator for 5 years.	Age : NO Educational Qualifications : Yes	2 years	Deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Deputation: Officers of the Central Govt./State Govt./UT/Autonomous Organization/ PSUs holding analogous post on regular basis in their cadre/depart ment or with at least 5 yrs of service in the apy scale of Rs. 6500-200-10500 with relevant experience in Translation. Working knowledge of Hindi Typing is preferable.	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA	
22	Administrative Officer	*	Group B	6500-200-10500	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation	Transfer on deputation	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
23	Assistant Registrar	*	Group B	6500-200-10500	Selection process will include Personal Interview by	NA	25-40 years(Maximum age limit may be relaxed upto 5 years in	i) Post-Graduate from a University / Institute of repute ii) Minimum 5 years administrative experience in Government organizations. OR Post-Graduate from a University /	NA	2 years	Promotion failing which by deputation as per requirement prescribed in col. (12)	Promotion: Sr. Asst. recruited / promoted as per prevalent GSR with 3 years experience in	(A) Director General —NIFT (B) 1 Member of Board of Governors of NIFT (C) 2 Experts	NA	

24	Steno Grade I	*	Group B	6500-200-10500	Selection Committee	NA	case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Institution of repute. ii) At least 5 years experience in public relations work in Govt. / autonomous bodies/ PSUs reputed private institute/ industry. <i>Essential:</i> Knowledge of Govt. Purchase Procedures <i>Desirable:</i> 5 years experience in admissions related work in educational institutions	NA	2 years	Promotion failing which	failing which by Direct Recruitment with qualifications prescribed in col. (8)	the grade. Employees not possessing the requisite qualifications mentioned in col. (8) shall be required to acquire Post Graduate degree within a period not exceeding 4 years from the date of appointment for continued retention in the post. Deputation: At least 5 years experience in public relations work in Govt./Autonomous bodies /PSUs/reputed private institute / industry holding analogous post on regular basis in their cadre/depart ment. <i>Essential:</i> Knowledge of Govt. Purchase Procedures <i>Desirable:</i> 5 years experience in admissions related work in educational institutions	(A) Director General —NIFT	NA
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25	Computer Engineer	*	Group B	6500-200-10500	NA	Selection process will include test and Personal Interview by Selection Committee	NA	age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	ii) Diploma / Certificate in computer operations / applications with latest softwares such as MS Office (Word / Excel / PowerPoint) and proficiency in computer operation. iii) Minimum speed of 120 wpm in shorthand and 40 wpm in typing iv) Minimum 3 years experience in Govt. / Semi-Govt. / PSU/ Autonomous/ reputed private industry/ institutes. v) Minimum 3 years experience of independently handling correspondence.	NA			by deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8) 67% by promotion, failing which by deputation / transfer 33% by direct recruitment	promoted as per prevalent GSR with 3 years service in the grade with Educational Qualifications as in col. (8). Deputation: At least 3 years experience in public relations work in Govt./Autonomous bodies /PSUs/reputed private institute / industry holding analogous post on regular basis in their cadre/depart ment. Desirable: 3yrs experience in independently handling correspondence.	(B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
					25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)		NA		i) BE/ B.Tech (Engg) in Computer Science / IT / Electronics and Communication or Master in Computer Application from a University/ Institute of repute with minimum of 60% marks or equivalent grade. ii) Should have experience in software development, management information system development, maintenance of data bank. Experience in a reputed industry/ institute / PSU/ autonomous / Govt. / Semi-Govt. Organization in related areas for at least 3 years. iii) Should have full knowledge of computer hardware and software.	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: At least 3 years experience in public relations work in Govt./Autonomous bodies /PSUs/reputed private institute / industry holding analogous post on regular basis in their cadre/depart ment.	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA	

26	Estate Engineer	*	Group B	6500-200-10500	NA	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) BE (Civil Engineering) from a University/ Institute of repute ii) 3 years administrative experience	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Desirable: Minimum 3yrs experience in independently handling correspondence	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
27	Project Consultant	*	Group B	6500-200-10500	NA	NA	30-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) MBA (Finance/ Marketing) / MCM from an institute / university of repute / ICWA / CA with at least 2 years working experience in areas of Computers and Information Technology.	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Officers of the Central Govt./State Govt./JUT/Auto nomous Organization/ PSUs holding analogous post on regular basis in their cadre/depart ment or with at least 5 yrs of service in the pay scale of Rs. 10000-325-15200 with relevant experience in dealing with repair & maintenance of Building.	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
28	Technici	*	Group	6500-200-	NA	NA	25-35	i) BE (Electrical/ Electronics) from	NA	2	Direct	NA	(A) Director	NA

29	an Audio/ Visual	*	B	10500	NA	years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	University / Institute of repute. ii) At least 3 years experience in handling Audio Visual equipment, including slide projectors, film projectors, VCRs / VCDs and audio equipment in private industry iii) Should have working knowledge of repairing technical equipment.	NA	years	Recruitment		General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	
	JE (Civil)	*	Group B	5500-175-9000	NA	25-35 years	i) Diploma in Civil Engineering from an institute recognised by the Government. ii) At least 5 years experience in Civil constructions and maintenance work of major projects.	NA	NA	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Candidates working in analogous grades or lower grade with 5-8 years service from CPWD/PWD/DDA/PSUs etc. holding analogous posts on regular basis in their service.	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
30	Senior Assistant	*	Group B	5500-175-9000	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Postgraduate from a University / Institute of repute. ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. iii) Minimum 3 years administrative experience	No	2 years	50% by promotion 50% by direct recruitment.	Assistants recruited / promoted as per prevalent GSR with 7 years service in the grade Note: Candidates not possessing Post Graduate degree shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued	(A) Director General —NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

31	Senior Assistant (Accounts)	*	Group B	5500-175-9000	Selection process will include Personal Interview by Selection Process	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Commerce graduates with CA (Inter), ICWA (Inter/Final) / CS (Inter/Final) or ii) Post-graduate in Commerce / Economics / Statistics / Mathematics from a recognised University / Institute of repute. Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint / Accounts related software) and proficient in Computer Operation. iii) At least 3 years experience in Accounts and Book-keeping in Govt. / Semi Govt. / reputed Pvt. Concerns / autonomous bodies	NA	2 years	50% by Promotion 50% by direct recruitment	retention of the post. Assistant (Accounts) recruited / promoted as per prevalent GSR with at least 7 years experience in the grade. Note: Candidates not possessing Post Graduate degree shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention of the post.	(A) Director General —NIFT (B) Director Board of Governors of NIFT (D) 2 Experts	NA
32	Steno Grade II	*	Group B	5500-175-9000	Selection process will include test and Personal Interview by Selection Committee	NA	25-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate from a recognised University / Institute of repute ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. iii) Minimum speed of 100 wpm in shorthand and 40 wpm in typing iv) Minimum 2 years experience in Govt. / Semi-Govt. / PSU / reputed organizations. v) Minimum 4 years experience of independently handling correspondence.	NA	2 years	50% by promotion 50% by direct recruitment	7 years service Steno Grade III recruited / promoted as per prevalent GSR Note: Candidates not possessing Graduate degree shall be required to obtain it within a period not exceeding 5 years from the date of appointment for continued retention of the post.	(A) Director General —NIFT (B) Director Board of Governors of NIFT (D) 2 Experts	NA
33	Research Assistant	*	Group B	5500-175-9000	Selection	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	1) i) Graduation from a recognised University / Institution with a background of textile	NA	2 years	Promotion failing which by direct	Assistants / others recruited /	(A) Director General —NIFT (B) Director	NA

26	Assistant Librarian	*	Group B	5500-175-9000	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<ul style="list-style-type: none"> With at least 5 years experience in the supervision and execution of works and maintenance of Institutional projects Knowledge of computer would be preferred. 	NA	2 years	Direct Recruitment	NA	(A) Director General —NIFT (B) Director Board of Governors of NIFT (D) 2 Experts	NA
27	JE (Electrical)	*	Group B	5500-175-9000	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<ul style="list-style-type: none"> i) Diploma in Electrical Engineering from an institute recognised by the Government. ii) At least 5 years experience in erection, running and maintenance of different types of electrical installations and appliances including underground cable systems. 	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Candidates working in analogous lower grade with 5-8 years service from CPWD/PWD/DDA/PSUs etc. holding analogous posts on regular basis in their service.	(A) Director General —NIFT (B) Director Board of Governors of NIFT (D) 2 Experts	NA
28	Steno Grade – III	*	Group C	4000-100-6000	NA	NA	21-25 years (Maximum age limit may be relaxed upto 5	<ul style="list-style-type: none"> i) Graduate from a University/ Institute of repute ii) Minimum speed of 80 wpm in shorthand and 40 wpm in typing iii) Minimum 2 years experience in Govt. / Semi-Govt./ PSU/ reputed organizations. 	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

29	Assistant Warden	*	Group C	4000-100-6000	NA	NA	years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	30-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	iv) Proficiency in Computer Operation	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
30	Assistant	*	Group C	4000-100-6000	Selection process will include Test, Personal Interview by Selection Committee	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>i) Graduate from a recognised university/ institution.</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations.</p> <p>iii) At least 2 year experience in Administration.</p> <p>iv) Typing speed of at least 40 wpm in English / Hindi.</p>	<p>i) Graduate from a recognised university/ institution.</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations.</p> <p>iii) At least 2 year experience in Administration.</p> <p>iv) Typing speed of at least 40 wpm in English / Hindi.</p>	NA	2 years	50% by promotion, failing which by direct recruitment 50% by direct recruitment,	Those working in NIFT as Jr. Asst. / Clerk-cum-Typist recruited / promoted as per prevalent GSR for a minimum period of 8 years and possessing Graduate degree and having proficiency in Computer Operations. NOTE: Candidates not possessing	(A) Director (B) 2 Members nominated by Director General	NA

31	Assistant (Accounts)	*	Group C	4000-100-6000	Selection process will include Test and Personal Interview by Selection Committee	NA	21-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>i) Graduate in Commerce / Economics / Statistics / Mathematics from a University / Institute of repute</p> <p>ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint), Accounts related software and proficiency in computer operations.</p> <p>iii) 2 years experience in Audit /Accounts</p> <p>iv) Typing speed of atleast 40 w.p.m. in English / Hindi</p>	No	2 years	50% by promotion, failing which by direct recruitment 50% by direct recruitment.	Jr. Assistant recruited / promoted as per prevalent GSR having requisite qualification prescribed in Col. (8) with 8 years experience in the grade. NOTE: Candidates not possessing graduate degree shall be required to obtain it with in a period not exceeding 4 years from the date of appointment for continued retention in the post.	(A) Director (B) 2 Members nominated by Director General	NA
32	Machine Mechanic	*	Group C	4000-100-6000	NA	NA	18-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher	<p>i) Diploma from ITI in Machine Mechanic in related areas or its equivalent diploma recognized by the Government.</p> <p>ii) At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.</p>	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

33	Junior Assistant	*	Group C	3050-75-3950-80-4590	Selection process will include test and Personal Interview by Selection Committee	NA	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Passed 10 +2 examination from a Board or its equivalent recognised by the Govt. ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations. iii) Have a speed of 40 wpm in English / Hindi Typing. iv) Proficiency in Computer Application with Lotus, Word Star, MS Word, MS office, excel	NA	2 years	33% by Promotion, failing which by direct recruitment. 67% by direct recruitment	Those recruited as Attendant in the Institute as per prevalent GSR with minimum period of 5yrs of regular service and possessing qualifications prescribed in col.8	(A) Director (B) 2 Members nominated by Director General	NA
34	Library Assistant	*	Group C	3050-75-3950-80-4590	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate from a recognised University / Institution ii) Diploma in Library Science iii) At least 1-year assistance in a well established Library.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
35	Lab Assistant / Technical Assistant **	*	Group C	3050-75-3950-80-4590	NA	NA	21-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and	As per Annexure-I attached	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

36	Despatch Rider/ staff car Driver/ Bus Driver	*	Group C	3050-75- 3950-80- 4590	Selection process will include test and Personal Interview by Selection Committee	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualificatio ns / experience)	i) At least 10 th class pass from a Board or its equivalent recognized by the Government. ii) Possession of the requisite driving license for two wheeler/ three wheeler / Light / Heavy Motor Vehicle. iii) Should be fully conversant with traffic regulations. iv) Should have atleast 2 years experience in driving Light / Heavy Motor Vehicle. v) Should be able to read and write in Hindi and English.	Age : No Education al Qualificati ons: Yes	2 years	Promotion falling which by Direct recruitment	Attendant recruited as per prevalent GSR in the NIFT with 5 years service on regular basis and having requisite qualifications as prescribed in col.8	(A) Director (B) 2 Members nominated by Director General	NA
37	Electrician	*	Group C	3050-75- 3950-80- 4590	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualificatio ns / experience)	i) 10 th class standard ii) ITI Diploma in Electrical iii) Must possess electrical supervisory certificate of competency. iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
38	Plumber	*	Group C	3050-75- 3950-80- 4590	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in	i) Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade. ii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

39	Attendant	*	Group D	2550-55-2660-60-3200	NA	NA	case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	1) Must have passed 8 th class from a Board or its equivalent recognised by the Government 2) Should be able to read both Hindi and English.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
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*Subject to variation depending upon workload

**Appropriate designation will be assigned to those recruited on the basis of competency for the post.

Note:

1. Proficiency in Computer Operation and Applications means Employees must be conversant in the use of MS Word/Excel/Power Point/Access/Internet/Email in all cases including Accounts Software in case of Accounts.
2. ITI or any other technical qualifications means atleast 3 years diploma/certificate from ITI or equivalent Government Recognized Institute.
3. Diploma/Certificate in Computers means atleast 1-year full time/2 years part time program from a Government Recognised Institute or a reputed private institute.

**Educational qualification and experience for direct recruitment
for the post of Lab Assistant/Technical Assistant**

FOR KDT

- B.A. with Diploma in Knitting Technology and minimum 1 year experience in Knitting Technology.
- OR**
- 10+2 with Diploma / Certificate of 3 years duration in Sewing from any Govt./Board of Technical education recognised institute with 3 years experience in Sewing work

OR

BA Diploma / Certificate in Computer with minimum 1 year experience

For LADT

- i) Class 10
 - Diploma (of min 3 years) in Leather Technology from any Govt./Board of Technical education recognised institute.
- ii) Minimum experience of 5 years in Leather finishing unit of Tanner.
- OR**
- 10+2
- ii) Diploma / Certificate programme of minimum 3 years in Leather Apparel Construction / pattern making from any Govt./Board of Technical education recognised institute.
- iii) Minimum experience of 2 years in Leather Garments Factory
- OR**
- Graduate
- ii) DOE ACC Certificate / NIIT Certificate in Computer application.
- iii) Minimum experience of one year in garment related industry.

FOR FD

- 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education Recognised institute with 03 years of relevant experience in industry.
- OR**

ii) 10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognised institute with 5 years of experience as Sewing machine operator with embroidery knowledge & skills and / or sewing supervisor in industry.

FOR GMT

- 10+2 standard plus CPT/FDCT (One-year duration) certificate course from NIFT with 5 years of experience in industry/institute.
- OR**
- 10th standard plus three years Certificate course in Cutting & Tailoring / Dress Designing from any Govt. recognized institutes with 5 years of relevant experience in industry / institute.
- OR**
- 10th Standard plus 10 years of experience as sewing machine operator and or sewing supervisor in industry.

iv) With understanding of pattern making and garment construction techniques and ability to provide guidance to students through demonstration of equipment and machinery used in garment production.

For TDD

- Diploma in Handloom Technology / Post Diploma in Textile Chemistry / Textile Processing from Indian Institute of Handloom Technology.
- ii) At least 1 years experience as a lab asstt. In any recognised institution / weavers service Centre / Research Organisation. Desirable.

FOR IT

- i) Bachelor's Degree in Computer Application / B. Sc. (Computer Science)
- ii) Knowledge of Graphics and Multimedia software or Garment CAD.
- iii) 1-2 years working experience in woven and print design software in reputed industries is desirable.

FOR FC

- i) Graduate from a recognised University / Institution
- ii) Should have one year Certificate/ Diploma in Photography from a reputed Institute.

FOR AD

For Interior Products, Handcrafts and Mix Medium Products- Hyderabad.

Full time Diploma in Fitter Trade from I.T.I./Mechanical Engineering from any recognized institute with understanding of Materials & processes with hands on skills to work on variety of materials, machinery & general workshop. Knowledge of processes materials related to interior products, Handcraft and Mix Medium products & glass with 7 years industry / teaching experience in with skills & knowledge of operational aspects of material processes, tools & machinery.

Competency: Understanding of techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, tools overall upkeep of workshops, tools, material inventories and work environment. Interaction and guidance of students as well as support to all related activities.

For Footwear & Leather goods, Chennai.

10th standard with one-year full time Certificate/ Diploma in Footwear & leather goods pattern making & construction /leather technology from any recognised institute with 7 years industry/ teaching experience in sampling with skills & knowledge of leather goods pattern making & construction, components, costing, processes materials in leather goods industry.

OR

10th standard with at least with 10 years industry/ teaching experience in sampling with skills & knowledge of Footwear & Leather Goods pattern making & construction , components, costing, processes, materials in leather goods industry.

Competency: Understanding of pattern making and construction techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, leather & non leather materials & processes used in Footwear & Leather Goods Industry.

For Watches & Clocks, Writing Instruments and Eyewear, Bangalore.

Full time Diploma in Fitter Trade from I.T.I./ Mechanical Engineering from any recognized institute with understanding of Materials & processes with actual industry experience in precision products i.e. watches, writing instruments, eyewear with 7 years industry/ teaching experience in with skills & knowledge of technical guidance in operational aspects of material processes, tools & machinery.

Competency: Understanding of techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, tools overall upkeep of workshops, tools, material inventories and work environment. Interaction and guidance of students as well as support to all related activities.

Accessory Design- Delhi

10th standard with one-year full time Certificate/ Diploma in leather goods pattern making & construction /leather technology from any recognised institute with 7 years industry/ teaching experience in sampling with skills & knowledge of leather goods pattern making & construction, components, costing, processes materials in leather goods industry.

OR

10th standard with at least with 10 years industry/ teaching experience in sampling with skills & knowledge of Leather Goods pattern making & construction , components, costing, processes, materials in leather goods industry.

Competency: Understanding of pattern making and construction techniques and ability to provide guidance to students through demonstration and use of machinery, equipments, leather & non leather materials & processes used in Leather Goods Industry.

For Jewellery & Precious Products in Gandhinagar

10th standard plus One-year Certificate/ Diploma course in hands on jewellery & silverware making from any Govt. recognised Institute with 7 years of relevant experience in industry/ institute with knowledge of handcrafted and cast gold & studded jewellery making, master making & related materials, processes with high level of skills & understanding of materials, processes, equipments, tools & machinery.

OR

10th standard with 10 years of relevant experience in industry / teaching with knowledge of handcrafted and cast gold & studded jewellery making, master making & related materials, processes with high level of skills & understanding of materials, processes, equipments, tools & machinery.

Competency: Skills & knowledge of master making, handcrafted jewellery, silverware and stone setting with full knowledge of production, finishes, equipments, tools and machinery and ability to provide guidance to students through demonstration of equipments and materials, processes , tools and machinery used in jewellery industry.

3.5 SELECTION PROCESS

Selection Process for various Group éÁí ñ Academic, Administrative & Technical posts in NIFT

Proposed Scheme of Screening and Selection Process for Appointment Academic, Administrative & Technical Posts in NIFT						
SI. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
1.	Assistant Professor (8000-275-1350)	Direct Recruitment (Regular / Contract)	-----	Comprehensive Screening Test: - General Ability - Communication Ability, G. Awareness, Analytical Ability, Test of Reasoning, Data Interpretation - Professional Aptitude	GRE/GMAT level Additional: CPI Score	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Presentation and Psychometric Test followed by interview for selection. Following weightage shall be awarded to the various criteria for selection: CPI score -20% Presentation or Class Room Lecture / Demonstration before a group of faculty (5) on a topic given an hour earlier – 30% Interview by Selection Committee – including due weightage for various academic and professional attributes – as may be decided by the Selection panel– 50%
2.	Associate Professor (10000-325-15200)	Direct Recruitment (Regular / Contract)	-----	Comprehensive Screening Test: - General Ability - Communication Ability, G. Awareness, Analytical Ability, Test of Reasoning, Data Interpretation - Professional Aptitude	GRE/GMAT level Additional: CPI Score	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Presentation and Psychometric Test followed by interview for selection. Following weightage shall be awarded to the various criteria for selection: CPI score -20% Presentation or Class Room Lecture / Demonstration before a group of faculty (5) on a topic given an hour earlier – 30% Interview by Selection Committee – including due weightage for various academic and

3.	Chief Administrative Officer (12000-375-16500)	Promotion	Dy. Registrar (10000-325-15200)	Qualifying test: General and Academic Administration and Management	Senior Management Level	professional attributes — as may be decided by the Selection panel— 50% The selection process shall comprise of assessment by the DPC on the basis of performance appraisal for last 5 years by external and internal experts, peer evaluation, ACR Dossiers and interview as per parameters to be decided by the DPC.
4.	Project Engineer (12000-375-16500)	Promotion	Executive Engineer (10000-352-15200)	Qualifying test General and Technical	Senior Management Level	The selection process shall comprise of assessment by the DPC on the basis of performance appraisal for last 5 years by external and internal experts, peer evaluation, ACR Dossiers and interview as per parameters to be decided by the DPC.
5.	Dy. Registrar (F&A) (10000-352-15200)	Promotion	Accounts Officer (8000-275-13500)	Qualifying Test: - Finance & Accounts - Rules & Departmental Policies - IT Skills	SAS / ICWAI/CA/ Govt. Rules	The selection process shall comprise of assessment by the DPC on the basis of performance appraisal for last 5 years by external and internal experts, peer evaluation, ACR Dossiers and interview as per parameters to be decided by the DPC.
6.	Executive Engineer (10000-352-15200)	Deputation*				
		Direct Recruitment		Screening Test: - 20% General - 80% Technical	B.Tech / B.E. in Civil Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
7.	Asst. Director (Accounts & Finance) (8000-275-13500)	Deputation*				
8.	Asst. Director (Legal) (8000-275-13500)	Deputation* Direct Recruitment		Screening Test: - Rules & Policies - Legal Matters - Secretarial	CS/LL.B	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
9.	Private Secretary (8000-275-13500)	Deputation*				

Selection Process for various Group ӘБІ Һ Administrative & Technical posts in NIFT

Proposed Scheme of Screening and Selection Process for Appointment Administrative & Technical Posts in NIFT					
Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked
1.	Asst. Registrar (6500-200-10500)	Promotion	Sr. Assistant (5500-175-9000)	Qualifying Test: - English, General Studies and IT Skills - Noting, Drafting and Office - Communication Government Rules and NIFT Policies	Departmental Section Officers Exam by SSC
		Deputation*	-----	-----	-----
2.	Estate Engineer (6500-200-10500)	Deputation*	-----	-----	-----
		Direct Recruitment (Contract)	-----	Screening Test: - 80% Technical - 20% General Awareness	Graduate Engineers Level
		Deputation*	-----	-----	-----
3.	Computer Engineer (6500-200-10500)	Direct Recruitment (Contract)	-----	Screening Test - 50% Theory - 50% Practical	Graduate Engineers Level
		Deputation*	-----	-----	-----
4.	Stenographer Grade – I (6500-200-10500)	Promotion	Stenographer Grade – II (5500-175-9000)	Qualifying Test: - English and General Studies - Office - Communication and IT skills - Stenography (120 / 40 w.p.m.)	Departmental Section Officers Exam by SSC
		Deputation*	-----	-----	-----

5.	J.E. (Civil) (5500-175-9000)	Direct Recruitment (Contract)	----- -----	Screening Test: - 20% General - 80% Technical	Diploma in Civil Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
6.	J.E. (Electrical) (5500-175-9000)	Direct Recruitment (Contract)	----- -----	Screening Test: - 20% General - 80% Technical	Diploma in Electrical Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
7.	Research Assistant (5500-175-9000)	Direct Recruitment (Contract)	----- -----	Screening Test: - 60% Technical competency test including Practical Test including knowledge of relevant software - 40% English & G. K	Diploma level of related course for technical competency. General test on English and awareness of the level of graduate. D-A (F&T) <ul style="list-style-type: none"> • General Test (English Comprehension, Current Awareness) • Knowledge of textiles, understanding of textile & apparel industry, analysis & testing procedures etc. • Test on computer application, related software CATD. D-B & DC (FC/F&A) <ul style="list-style-type: none"> • General Test (English Comprehension, Current Awareness) • Test of basic knowledge of textile & apparel industry and product. Understanding and application of design elements, color, aesthetics, material etc. • Knowledge on graphic, multimedia softwares used 	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

				<p>in related field.</p> <p>T-A, M-A, M-B (FMS/AMIT)</p> <ul style="list-style-type: none"> • General Test (English Comprehension, Current Awareness) • Case study & drawing inferences analytical. • Knowledge of computer applications, industry statistical package and other related softwares. <p>T-B (AMIT)</p> <ul style="list-style-type: none"> • General Test (English Comprehension, Current Awareness) • Written test on understanding of Hardware & Software • Test of logic, programming & troubleshooting 			
8.	Sr. Assistant (Accounts) (5500-175-9000)	Direct Recruitment (Regular)	-----	<p>Screening Test:</p> <ul style="list-style-type: none"> - 40% English & G. K - 60% Accounts & Book Keeping and IT Skills including knowledge of relevant softwares 	Inter CA / Inter ICWA level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.	
9.	Assistant Librarian (5500-175-9000)	Direct Recruitment (Contract)	-----	<p>Screening Test:</p> <ul style="list-style-type: none"> - 40% English & G. K - 60% Technical competency including Practical Test and IT Skills 	Bachelor of Library Science	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.	

Selection Process for various Group 'C' Administrative & Technical posts in NIFT

Proposed Scheme of Screening and Selection Process for Appointment Administrative & Technical Posts in NIFT						
Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
1.	Assistant (Accounts) (4000-100-6000)	Direct Recruitment (Regular)	-----	Screening Test: - 10% English & G.K. - 80% Accounts & Book keeping - 10% Office Communication & IT Skills / Govt. Rules	B.Com level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
2.	Machine Mechanic (4000-100-6000)	Direct Recruitment (Contract)	-----	Screening (Technical Competency) Test: - 40% Theory - 60% Practical	Diploma / ITI level of related course for technical competency. General test on English of the level of 10 th . Theory Test • Understanding of Machine functions, operation parameters. • Mechanics (Motors), Lubrication, Trouble shooting etc. • Maintenance and safety requirements • Basic knowledge of computerized machinery. • Basic knowledge of English Practical Test • Use of tools • Operative efficiency • Care and handling • Demonstration ability • Exercise on machine operations & sample development related to apparel industry	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
3.	Stenographer Grade-III (4000-100-6000)	Direct Recruitment (Contract)	-----	Screening Test: - 30% English & G.K. - 50% Stenography (80 / 40 w.p.m.) - 20% Office Communication and	SSC Stenographers Test	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test

4.	Library Assistant (4000-100-6000)	Direct Recruitment (Contract)	----- -----	IT Skills Screening Test - 30% English & G.K. - 50% Technical Competency - 20% IT skills including knowledge of relevant software	Certificate in Library and Information Science	followed by interview for selection. Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
5.	Lab Assistant (3050-4590)	Direct Recruitment (Contract)	----- -----	Screening (Technical Competency) Test - 40% Theory - 60% Practical	ITI level of related course for technical competency. General test on English of the level of 10+2. Theory Test <ul style="list-style-type: none"> • Knowledge and understanding of departmental lab and machine & equipments. • Understanding of material requirements for various lab activities. • Maintenance and safety requirements. • Basic knowledge of English Practical Test <ul style="list-style-type: none"> • Ability to demonstrate. • Handling of tools & equipments • Exercise of given task. IT <ul style="list-style-type: none"> • Theory — Written test on applications software (MS Office) • Practical – Software installation & equipment installation SSC LDC Test	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
6.	Junior Assistant (3050-4590)	Direct Recruitment (Contract)	----- -----	Screening Test: - 40% English, G.K. and Office Communication - 20% Typing (40	SSC LDC Test	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be

				w.p.m.) - 40% IT skills including knowledge of MS Office, Internet		called for Skill/Technical Test followed by interview for selection.
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*** Recruitment on Deputation Basis:** For all posts where deputation is one of the mode of recruitment, applications shall be Shortlisted on the basis of relevant qualifying experience. The eligible candidates will be assessed on the basis of ACRs for the last 5 years received from respective departments by the Selection Committee for appointment on deputation as per the standard terms

Note:

1. In case the number of qualified candidates are very large, a second Screening Test may be resorted to before the conduct of Skill/Technical Test.
2. The screening test shall be conducted by an outside agency for which expression of interest may be invited from reputed Govt. Agencies such as IIPA, ISTM, SSC, Ed.CIL, NIFM and DST.
3. Preference may be given to the agency which is capable of conducting screening / qualifying test for all cadres on account of cost considerations and logistic reasons.
4. The screening / qualifying test may be conducted at all NIFT Centres so that candidates could take the test at NIFT Centre nearest to their place of residence.
5. The selected agency may be provided with copies of recruitment rules, job profile, selection criteria and other inputs together with desired level of competency required to be tested alongwith the scope and contents to be covered in the test and the expected level/standard.
6. In case of promotion, the candidates may be asked to submit their performance appraisal form for the last 5 years alongwith their centre of preference for posting on promotion. The candidates may also be advised about the broad scope of qualifying test and given four weeks time for preparation. The candidates selected for interview on the basis of screening test and candidates taking qualifying test may be given a notice of two weeks and informed of the scope and contents of coverage in the test and level of standard expected.
7. The candidates should be reimbursed / paid TA/DA as per admissible rules to appear in the Selection Process.

After selection by direct recruitment, a candidate will have to submit the following documents at the time of joining :

1. Attestation Form with Oath of Secrecy.
2. Medical Fitness Certificate
3. Attested Copy of the testimonials regarding educational qualifications, age and experience



Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of the changes in faculty & Academic Support Staff norms	3.2 & 3.3	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director
Amendment in the Recruitment Rules	3.4 & 3.5	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director
Recruitment as per prescribed Selection Process	3.6	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director

Chapter FOUR

Reservation Policies for SCs, STs, OBCs & PH

Reservation Policies for SCs, STs, OBCs & PH employees as enumerated in Government of India, Dept. of Personnel & Training, O.M. No. 36012/2/96- Estt. (Res.), dated the 2nd July, 1997- As laid down by the Supreme Court, the existing 200-point, 40-point and 120-point vacancy-based rosters shall be replaced by post-based rosters.

The principles for preparing the rosters elaborated upon in the Explanatory Notes are briefly recapitulated below:-

1. Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for direct recruitment and for promotions;
2. The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre strength in the future, the rosters shall be expanded/contracted correspondingly.
3. Cadre, for the purpose of a roster shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. Thus, in a cadre of, say, 200 posts, where the Recruitment Rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters one for direct recruitment and one for promotion (when reservation in promotion applies)-each comprising 100-points shall be drawn up on the lines of the respective model rosters;
4. Since reservation does not apply to transfer on deputation/transfer, where the Recruitment Rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;
5. In small cadres of upto 13 posts, the method prescribed for preparations of rosters does not permit reservation to be made for all the three categories. In such cases, NIFT Centres may consider grouping of posts in different cadres as prescribed in this Department's O.M. No. 42/21/49-NGS, dated 28-01-1952 and subsequent orders reproduced at pages 70 to 74 of the Brochure on Reservation for scheduled Castes and Scheduled Tribes (Eighth Edition) and prepare common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed roster for cadre strength up to 13 posts may be followed.

For further details log on to: www.persmin.nic.in

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of the Reservation Policy	--	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director

Chapter FIVE

Right To Information Act, 2005

Salient features of Right To Information Act, 2005

1. One can seek information from any department of the central of state government, from panchayati raj institutions and from other organisations and institutions (including NGOs) that are established, constituted, owned, controlled or substantially financed, directly or indirectly, by the state or central government [Section 2(a) & (h)].
2. One can seek information from any department of the central or state government, from panchayati raj institutions and from other organisations and institutions and from other organisations and institutions(including NGOs) that are established, constituted, owned, controlled or substantially financed, directly or indirectly, by the state or central government [Section 2(a) & (h)]
3. In each department, one or more officers have been designated as public information officers(PIOs). They accept the request forms and provide information sought by the people [Section 5(1)].

PIO IN NIFT IS CHIEF ADMINISTRATIVE OFFICER (ESTABLISHMENT)

4. In addition, in each sub-district level there are Assistant Public Information Officers(APIOs) who receive requests for information and appeals against decisions of the public information officers, and then send them to the appropriate authorities[Section 5(2)].

AN APIO IN NIFT IS THE CHIEF ADMINISTRATIVE OFFICER OF THE RESPECTIVE CENTRE

APPELLATE AUTHORITY IN NIFT IS DIRECTOR (HO)

5. Any person seeking information should file an application in the prescribed format with the public Information Officer/Assistant Public Information Officers [Section 6(1)].
6. Where a request cannot be made in writing, the PIO shall render all reasonable assistance to the person making the request orally to reduce the same in writing [Section 6(1)]
7. Where the applicant is sensorily challenged, the public authority shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection[Section 7(4)].
8. The applicant is not required to either give any reasons for requesting the information or any personal details, except for those required to contact the applicant[Section 6(2)].

9. A reasonable application fee, as prescribed, will be charged for each application and for supply of information. However, no fee is chargeable from persons below the poverty line [Section 7(5)], or if the information is provided after the prescribed period [Section 7(6)].
10. Information sought from the PIO has ordinarily to be provided or refused within 30 days. Information regarding the life or liberty of an individual has to be provided within 48 hours (7(1)). That sought information from an APIO has ordinarily to be provided or refused within 35 days [Section 5(2)].
11. In case a person fails to get a response from the PIO within the prescribed period or is aggrieved by the response received, he/she may file an appeal within 30 days with an officer superior in rank to the PIO [Section 19(1)].
12. In case the appeal is allowed, the information shall be supplied. If it is not, then the applicant has the right to appeal within 30 days to the Central or State Information Commission for information regarding the central or state government institutions respectively [Section 19(3)].
13. If a PIO fails to furnish the information asked for under the Act or fails to communicate the rejection order, within the time specified, the PIO shall be liable to pay a penalty of Rs. 250 per day for each day of delay, subject to a maximum of Rs. 25,000 [Section 20(1)].
14. The Information Commission can also require the public authority, which has illegitimately delayed / denied information to compensate the complainant for any loss or other detriment suffered [Section 19(8) (b)].
15. In case a PIO:
 - (i) with any reasonable cause and persistently fails to receive an application for information or does not furnish information within the time specified.
 - (ii) Or malafidely denies a request for information,
 - (iii) Or knowingly gives incorrect, incomplete or misleading information,
 - (iv) Or destroys information which is the subject of a request,
 - (v) Or obstructs, in any manner, the furnishing of information, the Information Commission shall recommend disciplinary action against the concerned public information officer under the service rules applicable to him / her [Section 20(2)]

For further details log on to: www.persmin.nic.in

Summary:

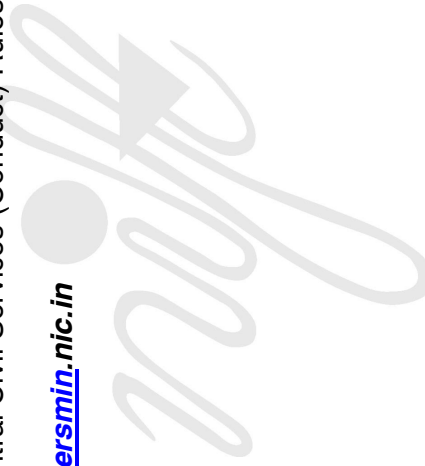
Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Furnishing of Information under Right to Information Act	--	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director

Chapter SIX

Conduct Rules

NIFT follows Government of India, Central Civil Services (Conduct) Rules, 1964 as amended from time to time.

For further details log on to: www.persmin.nic.in



Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of Conduct Rules	--	Vigilance Cell	Asst. Director (Vig.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director

Chapter SEVEN

Immovable Property Return

GOI's Orders below Rule 18 of CCS (Conduct) Rules, 1964 inter-alia prescribes that every Govt. servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Govt. in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any person.

GOI's Orders further prescribes that –

The first return shall be submitted within three months from the date and every such return, after the first shall be submitted at an interval of five years, on or before the 31st day of March of the year immediately following the year to which the return relates and every such return shall be as on the 31st day of December of the year immediately preceding the said 31st day of March.

NIFT Officials are required to submit their Annual Immovable Property Return in the prescribed format for each calendar year giving full particulars regarding immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person. The Annual Immovable Property Returns are required to be furnished for each calendar year (as on the first of January of the succeeding calendar year).

FORM No.1

Statement of Immovable property on first appointment as on the 31st December, 200Ö (e.g., Lands, House, Shops, Other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, Division, Taluk and Village in which the property is situated and also its distinctive number, etc.)	Area of land (in case of land and buildings)	Nature of landing case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship, if any to the Government servant	Date of acquisition	How acquired (whether by purchase, mortgage, lease, inheritance, gift or otherwise) and name with details of person / persons from whom acquired (address and connection of the Government servant, if any, with the person / persons concerned) Please see note I below	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority, if any	Total Annual Income from the property	Remarks
2			4	5	6	7	8	9	10	11	12	13

Date.....

Signature.....

Centre.....

Name.....

Designation.....

NOTE 1. – For Purpose of Column 9, the term “ lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however the lease of immovable property is obtained from a person having official dealings with Government Servant, such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term and the periodicity of the payment of rent.

NOTE: 2 – In Column 10 should be shown –

- (a) where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- (b) where it has been acquired by lease, the total annual rent thereof also; and
- (c) where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.

NOTE 2 - : Deputationists to submit their property returns to Cadre Controlling Authority.

Activity	Time lines	Unit at Centre	Unit at HO	Primary responsibility	Secondary responsibility
Immovable Property Return as on 31 st December	31 st March every year	Establishment	Establishment-II	Chief Administrative Officer (Centre)	Chief Administrative Officer (Estt.), HO

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Collection & Compilation of the Property Returns	--	Establishment-II	Asst. Director (Estt.)	Chief Administrative Officer (Estt.)	Estt. & Records	Chief Administrative Officer	Director

Chapter EIGHT

Annual Confidential Report

4. Importance of Annual Confidential Report-

NIFT have accepted the principal that confirmation, probabtion, promotion etc. should be based on the assessment of Confidential dossier/ Performa Appraisal as this has great importance on the efficiency & morale of the official. It is in the interest of NIFT no less than that of the employee that the value of proper system & confidential report is recognized by all concerns. The Reports are to be written with greatest possible care so that the work, conduct, character, & capabilities of the Officers reported upon can be accurately judged from the recorded opinion.

5. Responsibility for the maintenance of Confidential Report -

Registrar of all NIFT centres shall regard it as their personal & special responsibility to ensure that Annual Confidential Report of the Faculty members & all officials are duly completed and properly maintained under their control.

6. Period of Reporting -

The confidential report should be recorded for the period covered by the calendar year for faculty and financial year for others.

Activity	Time lines	Unit at Centre	Unit at HO	Primary responsibility	Secondary responsibility
Annual Confidential Report (For Administrative Staff)	Within one month of the closing of financial year i.e. 31 st March. The ACR should be submitted to Reporting Officer by 10 th April and the Reporting Officer should submit the report to the Reviewing Officer by 20 th April and ACRs duly completed should be forwarded Chief Admn. Officer (Estt.), HO by 30 th April.	Establishment	Establishment-II	Chief Administrative Officer (Centre)	Chief Administrative Officer (Estt.), HO
Annual Confidential Report (For Faculty Members)	Within one month of the closing of Calendar year i.e. 31 st January. The ACR should be submitted to Reporting Officer by 10 th January and the Reporting Officer should submit the report to the Reviewing Officer by 20 th January and ACRs duly completed should be forwarded Chief Admn. Officer (Estt.), HO by 31 st January.	Establishment	Establishment-II	Chief Administrative Officer (Centre)	Chief Administrative Officer (Estt.), HO

8.1 ACR FORMATS

The ACR formats at various levels have been revised keeping in view the decision of the BOG of NIFT for introduction of a comprehensive proforma for promotions to Group A and B for providing supplementary data. The ACR format need to reflect and provide scope for providing such information on year – to – year basis as would be sought in the proforma for 5 years for promotion to facilitate evaluation and assessment. The revised ACR format also incorporates some of the best practices followed in other premier Institutes such as IIMs, IITs, NID etc. and also the performance management systems being followed by certain premium public sector undertakings such as MAP (Moving Ahead through Performance). The ACR formats designed for various academic and administrative posts has been modified.



AUTHORITIES FOR REPORTING AND REVIEWING OF ACRS

ADMINISTRATIVE STAFF (CENTRE)

Group éÁí

S.No.	Designation & Pay Scale	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director (14300-18300)	DG	Chairman	-----
2.	Chief Administrative Officer (12000-16500)	Centre Director** Director- HO Dean	DG	Chairman
3.	Dy. Registrar (F&A) (10000-15200)	Director Centre** Director (F&A) CC*	DG	Chairman
4.	Building Engineer (10000-15200)	Proj. Engg. (HQ)/** Director (Centre) CC*	DG	Chairman
5.	Accounts Officer (8000-13500)	Dy. Registrar (F&A)	Centre (Director)** Director (F&A) CC*	DG
6.	Head Resource Centre (8000-13500)	DD (NRC)	Dean** Centre (Director) CC*	DG
<u>GROUP éÁí</u>				
7.	Assistant Registrar (6500-10500)	Chief Administrative Officer	Centre (Director)** DR (F&A) CC*	DG
8.	Steno Grade I (6500-10500)	Officer to whom reporting	-----	DG

9.	Computer Engineer (6500-10500)	Chief Administrative Officer	Centre (Director) CC* DR (F&A)	DG
10.	Estate Officer (6500-10500)	Building Engineer	Project Engineer** Director (Centre) CC*	DG
11.	Project Consultant (6500-10500)	Chief Administrative Officer	Director (Centre)** CC* DR(F&A)	DG
12.	Senior Assistant (5500-9000)	Assistant Registrar	Chief Admn. Officer ** DR (F&A) CC*	Director
13.	Senior Assistant (Accounts) (5500-9000)	Accounts Officer	DR (F&A) ** CAO CC*	Director
14.	Steno Grade- II (5500-9000)	Officer to whom reporting	-----	Director
15.	Research Assistant (5500-9000)	Unit Incharge	Chief Admn. Officer ** DR (F&A) CC*	Director
16.	Assistant Librarian (5500-9000)	Head Resource Centre	DD (NRC) ** Chief Admn. Officer CC*	Director
17.	JE Electrical (5500-9000)	Estate Engineer	Building Engineer** Chief Admn. Officer CC*	Director
<u>Group ěĊ</u>				
18.	Steno Grade- III (4000-6000)	Officer to whom reporting	-----	Director (Centre)
19.	Assistant Warden (4000-6000)	Assistant Registrar	Chief Admn. Officer	Director (Centre)

20.	Assistant (4000- 6000)	Unit Incharge	Chief Admn. Officer	Director (Centre)
21.	Assistant (Accounts) (4000-6000)	Unit Incharge	DR (F&A)	Director (Centre)
22.	Machine Mechanic (4000-6000)	Unit Incharge	CC*	Director (Centre)
23.	Jr. Assistant (3050-4590)	Unit Incharge	Chief Admn. Officer	Director (Centre)
24.	Library Assistant (3050-4590)	Head Resource Centre	DD(NRC)	Director (Centre)
25.	Lab Assistant (3050-4590)	Unit Incharge	CC*	Director (Centre)
26.	Driver (3050-4590)	Assistant Registrar Unit Incharge	Chief Admn. Officer	Director (Centre)
27.	Electrician (3050-4590)	Estate Engineer	Building Engineer	Director (Centre)
28.	Plumber (3050-4590)	Estate Engineer	Building Engineer	Director (Centre)
<u>Group ڊي</u>				
29.	Attendant/ Record keeper (2550-3200)	Officer Incharge to whom reporting	-----	Chief Admn. Officer

** Committee to report/ review the performance

*CC/CP to be nominated by DG in consultation with the Dean/ Head (AA).

Parameters

1. The Reporting/Reviewing Committee to refer to the report/assessment of the Units under the charge of the Officer to be reported/ reviewed.
2. MIS Unit to provide documents to be referred by the Committee.
3. Management and Coordination Activities 4.Feedback on training programmes

ADMINISTRATIVE STAFF (HEAD OFFICE)

Group ॐA

S.No.	Designation & Pay Scale	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Director (Rs.14300-400-18300)	DG	Chairman	-----
2.	Director (F&A) (Rs.14300-400-18300)	DG	Chairman	-----
3.	Chief Admn. Officer (Rs. 12000-375-16500)	DG	Chairman	-----
4.	Chief Accounts Officer (Rs.12000-375-16500)	Director (F&A) ** Director (HO) Dean	DG	Chairman
5.	Project Engineer (Rs.12000-375-16500)	Director (F&A) ** Director (HO)	DG	Chairman
6.	Deputy Registrar (Rs.10000-325-15200)	Chief Admn. Officer	Director** (HO) Director (F&A) Dean	DG
7.	Deputy Director (NRC) (Rs.10000-325-15200)	Dean	Director** (HO) Director (F&A) Head (AA)	DG
8.	Deputy Registrar (F&A) (Rs. 10000-325-15200)	CAO	Director ** (F&A) Director (HO) CP*	DG
9.	Deputy Director (Rs. 10000-325-15200)	Director (HO)	Chief Admn. Officer (Estt.) ** Director (F&A) Dean	DG
10.	Coordinator (Rs. 10000-325-15200) (Public Relations)	Dean	Director (HO) ** Head (AA) Director (F&A)	DG

11.	Coordinator (Information) (Rs. 10000-325-15200)	Chief Admn. Officer (DC)	Director (DC) ** Head (AA) Director (F&A) -----	DG
12.	Private Secretary (Rs. 8000-275-13500)	DG	-----	Chairman
13.	Assistant Director (Rs. 8000-275-13500)	Chief Admn. Officer / Director	Director** (HO) Director (F&A) Head (AA)	DG
14.	Hindi Officer (Rs.7500 – 250-12000)	Dy. Registrar	Chief Admn. Officer ** Director (HO) Head (AA)	DG
15.	Assistant Registrar (Accounts and Audit) (Rs. 6500-200-10500)	DR (F&A)	CAO** Director (F&A) CP*	DG
16.	Assistant Registrar (Rs. 6500-200-10500)	Dy. Registrar	Chief Admn. Officer** Director (HO) Head (AA)	DG
17.	Stenographer Gr. – I (Rs. 6500-200-10500)	Officer to whom reporting	-----	DG
18.	Technical Officer (Rs.6500-200-10500)	Project Engineer	Chief Admn. Officer ** Director (F&A) Head (AA)	DG
19.	JE (Electrical) (Rs. 5500-175-9000)	Executive Engg.	Project Engineer** Director (F&A) Head (AA)	Director
20.	Sr. Assistant (Accounts) (Rs. 5500-175-9000)	DR (F&A)	CAO	Director (F&A)
21.	Stenographer Gr. – II (5500-175-9000)	Officer to whom reporting	-----	Chief Admn. Officer / Director

	Assistant Librarian (5500-175-9000)	Head Resource Centre	DD (NRC)	Dean
22.				
23.	Sr. Assistant (Admn.) (Rs. 5500-175-9000)	Unit Incharge	DR (Admn)** DR (F&A) DR (Estt.)	Chief Admn. Officer
24.	Research Assistant (Rs. 5500-175-9000)	Unit Incharge	CC*/Head of Unit** Chief Admn. Officer DR (F&A)	Director
25.	Stenographer Gr. III (Rs. 4000-100-6000)	Officer to whom reporting	-----	Chief Admn. Officer / Director
26.	Assistant (4000-100-6000)	Officer to whom reporting	Head of Unit	Chief Admn. Officer / Director
27.	Assistant (Accts.) (4000-100-6000)	Officer to whom reporting	Head of Unit	Director (F&A)
28.	Junior Assistant (Rs. 3050-75-3950-80-4590)	Officer to whom reporting	Head of Unit	Head of Deptt.
29.	Drivers (3050-75-3950-80-4590)	Assistant Registrar	Head of Unit	Director/ Chief Admn. Officer
30.	Electrician (3050-75-3950-80-4590)	Building Engg.	Project Engineer	Director
31.	Plumber (3050-75-3950-80-4590)	Building Engg.	Project Engineer	Director
32.	Attendant (2550-55-2660-60-3200)	Officer incharge to whom reporting	-----	Chief Admn. Officer

** Committee to report/ review the performance.

*CC/CP to be nominated by DG in consultation with the Dean/ Head (AA).

Parameters

1. The Reporting/Reviewing Committee to refer to the report/assessment of the Units under the charge of the Officer to be reported/ reviewed.
2. MIS Units of Dean, Finance & Establishment to provide documents to be referred by the Committee.

Academic Staff

HO & Centres

S. No.	Designation & Pay Scale	Reporting Authority	Reviewing Authority	Accepting Authority
1.	Sr. Professor (16400-450-20900-500-22400)	DG	Chairman	-----
2.	Professor (14300-400-18300)	Director ** CP Dean	DG	Chairman
3.	Associate Professor (10000-325-15200)	CC	Dean** Head (AA) Director (HO)	Chairman
4.	Assistant Professor (8000-275-13500)	Centre Coordinator	CP** Dean Director (HO)	DG

** Committee to report/review the performance.

Parameters (as a faculty)

1. Academic Deliverance
 - Feedback on faculty seminars
 - Feedback on training Programmes
 - Course feedback by students
2. Curriculum Development
3. Industry Interaction
4. Mentoring
5. Self and Departmental Enhancement
6. Academic Management and Coordination Activities
7. Research/Publication/Design
8. Continuing Education

Parameters (for administrative responsibility)

1. MIS Unit of Dean to provide documents to be referred by the Committee.
2. Management and Coordination Activities
3. Feedback on training programmes

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Circulation of ACR Formats	8.1	Establishment-II	Asst. Director (Estt.)	Chief Admn. Officer (Estt.)	Estt. & Records	Chief Admn. Officer	Director
Maintenance of ACRs	--	Establishment-II	Asst. Director (Estt.)	Chief Admn. Officer (Estt.)	Estt. & Records	Chief Admn. Officer	Director

Chapter NINE

Performance Linked Award Scheme

Comprehensive Performance Linked Award Scheme 2006

1. Short Title and Commencement:

This Scheme will be called “Performance Linked Incentive Scheme of NIFT” and will come into force from 1st January 2007 at NIFT Head Office and Centres.

2. Objective:

The objective of the Award is to recognise the extraordinary and outstanding performance of NIFT Faculty Members, Officers and Staff, individually or as teams.

3. Scope:

All the Units in NIFT at the Head Office and NIFT Centres and the individuals in respective categories are eligible to be considered for the Award.

4. The Scheme:

The assessment period of Performance Linked Award Scheme will be co-terminous with each calendar year.

5. Categories of Award

(a) At Head Office:

S. No.	Awards	No. of Awards	Coverage
1.	Best Units at	6 (3+1+2) {Academic Units-3	The Unit will include all Staff & Officers/ Faculty including the Unit

	H.O	F&A Units-1 Management Units-2}	Head/HOD and Group 'D'.
2.	Best Chairperson	CP-1	Amongst the 7 CPs (FP + F&A + F&LA + F&T + FC + F-Tech. and FMS)

(b) At Centres

S. No.	Awards	No. of Awards	Coverage
1.	Two best Unit in each Centre one for Accounts & one for Management	14 (2 X 7)	The Unit at NIFT Centre will include the Unit Head, Unit Incharge and the Support Staff including Group 'D'.
2.	Best Academic Department in each Centre	7 (1 X 7)	Amongst FP, F&A, F&T, F&LA, FC, AMIT and FMS Deptts. of NIFT Centres.

(c) Across Centres

S. No.	Awards	No. of Awards	Coverage
1.	Best Co-ordinator across all NIFT Centres one each for <ul style="list-style-type: none"> • RIC • CIC • EAC • SDAC • ILC 	1 1 1 1 1	Amongst RIC of 7 NIFT Centres Amongst CIC of 7 NIFT Centres Amongst EAC of 7 NIFT Centres Amongst SDAC of 7 NIFT Centres Amongst ILC of 7 NIFT Centres
2.	Best Head (Resource Centre)	1	Amongst Head (RC) of 7 NIFT Centres

3.	Best NIFT Centre	1	Amongst 7 NIFT Centres excluding H.O.
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6. Details of Awards:

The Award would comprise the following: -

- (i) A Certificate and a Trophy.
- (ii) An honorarium of Rs. 5000/- per Unit Member including the Group D.
- (iii) (a) Faculty Members can opt to attend one Training Programme of their choice or one exposure trip of their choice including visits to fairs, seminars, conferences, exhibitions for an amount not exceeding Rs. 25,000/- (including fee, travel, stay and incidentals). Any additional expenditure could be met from DDF as per DDF Policy.
- (b) Group A & B Officers can either opt for a training of their choice for an amount not exceeding Rs. 25,000/- (including fee, travel, stay and incidentals) or to receive an Award of Rs. 12000/-.
- (c) Group C & D Officials can either opt for a training of their choice for an amount not exceeding Rs. 15,000/- (including fee, travel, stay and incidentals) or to receive an Award of Rs. 9000/-.

The option for training at (iii) (a), (b) & (c) will be kept open for a period of two years after declaration of the award and could availed by combining two awards for any subsequent calendar years upto a period of three years.

7. Application Format:

Application Format for Performance Linked Incentive Awards for assessment of the Units is enclosed at **Annexure 1**. The MIS Unit at HO will receive the applications for Awards duly forwarded by Centre Director/HODs upto 31st January (the following month of the calendar year ending 31st December). Applications received after the due date will not be entertained.

As the personal staff attached to the Officers, Unit Head and Unit Incharge are not a part of the Units, their performance for Awards will be assessed through a separate evaluation format enclosed as **Annexure 2**. The personal staff would include Stenographers, Attendant, Staff Car Driver and any other staff (Assistants, Jr. Assistant and R.A. etc.) attached for performing the duties of personal staff.

8. Criteria for Selection:

Selection will be made on the basis of following parameters:

1. Performance against the targets – 50%
2. Quality & timeliness of response through periodic returns – 20%
3. Original contribution in terms of innovative practices or processes with extent of success achieved / anticipated – 10%
4. Orientation of Unit towards overall goals and objectives of the Centre/ Orgn. – 10%
5. Significant Outcomes – 10%

The evaluation will be based not on inputs, process and output but on outcomes as independently assessed by the constituted committees.

9. Selection Process

The selection process will comprise of evaluation by the constituted Committees for each group / category. Members to the Committee will be nominated by DG-NIFT on each occasion.

The members of the Committee shall make individual assessment which would be compiled by MIS Unit and submitted to DG NIFT for final decision.

10. Evaluation Committees

S. No.	Category of Award	Grouping (No. of Awards)	Constitution of the Committee
1	Best Units at HO	Academic Units (3)	Director, NIFT Centres Chief Admn. Officer, NIFT Centres Dean (A) Head (AA) Professor
		F&A Units (1)	Director, NIFT Centres Chief Admn. Officer, NIFT Centres Director (F&A) Director (HO) CAO Dy. Reg.(F&A), Centres

		Management Units (2)	Director, NIFT Centres Chief Admn. Officer NIFT Centres Director (HO) Director (F&A) Two members to be Nominated by DG from amongst Dean (A)/ Head (AA)/ Professors	2 1 1 1 2
2	Best Chairperson at Head Office	Chairpersons (1)	2 Industry Experts to be nominated by DG	
3	Best Units at each NIFT Centres	Management/ F&A/ Academic Units (2)	Director (F&A) Directors, NIFT Centres Chief Admn. Officer (Head Office) Chief Admn. Officer NIFT Centres	1 2 1 2
4	Best Academic Department at NIFT Centre	Centre Co-ordinator FP, F&A, F&T, F&LA, FC, F-Tech and FMS (1)	Dean (A) Head (AA) CPs	1 1 3
5	Best Co-ordinator across all NIFT Centres (one each)	RIC, CIC, EAC, SDAC, ILC (5)	Dean (A) Head (AA) Head (IL) Head (IR) Director (HO)	1 1 1 1 1
6	Best Head (Resource Centre) Across NIFT Centres	Academic (1)	Dean (A) Directors NIFT Centres CPs Dy. Director (NRC)	1 2 2 1
7	Best NIFT Centre	1	A panel of stakeholders to be nominated by DG-NIFT	

Committee Members will abstain from evaluation of Units under their administrative control/charge.

The criteria for selection of the Personal Staff attached to Head of Institution/ Head of Centres as well as the personal staff attached to Unit Head/ Unit Incharge for Awards will be on the basis of performance criteria as may be decided and assessed by the appointed Committee.

11. Announcement of Awards

The Schedule will be as follows:

1. Last date of receiving application at Head Office – 31st January.
2. Recommendations by Committees– 1st March.
3. Announcement of Awards – 31st March

12. Financial Implication

The expenditure towards Performance Awards will be debitable to the DDF of respective Centres and Head Office circulated vide no. 1111(1)/NIFT/Dir(F&A)/ATR-BOG/BPFC/05 dt. 14.12.06.

**Performance Assessment of Units at Head Office and Centres
(For Awards, Special Pay / Teaching Waiver etc.)**

To be submitted by 15th January for previous calendar year

*** Please note that this is not an ACR Form**

I. General

a. Period of Assessment:

b. Name of the Unit:

c. Head Office / Centre:

d. Name and designation of the Head of Unit:

e. Name and designation of Unit Incharge:

f. Names and designations of other Support Staff of the Unit (including Group D)

(1)

(2)

(3)

(4)

g. Period of absence during the period under assessment (Please do not include CL/RH etc.)

Unit Members Earned / Training/ Any other Medical Leave etc.
 Sabbatical / Study leave

Head of Unit
 Unit Incharge
 Support Staff

- 1.
- 2.
- 3.

h. During the period under review

- (i) No. of receipts diarised :
- (ii) No. of receipts disposed off:
- (iii) No. of files dealt with:
- (iv) No. of letters issued:

II. (a) Target (Outcomes)

List of Targets Extent of outcomes
 Approved for the Achieved
 Unit at HO/Centre

Variance, if any Brief reasons for
 shortfall in outcomes



(b) Target Outcomes of Unit at Centres (For Units at HO only)

List of Targets Approved for the Unit at Centre	Extent of outcomes Achieved	Variance, if any	Brief reasons for shortfall in outcomes
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III. (a) Submission of Returns to HO by Centres

Subject of the Prescribed Return	Due on	Sent on	Reasons for delay if any,	Feedback, if any given by/ received from HO on the return
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(b) Submission of Returns to MIS (for Units at HO only)

Subject of the Prescribed Return	Due on	Sent on	Reasons for delay if any	Feedback received, if any from MIS on the return
----------------------------------	--------	---------	--------------------------	--

IV. Any outstanding issues /back log cleared / special assignment(s):

Specify the item of work	Quantify the work in terms of process steps /stages involved	Quantify the work in terms of hours/ man days	Quantify the work in terms of outcomes
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V. Additional Comments of Unit Incharge, if any

VI. Additional Comments of Unit Head, if any,

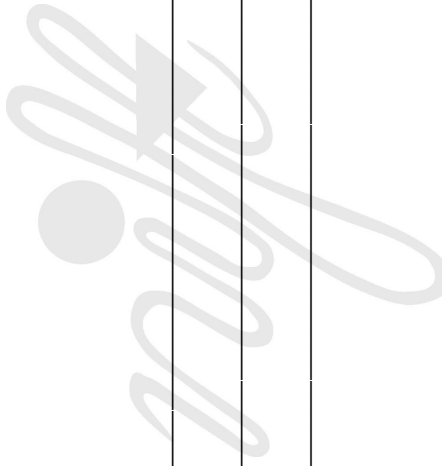
Signature of Unit Head_____ Signature of Unit Incharge_____

Name _____ Name _____
Date _____ Date _____
Place _____ Place _____

Annexure-2

ASSESSMENT PROFORMA FOR SUPPORTING STAFF OF HEAD OF UNITS/ UNIT INCHARGE FOR PERFORMANCE LINKED INCENTIVE AWARD

Period of Assessment: January to December, _____



1. Name : _____
2. Designation : _____
3. Specify period worked with Head of Unit/ Unit Incharge w.r.t. period of assessment : _____
4. Nature of duties assigned : _____

5. Quality and efficiency of assistance to Head of Unit/ Unit Incharge and its impact on performance of Unit: _____

- 6. (a) Attitude : _____
- (b) Dealing with other units/ Officers/ Staff and visitors / : _____
- (c) Punctuality & Discipline : _____
- (d) Maintenance of records : _____
- (e) Responsibility : _____
- (f) Performance of duties assigned : _____
- 7. Overall assessment : _____

Date : _____

Place: _____

Signature: _____

Name: _____

Head of Unit/
Unit Incharge _____

Chapter TEN

Perquisites

10.1 Expenditure on Residential telephone/Cell phone

Reimbursement of expenditure on residential telephone calls will be restricted to 650 calls + rental surcharge bimonthly etc., if any provided that the telephone line being claimed for reimbursement is in the Official's (Officers of or above the level of Assistant Registrar in the pay scale of Rs.6500-10500/- including deputationists) own name.

For the Officials who want to avail the facility of cell phone in place of residential phone can claim reimbursement of expenditure on cell phones of Rs. 800/- bimonthly only including call charges/rent/surcharge etc., if any provided that the cell phone being claimed for reimbursement is in the officials own name.

10.2 Expenditure on Newspaper and Magazines

Reimbursement of expenditure on newspapers/magazines to all NIFT Officials (including deputationists) and all faculty members of and above the level of AR shall be restricted to Rs.275 (less 10%) on account of purchase of newspapers/magazines by them at their residence.

10.3 Expenditure of Mobiles phones facility for official use

Vide order no.1361(19)/Pur/HO/Spl. Pay/05 dated 10th August, 2006, the reimbursement of expenditure on mobile phones for official use shall be as follows:

S. No.	Coverage	Monthly Ceiling
1.	All HODs at Head Office and Director, NIFT Centres	Rs.1699/- per month
2.	CPs at Head Office also nominated as Head Of Units	Rs.1699/- per month
3.	Officers of the level of Chief Admn. Officer and equivalent (CAO, PE) at Head Office and Centres)	Rs.1000/- per month
4.	All CPs at Head Office	Rs.1000/- per month
5.	Faculty/Officers of the level fo Associate Professors/Deputy Registrars and equivalent functioning as Head Of Units / Units Incharge at HO	Rs.750/- per month

10.4 Expenditure incurred on Hospitality

Vide order no NIFT/HO/Estt(Office Order)/2004 dated 31st August, 2006, w.e.f. 1st August, 2006, the reimbursement of Hospitality expenditure shall be as follows :

Category	Group	Revised Rates
Category-I	Group A Officers (including faculty members having administrative responsibility as Unit Incharge/Head Of Units / Head Of Department in the Centres and HO	Rs.400/- per month
Category-II	Group B Officers + Faculty members not having administrative responsibility in the Centres and HO	Rs.200/- per month
Category-III	Group C & D	Rs.100/- per month

10.5 Issuance of Brief Case/Bag

Vide order No. NIFT/212/Pur.Sty.& Con.Items/02 (vol.II) dated 7th March, 2003, the issuance of one bag/briefcase up to a limit of Rs.2000/- will be admissible to all regular faculty members and officers of the level of Assistant Registrar and above including contract faculty on long term basis, once in three year. The amount of Rs.2000/- will also be reimbursable on production of bills.

10.6 Liveries - As per Government of India rules.

10.7 Washing Allowance

Common categories of Group C and D employees who have been supplied with uniforms will be entitled for washing allowance of Rs.30/- per month. No deduction will be made for the period of any leave taken by the employee. Staff who are supplied uniforms/granted washing allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non receipt of undertaking, further rsupply of uniforms/payment of washing allowance to be stopped.

10.8 **Tuition Fee** – As per Government of India Rules.

10.9 **Hostel Subsidy** – As per Government of India rules

10.10 **Cash Handling Allowance** – As per Government of India Rules

10.11 **Hire for Local Journey:**

The conveyance allowance will be admissible as under:
Gazetted employees:

1. The place visited should be within the municipal limits of the city in which his headquarter is situated.
2. A staff car was not available for the journey.

Non Gazetted employees:

1. When dispatched to a place at some distance from his office within the municipal limits of the city in which his office is situated; or
2. If summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.

Conditions:

- a. The total amount of conveyance hire reimbursed in any one month should not exceed Rs.150/- per individual.
- b. The charges reimbursable will be the fare by bus, local train or a combination of them if the places visited are connected by any or a combination of these public conveyances. If, on such routes, any other conveyance is used, reimbursement will be on a certificate that hiring of such a conveyance was necessary in public interest/ due to urgency or the work.
- c. Reimbursement of conveyance hire will be in accordance with the scheduled scale of charges, for the conveyance used.
- d. If own conveyance is used, reimbursement is admissible at the rate of mileage allowance under the T.A. Rules.
- e. Not admissible when the official is granted any compensatory leave or special remuneration for the duty performed.
- f. Admissible in addition to OTA , when recalled from his residence to perform overtime work.
- g. Group 'A' Officers are eligible for taxi/scooter/bus fare.

10.12 **Over Time Allowance** – As per Government of India Rules

10.13 Staff Car ñ As per Government of India Rules

10.14 Use of Official Vehicle for Private Purpose

Vide order no. NIFT/HO/March./2006 dated 30th March, 2006, all Directors of NIFT Centres are permitted use of official car, upto 500 k.m. per month on payment at the following rates:

		Cars with AC Rs.	Others Rs.
a)	For cars upto and including 16 HP	450/- per month	350/- per month
b)	For cars above 16 HP	550/- per month	450/- per month

Half yearly period of April-September and October-March will be taken into account to adjust monthly excesses against shortfalls. The additional kilometers over a half yearly period will be charged at the rates of Rs.4.50 per kilometer for small staff cars of not more than 16 Horse Power and a rate of Rs.6.00 per kilometer for big cars of more than 16 Horse Power will be charged for the use of staff cars on non duty journeys. Charges at this rate would be recoverable for distance covered by a staff car from the time it leaves office/garage till it returns to office/garage.

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Reimbursement of Expenditure on Residential telephone/cellphone	9.1	Admn.-III	Dy. Registrar (Admn.)	Chief Admn. Officer (Admn.)	Admn. & Stores	Chief Admn. Officer	Director
Reimbursement of Expenditure on newspaper & magazines	9.2	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Reimbursement of expenditure on mobile phone facility for official use	9.3	Bldg-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director
Reimbursement of Expenditure incurred on Hospitality	9.4	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Issuance of Brief Case/Bag	9.5	Admn.-II	Dy. Registrar (Admn.)	Chief Admn. Officer (Admn.)	Admn. & Stores	Chief Admn. Officer	Director
Liveries	9.6	Admn.-I	Dy. Registrar (Admn.)	Chief Admn. Officer (Admn.)	Admn. & Stores	Chief Admn. Officer	Director
Washing Allowance	9.7	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Tuition Fee	9.8	Estt.-I	Dy. Registrar (Estt.)	Chief Admn. Officer (Estt.)	Estt. & Records	Chief Admn. Officer	Director
Hostel Subsidy	9.9	Estt-I	Dy. Registrar	Chief Admn. Officer	Estt. & Records	Chief Admn. Officer	Director

				(Estt.)	Officer (Estt.)		Officer	
Cash Handling Allowance	9.10	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director	
Hire for Local Journey	9.11	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director	
Over Time Allowance	9.12	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director	
Staff Car	9.13	Bldg.-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director	
Use of official vehicle for Private purpose	9.14	Bldg.-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director	

Chapter ELEVEN

Assured Career Progression Scheme

Office Memorandum No. 35034/1/197-Estt (D) dated 09.08.1999 contains the guidelines on Assured Career Progression Scheme for the Central Government Civilian Employees as amended & modified from time to time.

For further details log on to: www.persmin.nic.in

Summary:

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of ACP Scheme	--	Establishment-II	Asst. Director (Estt.)	Chief Admn. Officer (Estt.)	Est. & Records	Chief Admn. Officer	Director

Chapter 12

Preliminary

GENERAL SERVICE RULES '2004

(corrected upto 19th June, 2004)

1. SHORT TITLE AND COMMENCEMENT

- (i) These rules may be called the National Institute of Fashion Technology General Service Rules'2004.
- (ii) These rules shall come into force with effect from the 19th June 2004.

2. APPLICATION

- (1) These rules shall apply to all the employees of the National Institute of Fashion Technology.
 - (a) Provided that a Government servant or an employee of a local body/ authority, whose services have been or may be obtained on deputation or on foreign service by the Institute, may be governed by such terms and conditions as may be settled by the Institute in consultation with the Government or the local body/ authority concerned;
 - (b) Provided also that an employee appointed on retainership or daily wages may be exempted from these rules unless otherwise provided.
 - (c) Provided further that an employee appointed on contract basis may be exempted from these rules to such an extent and subject to such conditions as may be specified by the Institute.
- (2) Notwithstanding anything contained in Clause (1), these rules will not apply to employees on foreign service terms or deputation unless specifically indicated as applicable in his/ her terms & conditions of service.
- (3) Notwithstanding anything contained in Clause (1), the Board of Governors may, by agreement with any employee, make such special provisions regarding his/ her conditions of service, as it may consider necessary and, thereupon, these rules shall not apply to such an employee to the extent to which the special provisions are inconsistent therewith. The Sub Committee of the Board of Governors may also, to the extent empowered, exercise these powers.
- (4) Where any rule or benefit has not been expressly included herein, all rules and benefits applicable/ admissible to employees of the Central Government mutatis mutandis, shall be applicable / admissible to the employees of the Institute.

3. DEFINITIONS

Unless there is anything repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense here explained -

- (a) "Institute" means the National Institute of Fashion Technology with its Head Office at New Delhi, and all its Centres.
- (b) "Board of Governors" means the Board of Governors of the Institute as constituted under the Memorandum of Association and Rules and Regulations of the Institute.
- (c) "Chairman" means the Chairman of the Board of Governors of the Institute. Wherever the word "Chairman" appears, the word "Chairperson" may also be used.
- (d) "Sub Committee of Board of Governors" means the Sub Committee of Board of Governors nominated by the Board of Governors.
- (e) "Director General" means the Director General of the Institute as per the Rules and Regulations of the Institute.
- (f) "Director" means the Director(s) of NIFT Campuses including Directors(s) of Head Office.
- (g) "Chief Admn. Officer" means Registrar of the Institute.
- (h) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments to that post.
- (i) "Faculty" means full time academic / professional personnel employed by the Institute to impart instruction/ training/teaching.
- (j) Part-Time faculty means faculty hired on a part-time basis by the Institute.
- (i) "Group of posts" means the groups as specified in Chapter-III
- (j) "Employee" means a person serving the Institute as either permanent / regular or contract employee.
- (k) "Foreign Service" means service in which an employee of NIFT receives his pay with the approval of the Director General, from any source other than the funds of the Institute. Foreign service also means service in which an

employee of any other organization or Government department is appointed to work with the Institute.

- (l) “Duty”
- (a) duty includes:-
- (i) service as a probationer or apprentice provided that such service is followed by confirmation; and
- (ii) Joining time.
- (b) An employee may also be treated on duty during a course of instruction or training.
- (m) “Probation” – An employee on probation in a post is one who has been appointed to that post for determining his fitness for eventual substantive appointment to that post.
- (n) “Joining time” means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted.
- (o) “Officiate” means an employee of the Institute who officiates in a post when he performs the duties of a post on which another person holds a lien. The Institute may, if it thinks fit, appoint an employee of the Institute to officiate in a vacant post on which no other employee of the Institute holds a lien.
- (p) “Lien” means the title of an employee to hold on regular basis, either immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation.
- Provided that the title to hold a regular post shall be subject to the condition that the junior-most person in the grade will be liable to be reverted to the lower grade if the number of persons so entitled is more than the posts available in that grade.
- (q) “Deputation” means service for which an employee of NIFT receives, with the approval of the Director General, his pay from any source other than the funds of the Institute. Deputation also means service for which an employee of any other organization is appointed to work with the Institute.
- (r) “Pay” means the amount drawn monthly by an employee of the Institute as –
- (i) pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
- (ii) overseas pay, special pay and personal pay; and
- (iii) any other emoluments which may be specially classified as pay by the Board.

- (s) “Overseas pay” means pay granted to an employee of the Institute in consideration of the fact that he is serving in a country other than the county of his domicile.
- (t) “Special pay” means an addition, of the nature of pay, to the emoluments of a post or of an employee of the Institute, granted in consideration of
- (a) specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility.
- (u) “Substantive pay” means the pay other than special pay, personal pay or emoluments classed as pay in Rule 3 (r) to which an employee of the Institute is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- (v) “Presumptive pay of a post”, when used with reference to any particular employee, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the employee performs or discharges the work or responsibility, in consideration of which the special was sanctioned.
- (w) “Personal pay” means additional pay granted to an employee of the Institute to –
- (i) save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (ii) in exceptional circumstances, on other personal considerations.
- (x) “Time scale of pay” means
- (a) pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.
- (b) Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increments of the time scales are identical.
- (c) A post is said to be on the same time-scale as another post on a time –scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

- (y) "Leave salary" means the monthly amount paid by the Institute to its employees on leave.
- (z) "Permanent / Regular post" means a post carrying a definite rate of pay sanctioned without limit of time.
 - (aa) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.
 - (bb) "Tenure post" means a permanent post which an individual employee of the Institute may not hold for more than a limited period.

NOTE: In case of doubt, the Institute may decide whether a particular post is or is not a tenure post.

- (cc) "Honorarium" means a recurring or non- recurring payment granted to an employee from the funds of the Institute as remuneration for special work of an occasional or intermittent character. This shall also include fee/ consultancy fee for special work such as consultancy, technical assistance etc.
- (dd) "Fee" means a recurring or non- recurring payment made to an employee from a source other than the funds of the Institute whether made directly to the employee or indirectly through an intermediary of the Institute but it does not include unearned income, such as, income from property, dividend and interests on securities and income from literary, artistic, cultural, scientific and technological efforts.
- (ee) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance but does not include a sumptuary allowance nor the grant of free passage by sea to or from any place outside India.

- (ff) "Travelling Allowance" means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interests of the Institute.
- (gg) "Subsistence Allowance" means a monthly allowance made to an employee of the Institute who is not in receipt of pay or leave salary.
- (hh) "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

- (ii) "Contract Employee : means an employee of the Institute who is appointed on a fixed tenure for a specific assignment on consolidated emoluments or in a time scale of pay.

2.

- (i) All words and expressions used, but not defined in these Service Rules and defined in the Rules of the Institute and Memorandum of Association, shall have the meaning respectively assigned to them in the said Rules.
- (ii) Unless the context otherwise requires, the masculine shall include the feminine also in all cases.

GENERAL CONDITION OF SERVICE

4. CREATION OF POSTS

- (1) The posts in the Institute shall be of the grades and categories as may be specified by the Board of Governors from time to time.
- (2) The Board of Governors may :
 - (a) create any new grade or category of posts; and
 - (b) transfer any category of posts from one grade to another.
 - (i) Provided that no permanent post carrying a maximum salary of more than Rs13,500/- per month shall be created without the prior approval of the Central Government.
 - (ii) Provided further that the appointment to the post of Director General shall be made with the approval of the Central Government on such terms and conditions as the Central Government may decide;

5. QUALIFICATIONS FOR APPOINTMENT

- (a) The age, qualification and method of recruitment etc. for appointment to various posts in the Institute shall be such as may be prescribed in the relevant Recruitment Rules, approved by the Board of Governors.
- (b) Nothing in these rules shall affect reservation, relaxation of age – limit and other concessions required to be provided for SCs/STs, OBCs and other special categories of persons in accordance with the orders issued by the Government of India, from time to time, in this regard.
- (c) If any question as to the interpretation of these Rules arises, it shall be decided by the Board of Governors, whose decision shall be final.

6. AGE

A person below 18 years and over 35 years of age may not ordinarily be admitted into the service of the Institute as a direct recruit.

- .. Provided that in the case of a person appointed to a post in grades A & B the age limit of 35 years shall not apply.
- .. Provided further that in case a higher age limit has been prescribed in the Recruitment Rules, the age limit of 35 years shall not apply.

- .. Provided further that in the case of SCs/STs and candidates of other special categories, age relaxation, as prescribed from time to time by the Government of India, will be applicable.

7. METHODS OF RECRUITMENT

Appointment to a post in the Institute shall be made as per Recruitment Rules specified by the Board of Governors, from time to time.

- (1) Recruitment to a post under the Institute may be made:
 - (i) By Promotion, or
 - (ii) By direct recruitment, or
 - (iii) By transfer, or
 - (iv) On Contract, or
 - (v) By appointment on deputation / foreign service terms, as per Government of India's orders / decisions.

MODE OF PROMOTION.

- (i) Appointment to a post in any grade by promotion shall be made, whether in a substantive or officiating capacity, from amongst employees eligible for promotion to the grade as per Recruitment Rules of the Institute.
- (ii) Every appointment by promotion shall be by selection on the recommendation of Selection Committee/Departmental Promotion Committee (DPC).

DIRECT RECRUITMENT.

Appointment by direct recruitment to a sanctioned or vacant post under the Institute shall be made as per the following procedure.

- (a) All appointments to posts, except those that are part-time and casual, should be suitably advertised.
- (b) On receipt of applications in response to the advertisement and on the basis of applications already available at NIFT, if any, of the candidates eligible as per qualifications required for the post, shall be called to appear before the Selection Committee.

APPOINTMENT OF EMPLOYEES ON DEPUTATION /FOREIGN SERVICE.

- (a) An employee may be appointed to any post with the approval of a Selection Committee on Foreign Service or Deputation terms on such terms and conditions as the Director General may agree in consultation with the organisation from whom the services are obtained on deputation / foreign service terms.
- (b) An appointment can be made under the provision 4(a) to posts required to be filled up by direct recruitment and / or promotion as per the Recruitment Rules whenever required.
- (c) The Chairperson of Selection Committee/ DPF or DG, NIFT shall nominate the members for Selection Committee from time to time.
- (d) The Selection Committee/Departmental Promotion Committee (DPC) for various administrative,

technical and faculty posts shall be as prescribed in the Recruitment Rules.

- (e) In the case of Administrative or Technical posts in grades C & D, the Director General shall be competent to constitute a Selection Committee for recruitment.
- (f) On the recommendations of the Selection Committee, the appointment is made by the Director General in all cases of employees in grade of A, B,C & D.

8. MEDICAL FITNESS

- (i) No person shall be appointed to a post by direct recruitment without a certificate of health in the form given below to be signed by a Medical Officer authorised by the Institute for this purpose.



FORM
Medical Fitness Certificate

(A medical certificate of fitness for appointment in NIFT shall be in the following forms)

“ I hereby certify that I have examined Mr./Ms. _____ (name of the employee), a candidate for employment in the **National Institute of Fashion Technology**, and cannot discover that _____ has any disease (communicable or otherwise), constitutional weakness or bodily infirmity except _____ I do not consider this a disqualification for employment in the office of **National Institute of Fashion Technology**.

Signature of the Medical Officer
With Office seal

9. VERIFICATION OF CHARACTER AND ANTECEDENTS.

No person shall be appointed to any post in the Institute unless his character and antecedents have been got verified from the appropriate authorities and he has been found to possess good moral character and antecedents.

10. PROBATION

- (i) Every person appointed on regular basis to a post in the Institute, whether by promotion or by direct recruitment, shall be on probation in that post for a period as provided in the Recruitment Rules, provided that the appointing authority may, in any individual case, extend the period of probation for a further period not exceeding one year, the reasons thereof to be recorded in writing.
- (ii) Where a person appointed to a post in the Institute on probation is, during the period of probation, or extended period of probation, as the case may be, found unsuitable for holding that post or has not completed his period of probation satisfactorily, the appointing authority may-
 - (a) In the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment; and
 - (b) in the case of a person appointed by direct recruitment, terminate his services under the Institute without notice.
- (iv) Periodical reports about the performance of the employee shall be made by the Appointing Authority during the period of probation. If, at the end of the probationary period, or such period as may be extended, the performance of an employee is found to be satisfactory, he shall be eligible for confirmation in that post in the Institute and a separate letter of confirmation will be issued to him.
- (v) A decision on the question as to whether an employee should be deemed to have completed the period of probation satisfactorily or whether his probation should be extended, should ordinarily be taken and communicated to the employee, in writing, within a reasonable time after the expiry of initial or extended period of probation.

11. TEMPORARY AND PERMANENT SERVICE

- (1) An employee shall be a temporary employee of the Institute until he is confirmed in a post under the Institute.
- (2) An employee confirmed in a post under the Institute shall be a permanent employee of the Institute.
- (3) No employee shall be confirmed in any post unless the service of the employee under the Institute is approved by the Appointing Authority.

- (4) No employee shall be confirmed in any post under the Institute unless such post is a permanent one and no other employee has been confirmed in it.

12. SENIORITY

- (i) The seniority of all direct recruits in a particular grade shall be determined by the order of merit in which they are ranked by the Selection Committee for such appointment; persons appointed as a result of earlier selection being senior to those appointed as a result of a subsequent selection.
- (ii) In the case of promotion by selection, the seniority will be decided by the order in which recommended by the Departmental Promotion Committee (DPC).
- (iii) In the case of promotion made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted.

Provided that where a person is considered unfit for promotion and is superseded by a Junior, such person shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

Provision under (i),(ii) &(iii) shall be administered under detailed instruction contained in GOI(DOPT) orders on the subject.

13. ASSURED CAREER PROGRESSION SCHEME

The provisions of the Assured Career Progression Scheme, for employees other than faculty as amended from time to time applicable to the employees of Government of India, shall apply to the employees of the Institute.

PAY

14. STANDARD PAY SCALE

- (a) The scales of pay for the posts under the Institute shall be as specified, from time to time, and subject to such revisions as decided by the Board of Governors. Provided, however, that an employee in permanent employment in a post before such revision of pay shall have the option to retain the existing scale of pay in the said post.
- (b) The scales of pay for the various posts in the Institute are given below –

ADMINISTRATIVE POSTS

SL.No	DESIGNATION	Pay Scale
	(GROUP-A)	
1.	Director General	18400-500-22400
2.	Director	14300-400-18300
3.	Director (F&A)	14300-400-18300
4.	Director (IT)	14300-400-18300
5.	Chief Admn. Officer	12000-375-16500
6.	Chief Account Officer	12000-375-16500
7.	Project Engineer	12000-375-16500
8.	Deputy Registrar	10000-325-15200
9.	Deputy Registrar (F&A)	10000-325-15200
10.	Deputy Director(NRC)	10000-325-15200
11.	Building Engineer	10000-325-15200
12.	Accounts Officer	8000-275-13500
13.	Head Resource Centre	8000-275-13500
14.	PS	8000-275-13500
	(Group –B)	
15.	Hindi Officer	7500-250-12000
16.	Assistant Registrar	6500-200-10500
17.	Steno Grade-1	6500-200-10500
18.	Computer engineer	6500-200-10500
19.	Estate Officer	6500-200-10500
20.	Project Consultant	6500-200-10500
21.	Technician A/V	6500-200-10500
22.	Sr. Assistant	5500-175-9000
23.	Sr. Assistant (Accounts)	5500-175-9000

24.	Steno Grade-II	5500-175-9000
25.	Research Assistant	5500-175-9000
26.	Assistant Librarian	5500-175-9000
27.	JE (Electrical)	5500-175-9000
	(GROUP –C)	
28.	Steno Grade-III	4000-100-6000
29.	Assistant Warden	4000-100-6000
30.	Assistant	4000-100-6000
31.	Assistant (Accounts)	4000-100-6000
32.	Machine Mechanic	4000-100-6000
33.	Jr. Assistant	3050-4590
34.	Library Assistant	3050-4590
35.	Lab Assistant	3050-4590
36.	Drivers	3050-4590
37.	Electrician	3050-4590
38.	Plumber	3050-4590
	(Group-D)	
39.	Attendants/Record Keeper	2550-3200
	Faculty (Group-A)	
1.	Senior Professor	16,400-450-22,400
2.	Professor	14,300-400-18,300
3.	Associate Professor	10,000-325-15,200
4.	Assistant Professor	8000-275-13500

1. CLASSIFICATION OF POSTS

Posts in the Institute shall, subject to such classification, as Govt of India by any general or special order make from time to time, be classified as under:

GROUP – A : A post carrying a pay or a scale of pay with a maximum of not less than Rs. 13,500/-

GROUP – B : A post carrying a pay or a scale of pay with a maximum of not less than Rs. 9,000/- but less than Rs.13,500/-

GROUP – C : A post carrying a pay or a scale of pay with a maximum of over Rs. 4,000/- but less than Rs. 9,000/-

GROUP – D : A post carrying a pay or a scale of pay with a maximum of which is Rs. 4000/- or less.

15. FIXATION OF PAY

- (A) The pay of an employee of the Institute, on his direct appointment to a post on a time scale of pay, will be fixed at the minimum of the time scale unless the Appointing Authority decides that he shall draw pay at any higher stage as recommended by the Selection

Committee.

- .. Provided that in the case of appointment
- .. by Promotion; or
- .. on deputation; or
- .. to a higher post; or
- .. of pensioners/ ex – servicemen on re-employment rules / regulations, orders etc. applicable to the employees of the Government of India shall, **mutatis mutandis**, apply to the employees of the Institute.

- (B) **PAY DURING SUSPENSION**: An employee of the Institute, who is under suspension or is deemed to have been placed under suspension, by an order of the appointing authority, shall be entitled to the payment of Subsistence Allowance as are prescribed under CCS(CCA) Rules 1965 and their amendments if any.

(C) **DRAWAL OF PAY**.

- (i) 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.
- (ii) Pay in respect of any month shall become payable on the last working day of the month.
- (iii) An employee resigning from the service of the Institute without the notice prescribed by the General Service Rules 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.

16. ALLOWANCES

The following allowances shall be admissible to the employees of the Institute on the same scales and as per the rules applicable to employees of the Government of India as specified from time to time:

- (i) Dearness Allowance
- (ii) House Rent Allowance
- (iii) City Compensatory Allowance
- (iv) Transport Allowance
- (v) Cycle Allowance

- (vi) Washing Allowance
- (vii) Overtime Allowance
- (viii) Cash Handling Allowance to Cashiers
- (ix) Special Allowance to Group 'D' employees assisting cashiers in bringing cash from banks.
- (x) Conveyance Hire for local journeys
- (xi) Conveyance Allowance
- (xii) Machine Allowance to the employees working on Multi-purpose Counter Machines
- (xiii) Children's Education Allowance/ Assistance
- (xiv) Daily Allowance.
- (xv) Special (Duty) Allowance
- (xvi) Project Allowances
- (xvii) Travelling Allowances

Travelling Allowances- Entitlement of accommodation

1. NIFT employees shall be governed by the TA/DA rules applicable to the Central Government employees on official tour /transfers etc.
2. Whenever NIFT employees are deputed/authorised by Director General to travel to other NIFT Centres for Inter Centre or Admission work, they shall be entitled to stay in accommodation as per categories mentioned below

Sr.No.	Salary Range	'A' – 1 Class citites	'A' & other Class citites
1.	Rs.14300/- & above	Air conditioned room in ITDC or equivalent hotels charging the same or lower lodging tariff in any city, subject to a ceiling of Rs.2400/- per day plus taxes if any.	Air conditioned room in ITDC or other hotels with a ceiling on lodging tariff not exceeding 80% of the cost per day of A – 1 cities, plus taxes, if any.
2.	Rs.8000/- & above, but less than Rs.14,300/-	Air conditioned room in ITDC or equivalent hotels charging upto Rs.1700/- per day as lodging tariff in any city , plus taxes, if any.	Air conditioned room in ITDC or any other hotel with a ceiling on lodging tariff not exceeding 80% of the per day tariff of A – 1 cities, plus taxes, if any.

Sr.No.	Salary Range	'A' – 1 Class citites	'A' & other Class citites
3.	Rs.5500/- & above but less than Rs.8000/-	Non-air conditioned room in ITDC or any other hotel charging upto Rs.400/- per day lodging tariff plus taxes if any.	Non-air conditioned room in ITDC or any other hotel charging upto Rs.300/- per day as lodging tariff plus taxes if any.
4.	Below Rs.5500/-	Lodging charges upto Rs.250/- per day plus taxes if any.	Lodging charges upto Rs.200/- per day plus taxes if any.

3. Whenever, the NIFT employees are authorised to travel in connection with project work they shall be entitled as per the provisions provided in the project budget within the above ceiling.

The non-official members of the Board of Governors and of the Society attending the meetings of the Society/Board, its Committees and Sub-Committees and for visits in connection with the affairs of the Society/Institute, shall be allowed TA/DA at rates applicable to the highest grade of officers in the Central Government.

17. HONORARIUM, FEES, SPECIAL ALLOWANCE ETC.

- (i) The Director General may-
- Grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional or intermittent in character and is either so laborious or of such special merit as to justify a special reward;
 - Permit an employee to perform, if this can be done without detriment to his official duties and responsibilities, a specified service or series of services for a private person or body or for a public body, including a body administering a local fund, and to receive a remuneration thereof, if the service is material, a recurring or non-recurring fee;
 - sanction to an employee a Special Allowance for performing duties of an arduous nature or for a specific addition to the work or responsibility.
- (ii) The grant of honorarium, special pay allowance or giving permission to receive fees shall be governed by the orders/Instructions of Govt of India, issued from time to time, and will also be subject to the limits prescribed therein.

18. INCREMENT

- (1) (a) An increment shall ordinarily be drawn as a matter of course from the first of the month in which it falls due unless it is withheld by the Appointing Authority in the Institute as a statutory punishment

Note: (i) Provided that in ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.

(ii) 1

(b) STAGNATION INCREMENTS.

- (i) Stagnation increments will be admissible to all employees and other faculty, the maximum of whose pay scale does not exceed Rs. 22,400/- and who have been stagnating at the maximum of the pay scale for not less than two years.

Provided that the stagnation increments will not be admissible to those who are drawing a fixed pay.

- (ii) The amount of each stagnation increment will be equal to the rate of increment last drawn by the employees in their respective pay scale and will be treated as "pay" for all purposes.
- (iii) A maximum of three such increments shall be allowed.

(c) ADVANCE INCREMENTS / ADDITIONAL INCREMENTS:

- (i) The grant of advance increments/ additional increments to the employees of the Institute will be governed by the orders / instructions issued by the Government of India, in this regard from time to time.
- (ii) Existing faculty members, including contract Faculty, will be eligible for two advance increments as and when he / she acquires a Ph.D. Degree.
- (2) The following service shall count for increments in a time-scale of a post:

- (i) All duty in a post on a time- scale shall count for increment in that time- scale:

Note: Provided that for the purpose of arriving at the date of the next increment in that time- scale, the total of all such periods as do not count for increment in that time- scale, shall be added to the normal date of increment.

- (ii) Service in another post, other than a post carrying less pay.
- (iii) All kinds of leave, and extraordinary leave taken on medical certificate
- (iv) Foreign Service
- (v) Joining Time
- (vi) Period of Training before appointment.

WELFARE MEASURES

19. INCENTIVE FOR ACQUIRING HIGHER QUALIFICATIONS.

- (a) An employee other than faculty of the Institute will be eligible for grant of one-time incentive of a lump-sum amount of Rs. 10,000.00 (maximum) if he / she acquires a higher qualification from the recognised institution / Universities in his / her service career.
- (b) The incentive shall be subject to the fulfillment of the following criteria:
 - (i) The incentive will not be available if the employee is sponsored by the Institute or he/ she avails of study leave for acquiring the qualification.
 - (ii) No incentive will be admissible if an appointment is made in relaxation of educational qualification. No incentive will be admissible if the employee acquires the requisite qualification for such appointment at a later date.
 - (iii) The incentive will be considered if the acquisition of the qualification is directly related to the functions of the post held by him / her or to the functions to be performed in the next higher post. There should be direct relation between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the employee.
 - (iv) The quantum of lump-sum incentive will be uniform for all posts irrespective of their classification or grade.
 - (v) The incentive is admissible only for higher qualification acquired after induction into service.

The incentive is not admissible for the qualifications, which are laid down as essential or desirable in the Recruitment Rules for the posts.

20. INCENTIVE FOR PROMOTING SMALL FAMILY NORMS

1. Employees of the Institute or their spouses undergoing sterilization operation may be granted an additional increment in the scale of pay applicable at the time of undergoing operation which will remain fixed in the entire service and also a rebate of ½ percent in interest rate on House Building Advance.
2. Once the employee gets the benefit of the increment at a particular rate, he will continue to draw the same even if he is reduced to a lower stage in his time-scale or lower service, grade or post by way of penalty.

3. At the time of operation, the employee should have at least one surviving child and not more than two. Further, a male employee's age should not be over 50 years and his wife's age should be between 20 and 45 years. A female employee's age should not be over 45 years and her husband's not over 58 years.
4. Either the employee or his / her spouse may have the operation.
5. The certificate in the prescribed form should be from a Central/ State Govt Hospital/ Clinic or any other approved institution recognized by the Govt for the purpose. If the operation is done in a private hospital / nursing home, the certificate should be countersigned by Civil Surgeon / DMO / AMA/Medical Officers of Central Government / State Govt hospital.
6. In case of failure of sterilization operation, the incentive already granted will be withdrawn from the deemed date of pregnancy. However, recovery will be waived if either of the couple undergoes sterilization operation once again.
7. The incentive is payable from the first of the month following the date of operation. If the employee is under suspension or is on leave, the benefit would not be given effect during the period of suspension or leave.
8. The incentive is not admissible to casual labourers with temporary status. It is admissible to regular employees only.
9. Employees officiating in a higher post on adhoc basis are entitled to the allowance at the rate of increment in the scale of the post held at the time of sterilization operation.

21. EMPLOYEES GROUP INSURANCE SCHEME

The employees of the Institute will be eligible to the insurance cover as is admissible to the Central Government employees under the Group Saving Linked Insurance Scheme of LIC and General Insurance read with Government of India's decisions/orders, issued from time to time.

22. JOINING TIME

The employees of the Institute shall be entitled to joining time as is admissible to the employees of Government of India under the provisions contained in the Central Civil Services (Joining Time) Rules, 1979, as amended from time to time.

23. LEAVE TRAVEL CONCESSION TO HOMETOWN/ ANYWHERE IN INDIA.

Leave travel concessions shall be admissible to all those regular employees of the Institute and their families who have completed one year's continuous service on the date of journey performed by him, as are admissible to employees of the Government of India, from time to time.

24. ADVANCES

A regular/ permanent employee of the Institute may be sanctioned any one of the following advances on the terms and conditions as are applicable to the employees of the Government of India.

- (i) Provided that the employee has completed one year's continuous service in the Institute:
- (ii) Provided further that the condition of one year's continuous service may not be applied if the employee has been absorbed on permanent basis in the regular service of the Institute either from a Government Department / Public Sector Undertaking within one year after the initial appointment on deputation basis:
- (iii) Provided further that the Authority competent to sanction the advance is satisfied that the employee has the capacity to repay the advance:
 - (a) Festival Advance
 - (b) Flood / Drought / Cyclone Advance
 - (c) Advance for training in Hindi through Correspondence Course.
 - (d) Warm Clothing Advance
 - (e) Fan Advance
 - (f) Motor Car Advance
 - (g) Motor Cycle/ Scooter/Moped Advance
 - (h) Personal Computer Advance
 - (i) Cycle Advance
 - (j) House Building Advance

2. The grant of above advances is subject to budget provision and availability of funds.

26. LEAVE RULES

(1) The following kinds of leave will be admissible to the employees of the Institute. The grant of any kind of leave, encashment of leave, leave salary etc. shall be governed by the provisions contained in the Central Civil Services (Leave) Rules, 1972 and the Government of India's decisions/ instructions/orders issued from time to time in this regard.

- (a) Earned Leave
- (b) Half pay Leave
- (c) Commuted Leave
- (d) Leave not due
- (e) Extraordinary Leave
- (f) Maternity Leave
- (g) Paternity Leave
- (h) Special Disability Leave
- (i) Hospital Leave
- (j) Study Leave (for administrative staff)
- (k) Sabbatical leave (only for faculty members)
- (l) Casual Leave
- (m) Special Casual leave
- (n) Leave to female government servant on adoption of child.

(2) SABBATICAL LEAVE:

(1) Permanent faculty members of the Institute, who have completed six (6) years of service, may be granted Sabbatical Leave for one or more of the following objects.

- .. To conduct research or advanced studies in India or abroad;
- .. To write textbooks, standards, works and other literature;
- .. To visit or work in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;
- .. To visit or work in a University, Industry or Government research laboratories in India and abroad; and

.. Any other purpose for the academic development of the staff member, as approved by the Board of Governors.

(2) The grant of Sabbatical Leave shall be subject to the following conditions, namely;

(a) The period of Sabbatical Leave shall not exceed one year at a time and two years in the entire career of faculty members including vacations, if any, but the Institute may grant in addition any other leave up to a maximum of 120 days which the member might have earned during the service at the Institute.

(b) A faculty member, shall, during the period of Sabbatical Leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave but shall not be entitled to any travelling allowances or any other extra allowances in India or abroad. If, however, any faculty member receives any remuneration / Scholarship / honorarium etc. from any other source, he will surrender such remuneration/ scholarship/ honorarium etc. to the Institute.

(c) A member of the academic staff shall not undertake during the period of Sabbatical Leave, any regular appointment under any other organisation in India or abroad; he shall, however, be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than his regular employment.

(d) No substitute shall be appointed in the vacancy and his work shall be shared by the other members of the faculty;

(e) A member of the academic staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

(f) Sabbatical Leave will be granted with the specific approval of a Committee constituted by the Director General, which will review the performance record of the concerned faculty.

.. Provided that Sabbatical Leave shall not be granted until after the expiry of five (5) years from the date of the faculty member's return from the previous study leave or any other kind of training programme.

- (g) A faculty member, who has availed himself of Study Leave, would not be entitled to the Sabbatical Leave.
- (h) A faculty member, on Sabbatical leave, shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institute of advanced studies, provided that in such cases Director General, if it so desires, sanction Sabbatical Leave on reduced pay and allowances.
- (i) During the Sabbatical Leave, no facilities of the Institute, including that of assistance of the staff / faculty would be utilized by the faculty members. Any exceptions in this regard would require specific approval of the Director General and reported to the Board of Governors.
- (j) During the period of Sabbatical Leave, the faculty member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of seniority, promotion, pension / contributory provident fund, provided that the faculty member rejoins the Institute on the expiry of his leave.
- (k) On return from leave, the faculty member shall submit a report to the Institute about the nature of studies, research or other work undertaken by him during the leave.
- 3(a) Maximum amount of continuous leave - Unless the Board of Governors, in view of the exceptional circumstances of the case otherwise determines, no employee shall be granted leave of any kind for a continuous period exceeding five years.
- (2) Any kind of leave may be availed of only after proper sanction which may be subject to exigencies of work. The sanctioning authority shall have the right to revoke the sanction already given if exigencies of work so demand, of which the sanctioning authority shall be the sole judge.

RETIREMENT/RESIGNATION/TERMINATION

27. TERMINATION OF SERVICE OF A TEMPORARY EMPLOYEE:

- (i) The services of a temporary employee may be terminated by the appointing authority at any time, without assigning any reason, by a notice of one month, given in writing, or forthwith on payment to him of pay and allowances drawn by him at the time of termination of his service, for the period of notice, or as the case may be, for the period by which such notice falls short of one month.
- (ii) Without prejudice to the provisions of clause (i), the services of a temporary employee shall be terminated-
 - (a) During the period of probation following the first appointment, at any time, without notice, or
 - (b) If his appointment is made for a specified period, on the expiry of such period; or
 - (c) 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 was created.

28. TERMINATION OF SERVICE OF A PERMANENT EMPLOYEE

- (1) The service of a permanent employee may be terminated at any time by the Appointing Authority, by giving a notice of three months in writing or, on payment of pay and allowance for such period, as the notice falls short of three months or, without notice on payment of three months pay and allowances, if the post, to which he is substantively appointed, is abolished. Such cases of termination, in which the Appointing Authority is not the Board of Governors, shall be reported to the Board of Governors for information.
- (2) An employee, who is given notice of termination of service under Clause (1), 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 service shall be terminated on the expiry of such leave.

29. RETIREMENT

- (i) Except as otherwise provided in these Rules, every employee of the Institute shall retire from service of the Institute on the afternoon of the last day of the month in which he attains the age of superannuation as prescribed by the Board; No employee shall be granted extension in service beyond the age of superannuation.

Provided that an employee of the Institute, whose date of birth is the first of a month, shall retire from service of the Institute, on the afternoon of the last day of the preceding month on attaining the age of superannuation.

- (ii) Notwithstanding anything contained in clause (i), the Appointing Authority may, if he is of the opinion that it is in the interest of the Institute so to do, have the absolute right to retire any employee by giving him notice, of not less than three months in writing or on payment of three months pay and allowances in lieu of such notice –
 - (a) If he is in Group A or Group B service or post in a substantive or temporary capacity and had entered the service of the Institute before attaining the age of thirty – five years, after he has attained the age of fifty (50) years;
 - (b) In any other case, after he has attained the age of fifty –five (55) years.
- (iii) if on a review of the case, either on a representation from the employee retired prematurely or otherwise, it is decided to reinstate the employee in service, the authority ordering reinstatement may regulate the intervening period between the date of premature retirement and the date of reinstatement by grant of leave of the kind due and admissible, including extraordinary leave, or by treating it as **dies non** depending upon the facts and circumstances of the case:

Note: Provided that the intervening period shall be treated as a period spent on duty for

all purposes including pay and allowances, if it is specifically held by the authority ordering reinstatement that the premature retirement was itself not justified in the circumstances of the case, or if the order of premature retirement is set aside by a Court of Law.

- (iv) Where the order of premature retirement is set aside by a Court of Law, with specific directions in regard to regulation of the period between the date of premature retirement and the date of reinstatement and no further appeal is proposed to be filled, the aforesaid period shall be regulated in accordance with the directions of the Court.
- (v) Any employee of the Institute may, by giving notice of not less than three months in writing to the appropriate authority, retire from the Institute's service after he has attained the age of fifty years, if he is in Group A or Group B service or post, and had

entered the Institute's service before attaining the age of thirty – five years and in all other cases after he has attained the age of fifty – five years:

Note: Provided that it shall be open to the Appointing Authority to withhold permission to an employee who is under suspension and seeks retirement under this clause.

- (vi) (a) An employee referred to sub-clause (v) may make a request, in writing, to the Appointing Authority to accept notice of less than three months giving reasons therefor.
- (b) On receipt of request under sub-clause (vi) (a), the Appointing Authority may consider such request for the curtailment of the period of notice of three months on merits and, if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, relax the requirement of notice of three months.
- (c) An employee who has elected to retire under this rule and has given the necessary intimation to that effect to the Appointing Authority shall be precluded from withdrawing his election subsequently except with the specific approval of such authority.

Note: Provided that the request for withdrawal shall be within the intended date of his retirement.

Note 1: Appropriate Authority means the authority which has the power to make substantive

appointments to the post or service from which the employee is required or wants to retire (Appointing Authority in all Grades of A,B,C&D is Director General, NIFT).

Note 2 : In computing the notice period of three months, the date of service of the notice and the date of its expiry shall be excluded.

- (vii) (a) The case of the employees of the Institute covered by clause (ii) should be reviewed,
 - by the DPC relevant to the post or service from which the employee is proposed to be
 - retired, at least six months before they attain the age of 50 / 55
- (b) The criteria to be followed by the DPC in making its recommendations would be as follows;
 - (a) 1 years referred to in clause (ii), he would ordinarily continue in service till he attains the age of retirement.

30. VOLUNTARY RETIREMENT

The provisions under the Government of India's rules read with Govt of India's decisions, regarding voluntary retirement

of its employees, as amended from time to time, shall apply to the employees of the Institute.

31. RESIGNATION

- (i) A permanent/temporary employee of the Institute may resign from the service of the Institute by giving a notice, in writing, of three months/one month, addressed to the Appointing Authority.
 - (a) Provided that the resignation is clear and unconditional.
 - (b) Provided further that if the employee makes a request, in writing to the Appointing Authority, for the acceptance of notice of less than three months/ one month, the Appointing Authority may, considering the circumstances of such request, permit the employee to resign from the service of the Institute by a notice of less than the prescribed period.
 - (ii) A resignation will become effective when it is accepted and the employee is relieved of his duties.
 - (iii) If an employee, who had submitted his resignation, sends an intimation, in writing, to the Appointing Authority withdrawing his earlier letter of resignation before its acceptance by the Appointing Authority, the resignation will be deemed to have been automatically withdrawn. If, however, the request for withdrawal of resignation is to be refused, the grounds for the rejection of the request should be duly recorded by the Appointing Authority and suitably intimated to the employee concerned.
 - (iv) The Appointing Authority shall insist, as a mandatory measure, on prior vigilance clearance, before taking a decision on the request for the acceptance of resignation.
 - (v) If an employee under suspension submits a resignation, such a resignation should not ordinarily be accepted as normally an employee is placed under suspension only in cases of grave delinquency.

MEDICAL ATTENDANCE RULES

32. MEDICAL ATTENDANCE RULES

The employees of the Institute shall be entitled to Medical Facilities as is admissible to the employees of Government of India under the provisions contained in the Central Government Health Scheme, as amended from time to time except for the medical treatment as out patients, which shall be governed as follows:

- (a) Husband and wife both working in the Institute, would be entitled to get reimbursement upto Rs.4,000/- per annum only.
- (b) An employee of the Institute has to opt either to claim reimbursement upto Rs.4000/- per annum for himself and the other members of his/her family or be governed by the medical rules of the organization in which his/ her spouse is working.
- (c) An employee of the Institute can opt to avail of the medical facilities of his / her spouse working in other organization, together with other members of his / her family. The benefit of medical facility where the spouse is CGHS beneficiary, will be as per CGHS Rules.
- (d) All the members of his/her family can avail of medical facilities under the Institute's rules provided a certificate is produced from the employer of his /her spouse that medical facilities are not either availed of or provided by him to the concerned employee.
- (e) A declaration stating the names and present age of wife / husband and also the number of children, with their names and present age, should be given in the form prescribed for the purpose. Any subsequent change in the family should be reported immediately.
- (f) Medical facilities will be admissible on the same terms to an employee while he is on tour or leave outside the city where he is posted but within India. In the case of an employee whose family resides outside the city where he/she is posted, a declaration to this effect should be made by the employee.
- (g) The employees of the Institute in the Centres outside the city where he is posted, will be entitled to the facility of taking medical treatment in any Govt. Hospital subject to the condition that the scale of reimbursement will be as prescribed by the Central Government for its employees with the same pay at the same city.
- (h) All medical expenses, duly certified by an Authorized Medical Practitioner, will be reimbursed to an employee

subject to a ceiling prescribed per annum on production of vouchers / proof of actual expenditure incurred by an employee. This would include the consultation fee and the cost of the medicines prescribed.

- (i) All types of medicines and medicated preparations shall be eligible for medical reimbursement charges. The cost of "medicines" that are primarily foods, toilet preparations, tonics, have more food value, disinfectants and other similar preparations, are not reimbursable.
- (j) The Institute will maintain a panel of authorized medical attendants (not below MBBS), Specialists and chemists in various localities in Delhi. The Authorized Medical Attendants and Specialists will only give prescription. Medicines (including injections) will have to be obtained from one of the empanelled chemists. In emergent cases, where administering of any medicine or injection becomes essential, the same can be supplied by the Doctor himself for which reimbursement will be permitted. The claims for reimbursement would be settled on the basis of chemist's cash memo **provided the medicines have been purchased on the doctor's prescription.**
- (k) Employees in receipt of basic pay of Rs.12,000/- and above can consult the specialists directly and other employee in receipt of basic pay below Rs.12,000/- p.m. can consult the specialists on the recommendation of the Authorised Medical Attendants who have been treating the patient concerned.
- (l) The unutilized amount in a year will not be carried forward to the next year.
- (m) Hospitalisation & Indoor treatment

In all cases of hospitalisation, NIFT Doctor's reference and certificate of essentiality for hospitalisation will be necessary for processing the claim.

The regular employees shall have option to avail mediclaim insurance of value as follows in lieu of hospitalisation /indoor treatment:

Medical Insurance Cover in lieu of Hospitalisation/indoor treatment

- (a) For employees with scale of pay the minimum of which is not less than Rs.8,000/- -Rs.2.5 lakhs per annum
- (b) For employees in the scale of pay the minimum of which is less than Rs. 8000/- -Rs.1 lakh. per annum.

11. MEDICAL FACILITY TO CONTRACT EMPLOYEES

- (1) Persons appointed on Contract basis in the Institute can, unless it has been specifically provided otherwise in the terms and conditions of their appointment, claim reimbursement of medical expenses up to Rs.333/- per month, subject to a maximum of Rs.4000/- in a calendar year for himself / herself and for his / her family on the production of Vouchers / proof of actual expenditure incurred on the medicines, which have been purchased on the prescription of an Authorized Medical attendant. This will also include consultation fee.
- (2) So far as hospitalization charges are concerned, the contract employees will be governed by the terms and conditions of the medical insurance cover to be taken for them annually by the Institute as indicted below or taken by themselves and reimbursed by the Institute as provided under the contract:

Medical Insurance Cover for Hospitalisation

- (a) For employees with scale of pay the minimum of which is not less than Rs.8,000/- -Rs.2.5 lakhs per annum
- (b) For employees in the scale of pay the minimum of which is less than Rs. 8000/- -Rs.1 lakh. per annum.

33. CONTRIBUTORY PROVIDENT FUND.

The employees of the National Institute of Fashion Technology shall be governed by the provisions of the Contributory Provident Fund Rules (India), 1962, as amended, and Government of India's decisions/orders, issued from time to time in this regard.

34. EMPLOYEES GRATUTY SCHEME

The employees of the National Institute of Fashion Technology shall be governed by the provisions of the Employees Gratuity Scheme as per CCS(P) Rules 1972, as amended, and Government of India's decisions/orders, issued from time to time in this regard.

CONDUCT, DISCIPLINE AND APPEAL RULES

35. CONDUCT, DISCIPLINE AND APPEAL RULES.

- (1) The provisions of the
- (a) Central Service (Conduct) rules, 1964, and
 - (b) Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended, read with Government of India's decision/orders in this shall apply to the employees of the Institute.
- (2) Disciplinary Authority, Appellate Authority and Reviewing Authority for the purpose of CCS (CCA) Rules shall be as given below:

Group of Posts	Minor Penalty	Major Penalty	Appellate Authority	Reviewing Authority
Group-A	DG	DG	Chairman	BOG
Group-B	DG	DG	Chairman	BOG
Group-C	Director	Director	DG	Chairman
Group-D	Director	Director	DG	Chairman

OTHER SERVICE MATTERS

36. FORWARDING OF APPLICATION FOR OUTSIDE EMPLOYMENT.

During the period of their service, the employees of the Institute shall not secure or try to secure any other post without obtaining prior permission of the Competent Authority in writing about the same and applications for such other posts shall be forwarded through the Institute

37. POSTING AND TRANSFER

The employees of the Institute are liable to be transferred on temporary or permanent basis anywhere in India during their service in the Institute.

38. TESTS /EXAMINATIONS FOR APPOINTMENT/PROMOTION

The employees of the Institute shall be required to pass such departmental and other tests or examinations as may be prescribed by the Board of Governors. The Board may also lay down rules regarding the period (s) within which the test (s) examination (s) should be passed, the consequences of not passing the test (s) examination (s) and other cognate matters.

39. WORKING HOURS

- (a) Total number of working hours per week at the Institute to be observed by the employees as per orders / instructions/ decisions as may be regulated by the Institute to suit the duties entrusted to an employee.
- (b) Direct teaching hours for the faculty members shall be as decided by the Institute from time to time.
- (c) Employees of the Institute shall not, at any time, absent themselves from their work without the permission of the competent authority of the Institute.
- (d) Each employee of the Institute is expected to maintain punctuality in attendance. Habitual late attendance will render him / her liable to disciplinary action.
- (e) Every employee should be available at NIFT campus during the working hours of the Institute as also outside the office working hours, if the exigencies of work so demand, to attend duties on assignment as may be entrusted by the controlling authority.

40. HOLIDAYS

Holidays on account of National Holidays and festivals, will be observed at the Institute as decided by the Government of India, for every calendar year. In addition, every staff member will be allowed to avail of admissible Restricted Holidays, provided they are got sanctioned in advance.

41. MAXIMUM PERIOD OF ABSENCE FROM DUTY

Unless the Appointing Authority, in view of the special circumstances of the case, otherwise determines, an employee of the Institute, who remains absent from duty for a continuous period exceeding five years, other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service of the Institute.

42. SERVICE BOOK

- (a) The Institute shall maintain a Service Book for each employee in such form as may be prescribed by the Institute.
- (b) The entries in the Service Book of an employee shall be authenticated by an officer authorized in this behalf by the Institute.

43. MAINTENANCE OF ESSENTIAL SERVICE.

- (i) Notwithstanding anything contained in these Rules, the Director General, if he is satisfied that there existed an extraordinary situation, notify certain categories and number of employees as he may deem necessary, as essential to perform certain duties for maintaining services considered indispensable for a period of 90 days. Refusal to attend to such duties will render them liable for major penalty including dismissal from service.
- (ii) Provided that before imposition of any penalty due process of law and the procedures laid down in this regard are followed.

44. DATE OF BIRTH AND SUBSEQUENT ALTERATION

- (1) Every person newly appointed to a service or post in the NIFT shall, at the time of initial appointment, declare the date of birth by the Christian era with, as far as possible, confirmatory documentary evidence such as a Matriculation Certificate, Municipal Birth Certificate and so on. If the exact date of birth is not known, an approximate date shall be determined in the following manner :

- (a) If he is unable to state his exact date of birth but can state the year or year and month of birth, the 1st July or the 16th of the month, respectively, shall be treated as the date of his birth.
- (b) If he is only able to state his approximate age, his date of birth shall be assumed to be the corresponding date after deducting the number of years representing his age from his date of appointment.
- (c) When a person, who first entered the military service, subsequently joins civil service, the date of his birth for the purpose of civil employment shall be the date stated by him at the time of attestation or, if at the time of attestation he stated only his age, the date of birth shall be deducted with reference to that stage according to (b) above.

(2) ENTRY OF DATE OF BIRTH IN SERVICE RECORDS

The actual date or assumed date of birth, determined as above, shall be recorded in the Service Book or any other service record maintained by the Institute. Once the date of birth is entered in the Service Book or service record, it shall not be altered except in the case of a clerical error and that too without the prior order of the Director General.

(3) SUBSEQUENT ALTERATION OF DATE OF BIRTH

An alteration of date of birth can be made, with the express approval of the BOG, if

- (a) an employee makes a request in this regard within five (5) years of his entry into the Institute's service;
- (b) it is clearly established that a genuine bona fide mistake had occurred; and
- (c) the date of birth so altered would not make him ineligible to appear in any school or University examination or in the examination in which he had appeared, for entry into service on that date on which he first appeared at such examination or on the date on which he entered the Institute's service.

45. DOCUMENTS CATALOGUES, SAMPLES, CORRESPONDENCE, ETC. SHALL BE PROPERTY OF THE INSTITUTE:

Every employee of the Institute shall undertake and agree that all properties of the Institute, including all correspondence

addressed to or by them to the Institute, including press and other copies of such correspondence all vouchers, books, documents, papers, records (including all notes, books containing notes or records of business or prices of the product dealt in) or samples or other goods belonging to the Institute and other market date, catalogues, and literature, circulars and other papers and document or effects or articles or property of any nature whatsoever relating to the Institute's business, which shall come into his possession in the course of his employment or otherwise, shall be the absolute property of the Institute.

46. OATH OF ALLEGIANCE

- (1) All employees of the Institute are required to take an oath of allegiance to the Constitution of India in the prescribed form and the oath is also to be taken by all new entrants to the Institute. Conscientious objectors to oath-taking may make a solemn affirmation in the prescribed form given below (Form-I)
- (2) The oath / affirmation can be taken / made in English or Hindi or in any official regional language with which the Government servant is conversant.
- (3) Full – time employees who are foreign national, are also required to take / make an oath / affirmation in the prescribed form given below (Form –II)
- (4) The taking of oath should be included in the terms of appointment of persons to the Institute's service
- (5) A record should be maintained of full-time employees of the Institute who have taken / made the prescribed oath / affirmation. Such a record should be maintained in a separate register of each different grade of employees. The cover and the first page of the register should show the grade of employees in respect of whom the record of oath / affirmation is kept in the register. A copy of the from, oath / affirmation should be pasted on the next page and thereafter entries may be made in the register in the form given below (Form-III)
- (6) The oath / affirmation should be taken / made before an officer, not below the rank of Director, who may be authorized in this behalf by the Director General.

(FORM – I)

“I, AB, do swear/ solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and with impartiality.

(SO HELP ME GOD)

Name and signature of the employee.

(FORM-II)

FORM OF OATH PROPOSED FOR EMPLOYEES WHO ARE FOREIGN NATIONALS.

I, A citizen of temporarily residing in and holding a Civil post under the NIFT do swear solemnly affirm that, having the faith and allegiance I owe to here insert the name of the country I will, during the period of my service as aforesaid, be faithful to India and to the Constitution of India as by law established and that I will carry out the duties of my office loyally, honestly and with impartiality.

(SO HELP ME GOD)

Name and signature of the employee

(Form-III)

FORM IN WHICH THE REGISTER IS TO BE MAINTAINED

S.N.	Name of the employee	Date on which oath/affirmation was taken/made	Whether an oath /affirmation was taken/made	Designation of officer before whom oath/ affirmation was taken	Signature of Officer
1	2	3	4	5	6

47. AWARDS / REWARDS /PRIZES/INCENTIVE SCHEME

Whenever the Institute officially submits entries for competition, any award / reward / prize received from such participation will be deposited with the Institute irrespective of the fact whether the award / reward / prize is declared in the name of the Institute or in the name of an employee of the Institute. However if an employee participates in a competition with the prior permission of the Institute as an individual (and as distinct from institutional participation) he / she will be permitted to retain the award / reward / prize received.

48. (1). AUTHORSHIP OF BOOKS/ PERIODICALS ARTICLES.

The employee shall not, without the previous written permission of the Institute, at any time during the currency of their service with the Institute, publish any book, booklet or leaflet or brochure or contribute any article to any review, periodical, newspaper, etc., whether for remuneration or otherwise. However, employees contributing articles or write –ups in various journals/ publications with the Institute’s permission, will be allowed to retain royalty/ remuneration receivable out of such contributions.

49. DUTIES AND RESPONSIBILITIES

- (i) Employees shall diligently and faithfully carry out duties and responsibilities assigned to them by the Institute.
- (ii) Employees shall at all times during the period of their service conduct themselves soberly and carry out diligently all orders and directions given to them by all persons in authority over them and also observe and conform to all rules and regulations of the Institute for the time being in force and improve and further the interest of the Institute to the best of their power, skill and ability.
- (iii) The employees will devote their whole time and attention exclusively to the duties entrusted to them and will not engage themselves to work for any other person or company in any capacity whatsoever nor do any private business or engage in any occupation for gain without the previous permission of the Institute in writing.

50. RESIDUARY CONDITIONS OF SERVICE.

- (a). Any matter relating to the conditions of service of an employee for which no provision is made in these General Service Rules shall be determined by the Board of Governors.

(a) SPECIAL PROVISION FOR EXISTING EMPLOYEES

Every employee holding a post under the Institute after the commencement of these rules but before the publication of these rules, shall be deemed to have been appointed under the provisions of these rules.

51. POWER TO RELAX

Notwithstanding anything contained in these General Service Rules, the Board may, in the case of an employee, relax any of the provisions of these Rules to relieve him / her of any hardship arising from the operation of such provisions, or in the interest of the Institute, unless such hardship can be relieved on the application of Government rules or instructions.

52. REMOVAL OF DOUBTS

Where a doubt arises as to the interpretation or application of any of the provisions of these General Service Rules, the matter will be referred to the Board of Governors and its decision in the matter shall be final.

53. POWER TO AMEND, THE RULES

The Board of Governors may, at any time amend, alter, delete, add or modify any of the provisions contained in these General Service Rules, in the public interest or in the interest of the Institute.

54. REPEAL AND SAVING

The General Service Rules, which are in existence and any orders / instructions etc. issued thereunder, in so far as they are inconsistent with these Rules, are hereby repealed provided that:

- (a) Such repeal shall not effect the previous operation of the said rules or instructions or any orders made or anything done or any action taken, thereunder.
- (b) Any proceedings under the said Rules, pending at the commencement of these Rules, shall be continued and disposed of, as far as may be, in accordance with the provisions of these Rules, as if such proceedings were proceeded under these Rules.
- (c) Nothing in these Rules shall be construed as depriving any person to whom these Rules apply of any right of appeal, which had accrued to him under the rules or orders in force before the commencement of these Rules.
- (d) An appeal pending at the commencement of these Rules against an order made or instruction issued before such commencement, shall be considered and orders thereon shall be made, in accordance with these rules as if such orders were made/ instructions issued and the appeals were preferred under these Rules.
- (e) As from the commencement of these Rules, any appeal or applications for review against any orders made / instructions issued before such commencement, shall be preferred or made under these, as if such orders were made / instructions issued under these Rules.
 - (i) Provided that nothing in these Rules shall be construed as reducing any period of limitation for any appeal or review provided by any rule in force before the commencement of these Rules.

55. JURISDICTION

In case of any dispute arising out or relating to service agreement or otherwise, New Delhi shall be considered as the place where the cause of action has arisen, and the appropriate court at New Delhi shall alone have the jurisdiction

SUMMARY

Activity	Para No.	HO			Centre		
		Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of changes in GSR from time to time	--	Establishment-I & Establishment-II	Dy. Registrar (Estt.) & Asst. Director (Estt.)	Chief Admn. Officer (Estt.)	Estt. & Records	Chief Admn. Officer	Director

Chapter THIRTEEN LEASED ACCOMMODATION

Vide Order No. NIFT(HO)/Estt./BOG/2204 dated 28.07.2006, it was clarified that the Board of Governors in its meeting held on 16.06.2006 have approved the housing facility to the Senior Professors, Professors and directors on deputation from the Government of India to NIFT centres on the terms & conditions contained in "NIFT Rules for Leased Accommodation Rule, 2006" is given below :

RULES FOR LEASED ACCOMMODATION TO THE SR. PROFESSOR, PROFESSOR & DIRECTOR OF NIFT, CENTRES ON DEPUTATION FROM CENTRAL GOVT. DEPARTMENTS.

1. INTRODUCTION

The National Institute of Fashion Technology has no residential accommodation of its own for allotment to the employees. In order to attract better talent to take up senior faculty position and officers from Central Govt on deputation, a need was felt that a provision may be made to provide the facility of lease accommodation to the Senior Professors, Professors and Director of NIFT Centres joining NIFT on deputation.

2. TITLE

These rules may be called "The National Institute of Fashion Technology" Leased Accommodation Rules, 2006. The rules will commence from the date of issue of these orders.

3. ELIGIBILITY

All Sr. Professors, Professors & Directors of NIFT, Centres on deputation from Central Govt. Departments, except the following will be eligible for the facility of leased accommodation subject to other conditions laid down in these rules:

- i) The above employees residing in accommodation allotted to himself/herself or to her/his spouse or to children or parents or to any near relative by State/Central Govt., State/Central Public Sector Undertaking or institutions such as Local Authority/Autonomous Society etc.

4. ENTITLEMENT

Sr. Professors, Professors & Directors of NIFT, Centres on deputation from Central Govt. Departments & other Directors of all NIFT Centres will be provided housing facility till such time the campus housing facility, which is under construction is made available to them.

The lease facility will be extended to all three categories at a uniform rate of Rs. 15,000/- per month provided the person concerned does not own a house in his name or in the name of his spouse, parents or children in the city.

Self lease facility may be extended if the house is owned by self, spouse, parents and children subject to monthly rental ceiling of Rs. 10,000/-.

In all cases the reasonability of rent with reference to area and locality will be certified by Committee constituted for the purpose.

Payment of market rent for Govt. accommodation within the ceiling of Rs. 15,000/- may also be considered, where requested.

5. LICENCE FEE

The above employees provided with the facility of leased accommodation by the NIFT shall be required to pay the licence fee at the prescribed rate of 10% of basic pay or as may be decided from time to time. They will not be eligible to draw HRA with effect from the date, the facility of lease accommodation has been provided.

6. MAINTENANCE & OTHER CHARGES

The above employees shall be responsible for proper up-keep of leased premises. Any liability on account of damage to the lease accommodation shall be borne by the employee. The employee shall also be responsible for payment of normal maintenance, security, water, electricity charges and subscriptions to Residents Association, if any. The NIFT shall not undertake any responsibility for payment of brokerage deposit or other charges levied by landlord or Residents Association.

7. GENERAL

- i) The above employees shall not misutilise the lease accommodation and if it is found any time the accommodation is either in full or in part let out to any other person, the allotment shall be cancelled forthwith. Besides, this will invite disciplinary action including debarment of the employees from the facility of leased accommodation for a minimum period of three years.
- ii) The responsibility for locating a suitable accommodation within the entitlement shall rest with the employee concerned.
- iii) The reasonability of rent with reference to area and locality will be certified by a Committee constituted for the purpose. The committee may consist (1) Executive Engineer, (2) Dy. Registrar (F&A)/Accounts Officer and (3) Assistant Registrar and has to be approved by Director concerned.

8. LEASE DEED AND RELATED MATTERS

- i) Lease shall be executed through an agreement between the NIFT and owner. The text of the agreement enumerating detailed terms and conditions is at Annexure 'A'.
- ii) The period of Lease agreement shall be for 2-3 years.
- iii) Particular person lease i.e. if the landlord insists to rent out the house only to a particular individual, his name could be incorporated in the Agreement between NIFT and the landlord.
- iv) The deed is to be typed on a non-judicial stamp paper of the value of Rs. 20/-. The deed in original shall be kept with NIFT.
- v) The stamp paper may be arranged by the landlord.
- vi) It is incumbent upon the landlord to produce proof of ownership of premises to be leased out.
- vii) The fittings, fixtures, equipment etc. in the premises may be listed and a schedule attached to the deed.

- viii) Any deviation from the terms and conditions of the lease deed proposed by landlord shall be examined in NIFT before hand.
- ix) The acceptance of the format and terms and conditions of the lease deed is essential and final.

Payment of Daily Allowance to NIFT employees while on tour in case of stay in hotel or availing of free board and/or lodging facility.

Clarification on the amount of daily allowance to be paid to NIFT officials/officers in case of stay in hotel, etc. while on tour to a station outside his/her headquarters has been sought by different centres. It is clarified that the 75% of the ordinary daily allowance is to be paid in case of stay in a hotel at the outstation while on tour and in addition the hotel charges are to be paid subject to ceiling stated in the NIFT GSR. The payment of Daily Allowance for journeys on tour under various circumstances including stay in hotel should be regulated as under at NIFT-HO as well as the Centres:

Sl. No.	Circumstances	Admissibility
A1	Free board alone	50% of daily allowance of the city concerned
A2	Free lodging alone	75% of daily allowance of the city concerned
A3	Free board and free lodging, both	25% of daily allowance of the city concerned
A4	Stay at office building free of cost	75% of daily allowance of the city concerned
B1	Stay in Government/Public Sector Guest House/rest rooms of IAAI in International Airports (where room rent is more than 25% of DA)	Actual lodging charges (exclusive of breakfast/meals) restricted to the amount admissible under NIFT-GSR + 75% of the ordinary daily allowance.
C1	Stay in Hotel and other establishment including private lodges, guest house, YMCA/YWCA hostels	Actual lodging charges (exclusive of breakfast/meals) restricted to the amount admissible under NIFT-GSR + 75% of the ordinary daily allowance.

Note 1: The ordinary Daily Allowance refers to the daily allowance stipulated under GIO 1(A) below SR 51 (TA Rules) applicable to Govt. servants to whom fundamental rules apply.

Note 2: The reduction in Daily Allowance as above shall be affected from the Daily Allowance relatable to halt at an outstation.

Reimbursement of Medical Expenditure for OPD treatment, Amendment in ceilings

The BOG in its meeting held on 30th March, 2006 have approved the following amendments in the ceiling for the reimbursement of medical expenditure for OPD treatment enumerated in the Rule 32(a) and (b) of Chapter X of the NIFT GSR in respect of NIFT employees.

S. No.	Grade	Limit
1	Group D employees	Rs.5000/- per annum
2	Group C employees	Rs.6000/- per annum
3	Group B employees	Rs.7000/- per annum
4	Group A employees	Rs.8000/- per annum

In respect of officers on deputation to NIFT, the ceiling will not apply. They would be entitled to reimbursement on actual basis subject to the conditions provided in the Central Govt. Health Scheme.

SUMMARY

		HO			Centre		
Activity	Para No.	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of Leased Accomodation Policy	--	Establishment-I	Dy. Registrar (Estt.)	Chief Admn. Officer (Estt.)	Estt.& Records	Chief Admn. Officer	Director General

Chapter FOURTEEN

COMPREHENSIVE TRAINING POLICY

The objective of training policy is to formulate a strategy to develop the existing human resources by providing avenues for personal growth and aligning them towards the achievement of organizational objectives.

The present dynamic and competitive environment and the dynamic of rapidly evolving fashion business education demands academic and professional standards per excellence comparable with the best in the world. In order to stay ahead, the requisite competent need to be constantly developed and upgraded through an institutionalized mechanism and process. Training constitutes a critical element of Human Resource Development which not only facilitates the personal/ Institutional growth and empowerment of academic and administrative personnel by providing inter and intra departmental of academic and administrative NIFT's various departments and Centres but also instills a feeling of shared vision and goals within the NIFT family.

1. Training Needs of New Appointees

a. Faculty Members

- (i) Each new batch of faculty, on joining NIFT will undergo a joint residential faculty orientation Programme to be organized by NIFT in association with other leading institutes. The Programme duration will be 1 week (5 working days).

The orientation Programme would broadly cover an overall view of NIFT in general, understanding of mainstream fashion industry, appreciation of interdisciplinary and intra-disciplinary approach to the curriculum. Adaptation of teaching pedagogies, evaluation methodology and student & industry interaction,

This will be a NIFT's customized mandatory training Programme for all new faculty members and will be coordinated by FOTD unit of Head Office.

- (ii) Each new batch of faculty on joining NIFT will also undergo a joint discipline/competency based orientation cum induction Programme organized by NIFT in association with subject experts from NIFT and other leading institutes, industry/ research organizations, training duration: 5 days (1-2 weeks).

This Programme will aim to focus on the content and the delivery of course curriculum, teaching and learning methodology, pedagogy, teaching aids, evaluation. field study, case studies, projects, use of Resource Centre. use of interest as a learning tool., research, assignments. And other relevant materials for evolving the curriculum and its delivery mechanism.

This will be a NIFT customized mandatory training Programme for all new faculty members and will be coordinated by FOTD unit of Head Office.

b. Group A Officers

Each new batch of Group A Officers (including deputations) will undergo a joint residential orientation cum induction Programme of 5days of which 3 days of general orientation will be followed by 2 days of induction in the functional area. Training will organized by NIFT in association with other leading institutes like ASCI, IIM, ISB, IISc etc.

This will be a NIFT customized mandatory training programmed for all group A officers and will be coordinated by Training unit of Establishment Division at Head Office.

c. Group B.C and D Officers

Each new batch of Group B.C and D Officers/ Officials will undergo a Groupies joint Residential Orientation cum induction Programme of 5 days of which 3 days of a General orientation will be followed by 2 days of induction in the functional area, Training will organized by NIFT in association will other identified instituted like ISTM, NIFM etc.

This will be a NIFT customized mandatory training Programme for all new Group B.C and D employees and will be coordinated by Training Unit Establishment Division at ahead Office.

II. Faculty Members

- a. In order to continuously upgrade and benchmark the curriculum deliverance across Centre, training for the critical areas of deliverance will be conducted during the Departmental Convention,

The Departmental convention for each department tell be for 3-4 days during the academic session break.

CP of the Department will identify beforehand:

- o The Centre in which the training will be organized,
- o The critical topics of deliverance,
- o The regular faculty who would anchor the topics.
- o The faculty from each Centre who would attend the training
- o In case there is no trainer within NIFT for the identified critical areas, CP would invite external Experts.

It will customized mandatory training program organized by FOTD and will be coordinated by the coordinator (international linkages) (CIL) and Director of the Centre.

- b. Each faculty member will be required to undergo a 1-2 weeks mandatory structured industry internship to be arranged by NIFT. Industry internship will be coordinated by the respective Chairpersons in construction with the Dean (A), Head (I&R) and Centre Directors.

An institutional arrangement should also be put in place by the Chairpersons in consultant with Dean (A) and Head (I&R) for entering into an MOU with the industry, research association, Institutes etc. for this purpose with their consultation.

III. Faculty Members and Group A Officers

- a. A joint Management Training of faculty members and Group A Officers will be organized once every 4 years by NIFT in association with identified premier institutes like IIM, ASCI, IISc, MDI etc. training duration: 5 days (1 week)
- The aim of this joint Programme is to enhance the appreciation of a common vision of the Institute and appreciate the relevance on various functions towards this end.
 - Knowledge and development of educational management skills and competence.
 - Knowledge of the methodology for the management and monitoring of R&D projects;
 - Development of counseling skills to cater to the social and psychological needs of students;
 - Work experience and exposure to an advanced research environment both within the country and abroad;
 - Appreciation of and administrative and accounting procedures;
 - Knowledge of the methodology of development of need based models of curriculum;
 - Development of appropriate behavioral norms for operation of broad based decision making bodies;
 - Development of skill in written and oral communication in the English language;
 - Personal development, time management, stress management.

This will be a NIFT customized mandatory training Programme for all Faculty Members and Group A Officers and will be coordinated by Training Unit of Establishment Division.

A joint Annual Senior Management retreat to Professor and Group 'A' Officers to the level of Directors will be organized for a period of 2 days at an identified location. This will a NIFT customized mandatory

Programme for faculty members of the rank of professors and above and Group A Officers of the rank of Directors and above and will be coordinated by Training Unit of Establishment Division at Head Office in consultation with Dean (Academics), Head (AA) and Director (HO).

iv. General Conditions:

- Ideally the joint training and specialized training may be slotted in such a manner that in a block of 4 years, the two training programmes are sufficiently spaced and staggered.
- The trainings will be subject to completion of academic and other administrative commitments.
- The budget for training will be provided by the Head Office and allocated to the Centres.
- All faculty members will be encouraged to audit classes of other senior faculty members of the Institute or the guest faculty in areas of deficit teaching with the commitment to handle the subject independently in future on receipt of application made by faculty member in the prescribed format and communication of formal approval.
- The faculty/officers. Staff may also be permitted to audit classes of flagship CE Programme to appreciate fashion business education on the merits of each case on the basis of the statement of purpose, the relevance of the programmed to their area of work and value addition to self and the institute made by the faculty/ officer/ Staff. For award of certificate, if the course is completed as per requirement, a waiver upto 50% of the prescribed fee be considered on case to case basis taking into account its relevance to functional area and value addition to the self and to the organization along with perceived outcomes. Preference will be given to those opting for CE Programmes in the areas of deficit competence in the Centre / HO based on merits of each proposal and cost benefit analysis.
- The orientation / induction programmes must be completed in the first six months of appointments.
- All training programmes should preferably be organized during Summer/winter vacations when the faculty and officers have relatively less workload.

v. Impact assessment and efficacy of Training Programs

- 1) the evaluation is based on quantifiable and qualitative parameters.
- 2) The following feedback reports will be submitted on completed of the every training program for

EVALUATION OF	EVALUATION BY	FORM	TIME FRAME OF REPORT
TRAINEE/PARTICIPANTS	1) TRAINERS	FORM A	WITHIN 2 DAYS OF COMPLETION OF THE MODULE
TRAINEE/ANCHORS AND PROGRAMME ORGANISERS	2) PARTICIPANTS	FORM B	ON THE SPOT

Based on reports received, feedback will be provided to the trainees by the respective heads of unit through the Internal Standing Committee and kept in the personal Dossier of the trainees. The report will constitute an integral component for annual review of their performance/ confirmations / extension of contract etc.

SUMMARY

		HO			Centre		
Activity	Para No.	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Implementation of Leased Accomodation Policy	--	Establishment-I	Dy. Registrar (Estt.)	Chief Admn. Officer (Estt.)	Estt.& Records	Chief Admn. Officer	Director General

Chapter 15

OFFICE PROCEDURE - INTRODUCTION

The efficiency of an organization, to a large extent, depends on evolution of adequate processes and procedures and the ability of its employees to follow them. Accordingly, the efficiency of persons handling secretarial work in an organization can be judged by their ability to dispose of receipts with speed, following the procedures prescribed for the purpose. The ultimate object of all Government business is to meet the citizens' needs and to further their welfare without undue delay. At the same time, those who are accountable for the conduct of that business have to ensure that public funds are managed with utmost care and prudence. It is, therefore, necessary, in each case, to keep appropriate record not only of what has been done but also of why it was so done.

The procedures prescribed in this Manual, attempt to balance the conflicting considerations of speed and propriety. In a dynamic context, this balance cannot be rigidly or permanently fixed. Every rule and step in the procedure must serve a definite purpose and must meet these tests: Is it necessary? Is it sufficient? Is there any quicker way which would serve the purpose?

A well designed procedure serves as a standing order, a means to coordinating effort, a tool of communication, and a basis for performance measurement and appraisal. NIFT-MOP will, therefore, continue to form the back-bone of process management in the organisation.

Chapter 16

DEFINITIONS

Special meanings - Special meanings to be attached to some of the terms used in the manual are given below:-

1. 'Case' means a current file or a receipt together with other related papers, if any.
2. 'Come-back case' means a case received back for further action such as re-examination or preparing a draft or a summary of the case.
3. 'Correspondence portion' in relation to a file means the portion containing 'receipts' and office copies of 'issue' pertaining to the file including self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
4. 'Current file' means a file action on which has not been completed.
5. 'Dak' includes every type of written communication such as letter, telegram, interdepartmental note, file, fax, e-mail, wireless message which is received, whether by post or otherwise, in any department for its consideration.
6. 'Dealing hand' means any functionary such as lower division clerk, an upper division clerk, an assistant, entrusted with initial examination and noting upon cases.
7. 'Departmental instructions' means instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.
8. 'Research Assistant / Sr. Assistant / Asssitant / Junior Assistant' means an official within a Unit charged with the responsibility *inter alia* of maintaining the Unit diary.
9. 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.
10. 'File' means a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts:
 - (a) Correspondence
 - (b) Notes
 - (c) Appendix to correspondence
 - (d) Appendix to notes
11. 'Final disposal' in relation to a case under consideration means completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the party from which the original communication emanated.
12. 'Fresh receipt (FR)' means any subsequent receipt on a case which brings in additional information to aid the disposal of a paper under consideration.
13. 'Indexing' in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its location in the event of need.
14. 'Index slip' means a card or a paper slip displaying the title of file under a catchword followed by a reference to its file number.
15. 'Issue' means a communication issued in a case.
16. 'Issue of fair communication' includes all stages of action after the approval of a draft ending with despatch of the signed communication to the addressee, e.g., fair typing, comparing, attaching enclosures, preparing pads for signature, preparing covers, making entries in the despatch registers and messenger books, affixing stamps, where necessary.
17. 'Note' means the remarks recorded on a case to facilitate its disposal, and includes a summary of previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
18. 'Notes portion' in relation to a file means the portion containing notes or minutes recorded on a case.
19. 'Paper under consideration (PUC)' means a receipt on a case, the consideration of which is the subject matter of the case.
20. 'Postal communication' means a communication despatched by post and includes telegram.
21. 'Postal dak' means all dak received through Posts offices.
22. 'Receipt' means dak after it has been received by the concerned Unit/officer.
23. 'Record clerk' means a clerk in a Unit responsible *inter alia* for typing and maintaining index slips and for looking after routine aspects of recording work.
24. 'Recording' means the process of closing a file after action on all the issues considered thereon has been completed, and includes operations like completing references, removing routine papers, revising the file title, changing the file cover, recording rulings (if any) in the Precedent Book, categorising the file and stitching the file.
25. 'Reference folder' in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc., arranged in chronological order.
26. 'Routine note' means a note of a temporary value or ephemeral importance recorded outside the file, e.g., a record of casual

- discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.
27. 'Running summary of facts' in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. This may be termed 'Self Contained Note' if it figures in the notes portion of the file.
 28. 'Standing guard file' on a subject means a compilation consisting of the following three parts:
 - (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
 - (b) copies of the decisions or orders referred to, arranged in chronological order; and
 - (c) model forms of communications to be used at different stages.
 29. 'Standing note' in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:
 - (a) a complete background material for review of the existing policy or procedure;
 - (b) a brief for preparing replies to Parliament questions or notes for supplementaries thereto; and
 - (c) induction or training material.
 30. 'Standard process sheet' means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.
 31. 'Urgent dak' means dak marked 'immediate' or 'priority', and includes telegrams, wireless messages, telex messages, fax, etc.

Chapter 17

ROLES AND RESPONSIBILITIES

1 Role and Responsibilities of Head of Units

- 1 The Head of Units will be responsible for all matters allocated to the Units under their charge and will be directly accountable to DG-NIFT in discharge and their functions as the Head of Units.
- 2 The Head of Units will be responsible for over all guidance, co-ordination, superintendence, management and control of units under their charge for which they will be supported by the Units Incharge.
- 3 The office of the Head of Units will include administrative support unit comprising of a Steno/R.A. and an Assistant who will maintain inward/outward register of dak and files, necessary registers for monitoring of disposal of various matters and co-ordinate meetings/appointments/reminders etc. for the Head of Units.
- 4 The Head will review the progress of work with reference to worksheet & pendency statement with Unit Incharge on the first day of the week and take appropriate action in consultation with Unit Incharge
- 5 Head of Units will be responsible for efficiency, discipline, punctuality and conduct of the units under their charge and will ensure that all instructions in this regard are complied with. They shall receive the Attendance Register of Units under their charge by 9.30 a.m. and initial the same after marking those who are not present at that time, provided their leave/absence is authorised. Similar check on officials leaving office on time may also be ensured.
- 6 Heads of Units will create all possible mechanisms to facilitate the functioning of Units under their charge effectively & efficiently.
- 7 Heads of Units will convene the meetings of Advisory Committee wherever prescribed & submit its recommendations to DG-NIFT for appropriate directions/approval.
- 8 Matters relating to IPR will be routed through IPR Cell, matters relating to Publication, Printing and Website will be routed through Corporate Communication Cell.
- 9 The proposals having financial implications will be routed through Director(F&A).
- 10 The Head of Units will maintain a record of their work and submit a half yearly comprehensive report (due on 1st January & 1st July) on the same to DG-NIFT.

2 Role and Responsibilities of Unit Incharge

- 1 The Unit Incharge of each unit will be responsible for all the matters allocated to the Unit and will report to the DG-NIFT through Head of Unit.
- 2 Each Unit will comprise of a Unit Incharge and a support staff of appropriate level and will function independently as a desk for dealing with all matters allocated to the Unit.
- 3 The Unit Incharge will function from the office area designed for this purpose and maintain all files/documents and other records in the unit.
- 4 Unit Incharge will be responsible for the efficiency, punctuality and discipline of their respective units and will submit following documents to the Head on periodical basis
 - 1) Attendance Register — on all working days by 9.30 a.m.
 - 2) Daily worksheet of self — before close of the day & support staff
 - 3) Pendency Statement — last working day of the week
- 5 The Units are expected to function effectively with emphasis on efficiency, objectivity, responsiveness, transparency and best practices.
- 6 The Unit Incharge will review the progress of work with reference to work sheet & pendency statement. For this purpose, the Unit Incharge may device appropriate systems, formats, procedures, within the framework of NIFT policies, guidelines, rules & regulations in consultation with the Head of the Unit.
- 7 Wherever Advisory Committees have been constituted, the matters may be submitted to DG-NIFT through the Advisory Committee for appropriate directions and approval.
- 8 Matters relating to IPR will be routed through IPR Cell, matters relating to Publication, Printing and Website will be routed through Corporate Communication Cell.
- 9 The proposals having financial implications will be routed through Director(F&A).
- 10 The Unit Incharge will maintain a record of their work and submit a half yearly comprehensive report (due on 1st January & 1st July) on the same to DG-NIFT through their Head of Units.

3 Functions of various levels of functionaries:

Unit Incharge (Dy. Registrar, Asstt. Director, Asst. Registrar, OSD)

A. General Duties –

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the Unit;
- (v) Maintenance of a list of residential addresses of the Staff.

B. Responsibilities relating to Dak –

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Controlling Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the Unit diary once a week to know that it is being properly maintained.

C. Responsibilities relating to issue of draft –

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of despatch.

D. Responsibility of efficient and expeditious disposal of work and checks on delays –

- (i) to keep a note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;
- (iii) to undertake inspection of Subordinates' table to ensure that no paper of file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. Independent disposal of cases –

He should take independently action of the following types-

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which an Unit Incharge is authorized to take independently.

F. Duties in respect of recording and indexing –

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the Unit;
- (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (vi) Ensuring neatness and tidiness in the Unit;
- (vii) Dealing with important and complicated cases himself;
- (viii) Ensuring strict compliance with Departmental Security Instructions.

Research Assistant/ Sr. Assistant/Assistant/Junior Assistant

He works under the orders and supervision of the Unit Incharge and is responsible for the work entrusted to him. He must have typing knowledge for smooth performance of his duties. Where the line of action on a case is clear or clear instructions have been given by the Controlling officer or higher officers, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points :-

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible;
- (vi) work of routine nature, for example – registration of Dak, maintenance of Unit Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

Stenographer (Personal Assistant)

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact

with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

4 Responsibilities of the Chief Administrative Officers of NIFT Centres

A comprehensive listing of items of work for which Chief Admn. Officer of NIFT Centres shall be responsible are:

1. All Establishment matters of the Centre
2. All administrative matters of the Centre
3. Convenor of SLAC, SLBPCC, LASC
4. Conveying of results of the students
5. Legal Matters
6. Statutory compliance
7. Liaison with Government agencies
8. Maintenance of Hostels
9. Physical Verification of assets
10. International Linkages for Twinning Programmes in coordination with IL Unit of HO
11. International and NRI Student Coordination through SDAC
12. Monitoring of Projects through Assistant Registrar
13. Cluster Development Initiative – Monitoring of progress

and Liaison with State Government

14. Deputation of Foreign Faculty – to liaison with Head (IL) in HO
15. Supervision of functioning of Resource Centre in coordination with Deputy Director (NRC) and Dean in HO
16. To function as APIO under RTI Act
17. Student Related matters through SDAC
18. Examination and Admission related matters through EAC
19. Coordination with Internal Auditors
20. Coordination with Statutory Auditors
21. Providing Management Comments to Audit
22. Monitoring of Periodic returns to HO
23. Management Information System
24. Unit formation – Allocation of work / duties and responsibilities to each staff
25. Target setting and monitoring
26. Performance review based on targets
27. Coordination of ACR's of Faculty and Officers to HO
28. Coordination and Custody of ACR of Group C & D
29. Implementation of the decision of the Executive Council Meeting on above matters shall be the responsibility of the Chief Admn. Officer.

Besides the above, Chief Administrative Officer of NIFT Centre shall provide administrative support to the Directors of NIFT Centres in various institutional activities. The Chief Administrative Officer will discharge their functions in accordance with standing orders issued from time to time and exercise the powers delegated to them.

The Chief Administrative Officers will report to DG-NIFT through Directors of respective NIFT Centres.

5 Responsibilities of the Deputy Registrars

Deputy Registrar is Incharge of the Branch/Division in a Department consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him/her from the sections under his/her charge. As Branch/Division Officer, he/she should dispose of as many cases as possible at his/her own level within the power and authority delegated and take the orders of the higher officers on important cases/matters.

The Deputy Registrars will deal with all official matters as per the standing orders issued from time to time and within the delegated powers by the Institute.

Should discharge any other duty/responsibility that may be assigned to him/her by the Institute.

6 Responsibilities of the Assistant Registrars

- (i) Distribution of work among the staff as evenly as possible—that is one Assistant should not be overloaded while the other is idle.
- (ii) Training, helping and advising the staff.
- (iii) Management and co-ordination of the work
- (iv) Maintenance of order and discipline in the section
- (v) To go through receipts and important Dak
- (vi) To submit receipts which should be seen by the Senior Officer at the Dak stage
- (vii) Dealing with important and complicated cases himself
- (viii) To scrutinize the section diary once a week to know that it being properly maintained
- (ix) To see that letters/notes are drafted properly
- (x) Ensuring proper maintenance of reference books, office orders, etc. and keeping them up to date
- (xi) To ensure timely submission of arrears and other returns
- (xii) To undertake inspection of Assistant's tables to ensure that no paper or file has been overlooked.
- (xiii) Ensuring strict compliance with Departmental Security Instructions
- (xiv) To keep a watch on any hold-up in the movement of Dak
- (xv) To keep a note of important receipts with a view to watch the progress of the action
- (xvi) To ensure that cases are not help up at any stage
- (xvii) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

7 Responsibilities of the Dy. Director(NRC)

- ◆ Management of all NIFT Resource Centres
1. Budgeting
 2. Development of print & non-print material collections across the RCs.
 3. Managing automation/digitization of network of all NIFT Resource Centre
 4. Managing projects, exhibitions, etc.
 5. Training & retraining of RC professionals
 6. Overall management of NRC
 7. Any other duty/responsibility that may be assigned by the Institute.

8 Responsibilities of the Head Librarian

- ◆ Management of RC

1. Managing acquisition and processing of all print & non-print materials of RC
2. Managing documentation of information in RC
3. Disseminating information through various user services of RC
4. Managing circulation of materials and membership
5. Managing automation & digitization programmes of RC
6. Supervising maintenance of all print & non-print materials of RC
7. Assisting in Projects, Exhibitions, etc.
8. Any other duty/responsibility that may be assigned by the Institute

9 Responsibilities of the Accounts Officer

1. Preparation of budget.
2. Preparation of Annual Accounts Reports.
3. Preparation of Balance sheet.
4. Preparation of Bank Reconciliation statement.
5. Preparation of Trial Balance.
6. Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund contribution to Provident Fund Office within the stipulated time.
7. Management of financial reporting, cash flow and financial statement.
8. Audit of accounts of from Internal and Statutory Auditors
9. Maintenance of cash-book.
10. Release of all payments (including checking of vouchers & payments).
11. Pursuance of audit objections.
12. Payment and recovery of advances paid to out side parties/ staff members.
13. Act as Drawing & Disbursing Officer.
14. Release of Foreign Exchange.
15. Inter branch payment adjustment and reconciliation thereof.
16. Allocation of Budget to NIFT centres.
17. Preparation of Agenda notes for BOG meeting relating to Accounts Section and follow up thereon.
18. Maintenance and monitoring of Project Accounts.
19. Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
20. Ensure amount/fund received from Government/other agencies are properly accounted for.
21. Any other duty/responsibility that may be assigned by the Institute

10 Responsibilities of the Senior Assistant/Assistant

1. He works under the orders and supervision of the Assistant Registrar and is responsible for the work entrusted to him.
2. Where the line of action on a case is clear or clear instructions have been given by the Senior Officer, he should put a draft bring out all the facts and factual indicating rules and regulation and instructions issued from time to time.
3. In other cases he will put a note keeping in view the following points:-
 - ◆ To see whether all facts as are open to check have been correctly stated.
 - ◆ To point out any mistakes or mis-statements of the facts.
 - ◆ To draw attention where necessary, and supply other relevant facts and figures.
 - ◆ To bring out clearly the question under consideration and suggest a course of action wherever possible.
4. Typing and comparing.
5. Maintenance of files and register in respect of subject matters allotted to him.
6. Maintenance of records of old files and registers.
7. Any other duty/responsibility that may be assigned by the Institute.

11 Responsibilities of Private Secretary/Personal Assistant/ Stenographer

He should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant to the boss. Some of the specific functions are enumerated below:-

1. Taking dictation in shorthand and its transcription in the best manner possible.
2. Fixing up of appointments and if necessary canceling them.
3. Screening the telephone calls and the visitors in a tactful manner.
4. Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up.
5. Maintaining in proper order the papers required to be retained by the Officer.
6. Keeping a note of the movement of files, (incoming and outgoing).
7. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.

8. Carrying out the corrections to the officer's reference books.
9. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.
10. Coordination among the various department on the action taken points.
11. Drafting replies to routine nature of work.
12. Any other duty/responsibility that may be assigned by the Institute.

12 Responsibilities of Library Assistant

1. Assistance in circulation control
2. Issue return of Book/periodical & other materials.
3. Over due control including reminders & collection of fine, records maintenance etc.
4. Data Entry of membership records.
5. Accessioning of books/Periodicals.
6. Preparation of data sheets for books.
7. Data entry of Books/Periodicals/slides & other material.
8. Updating of Periodical Register.
9. To ensure neatness and up keep of library through House keeping staff.
10. Any other relevant duty/responsibility that may be assigned by the Institute.

13 Responsibilities of Junior Assistant

Lower Division clerks are ordinarily entrusted with work of routine nature, for example:-

1. Registration of Dak.
2. Maintenance of Section Diary.
3. File Register.
4. File Movement Register.
5. Indexing and Recording.
6. Typing and comparing/Computer operation/Data compilation of reports on computer.
7. Issue/Despatch of letters.
8. Preparation of arrears and other statements.
9. Supervision of correction of reference books.
10. Submission of routine and simple drafts. Etc.

14 Responsibilities of Research Assistant

1. Collection of Data
2. Tabulation of Data.

3. Processing & Analysis of Data using statistics software.
4. Drafting of Reports.
5. Familiarity with sources of information relating to filed.
6. Understanding of Research Method, Design & Process.
7. Compilations of Reports.
8. Scanning of related News/Reports/Articles/etc.
9. Maintaining of vertical files.
10. Browsing of related internet sites & maintaing Directory information.
11. Preparation of Report presentation using computer.
12. Assist Faculty for Academic Research Project of students.
13. Demonstrate students about the Tools & techniques used for Research Analysis.
14. Teaching responsibility related to Labs/workshop.

15 Responsibilities of Lab Assistant/Demonstrator

Maintenance of the infrastructural facilities, equipment & apparatus of the surface Design Lab attached to the TDD department.

Ensuring the regular supply of laboratory re-agents, Dyestuff, Chemicals & Samples in order to facilitate the conduct of practical classes on Dyeing, Printing & Finishing.

Impart practical training to the studentsw by demonstrating the procedures as pre-briefed by the Senior Faculty.

Participate in training programmes organized by professional bodies in the related field and guide the students with the latest innovations

16 Responsibilities of Mechanic Mechanic

1. Repair & Maintenance of Machines installed in the Department.
2. Preventive Maintenance Records of each & every machine installed in Department
3. Assisting faculty in demonstration of Machine operations.
4. Keeping records of all Machines, and Accessories and their day-today maintenance.
5. Ensure sufficient stock of consumable/parts/accessories required for smooth functioning of machines.
6. Identification functioning of machine.
7. Identification, Processing and follow up of requirement/ equipments/ parts.
8. Operational demonstration of Machine to students/Industry participants/visitors etc.
9. Accountability & safety of all machines/accessories consumable items from theft, damanges and pilferage etc.

17 Responsibilities of Electricians

1. Running, operation & Maintenance of electric substaqtion- HT Panel & Transformer Capacitor bank etc.
2. Operation & Maintenance of LT system and switch gear and load management.
3. Operation & maintenance of floor distribution panel and power distribution systems & extra low voltage system.
4. Operationa and maintenance of electrical equipments installed in the Campus.
5. To carry out minor, addition/ alteration works in electrical system.
6. Rectification of problems and attending complaints on day to day basis for smooth functioning of electrical system.
7. To ensure running and operation of ACsyste, lift system, DG set, UPS system and Fire alarm system etc.
8. To maintain minimum stock of consumable and essential electrical components/parts/ for replacement under maintenance/usage/wear & tear.
9. To ensure sufficient sock of consumable parts/electric equipment/spares for meeting above programmes.
10. To ensure preventive maintenance of electrical system, timely servicing for optium efficiency and life of the same.
11. To switch off unnecessary/misuse of power supply as and when detected anywhere in the campus and conserved electricity.

18 Responsibilities of Plumber

1. To run operate & maintain the water supply, sewerage, fire fighting installations and solar hot water systems/installations.
2. To ensure water supply to overhead underground water tanks for water for making drinking, domestic and fire fighting purposes available round the clock.
3. To ensure timely dewatering of storm water/waste sumps.
4. Maintenance of pumping & allied systems, pressure tanks etc. for pumping distribution of water networks for the fire fighting wetrisons sprinkles etc.
5. Running operation & maintenance of pumps for water extraction as borewells, booseter pumps etc.
6. To attend to problems in operation/complaints on day to day basis.
7. To attend toe emergency situations/specific requirements of departments or durin functions/programmes.
8. To keep minimum stock of consumables for maintenance of running and operators of the water distribution network/fire fighting systems and pumps.
9. To undertake testing of fire fighting equipment from time to time to ensure they are in satisfactory working condition.

10. To carry out preventive maintenance of equipment.
11. To keep check on wastage of water and assist house keeping in keeping toilets/bathrooms fully functional.

19 Responsibilities of Staff Car driver

1. To attend the staff car duties of officers.
2. To ensure smooth functioning of staff car.
3. To ensure timely repair & maintenance of staff car.
4. To attend petty repairs like – change of petrol, oil & lubricants of car etc.
5. To maintain log book of staff car on prescribed form & get it authenticated from the users.
6. To ensure proper maintenance of records of petrol, diesel drawn for the car on monthly basis and get it verified from the officer of the Administration department.
7. To ensure maintenance of records of major repairs with details of spare parts replaced (under warranty/guarantee) indicating cost and dates on which repairs were carried out.
8. To ensure records of mileage covered by the car on monthly basis duly authenticated by office of Administration Department.
9. To ensure delivery of Dak to the addresses and obtain receipt on Despatch Register.

20 Responsibilities of Attendants

1. To attend call of officers/staff of respective
2. Distribute papers/file marked to respective officer/staff members.
3. To arrange tea/coffee/cold drinks/water from canteen or outside etc. for officers/staff as and when required.
4. To ensure presence all the time till officer is in office including after office hours or on holidays etc.
5. To deliver dak/letters to the addressee.
6. To ensure timely opening & closing of officers room/section.
7. To ensure neatness and tidiness in the room of officers & department where staff sit through Housekeeping staff.
8. To assist staff members in stacking/tracing files from the almirah or cupboards as per indexing.
9. To ensure proper packing and sealing of documents to be dispatched before handing over to dispatch section.

Chapter 18

DAK-RECEIPT, REGISTRATION AND DISTRIBUTION

1 Receipt of Dak

- (1) (a) During office hours, the entire dak will be received in the central registry. Where, however, immediate/important dak addressed to Officers by name is sent through special messenger directly to the addressees themselves, it will be received by, them or their personal staff.
 (b) In case an officer is on long leave, has retired or left the office after completion of his/her tenure, the incumbent or the personal staff concerned or the officer just below the concerned officer dealing with the subject will receive the immediate/important references except confidential letters. In case none of the above mentioned officers is in position, the central registry will receive such letters. In no case immediate/important letters should be undelivered or returned.
- (2) Outside office hours, dak will be received by, the addressee himself at his residence if marked 'immediate' and addressed by name. In such cases, the officer will normally be intimated in advance over telephone about the dak being delivered at his residence.
- (3) Communication received through e-mails in the Department will be downloaded by the concerned official or his personal assistant
- (4) Communications received through fax should be immediately sent to the concerned official.

2. Acknowledgement of dak

The receipt of dak, except ordinary postal dak, will be acknowledged by the recipient signing his name in full and in ink with date and designation. The acknowledgements of e-mail received will, as far as possible, be sent electronically.

3. Registration of dak

- (1) Urgent dak will be separated from other dak and dealt with first.
- (2) All covers, except those addressed to Ministers/officers by name or those bearing a security grading, will be opened by the central registry.
- (3) On opening dak, the central registry/IFC will check enclosures and make a note of any item found missing.

- (4) All opened dak, as well as the covers of unopened classified dak, will be date-stamped (vide specimen as under).

Department of.....

Received on.....

C. R. No.....

Sec. Dy. No.....

- (5) The entire dak will then be sorted out Unit-wise (and officer-wise if addressed by name). To facilitate this, the central registry will keep a list showing the allocation up to date of the subjects to various Units.
- (6) The following categories of dak will be registered by the central registry/IFC in the dak register (Appendix I):
 - (a) telegrams, wireless messages, Fax Messages, telex messages and e-mail messages received from the Computer Centre;
 - (b) registered postal dak;
 - (c) interdepartmental files;
 - (d) court summons and receipts enclosing valuable documents, e.g. service books, agreement, etc;
 - (e) parliament questions, resolutions, cut motions and references seeking information relating to them;
 - (f) unopened inner covers containing classified dak;
 - (g) letters from Members of Parliament;
 - (h) any other category covered by departmental instructions, and
 - (i) Envelopes received without contents or with material not marked to any officer will be registered with necessary comments in the remarks column of Dak Register.

4. Distribution of dak

- (1) The dak may be distributed and acknowledgement obtained in messenger books or dak register maintained Unit-wise.
- (2) The above procedure will also apply to the dak meant for Officers, which will be acknowledged by their personal staff.
- (3) Urgent dak will be distributed as and when received. Other dak may be distributed at suitable intervals (i. e., 11 a.m.; 2 p.m. and 4 p.m.). Such part of the ordinary dak as is received too late to be included in the last daily round,

will be kept ready for distribution early next day. The official in charge of the Despatch department will ensure:

- (a) that, as far as possible, sorting, registration and invoicing of dak is completed on the day of its receipt;
 - (b) that, to the extent to which the above work cannot be completed during the day, and without prejudice to the processing of urgent dak, the night duty staff attends to it; and
 - (c) that the total number of receipts pending at the end of the day for sorting, registration and invoicing are noted in a register and the signatures of the night duty staff are obtained on it in token of their having taken custody of these.
- (4) Urgent dak received outside office hours will be sent to the Units concerned if there is staff on duty. In other cases, such dak will be dealt with in accordance with the instructions issued by the department concerned.



Chapter 19

RECEIPTS - SUBMISSION AND DIARISATION

1. Perusal and marking of receipts

The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will submit all receipts to the Unit Incharge who will:

- (1) go through the receipts;
- (2) forward misdirected receipts to the Units concerned;
- (3) separate those which, either under the departmental instructions or in his discretion, should be seen by higher officers before they are processed and mark them to such officers;
- (4) mark to himself such of the remaining receipts as are of a difficult nature or present any special features requiring his personal attention;
- (5) mark other receipts to the dealing hands concerned, and where necessary, indicate urgency grading and give directions regarding line of action;
- (6) keep a note in his diary of important receipts requiring prompt action or disposal by a specified date; and
- (7) submit the case to the officer who last noted on it, if it is one returned by another department.

2. Diarising of receipts in Units

- (1) Each Unit will maintain a Unit diary (Appendix 2), Devanagri script will be used for diarising Hindi receipts.
- (2) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will diarise in the Unit diary (Appendix 2) all receipts except the following before they are submitted to the officers concerned or distributed among the dealing hands:
 - (a) receipts which, as a class, are adequately taken care of by a register specially devised for the purpose (e.g. telephone bills which are entered in telephone bill register);
 - (b) receipts which have already been diarised in computer;
 - (c) communications received from Members of Parliament for which a separate register is maintained for watching their disposal

- (d) unsigned communications (except e-mail) on which no instructions have been recorded by officers and on which no action is to be taken;
 - (e) identical copies of representations, save the one received first;
 - (f) post copies of telegrams unless the endorsement contains a message in addition to that contained in the telegrams;
 - (g) petty contingent vouchers such as those relating to night duty or overtime claims of the staff, claims for coolie hire or conveyance hire, chits asking for articles of furniture, stationery etc.
 - (h) routine acknowledgements;
 - (i) casual leave applications;
 - (j) copies of miscellaneous circulars, office memoranda, extracts, etc; circulated by any Unit for general information, e.g., orders of general application, telephone lists, notices of holidays, tour programmes, etc; and
 - (k) any other types of receipts which under departmental instructions are not required to be diarised.
- (3) Inter-departmental notes, telegrams, or any other category of receipts sought to be distinguished from the rest, may be entered in the Unit diary in red ink.
 - (4) Receipts redirected to other Units will also be diarised.
 - (5) Papers referred to another department will be diarised each time they are received back. For those referred under diary numbers, however, previous and later entries in the diary will be linked by giving the earlier and the later diary numbers against each entry.”
 - (6) If a receipt is diarised after a lapse of more than 15 days from the date it bears, the entry regarding date in column 3 of the Unit diary will be circled in red ink.
 - (7) The diary number of a receipt will be indicated in the space provided for the purpose in the stamp affixed by the central registry *vide* para 3(4).
 - (8) The Unit Incharges will scrutinise the Unit diaries once a week to see that these are being properly maintained and append his dated initials in token of scrutiny.
 - (9) *Under the computerised environment, the format of the diary register will be as in Appendix 2. A single diary number will be generated irrespective of where a receipt*

is diarised. All exclusions mentioned in sub-para (2) above would be applicable. Appropriate codes in Remarks column would indicate the different categories of receipts as well as redirected receipts or receipts diarised after a lapse of more than 15 days from the date it bears, as mentioned in earlier sub-paras. Papers received back from other departments will be diarised and will be linked with previous diary numbers as they can be easily traced electronically. The diary number will be indicated on the receipt as in the manual system. The Unit Incharge will generate a status report of the receipts from computer every week to ensure proper monitoring.

3. Diarising of receipts received by officers

- (1) The personal staff of officers will diarise receipts addressed to their officers in respective personal Unit diary. Envelopes received without contents or with material not marked to any officer should also be diarised (Appendix 3) with necessary comments.
- (2) No receipt will be diarised more than twice. A communication once diarised above the unit level will not be diarised a second time till it reaches the unit, where it will be diarised in the unit diary. For example, a communication received by the DG/ Director/ Registrar and diarised by his personal staff need not be diarised.
- (3) In the computerised diary system no receipt will be diarised more than once. For receipts addressed to officers, diarising will be done by their personal staff.

4. Movement of receipts

- (1) Receipts submitted to officers will move in pads conspicuously labelled as 'Receipts Pad'. Their movement and perusal will receive prompt attention.
- (2) The Unit Incharge will keep a careful watch on any hold-up in the movement of receipts. The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will bring to his notice any receipt which are not received back from officers within one working day.

5. Action by higher officers

Officers to whom receipts are submitted will:

- (1) go through the receipts and initial them;
- (2) remove receipts which they may like to dispose of without assistance from Unit or to submit to higher officers;
- (3) enter the diary numbers of the receipts removed vide sub-para (2) above on the movement slip; (*this will be prepared in the prescribed format in computerised system also*)

- (4) where necessary, give directions regarding line of action to be taken on other receipts; and
- (5) return the receipts together with movement slip, if any, to the Unit Incharge for action in terms of paras 5(4) and 5(5) above.

6. Allocation of disputed receipts

If a Unit feels that it is not concerned with a misdirected receipt forwarded to it vide para 5(2) the same should be brought to the notice of the officer designated by the department for deciding allocation of disputed receipts.

Chapter 20

ACTION ON RECEIPTS

1. General principles

Action on receipts will be so organised that it results in speedy and correct decision-making process. While the detailed drill to be followed is given in the succeeding paragraphs, certain general principles to be observed in this regard are given below:

- (1) An officer will himself initiate action on as many receipts as possible, keeping in view the priority requirements.
- (2) Number of levels at which a case is examined will be reduced to the minimum.
- (3) Paper work will be kept at an essential minimum.
- (4) Least possible time will be taken for examination and disposal of cases.
- (5) While disposing of cases, an officer will aim at optimising the quality as well as the quantity of work performed by him.

2. Action by dealing hand

The dealing hand will:

- (1) go through the receipts and separate urgent receipts from the rest;
- (2) enter the receipts in the assistant's diary (Appendix-4); It is not necessary to maintain it separately in a computerised environment as the system can generate information through query.
- (3) deal with the urgent receipts first; Code indicating the priority may be given in a computerised environment.
- (4) check enclosures and if any found missing, initiate action to obtain it;
- (5) see whether any other unit is concerned with any part or aspect of a receipt and if so, send copies or relevant extracts to that unit for necessary action;
- (6) bring the receipt on to a current file if one already exists or open a new file as per paras 48 and 49 and indicate file No. in column 4 of the assistant's diary. If the current file is under submission, a part file will be opened, which will be subsequently merged with the main file by the dealing assistant when he accesses both. In a computerised environment the relevant file number, whether of existing

file or a new file, will be indicated in the relevant column in the diary register itself.

- (7) file papers in accordance with para 27;
- (8) assign the receipt page number (s) and a serial number in terms of paras 29 (1) and 29 (2);
- (9) docket the receipt and reproduce on the notes portion of the file remarks, if any made by an officer on the receipt;
- (10) with the help of file registers (para 51 & Appendix 9), indexes, precedent book, standing guard files (para 23), reference folders (para 23), etc. locate and collect other files or papers, if any, referred to in the receipt, or having a bearing on the issues raised therein;
- (11) identify and examine the issues involved in the case and record a note vide instructions in paras 14, 20 and 22;
- (12) arrange papers and reference them in the case properly (vide paras 28-30);
- (13) Where necessary, attach a label indicating the urgency grading appropriate to the case (vide para 31);
- (14) put up the case to the appropriate higher officer; and
- (15) indicate the date of submission in column 5 of the assistant's diary. In the computerized diary system indicate the details of submission at the appropriate column.

3. Action by Unit Incharge

- (1) The Unit Incharge will :-
 - (a) scrutinise the note of the dealing hand;
 - (b) finally dispose of routine cases;
 - (c) take intermediate routine action;
 - (d) record, where necessary, a note setting out his own comments or suggestions; and
 - (e) submit the case to the appropriate higher officer.
 - (f) in computerised environment also make a suitable entry in the electronic diary register
- (2) What constitutes 'routine cases' or 'intermediate routine action' in terms of (b) and (c) above will be specified by each department in its departmental instructions.

4. Examination by Unit

When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put

up without any elaborate note. In other cases, the Unit, while putting up a case, will:

- (1) see whether all the statements, so far as they are open to check, are correct;
- (2) point out mistakes, incorrect statements, missing data or information, if any
- (3) draw attention, if necessary, to the statutory or customary procedure and point out the relevant law and rules;
- (4) furnish other relevant data or information available in the department, if any;
- (5) state the questions for consideration and bring out clearly the points requiring decision;
- (6) draw attention to precedents;
- (7) evaluate relevant data and information; and
- (8) suggest, where possible, alternative courses of action for consideration.

5. Standard Process Sheet

For dealing with cases of repetitive nature e.g. sanctioning of leave, GPF advances, forwarding of applications etc. standard process sheets will be devised by the respective Ministries/ Departments and will be prescribed through departmental instructions. No notes will be recorded in such cases. Standard process sheets will also be maintained in electronic form in a computerised environment.

6. Level of disposal and channel of submission

- (1) An officer will take action on a case in accordance with the departmental instructions prescribing the level of final disposal and channel of submission for each category of cases. Instructions will also be maintained in electronic form in a computerised environment
- (2) Each unit will review the instructions on level of disposal and channel of submission every three years keeping the number of levels at which a case is examined to the minimum by delegating powers to lower formations.
- (3) A Unit Incharge will submit cases direct to a Chief Admn. Officer/Deputy Registrar/ Assistant Registrar who in turn would submit it to the DG/Director.
- (4) A case will pass through only one of the following levels before it is submitted to the DG;
 - Director
 - Chief Admn. Officer
- (5) Wherever level jumping is done in respect of any category of cases, each such case on its return, will pass through all the levels jumped over who in suitable cases could resubmit the cases for reconsideration.

- (6) In a computerised environment the system will provide scope for level jumping.

7. Examination by Officer

- (1) An Officer will regularly discuss with his staff to decide the course of action to be taken on various cases. Normally a single note will be put up to the decision making level after the line of action is decided.
- (2) For dealing with important problem solving issues, the technique of writing a self-contained note may be used. This involves entrusting an officer or a group of officers with preparing a comprehensive note which will be put up straight to the decision making level. The note will contain the background to the problem, issues arising out of its precedents, if any, analysis of all relevant facts, and recommendations.

8. Deviation from normal procedures or rules

In every case where a major or minor infraction, other than trivial, of the existing procedures or rules, is sought to be made, it shall be the responsibility of the decision making authority to ensure that reasons are recorded in writing, justifying such a deviation from the rules or procedures.

9. Running summary of facts

To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labelled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officers within a department. It should be kept up to date, incorporating changes whenever further developments take place. Running summary of facts will also be maintained in electronic form in a computerised environment.

10. Guidelines for noting

- (1) All notes will be concise and to the point. Lengthy notes are to be avoided.
- (2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- (3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

- (4) Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- (5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note.
- (6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained note will be put up with every case submitted to the Minister. Such a note will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the point or points on which the orders of the Minister are sought.
- (7) If apparent errors or incorrect statements in a case have to be pointed out or if an opinion expressed therein has to be criticised, care should be taken to couch the observations in courteous and temperate language free from personal remarks.
- (8) When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in Unital notes; such notes will each begin with a list of the major point(s) dealt with therein.
- (9) Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or blue ink will be used by all category of staff and officers. Only an officer of the level of Registrar and above may use green or red ink in rare cases.
- (10) The dealing hand (Research Assistant/Senior Assistant/Senior Assistant (Accounts)/Assistant (Accounts)/Assistant/Junior Assistant) will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.
- (11) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendations for action.
- (12) In writing notes the observations made in Appendix 5- 'Style in notes and drafts' will be kept in view.
- (13) A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of the note sheet to ensure better preservation of notes recorded on the files as at times the paper gets torn from the edges making reading of the document difficult. However, notes should

be typed/written on both sides of the note sheet as per instructions of Department of Expenditure.

11. Modification of notes or orders

- (1) Senior officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes. In any case, the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.
- (2) Pasting over a note or a portion of it to conceal what has been recorded is not desirable. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

12. Noting on files received from other units

- (1) If the reference seeks the opinion, ruling or concurrence of the receiving unit and requires detailed examination, such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commenting upon the reference. The officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case, he may direct that the note in question or a specified portion thereof may be reproduced on the main file for communication to the department concerned. In the latter case, he will record a suitable note on the main file itself. In either case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving department before the file is returned to the originating department.
- (2) The unit will open subject-wise files each year in which such routine notes will be kept. The intra-unit note recorded on the file of the originating unit will bear the subject file number to facilitate filing of papers and their retrieval for future reference. The retrieval is faster in a computerised environment due to easier tracking.
- (3) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving unit may note on the file straightway.
- (4) Where a note on a file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the latter should be specifically mentioned.

13. Aids to processing

- (1) To facilitate processing of a case, each Unit will develop and maintain the following records for important subjects dealt with by it:
 - (a) standing guard files;
 - (b) standing notes;
 - (c) precedent book;
 - (d) standard process sheets (of repetitive items of work only); and
 - (e) reference folders containing copies of circulars, etc.

The above records will also be maintained in electronic form in a computerised environment.

- (2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each Unit is expected to maintain, for ready reference, the Constitution of India and certain acts, rules and instructions of a general nature, references of most of which have been made in this manual. Each unit is expected to procure an adequate number of copies of these acts, rules and instructions and make them available to all concerned. An illustrative list of such acts, rules and instructions is contained in Appendix 6.
- (3) The documentation-cum-reference system (manual as well as electronic form) will include reference material peculiar to the need of the functional Units and a consciously developed information system to act as an aid to policy formulation, review and operational decisions.

14. Oral discussions

- (1) All points emerging from discussions (including telephonic discussions) between two or more officers of the same unit or from discussions between officers of different departments, and the conclusions reached will be recorded on the relevant file by the officer authorising action.
- (2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be got confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the government is not clear or where some important deviation from the prescribed policy is involved or where two or more level differ on significant issues or the decision itself, though agreed up to by all concerned, is an important one.

15. Oral instructions by higher officers

- (1) Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he

shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a written confirmation at his earliest.

- (2) An officer shall, in the performance of his official duties, or in the exercise of the powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain written confirmation of the directions as soon thereafter as possible. If the Officer giving the instructions is not his immediate superior but one higher to the latter in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

16. Confirmation of oral instructions

- (1) If an officer seeks confirmation of oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.
- (2) Receipt of communications from junior Officers seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

17. Filing of papers

- (1) Papers required to be filed will be punched on the left hand top corner and tagged onto the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right.
- (2) Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left side of tag in the notes portion will be tagged onto the left side of the file cover and right side of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged.
- (3) Earlier communications referred to in the receipt or issue, will be indicated by pencil by giving their position on the file.
- (4) (a) If the file is not bulky, appendix to notes and appendix to correspondence may be kept alongwith the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.
(b) If the file is bulky, separate file covers may be maintained for keeping appendix to notes and appendix to correspondence.

- (5) Routine receipts and issues (e.g., reminders, acknowledgments) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.
- (6) When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceed 150 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.
- (7) In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.
- (8) On top of the first page of the note portion in each volume of the file, file number, name of the Head Office/ Centre, name of unit and subject of the file will be mentioned.
- (2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page.
- (3) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. In no circumstances, will a slip, other than 'PUC' and 'FR', be attached to any paper in a current file. If there are more than one 'FR' they should be flagged separately as 'FR I', 'FR II', and so on.
- (4) In referring to the papers flagged 'PUC' or 'FR', the relevant page numbers will be quoted invariably in the margin. Other papers in a current file will be referred to by their page numbers only.
- (5) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A/23.n, 'A'/17.c, and so on.

18. Arrangement of papers in a case

The papers in a case will be arranged in the following order from top downwards:

- (1) reference books;
- (2) notes portion of the current file ending with the note for consideration;
- (3) running summary of facts;
- (4) draft for approval, if any;
- (5) correspondence portion of the current file ending with the latest receipt or issue, as the case may be;
- (6) appendix to notes and correspondence;
- (7) Standing guard file, standing note or reference folder, if any;
- (8) other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;
- (9) recorded files, if any, arranged in chronological order, the latest being placed on the top; and
- (10) routine notes and papers arranged in chronological order and placed in a separate cover.
- (6) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and the resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant Unit, rule, paragraph or clause, referred to will be quoted in the body of the notes, while the alphabetical slips used, will be indicated in the margin.
- (7) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.
- (8) The reference slips will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

19. Referencing

- (1) Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any, will not be numbered.

20. Linking of files

- (1) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be

resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on the first file.

- (2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied around the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- (3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.
- (4) In a computer environment the file tracking system has the facility for easy linkage of files and its subsequent movement.

21. Use of urgency gradings

- (1) The two urgency gradings authorised for use on cases are 'Immediate' and 'Priority'.
- (2) The label 'Immediate' will be used only in cases requiring prompt attention. Amongst the rest, the 'Priority' label will be used for cases which merit disposal in precedence to others of ordinary nature.
- (3) Where Parliament questions /assurances are to be dealt, it will not be necessary to use, in addition, 'Immediate' or 'Priority' label.
- (4) The grading of urgency assigned to a case will be reviewed by all concerned at different stages of its progress and where necessary, revised. This is particularly important for cases proposed to be referred to other units.

Chapter 21

FORMS AND PROCEDURE OF COMMUNICATION

1. Forms of written communications and methods of delivery

The different forms of written communication and their methods of delivery generally used by a unit are described below. Each form has a use and, in some cases, a phraseology of its own. Only black or blue ink will be used in communications. A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of communications to ensure better preservations of records as at times the paper gets torn from the edges, making reading of the documents difficult.

(1) Letter -

This form is used for corresponding with Foreign Governments, State Governments, the Union Public Service Commission and other constitutional bodies, heads of attached and subordinate offices, public enterprises, statutory authorities, public bodies and members of the public generally. A letter begins with the salutation Sir/Madam as may be appropriate.

(2) Demi-official letter -

(a) This form is generally used in correspondence between Government officers for an inter-change or communication of opinion or information without the formality of the prescribed procedures. It may also be used when it is desired that the matter should receive personal attention of the individual addressed. Since demi-official letter is written in the first person in a personal and friendly tone, it should be addressed by an officer in a Ministry/ Department who is ordinarily not more than one or two levels below the officer to whom such communication is addressed.

Note: For the purpose of determination of level, Director/ Chief Admn. Officer and Dy. Registrar /Assistant Director will be considered as one level.

(b) Communications to non-officials can also take the form of a demi-official letter.

(3) Office Memorandum –

This form is generally used for corresponding with other units or in calling for information from or conveying information to its employees. It may also be used in corresponding with centres. It is written in the third person and bears no salutation or supersession except the name and designation of the officer signing it.

(4) Inter-departmental note -

(a) This form is generally employed for obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions etc. It may also be used by an unit when consulting its attached and subordinate offices and vice versa.

(b) The inter-unit note may either be recorded on a file referred to another department or may take the form of an independent self-contained note. The subject need not be mentioned when recorded on the file.

(5) Telegram –

This form is used for communicating with out-station parties in matters demanding prompt attention. The text of the telegram should be as brief as possible.

(6) Fax facility –

In urgent and important matters (including legal and financial messages), centre/Head Office/units may use fax facilities to send messages, wherever available.

(7) Registered Post/ Registered AD –

This method of delivery is used in communicating with offices to ensure receipt of the communication and in the case of Registered AD an acknowledgement of the delivery is also received by the issuing office.

(8) Speed Post –

This method of delivery is used to ensure quick receipt of messages warranting urgent attention at the receiving end and an acknowledgement of the delivery is also received by the issuing office.

(9) Office order –

This form is normally used for issuing instructions meant for internal administration, e.g., grant of regular leave, distribution of work among officers and Units, appointments and transfers, etc.

(10) Order –

This form is generally used for issuing certain types of financial sanctions and for communicating government orders in disciplinary cases, etc., to the officials concerned.

(11) Notification –

This form is mostly used in notifying the promulgation of statutory rules and orders, appointments and promotions of gazetted officers, etc. through publications in the Gazette of India. The composition of the gazette, the types of matters to be published in each part and Unit thereof, the instructions for sending the matter for publication therein and for sending copies thereof are indicated in the notifications.

(12) Resolution –

This form of communication is used for making public announcement of decisions of government in important matters of policy, e.g., the policy of industrial licensing, appointment of committees or commissions of enquiry. Resolutions are also published in the Gazette of India.

(13) Press communique/note –

This form is used when it is proposed to give wide publicity to a decision of government. A press communique is more formal in character than a press note and is expected to be reproduced intact by the press. A press note, on the other hand, is intended to serve as a hand-out to the press which may edit, compress or enlarge it, as deemed fit.

(12) Endorsement –

This form is used when a paper has to be returned in original to the sender, or the paper in original or its copy is sent to another department or office, for information or action. It is also used when a copy of a communication is proposed to be forwarded to parties other than the one to which it is addressed. Normally this form will not be used in communicating copies to state governments. The appropriate form for such communication should be a letter.

(13) Circular –

This form is used when important and urgent external communications received or important and urgent decisions taken internally have to be circulated within a department for information and compliance by a large number of employees.

(14) Advertisement –

This form is used for communicating with the general public to create awareness and may take the form of audio-visual or written communication.

2. Telephonic communications

- (1) Appropriate use of the medium of telephone may be made by departments for intra and inter-departmental consultation and for communication of information between parties situated locally.
- (2) In matters of urgency, departments may communicate with out-station offices also over the telephone.
- (3) Telephonic communications, wherever necessary, may be followed by written communications by way of confirmation.

3. Inter-Centre consultation

In making written inter-centre references, the following points should be observed:

- (a) Inter-centre references, will normally be made under the directions of an officer not below the rank of Chief Admn. Officer or as may be provided by the NIFT's instructions.
- (b) The points on which the opinion of other centre/HO is sought or which it is desired to bring to their notice should be clearly stated.
- (c) where possible, the drafts of the orders proposed to be issued may also be shown to the HO/centre sought to be consulted.

4. Correspondence with Members of Parliament

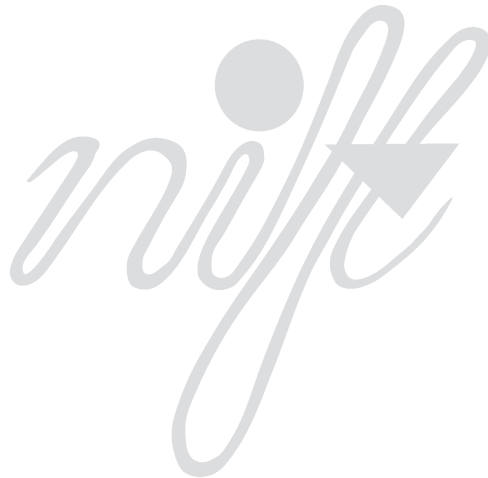
- (1) Communications received from Members of Parliament should be attended to promptly.
- (2) Where, however, a communication is addressed to NIFT, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matters, however, the officer should have prior consultation with DG-NIFT before sending a reply. It should, however, be ensured that minimum level at which such replies are sent to Members of Parliament is that of Registrar and that also in letter form only.
- (3) As far as possible, in corresponding with Members of Parliament, pre-printed or cyclostyled replies should be avoided.

5. Prompt response to letters received

- (1) Each communication received from the Member of Parliament, a member of the public, a recognised association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a

month (from the date of receipt) indicating the possible date by which a final reply can be given.

- (3) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given.
- (4) As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.



Chapter 22

DRAFTING OF COMMUNICATIONS

1. Procedure for drafting

- (1) No draft is required to be prepared in simple and straightforward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.
- (2) It is not always necessary to await the approval of the proposed line of action and the draft will be put up simultaneously along with the notes by the initiating level officer. The higher officer may revise the draft if it does not conform to the approved course of action.
- (3) After a final decision is taken by the competent authority he may have the fair communication made for his signature and authorise its issue; otherwise, he will prepare a draft and submit it to the appropriate higher officer for approval.
- (4) The officer approving the issue of a draft will append his initials with the date on the draft. It is also expected of him that he passes orders on the file simultaneously whether the draft so approved should be kept on the file (along with the office copy of the communication issued in fair) or not.
- (5) Initial drafting will be done in black or blue ink. Modifications in the draft at the subsequent levels may be made in green or red ink by the officers so as to distinguish the corrections made.

2. General instructions for drafting

- (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.
- (2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.
- (3) Official communications emanating from a department and purporting to convey the views or orders of the Government of India must specifically be expressed to have been written under the directions of Government. This requirement does not, however, imply that each communication should start

with the phrase 'I am directed to say' or 'The undersigned is directed to convey', which has the effect of distancing the communicator from the reader at the very outset. A more direct and to-the-point format is to be preferred if some degree of rapport is to be established with the receiver of the communication. The obligatory requirement can be met in a variety of imaginative ways. For instance, variations of the phrase can be added to the operative part of the letter towards the end as under:

.....I have the pleasure to inform you that the DG-NIFT, on reconsideration of the matter, has decided to nominate.....

or

.....In the light of the above developments, NIFT conveys its inability to accede to.....

- (4) Communications of some length or complexity should generally conclude with a summary.
- (5) Depending upon the form of communication the subject should be mentioned in it (including reminders).
- (6) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft.
- (7) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g., A-11011/5(I)/2001-Est., A-11011/5(II)/2001-Est.
- (8) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places in the margin for ready reference by the typist, the comparers and the despatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page thus-'Encl. 3'.
- (9) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.
- (10) If the communication to be despatched by post is important (e.g., a notice cancelling a licence or

withdrawing an existing facility) or encloses a valuable document (such as an agreement, service book or a cheque) instructions as to whether it should be sent through registered post or speed post or in an insured cover, will be given on the draft by the Unit Incharge concerned with its issue.

- (11) The name, designation, telephone number, fax number, and e-mail address of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.
- (12) In writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit additions or interpolation of words, if necessary.
- (13) A slip bearing the words 'Draft for approval' should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked 'DFA I', 'DFA II', 'DFA III' and so on.
- (14) Drafts which are to issue as 'Immediate' or 'Priority' will be so marked under the orders of an officer not lower in rank than a Unit Incharge.

3. Addressing communications to officers by name

Normally no communication, other than that of a classified nature or a demi-official letter, should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or importance, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

4. Drafting of demi-official letters

- (1) As the objective of writing a demi-official (d.o.) letter is to call the personal attention of the addressee, the style of writing should be direct, personal and friendly. More usage of active voice is to be preferred. (E.g., 'I notice' rather than 'It is noticed'). It is expedient to come to the issue at the beginning itself e.g. 'I seek your cooperation in the matter of.....'
- (2) A d.o. letter should preferably not exceed one page. If the message to be conveyed is lengthy, it is better to condense it into one page in a few small and healthy divided paragraphs in a manner that holds the interest of the addressee, the detailed arguments can be set out in appendices.

Chapter 23

ISSUE OF DRAFTS

1 Marking of drafts for issue

After a draft has been approved, the Unit Incharge will:

- (1) examine the draft to see that all corrections of spelling and grammar, etc., have been properly carried out and that there are no typographical errors;
- (2) photocopy of signed communication will be preferably kept as office copy;
- (3) ensure that copies of enclosures are attached to the draft where these are available in the Unit;
- (4) give clear indication on the draft, where a communication is to be despatched by a special messenger/fax/speed post/registered post on account of its special nature, importance or urgency;
- (5) mark the draft for 'issue' (if there are more than one draft for issue from the same file, indicate the total number of drafts, e.g., 'issue 3 drafts'); and
- (6) mark the file for recording it in a case where the issue of said communication constitutes final disposal of the case under consideration.

2. Fairing of approved drafts

All stages of action after the approval of drafts ending with signing of fair communications will be performed in the unit except where centralised typing pool exists.

The same procedure may be followed for issue of drafts generated through computer.

3. Procedure to be followed in Units

- (1) Unit Incharge, while marking the draft for typing and before passing on the file to the Research Assistant / Sr. Assistant / Assitant / Junior Assistant , will ensure that clear indication has been given where copies of any papers contained in any file are to be typed or photocopied or a computer printout taken as enclosure(s).
- (2) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will:

- (a) enter the number of the file marked for recording [as per para 41(6)] in column 2 of the 'register for watching the progress of recording' and

- (b) pass on the file to the typist.

- (3) The approved draft will be fair typed, compared and got signed. General instructions regarding typing given in para 44 will be observed.

- (4) On return of signature pads, the Unit Incharge will see that fair copies have been duly signed by the officer and make sure that corrections, if any, made while signing are carried out in all copies.

- (5) The signed fair copies, together with office copies, drafts and relevant file/files will then be passed on to the Research Assistant / Sr. Assistant / Assitant / Junior Assistant .

- (6) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will:

- (a) enter the number of the fair communications and office copies in messenger book; and

- (b) send the fair communications and office copies, along with messenger book, to the despatcher of the central issue Unit at appropriate intervals during the day.

- (7) The despatcher will:

- (a) remove the fair communications and office copies; and

- (b) acknowledge receipt in the messenger book.

- (8) In case of urgent communications, dak may be issued directly from the Unit concerned at the discretion of the Unit Incharge.

4. General instructions regarding typing

- (1) Urgent drafts will be attended to first.

- (2) Fair copies of all communications will be typed on printed letter heads of suitable sizes. The name of the issuing departments with full address including PIN code, telephone number, telegraphic address, telex code, Fax number and e-mail address if any, will be got printed on the letter heads.

- (3) Fair copies will be typed with single spacing unless otherwise directed.

- (4) The oblique lines drawn in the margin to indicate the number of enclosures to be sent along with the letter will be indicated at the appropriate places.
- (5) Stencils will be cut whenever more than 50 copies of a communication are required.
- (3) The typist will type his initials with date in the left hand bottom corner of the fair copy e.g., RCK/20-05-2001.
- (4) In a computer environment username along with path will be indicated on the fair copy by the typist (except classified documents).
- (c) if a credit deposit account is maintained for issuing telegrams, affix rubber-stamp indicating the credit deposit account number assigned to the department in the space provided for affixing postage stamps;
- (d) affix postage stamps of the appropriate value on covers, packets, etc. where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post;
- (e) where postal franking machines are in use, frank the covers, etc. instead of affixing postage stamps;
- (f) stamp the covers with a rubber-stamp bearing the name of the department; and
- (g) return the communications to the despatcher.

5. Marking of drafts

- (1) Unit Incharge, while marking the drafts for issue and before passing on the file to the Research Assistant / Sr. Assistant / Assitant / Junior Assistant, will indicate whether fair copies are to be signed by the officer approving the draft or are to be authenticated for issue by the Unit Incharge of the central issue Units.
- (2) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant / Jr. Assistant will:
 - (a) enter the file number of the file 'marked for record' ;
 - (b) remove the draft, unless the file itself is to be sent to the central issue Unit, place it in the pad prominently marked 'drafts for issue' and make suitable entry (e.g., sent for issue on 20-3-2001) in the margin of the notes portion of the file;
 - (c) mark the movement of the file in the file movement register [para 54(1)], where the file is to be sent with the draft;
 - (d) enter the number of drafts of communications and of the files (if the files are to be sent along with the drafts of communications) in the messenger book;
 - (e) report to the Unit Incharge, at the end of each day, the number of drafts not received back within two days from the date those were sent to the central issue Unit.

6. Despatch of postal communications

- (1) The Jr. Assistant/Research Assistant / Sr. Assistant / Assitant / Junior Assistant will hand over communications to be sent by post to the attendant, who will:
 - (a) separate those to be sent by foreign post from the rest;
 - (b) paste the telegrams, if typed on plain paper, over the printed form of telegram supplied by the Department of Posts and affix service postage stamps of the appropriate value thereon;

Chapter 24

FILE NUMBERING SYSTEM

1 File numbering system

A proper file numbering system is essential for convenient identification, sorting, storage and retrieval of papers. The two systems now in use in the secretariat are described below. It has been observed that each department has adopted its own filing system. Over the years a situation has been created wherein it has become very difficult, if not, impossible to identify, trace or retrieve the files at later date in the absence of proper classification, numbering, subject and Section/Division/Centre to which the file belongs. The matter has been examined and it has been decided that henceforth the following guidelines should invariably be followed by all the departments of NIFT Head Quarters and NIFT centres for the sake of uniformity to facilitate maintenance and retrieve of office records.

- (1) Filing system shall be based on subject classification. Each section will maintain approved lists of files and file codes allotted to them.
- (2) The file code will bear consecutive serial numbers. Such numbers however will be allotted to standard sub heads. The serial number once allotted to the head should not be changed.
- (3) Before opening a new file, the dealing hand will ascertain the head/sub head to which the papers under consideration relate. He will then assign a suitable title of the file.
- (4) The title should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. It should be articulated, i.e., broken up into components, each consisting of the minimum possible substantive words and expressing an element in the subject matter. Each part will begin with a capital letter and will be separated from the preceding one by a bold dash.
- (5) As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be couched in very general or wide terms, which might attract large number of receipts on different aspects of the matter, thereby making the file unwieldy.

- (6) Every file be assigned a file number which will consist of:
 - (a) File code number
 - (b) The serial number allotted to the standard sub head.
 - (c) A group of abbreviating letters representing subject matter
 - (d) An abbreviated symbol identifying the section.
 - (e) The year of opening of the file (last two digits only)

The first three elements in the file number will be separated from one another by a slant stroke. Thus, files opened in, say, Establishment Section during 2004, under the standard head bearing serial number '1001' will be numbered consecutively as 1001(1)/Estt./Rectt./2004, 1001(2)/Estt./Rectt./2004, 1001(3)/Estt./Rectt./2004, and so on, where 'Estt.' and 'Rectt' represents the Section and subject matter receipt.

- (7) The following file code number are allotted to each centre including Head office.

Centre	File Code Number
Head Office	1001-2000
Delhi Centre	2001-3000
Kolkata	3001-4000
Mumbai	4001-5000
Bangalore	5001-6000
Hyderabad	6001-7000
Chennai	7001-8000
Gandhi Nagar	8001-9000

The Head Office will follow the following code number assigned to various departments.

Head Office

Head Office	File Code Number
Director (IT) & MIS Cell	1001-1099
Director (F&A)	1100-1199
Establishment Section	1200-1299
Administration Section	1300-1399
Academic Affairs	1400-1499
Accounts Section	1500-1599

Project Section	1600-1650
Admission Section	1651-1699
Building Section	1700-1799
Dean(AA)	1800-1899
DG Sectt.	1900-1950
Bank	1951-1999

Similarly, each centre will follow uniform coding system for various department/section/branch/cell. An illustration list of code Delhi Centre is given below. Each centre will follow the same coding prefix by the code allotted to the respect centres.

Delhi Centre

Delhi Centre	File Code Number
Resource Centre	2001-2099
Hostel	2100-2199
CE Programmes	2200-2299
Administration Section	2300-2399
Establishment Section	2400-2499
Accounts Section	2500-2599
Medical Room	2600-2610
Project Section	2611-2650
Coordinator (FP)	2651-2659
Coordinator (E&A)	2660-2669
Coordinator (SDAC)	2670-2679
Coordinator (Cluster)	2680-2689
Centre Coordinator (AM&IT)	2690-2699
Centre Coordinator (F&A)	2700-2709
Centre Coordinator (F&T)	2710-2719
Centre Coordinator (FC)	2720-2729
Centre Coordinator (FMS)	2730-2739
Centre Coordinator (F&LA)	2740-2749

.2 File Register

A record of files opened during a calendar year will be kept in File Register (format enclosed) to be maintained by the Dealing Asstt. assigning with the responsibility. A list of approved file codes along with the serial numbers identifying them should

be pasted at the beginning of the beginning of the register.

File Register (format)

Department : _____

File No. (1)	Subject (2)	Date of Opening (3)	Date of Closing (4)	Remarks (5)

The responsibility of strict compliance of these instructions will rest with the Sectional Head and the first supervisory level of officer.

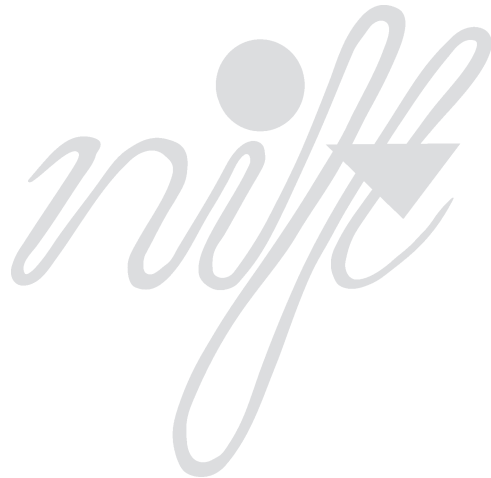
3 Part file

- (1) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more Units or officers and it is necessary for each of them to see the receipt noted upon.
- (2) A part file will normally consist of:
 - (a) receipt or note dealt with; and
 - (b) notes relating thereto.
- (3) Where two or more part files are opened, each will be identified by a distinct number, e.g., part file I, part file II and so on.
- (4) A part file will be merged with the main file as soon as possible, duplicate papers, if any, being removed.
- (5) Appropriate electronic entry for opening of part file will be made in a computer environment, so that easy tracking is facilitated for the purpose of merging of the part file on to the main file on its return.

Instructions

- ◆ Entries in column (1) –(3) will be made at the time of opening files and those in column (4) and (5) at the time of recording and reviewing them.
- ◆ If as result of the review, a file is marked for further retention, the year of the next review will be indicated in column (5)
- ◆ When a file is transferred to the departmental record from or to another section/department, the fact for such transfer and the relevant date will be indicated in column (5).

- ◆ Similarly, when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.
- ◆ Transfer, reconstruction and renumbering of files – whenever work is transferred from one department/section to another, the former will promptly transfer all the related records including files, both current and closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavor should be close them at the earliest possible stage and to open new files according to the department's/section's own scheme of classification for dealing with the matter further. For convenience both Old and New file number should be clearly indicated on top of the file.
- ◆ A short-term training may be organized for all Record Keepers by this Head Office and the centres.



Chapter 25

RECORDS MANAGEMENT

1 Activities involved in records management –

- (1) Records management covers the activities concerning recording, retention, retrieval and weeding out.
- (2) Each record creating agency will nominate a Departmental Records Officer (DRO) who is not below the level of a Unit Incharge for overall records management.

2 Stage of recording –

Files should be recorded after action on the issues considered thereon has been completed. However, files of a purely ephemeral nature (such as casual leave records or circulars of temporary nature) containing papers of little reference or research value may be destroyed after one year without being formally recorded.

3 Procedure for recording

(1) Action for Recording:

After action on the issue(s) considered on the file has been completed, the dealing hand/initiating officer, in consultation with his supervisory officer, should close and record the file in the manner prescribed below:

- (a) indicate the appropriate category of record (vide para 58 below) and in the case of category 'C', also specify the retention period and the year of destruction on the file cover;
- (b) where necessary, revise the title of the file so that it describes adequately the contents at that stage;
- (c) get the file indexed (vide para 60 below) unless it is to be retained for less than 10 years from the date of closing;
- (d) extract from the file, copies of important decisions, documents, etc. as are considered useful for future reference and add them to the standing guard file/precedent book;
- (e) remove from the file all superfluous papers such as reminders, acknowledgements, routine slips, working-sheets, rough drafts, surplus copies, etc. and destroy them;

- (f) complete all references and, in particular, mark previous and later references on the subject on the file cover;
- (g) pass on the file to the record clerk;

(2) Action on Recorded Files

The record clerk will thereafter:

- (a) complete columns 4 and 5 of the file register and correct the entry in column 2 where necessary;
- (b) enter the file number in column 2 of the register for watching progress of recording;
- (c) write the word 'recorded' prominently in red ink (make suitable entries in computer environment), across the entries in the file movement register;
- (d) indicate page numbers and other references (except references to alphabetical slips) in ink which were earlier made in pencil;
- (e) indicate the year of review on the file cover in respect of category 'C' files;
- (f) prepare fresh covers, where necessary, with all the entries already made thereon; and
- (g) hand over the file to the daftary/peon.

- (3) The daftary/peon will repair the damaged papers, if any, stitch the file and, show it to the record clerk for making entries in the register for watching progress of recording before keeping it in the bundle of recorded files.

4 Categorisation of records

Files may be recorded under any one of the following categories:

- (1) Category 'A' meaning 'keep and microfilm' -This categorization will be adopted for:
 - (a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of (Appendix 11) and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or
 - (ii) material likely to be required for frequent reference by different parties.
 - (b) files of historical importance such as those listed in Part 'B' of (Appendix 11).

- (2) Category 'B' meaning 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of (Appendix 11). It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) Category 'C' meaning 'keep for specified period only'- This category will include files of secondary importance and having reference value for a limited period not exceeding 10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B category.

5 Stage of indexing

Files will be indexed at the time of their recording. Only those files which are categorised as 'A' and 'B' (vide para 58) will be indexed.

6. Manner of indexing

- (1) While preparing a file for record (vide para 57) the dealing hand or the desk assistant will underline:
 - (a) the 'index head', i.e., the standard head or the most important catch-word in the standard head which will naturally occur to any official searching for the file and which will determine the position of the relevant index slip in the consolidated index; and
 - (b) the 'index sub-head', i.e. the catch word or catch-words in the standard sub-heads and/or the 'content' of the title which will give a further and more specific clue to the file under search.
- (2) Where the functional filing system is followed, files need not be indexed under the basic, primary, secondary and tertiary heads for which the classification scheme itself will provide the master index. However, such files will have to be indexed under the catch-words used in the content part of the title which falls outside the standardised headings.
- (3) After index heads and sub-heads in the title have been approved by the Unit Incharge/desk functionary, the record clerk/desk assistant will:
 - (a) type out, in duplicate, as many index slips as there are index heads and sub-heads underlined in the title;
 - (b) distinguish the index heads from the sub-heads by typing the former in capital letters;
 - (c) indicate at the top of the index slips all the heads and sub-heads mentioned in the title, one below the other, followed by the complete title of the file and the file number ;

- (d) allot a pair of slips to each index head and sub-head by scoring out entries relating to the others;
- (e) arrange the index slips in two sets, one in alphabetical order of the heads/sub-head for use in the Unit, and the other in the sequence of file numbers for the use of the compiler of the departmental index;
- (f) keep each set of a paper index slips in separate spring clip folders for each year; and
- (g) indicate the date of indexing on the file cover and initial it in the space provided for the purpose.

- (4) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indexes, where maintained, will be kept according to an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the categories of files in respect of which card indexes will be maintained.
- (5) To ensure consistency and facilitate consolidation of departmental index, files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g. parliament questions, cut-motion, resolutions etc.

7 Custody of index slips

- (1) Index slips will remain in the custody of the record clerk.
- (2) After all the files relating to a year have been recorded, the set of index slips in respect of that year meant for use within the Unit (viz, that arranged in alphabetical order) will be neatly stitched and the stitched compilation kept at a convenient place for reference by all concerned.

8 Compilation of departmental index

- (1) The index slips pertaining to files relating to a year will be sent to the compiler of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above, the dealing hand with the approval of the Unit Incharge will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.
- (2) The compiler of the departmental index will:
 - (a) edit the index slips by:

- (i) allowing the full title to appear only on the main index slips, i.e. those indexed under the index heads; and
- (ii) scoring out the title on the subsidiary index slips, i.e. those indexed under the index sub-heads and giving a cross reference to the relevant index head;
- (b) arrange the index slips received from different Units, in alphabetical order in a single series for the department as a whole; and
- (c) arrange for the printing or cyclostyling of the consolidated departmental index for each year.

NOTE : In a computerized environment, indexing will facilitate easy retrieval.

9 Record Retention Schedule

- (1) To ensure that files are neither prematurely destroyed, nor kept for periods longer than necessary, every department will:
 - (a) in respect of records connected with accounts, observe the instructions contained in the General Financial Rules;
 - (b) in respect of records, relating to establishment, personnel and housekeeping matters common to all departments, follow the 'schedule of periods of retention for records common to all departments' issued by the Department of Administrative Reforms and Public Grievances;
 - (c) in respect of records prescribed in this Manual, observe the retention periods specified ; and
 - (d) in respect of records connected with its substantive functions, issue a departmental retention schedule prescribing the periods for which files dealing with specified subjects should be preserved in consultation with the National Archives of India.
- (2) The above schedules should be reviewed at least once in 5 years.

10 Custody of records -

- (1) Recorded files will be kept serially arranged in the Units/ desks concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register at will be consulted.
- (2) In the event of transfer of work from one Unit to another, the relevant files also will be transferred, after being listed in duplicate. One copy of this list will be retained by the Unit taking over the files for its record and the other acknowledged and returned to the Unit transferring them.

- (3) Files transferred by a Unit to the departmental record room will be accompanied by a list of files in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the Unit concerned. In the record room, these lists will be kept Unit-wise in separate file covers.
- (4) The departmental record room will maintain a record review register in which a few pages will be allotted for each future year. Class 'C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.
- (5) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to moisture. The records will be arranged serially Unit-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated and moth-balls will be used.
- (6) In a computerized environment, it would be useful to maintain list of records in electronic form, in the Departmental Record Room.

11 Review and weeding of records

- (1) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/divisional head concerned. Retention after a review will be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.
- (2) Category 'A' and category 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews, the need for revising the original categorization of category 'B' files may also be considered.
- (3) The year of review of category 'C' files be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.
- (4) Beginning in January each year, the departmental record room will send to the Units/desks concerned the files due for review in that year, together with a list of files in the form, specified, in four lots-in January, April, July and September.
- (5) Files received for review will be examined by, or under the direction of, the Unit Incharge or the unit functionary concerned and those files which are no longer required

will be marked for destruction. Other files may be marked for further retention vide sub-para (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgement of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.

- (6) After review the record clerk/desk assistant will make entries of revised categorization/retention period in the file registers and return them to the departmental record room along with the list after completing column 3 thereof.
- (7) The departmental record room, under the supervision of Centre Registrar, will:
 - (a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the National Archives;
 - (b) in the case of other files:
 - (i) destroy those marked for destruction, after completing column 4 of the list of files and
 - (ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;
- (8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each Unit will maintain a register in the form specified.
- (9) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in the Ministries/Departments:-
 - (a) Each Centre Registrar may review every quarter the state of indexing/recording/review/weeding out of files in his wing and allot time bound tasks towards this and to the members of the staff;
 - (c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the Units during their inspections.
- (10) The following manner of Weeding/Destruction of records will be adopted:
 - (a) Routine files/records will be manually torn into small pieces and disposed.

- (b) Classified files/records will be destroyed by use of shredder, and
- (c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.

- (11) In the process of recording, reviewing & weeding the files, the concerned department shall maintain a register wherein all the activities undertaken by the department in the said process shall be recorded.

12 Records maintained by officers and their personal staff

Each department may issue departmental instructions to regulate the review and weeding out of records maintained by officers and their personal staff.

13. Requisitioning of records

- (1) No recorded file will be issued from the Unit, departmental or Archival records except against a signed requisition in form prescribed.
- (2) The requisition will be kept in the place of the file issued.
- (3) If a requisitioned file initially obtained for being put up in one case is subsequently put up on another, a fresh requisition should be given to the Unit daftary or sent to the departmental record room, as the case may be, for replacing the original requisition which will be returned to the office concerned.
- (4) On return, the requisitioned file will be restored to its place and the requisition returned to the Unit/official concerned.
- (5) Files obtained by a Unit from the departmental record room will normally be returned within 3 months. If they are not received back within this period, the departmental record room will remind the Unit concerned. For this purpose, the record room will maintain a simple register for keeping a record of the files issued to the various Units each month. A similar register will be maintained by each Unit as a record of files borrowed from it by other Units.
- (6) Files obtained by a department from the National Archives will not normally be retained for more than 6 months except with the latter's specific knowledge and consent.

Chapter 26

CHECKS ON DELAYS

1 Time limits

Time Limits will be fixed for disposal of as many types of cases as possible handled in the Department through departmental instructions. As a general rule, no official shall keep a case pending with him/her for more than seven working days unless higher limits have been prescribed for specific types of cases through departmental instructions. In case of a case remaining with an official for more than the stipulated time limit, an explanation for keeping it shall be recorded in the note portion by him/her. The system of exception reporting will be introduced to monitor the disposal of receipts.

2 Handling of Public/Staff Grievances

- (1) All officers of the level of Centre Chief Admn. Officer will redress public grievances pertaining to the divisions under their charge. They will view public grievances with sympathy and make special efforts to decide on such cases expeditiously.
- (2) Each Centre will set up Internal Grievance Redress Machinery for public as well as staff.
- (3) A senior officer of the level of Centre Registrar should be designated Public Grievances Officer. An officer of the level of Dy. Registrar/Assistant Director should be designated as the Staff Grievance Officer.
- (4) The name, designation, room number, telephone number, etc., of the Public Grievance Officer should be displayed prominently at the Centre Reception and some other convenient place in the office building of Centre so that the public are made fully aware of it.
- (5) Every Wednesday of the week should be observed strictly as a meetingless day. The Public Grievance Officer and other officers of the level of Chief Admn. Officer and above should remain in their offices during specified hours (1000 hours to 1300 hours) on every Wednesday to receive and hear grievances of the members of the public.
- (6) The receptionists, security personnel and peons will be given suitable instructions about the meetingless day so as to allow the members of the public to meet officers on that day without prior appointment.
- (7) A locked complaint box will be placed at the centre Reception for convenient registration of complaints by members of the public which must be opened by the designated officer at regular intervals.
- (8) In the interest of expeditious disposal of grievances the Public Grievance Officer will be empowered to call for papers/ documents of cases pending for more than three months and take decisions with the approval of the Director Centre.
- (9) (a) Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organisation must be sent to the petitioner.
(b) Time limits will be fixed for disposal of various types of public/Staff grievances which are handled in the unit with due regard to the minimum time needed for each type, through departmental instructions.
- (c) While sending replies communicating final decision rejecting a grievance petition, the reason or the rule(s) under which it has been rejected will be communicated to the petitioner alongwith details of the appellate authority wherever applicable.
- (10) The record of grievances will be retained in the computer for one year after the date of final disposal of the grievances.

3 Weekly arrear statement

- (1) On the first working day of every succeeding week, each Unit Incharge will give particulars of receipts/cases pending with each dealing hand for more than 7 days in the form at Appendix 12.
- (2) The Unit Incharge will also prepare similar statement in respect of receipts/cases required to be dealt with by him and pass them on to the Research Assistant / Sr. Assistant / Assitant / Junior Assistant.
- (3) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will consolidate the above statements in the form at Appendix 13 and submit the consolidated statement to the Unit Incharge on the same day. In a computerized environment the Unit Incharge will generate a pendency statement from the computer on the first working day of every week.
- (4) The Unit Incharge will :
 - (a) check the consolidated arrear statement for accuracy;

- (b) scrutinise the statement of receipts/cases which is more than one week old;
 - (c) give his remarks or instructions, where necessary; and
 - (d) submit the statements to the branch officer.
- (5) The Unit Incharge will watch the progress of work in the Unit and, where necessary, give suitable directions for expeditious handling of delayed receipts/cases.
- (6) On receipt back in the Unit action will be taken as per directions.

4 Monthly statement of cases pending disposal for over a month

- (1) Every Unit will prepare, each month, a statement indicating briefly the position of each case pending disposal for over a month.
- (2) On the last working day of each month, the Research Assistant / Sr. Assistant / Assitant / Junior Assistant will:
- (a) go through the case sheets (Appendix 14) of pending cases for the preceding month and indicate the latest position of each case included in column 2 of the statement;
 - (b) prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of, by completing columns 1 and 2 of the form and top fixed entries; and
 - (c) hand over the case sheets to the dealing hands concerned.
- (3) The dealing hand will:
- (a) scrutinise entries in the first two columns of the case sheets;
 - (b) draw a red line across case sheets of cases that have been finally disposed of or transferred to call book ; and
 - (d) return the case sheets to the Research Assistant / Sr. Assistant / Assitant / Junior Assistant by the 2nd of the month following that to which the statement relates.
- (4) The Research Assistant / Sr. Assistant / Assitant / Junior Assistant will:
- (a) remove the case sheets of files that have been finally disposed of or transferred to call book for being kept in a separate folder;
 - (b) arrange the remaining case sheets in chronological order of the dates of the commencement of cases, the latest being on top;

- (c) place the case sheets in a file cover marked 'Monthly statement of cases pending disposal for over a month';
- (d) prepare in duplicate a numerical abstract in the form at Appendix 15; and
- (e) submit the monthly statement and the two copies of the numerical abstract to the Unit Incharge by the 3rd of the month.

- (5) The Unit Incharge will:
- (a) scrutinize the case sheets and, where necessary, add his remarks;
 - (b) check the numerical abstract for accuracy;
 - (c) submit the monthly statement and one copy of the numerical abstract, with a brief forwarding note, to the branch officer by the 5th of the month; and
 - (d) send the second copy of the numerical abstract to the internal work study unit.
- (6) Unless otherwise provided in the departmental instructions, the monthly statement together with the numerical abstract will go up to the Centre Registrar. Each of these officers may:
- (a) add such remarks as he would like to make about latest position of a case;
 - (b) in suitable cases give directions or make suggestions for expeditious disposal.
- (7) The Registrar may bring any case included in the monthly statement to the specific notice of Director or DG, either through submission of the monthly statement itself or otherwise, as deemed fit.

5 Monthly progress reports of recording and review of files

On the first working day of each month, the Research Assistant / Sr. Assistant / Assitant / Junior Assistant will prepare, in duplicate, progress reports on the recording and review of files for the preceding month, in the forms specified and submit them, together with the following records, to the Unit Incharge:

- (a) register for watching the progress of recording ; and
- (b) lists of files received for review.

6 Watch on disposal of communications received from VIPs

A special watch on communications received from VIPs will be kept along the lines mentioned in para 72.

7 Monitoring of Court cases

- (1) The Personal Assistant of each Chief Admn. Officer will maintain a separate register of Court Cases from the date of filing the petition/application in Court in the form given

in Appendix 17. The serial number at which a petition is entered in the register will be prominently marked on the petition/application together with its date of registration

- (2) To keep a watch on status of Implementation of Court/CAT judgements/orders, each unit will:
 - (a) maintain a register as in form specified; and
 - (b) mark out prominently those Court cases finally implemented by rounding off the serial numbers of the register in red ink and give date of implementation of Court orders.
- (3) If for any reason Court case is received by a unit without being registered in the personal Unit of the Centre Director/Chief Admn. Officer, immediate steps will be taken to get it registered there.
- (4) On the 1st & 15th day of each month, each Unit will submit the register along with the reports in the form specified to the Centre Director/Chief Admn. Officer. The report, with the remarks of Centre Director/Chief Admn. Officer, will be submitted to the Director/Joint-Secretary and register will be returned to the Unit.
- (5) The personal assistant of the Chief Admn. Officer will check whether all the Court cases entered in its register figure in the reports sent by the Units. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Director for scrutiny and for such other action as he may consider appropriate.

8 Register of Parliamentary Assurances

- (1) Each Unit in a centre will keep a record in the form specified of Assurances given by Ministry of Textiles to a House of Parliament, whether in replies to questions or in the course of discussions on bills, resolutions and other motions. A separate register will be maintained for each House and entries therein will be made session-wise.
- (2) The Unit Incharge will:
 - (a) scrutinize the registers once a week;
 - (b) ensure that necessary follow-up action is in fact being taken; and
 - (c) submit the registers to the centre Registrar every fortnight if the House concerned is in session and once a month otherwise, drawing his special attention to the Assurances which are not likely to be implemented within a period of three months.
- (3) The Chief Admn. Officer will keep the Director & DG informed of the progress made in the implementation of promises and undertaking given by him in Parliament. Cases, in which there is likely to be any delay in the implementation of a promise or an undertaking, should be particularly brought to their notice.

9 Check-list of periodical reports

- (1) To ensure timely receipt, preparation and despatch of periodical reports, each Unit will maintain two check-lists, one for incoming reports and the other for outgoing reports, in the forms specified. All periodical reports will be listed in column 2 of the appropriate check-list in the order of their frequency, weekly reports being entered first, fortnightly reports next, and so on.
- (2) The check-lists will be prepared at the commencement of each year, approved by the Unit Incharge, shown to the centre Registrar and displayed prominently on the wall.
- (3) The Unit Incharge will go through the check-lists once a week to plan action on items requiring attention during the next week or so. After a periodical report has been received or despatched the relevant entry in the date column of the appropriate check-list will be rounded off in red ink.

10 Review of periodical reports/returns

- (1) All periodical reports and returns relating to each Unit will be reviewed at the level of centre Registrar every three years with the following objectives;
 - to eliminate those that are unnecessary;
 - to redesign those that do not provide information/data in usable form;
 - to rationalise/simplify the essential ones by combining two or more of them when possible; and
 - to revise the frequency in relation to the need with due regard to constraint of time required for collection of information/data from field levels.
- (2) The Head Office will consolidate the reports received from the various centres and send a report covering the NIFT as a whole to DG by the 30th of April.

11 Responsibility of expeditious disposal of work

- (1) The primary responsibility for expeditious disposal of work and timely submission of arrear and disposal statements rests with the Unit Incharge. To this end, he will inspect the Unit diary and the assistant's diaries, and take such other action as may be necessary to ensure;
 - (a) that no paper or file has been over looked; and
 - (b) that no receipt or case actually pending with the dealing hand has been excluded from the relevant arrear statement.
- (2) The centre Chief Admn. Officer/Deputy Registrar also will keep a close watch on the progress of work in the units under his control. In particular, he will ensure that the prescribed arrear and disposal statements are submitted punctually and regularly.

Chapter 27

INSPECTIONS

1 Purpose and periodicity

- (1) Each centre of NIFT will be inspected by Head Office once a year to ascertain to what extent the provisions of this manual and the instruction issued thereunder are being followed. Head Office will also inspect once a year all attached and subordinate centres through Chief Admn. Officer (Establishment)/Deputy Registrar (Estt)/Assistant Director (Estt). Questionnaires will be used for this purpose.
- (2) The Record Room in the centre will be inspected in association with the Head Office once a year. Questionnaire will be used for this purpose.
- (3) In addition to the information mentioned at sub-paras (1) and (2), the Administration/ Establishment Unit will also generate information in the form given at which will be updated monthly and will be used by the Department as a tool of Management Information System.
- (4) The information generated in the form at the entire Department will be consolidated by the Head Office MIS Unit. The information culled from the above will then be submitted to the DG in the form given at Executive Summary) every quarter to facilitate monitoring of key issues.
- (5) Head Office will also undertake a study in two or three Centres each year for sharing ideas and experiences in the field of Establishment, Administration, Public Grievance redress, Audit and O&M for mutual benefit.

2 Inspecting authorities

As far as possible, the inspection will be conducted by an officer of or above the level of Deputy Registrar/ Assistant Registrar who does not handle any part of the work of the Unit to be inspected.

3 Inspection programme

- (1) The Head Office MIS Unit will draw up in advance every year, for the approval of the DG, a monthly programme of inspection of Centre Units to be undertaken during the following year, indicating the names of the inspecting officers and the months in which the inspections would

be carried out.

- (2) The programme will also include a few Units to be inspected by the officer in charge of the Establishment Department.
- (3) The Head Office Internal Work Study Unit will also arrange for a joint inspection of record room by an officer of the Establishment Department
- (4) At the end of every quarter, the Head Office MIS Unit will submit to the DG, a report indicating whether the programme of inspections for the previous quarter was carried out.

4 Inspection report

- (1) The inspecting officer will present his report to the Head Office MIS Unit endorsing a copy each to the Centre Chief Admn. Officer/Unit Incharge. In the case of record room, a copy of the inspection report will also be endorsed to the Chief Admn. Officer (Estt).
- (2) The Unit Incharge will take necessary action to rectify the defects pointed out in the inspection report and submit a compliance report to his Centre Chief Admn. Officer within fifteen days, endorsing a copy to the Head Office MIS Unit and the Inspecting Officer. The Head Office MIS Unit will review the action taken on inspection reports.
- (3) The Deputy Director, MIS Unit will report the significant points, if any, emerging from the inspection reports to the DG.:
 - (a) number of units inspected during the preceding financial year;
 - (b) name of the centres inspected;
 - (c) deficiencies noticed in the existing procedures;
 - (d) suggestions received for improvement of procedures common to all departments, together with his comments thereon; and
 - (e) any other points of general application emerging from the inspections.

5 Supplementary inspection

- (1) Apart from the annual general inspection (vide para 81), departmental instructions may prescribe supplementary inspections for all or any of the Units, with special reference to the nature of their work.
- (2) Surprise inspections may be organised in accordance with such instructions as the DG may lay down.

Chapter 28

Miscellaneous

1 Annual Action Plan

- (1) Formulation - In order that the programmes and projects undertaken by a Centre are implemented in a systematic manner, each Centre will formulate an Annual Action Plan in the month of January and forward it to Head Office MIS Unit. The Action Plan will reflect the manner and time-frame of action with month-wise break-up of targets to be achieved in respect of each of the activities to be performed during the ensuing financial year.
- (2) Accountability - The action plan will identify the levels of accountability, both direct and supervisory, for implementation of each action point. Achievement of action plan targets will form an important element of performance appraisal of each employee.
- (3) Review - Each officer will review the progress made against action points pertaining to his charge every week and take appropriate steps for effective and timely implementation of the tasks assigned. DG will review the performance of the Centre as a whole in respect of the Action Plan items in a meeting with centre Registrar.

2 Official language for purposes of Government work

- (1) In accordance with the provisions of Article 343 of the Constitution, Hindi became the official language of the Union with effect from the 26th January, 1965. However, the Official Languages Act, 1963 permits the continued use of English for specified purposes of Government work subject to certain conditions. The Official Languages Rules, 1976 have been framed under the Official Languages Act, 1963. Instructions are issued from time to time by the Department of Official Languages to ensure compliance with them. Each year an annual programme of action is also issued.
- (2) Each Centre is expected to ensure that the provisions of the abovementioned Act, Rules and instructions issued thereunder as well as the annual programme of action as prepared by the Department of Official Languages are strictly observed. In particular the following should be ensured:-

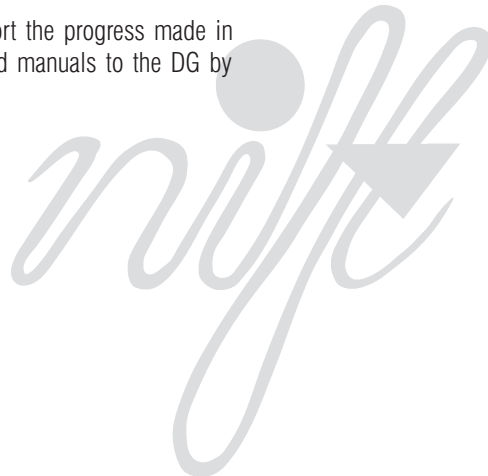
- (a) Communications to the offices of State Governments and the Administration of the Union Territories or persons residing in Region (A) i.e. Bihar, Chattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttaranchal and Uttar Pradesh, as well as the Union Territories of Delhi and Andaman & Nicobar Islands, and in Region (B) i.e. Gujarat, Maharashtra and Punjab as well as the Union Territory of Chandigarh as defined in sub-rules (2)(f) and (g) of the Official Languages Rules 1976, shall be made in Hindi. In case a person responsible for drafting a letter does not have sufficient knowledge of Hindi the draft prepared by him in English will be translated into Hindi and the letter will be issued in Hindi.
- (b) Communications to the offices of the remaining States and Union Territories as well as persons residing therein may be made in English.
- (c) Correspondence with Central Government offices located in all regions shall be made in Hindi in the proportions as fixed in the Annual Programme issued by the Department of Official Languages.
- (d) All communications received in Hindi, irrespective of their source, shall be replied to in Hindi.
- (e) For noting as well as drafting purposes other than those specified herein before an official is permitted to use Hindi or English, according to his convenience.
- (f) An official who does not possess working knowledge of the language used in a case, is provided with a translation or a precis thereof in the language he knows and employs for the purpose of Government work.
- (g) Both Hindi and English are used for:-
 - (i) Resolutions, general orders, rules, administrative and other representations, notifications and press communiques;
 - (ii) Administrative and other reports and officials papers laid before a House of Parliament; and
 - (iii) Contracts and agreements executed as well as licences, permits, notices and form of tenders.

.3 Compilation/consolidation of orders/instructions

- (1) In April every year, each Unit will prepare a list of subjects in respect of which orders issued by it require compilation/consolidation.
- (2) The list will be submitted to the Registrar who, after approval of list, will fix a time-bound programme for completion of compilation/consolidation work.
- (3) A copy of this programme will be sent to the Head Office MIS Unit.
- (4) Head Office MIS Unit will send the report on the progress made to the DG by 30th of April every year.

4 Review of rules, regulations and manuals

- (1) Every Centre/Unit will maintain an up to date list of rules, regulations and manuals administered by it and take action for their review, every three years.
- (2) Head Office MIS Unit will report the progress made in review of rules, regulations and manuals to the DG by 30th of April every year.



APPENDICES

APPENDIX 1 Dak Register

[Vide para 3(6)]

Date

S.No.	Particulars of dak received		From whom received	To whom sent	Remarks
	Number	Date			
1	2	3	4	5	6

APPENDIX 2

Unit/Desk Diary for Receipts

[Vide para 6(1) and (2)]

Date

Sl. No.	Diary Number	Number & date of receipt		From whom	Brief subject	To whom marked	File No.	Replied to		No reply was necessary	Remarks
		Number	Date					In Hindi	In English		
1	2	3	4	5	6	7	8	9	10	11	12

INSTRUCTIONS

1. Column 1, a Running Summary Sl.No. will be given datewise.
2. Columns 2-7 will be filled at the stage of diarising i.e. before the receipts are made over to the dealing hands.
3. Devnagri script will be used for diarising Hindi receipts. In case Hindi is used for all entries in the Unit diary, Hindi receipts may be suitably distinguished by either marking 'Hindi' in Column 12 or using a different colour of ink.
4. Column 8 will be filled on the basis of entries in Column 5 of the assistant's diary. For this purpose, the Research Assistant / Sr. Assistant / Assitant / Junior Assistant will collect and consult the assistant's diaries periodically, say once a week.
5. Columns 9 and 10 will be filled by Research Assistant / Sr. Assistant / Assitant / Junior Assistant on receipt of office copy of issue.
6. Column 11 will be filled by the dealing hand after a decision has been taken at an appropriate level that no reply is necessary.
7. Movement of receipts marked to officers for perusal will be indicated in column 12.
8. In the case of a desk, all the columns will be filled, at appropriate stages, by the supporting staff attached to the desk functionary.

APPENDIX 3 Personal Unit Diary

[Vide para 7(1)]

Date

Sl. No.	Diary Number	Number and date of receipt		From whom received	Brief subject	To whom marked	Remarks
		Number	Date				
1	2	3	4	5	6	7	8

INSTRUCTIONS

1. Column 1 a running S.No.will be given datewise.
2. Columns 2 to 6 will be filled at the stage of diarising, i.e. before receipts are sent to officers.
3. Column 7 will be filled after the receipts are seen and passed by the officers.
4. Subsequent movement of papers, when received back from higher officers, will also be marked in column 7 after striking off the previous entry.
5. Important instructions recorded by the officers will be briefly entered in column 8.

APPENDIX 4 Assistant Diary

[Vide para 12(2)]

Date

S.No.	Diary No. or File No.	Subject	File No.	Date of submission
1	2	3	4	5

INSTRUCTIONS

1. Column 2 should show 'diary number' or 'file number' according as the paper marked to a dealing hand is a receipt or a come-back case.
2. Column 4 need be filled only in respect of diary numbers.
3. The date on which receipts/files are received by the dealing hand should be entered in red ink across the page above the entries to be made for the day.

APPENDIX 5

STYLE IN NOTES AND DRAFTS¹

[Vide paragraph 20(12)]

The style in notes and drafts is as important as their contents. The following will be observed in drafting and also in writing notes:-

- (1) "Information" is singular. If information is called for on many points, it does not become "Informations."
- (2) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and they possess no other recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- (3) "The same" must not be used instead of "it" or some other simple word.
- (4) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is understood" for "I do not understand" or "The date of issue of the order should be reported by him" for "he should report when he issues the order".
- (6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of "make the assessment" to "assess", "purchase", to "buy", "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquires" for "enquire"; "building purposes" for "buildings". Where "omit" by itself is proper and sufficient. The love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Secretary orders that an assistant should be punished "for being corrupt" it does not mean "in order to make him corrupt".
- (7) Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (8) Short sentences should be preferred to long ones "Director's/Registrar's attention is invited to O.M..... He is requested .." is better than "The Secretary's attention is invited to O.M..... and he is requested". "In case in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as "the necessary entries", "the necessary corrections", "the necessary instructions", etc.
- (9) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is very awkward one, as it is reflexive and also takes "of" after it. It is better avoided. Moreover, if you do use it, you must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave" and so on. But why not simply say "took the leave"? "Available" also is a bad word. A register "not readily available" may mean anything, for example, that it was needed for reference by one of the members, or had been sent some-where out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.
- (10) Split infinitives should be avoided. Write "Kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to.....".
- (11) Do not write "marginally noted" which could only mean "having marginal notes". Write "noted in margin". Similarly "Plan marked" could only mean "marked with

¹ Borrowed from an appendix of Government of Assam Manual of Office Procedure Secretariat, 1968 which had been adapted from an appendix of the (then) Government of Madras Secretariat Office Manual, 1960.

plans" (Compare "pock-marked"), and "plaint mentioned" neither does nor possibly could mean anything.

- (12) Instead of such a phrase as "the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348". This is a little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as they are constant sources of confusion.
- (13) Do not ride any phrase to death. Some persons begin every letter with the phrase "with reference to", it is better to vary the phrase so as to make it definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "In their order..... Government directed.....". Avoid the phrase "with advertence to".
- (14) In ordinary English "in case" does not mean the same as "if" "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age", but you might well say that "he was a good painter as well as a remarkable musician".
- (15) The fondness for writing "as well as" for "and" and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". "By that time" is sometimes wrongly used for "then". "By that time" is means "then". "By the time that" means "when". Always as definite as possible.
- (16) "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report" but "Mr. A was not then the Superintendent and as such he is not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (17) Tenses and moods are misused in almost every note or draft. The misuse of "had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize the priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 O'clock last night" ("I went" is correct)-unless the meaning is that you had gone to bed before 10 O'clock. The present tense is wrongly used for the incomplete perfect, as in "I am record-keeper from 1906". "I have been record-keeper since 1906" is correct. "Government press for a reply" should be "Government are pressing for a reply". "The

following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or, "habitually act"; "are acting" emphasizes the fact that they are doing so now.

- (18) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is not to be used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January last" implies that a reply was received on January 1st but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English-"Up to January 1st, I had received no reply".
- (19) Distinguish "all the stamps have not been punched" which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched", which mean that some have been punched and some not. These phrases are commonly confused. "He has yet to collect Rs. 1,000", is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g., "has not yet applied" and is only used with a positive a verb in special phrases such as "I have yet to learn".
- (20) "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent" "I warned him so many time" meaning "very impertinent", "very often". "Not so bad" means "rather good", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies exacts relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases such as "it is too bad"); but it is commonly written "it is too hot" meaning "it is very hot".
- (21) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a natural word such as "think", and thereby producing comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) is a common fault. It is permissible in a telegram for reasons of economy-not elsewhere. But articles must be used correctly. The statement "appellant is the inhabitant of Jaipur," implies that there is only one inhabitant. "An inhabitant of Jaipur" is correct "This is serious omission" should be "This is a serious omission".
- (22) "As to" is common redundant form e.g. "The Deputy Commissioner is directed to report as to whether", "whether" alone is sufficient. So also "as against" or "as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 rupees as compared with 8 rupees last year". "As" mean, nothing in the latter phrase.

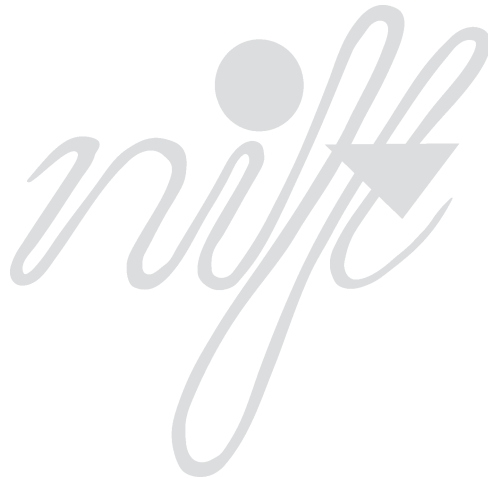
- (23) Pseudo-accuracy account for much unnecessary verbiage. "It any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to".... The use of the word "ask" instead of "order" or "direct" produces a curiously important effect when a lower subordinate is referred to. "The S.D.O. may be asked to report" sounds silly.
- (24) On the other hand, the use of such phrases as "at all", "in spite of" sometime sounds needlessly discourteous as well as unidiomatic. "In spite of there reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English "It" will be enough if the Deputy Commissioner...." is not English. The more appropriate phrase is "the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (25) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a liable of the value of fifty paise only" instead of "a fifty paise stamp". Addition of the word "only" after any sum of money is in place in a bill or cheque not elsewhere.
- (26) "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith" a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning...I am directed to point out". You must not say "In returning herewith the statement received with his letter....the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph....it may be observed" and so on ("Regarding", "Concerning", "Considering", etc.), are unobjectionable though "Turning to paragraph 1" is no doubt more strictly correct.
- (27) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also come under this head.
- (28) The words "Comprise", "compose" and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises consists of is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" "or" "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in" (You can stick a thing "up" on a wall of course but not "up" in a book). "Stick up too" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable `Sewn') together" are correct.
- (29) "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded", "live" or "dwell", not "reside". "Instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English not "label"; and "Envelope" or "letter" not "cover".
- (30) You cannot say "He told expressed that he was unwilling". It must be he told me that he was unwilling", "he expressed his unwillingness", "he expressed himself strongly. "Enough of money" is not good English. Say "enough money"; "of follows "enough" when for any reason it is necessary to use "enough" as a substantive, e.g. "I have had enough of this" "I don't know enough of the language, to...." but "I know enough English to....". "None" for "no one" is obsolete or poetical. Do not write "None made any "offer" but "no one made any offer". Do not say "it is not used by any" but "but it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending", "it is no use to send" or "there is no use in sending".
- (31) Do not qualify expressions, needlessly. To do so produces flabby style. Words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house, is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home", or simply "he was away" or "was out". "Also" is misused with negatives. "He did not address the letter and did not also stamp it" should be "nor did he stamp it".
- (32) "He puts himself up at " or "he is put up at", are wrong. The correct English (and it is colloquial) is "He is putting up at", "Wooden piece" for "piece of wood" is a common error.

- (33) "I enquired/enquired into the witness" is another frequent mistake. You "examine" a witness and "enquire into" a case. But one does not "investigate into a case", one "investigates it". 'Male member' should not be used to mean "male" or "man". You can say "the male members of my family". Do not say "my family members" but "members of my family". "Through" meaning "past" and "cross" meaning "went past" are frequently used e.g., "I went through the temple", or "I crossed the temple". You "cross" a river or a road when you go from one side of it to the other.
- (34) Do not use such phrases as "has breathed his last", or "is no more", or "is dead". "It is high time to do so and so" is an idiomatic English phrase. "As it was high time, the Court adjourned the case till next day" is not English.
- (35) "In view to do" so and so is wrong. You can say "with a view to reducing" meaning "in order to reduce", and you can also say "in view of these circumstances" meaning "having regard to them". "In view to" is impossible.
- (36) "You should insist on the under secretary to reply" is wrong. It should be "should insist on his replying". "Address" is used sometimes as though it meant "ask". "Government will be addressed to reconsider their order" is, strictly speaking, meaningless.
- (37) "Government sanctioned a peon to the Deputy Secretary" should be "for the Deputy Secretary". "Petitioner wants that the land should be transferred" is wrong. It should be "wants the land transferred/to be transferred."

APPENDIX 6
**Illustrative list of Acts, rules and instructions of a general nature to be
maintained by each Unit**

[Vide para 23(2)]

1. Constitution of India.
2. Official Languages Act and instructions issued there under.
3. Establishment Manual



APPENDIX 7

Specimen Forms of Communications

[Vide para 32]

(1) Letter (with endorsement)

No.

NIFT

HO, New Delhi

New Delhi, the....(Date)

To

Subject :

Sir,

* With reference to your letter No. dated on the subject cited above

Yours faithfully,

@ Sd/-

(A.B.C.)

Tele : No.

(Endorsement)

No.

Copy forwarded for information/necessary action to :

(1)

(2)

(A.B.C.)

Tele : No.

* Other alternative forms of the introductory phrases commonly used are :-

(i) In continuation of my/this Department's letter No.

(ii) With reference to the correspondence resting/ending, with your/this Department's letter
No. Dated

@ To be typed on copies intended for (1) and (2) referred to in the endorsement.



(2) Demi-Official letter
XYZ,
Tele : No.

D.O. No.
(NIFT Centre)
New Delhi the 2006

My dear/Dear Shri

We propose to draw up a model scheme for A copy of the outline prepared in this connection is enclosed.

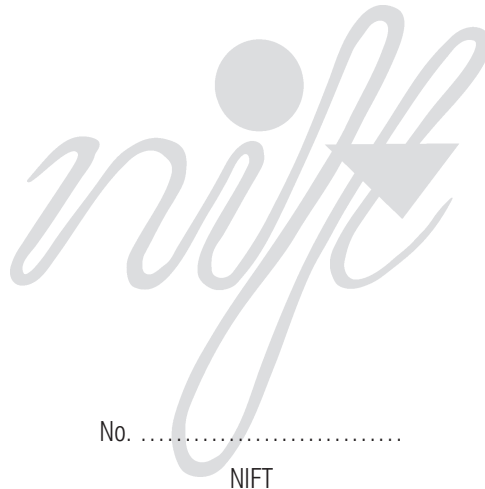
I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the draft's scheme formally to all departments in due course for their comments.

With regards.

Yours sincerely

(X,Y,Z)

A.B.C.,
Director/Chief Admn. Officer
NIFT



(3) Office Memorandum

No.
NIFT
New Delhi, the

OFFICE MEMORANDUM

Subject :

Reference is invited to this Centre O.M. No. dated

2. Doubts have been expressed whether the provisions of also apply to It is hereby clarified that

(A.B.C.)

Director/Registrar

Tele. No. -

To

NIFT Centre

(4) Inter-departmental note

NIFT Centre

Subject :

1. The present rules regulating the issue of identity cards provide inter alia that
2. A question has now arisen whether
- 3.
- 4.
5. This department will be grateful for the advice of the Department of Legal Affairs on the issue raised in para 4 above.

(X.Y.Z.)

Director/Chief Admn. Officer/Dy. Registrar/Astt. Director

Tele. No.....

Receiving Centre Name & Address

Sending Centre Name & Address

(5) Office Order

Specimen - I

No

NIFT

Head Office/Centre

New Delhi, the 2006

OFFICE ORDER

Shri X.Y.Z., a permanent lower division clerk in this Centre/Unit, is granted earned leave for days from to With permission to prefix A public holiday, to the leave.

2. It is certified that Shri X.Y.Z. is likely, on the expiry of this leave, to return to duty at the station from which he proceeded on leave.

(A.B.C.)

Officer



Copy to :

1. Office order file
2. Cashier
3. Unit concerned
4. Shri X.Y.Z. L.D.C.

Specimen – II

No

NIFT

Head Office/Centre

New Delhi, the 2006

OFFICE ORDER

It has been decided to transfer the work relating to from Unit to Unit.

(A.B.C.)

Officer

Copy to :-

APPENDIX 7 – contd.

(6)Order

No

NIFT

Head Office/Centre

New Delhi, the 2006

ORDER

Shri lower division clerk in the Department of is hereby informed that it is proposed to take action against him under rule of

2. Shri is hereby given an opportunity to make such representation as he may wish to make against the proposal.

- 3.
- 4.

(D.E.F.)

Officer

Tel, No.

To

Shri L.D.C.

APPENDIX 8

Essentials of a functional file index and an identifying file numbering system

[Vide para 48(3)]

1. *Basic heads* - Identify and list basic functions of the department, these may be called 'basic (or group) heads' e.g. 'labour relations', 'foreigners', 'fertilizers'.
2. *Primary heads* - List under each function (i.e. basic/group heads) its main activities identifying them by appropriate subject headings called 'primary heads'.
3. *Secondary heads* - Divide each primary head into sub-subjects or aspects called 'secondary heads'.
4. *Tertiary heads* - Where necessary, break down each secondary head into its various known factors called 'tertiary heads'.
5. *Further sub-divisions* - In this way the process of breaking down the function could be extended to several descending, consecutive echelons according to needs.
6. *Examples* - Examples of basic, primary, secondary and tertiary heads are given in the annexure.
7. *Rational sequence* - In drawing up lists of basic, primary, secondary and tertiary heads and their further sub-divisions, where necessary, some rational sequence in arranging the heads in the same list may be followed. Such an arrangement may reflect organic or procedural relationship among the different heads of to adopt any of the following orders or a combination thereof as convenient :
 - a step-wise process
 - an alphabetical order (particularly when representing regions, produces, commodities, clients, organisations or institutions)
 - descending levels of importance of heads.
 - diminishing frequency of occurrence of different events identified by suitable heads.

The first two places in the list of secondary heads under each subject may be uniformly reserved for 'general' and 'policy' matters.

Entries in each list of standardised heads (*viz.* Under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence as not been followed.
8. *Identification of basic heads* - If the number of basic heads be large, each may be identified by a group of 2 to 3 letters phonetically selected. If it be small not exceeding 10, they may be identified by assigning consecutive Roman numerals to them.

For example, in the field of agriculture, the basic heads 'fertilizers', 'seeds', 'plant protection', etc. could be symbolised by 'Fort', 'Sd', 'Ppn', etc., respectively.
9. *Identification of primary heads* - Next, the primary heads will each be identified by a group of 2-digit Arabic numerals beginning with 11 and continuing in consecutive order upto 99.
10. *Identification of secondary and tertiary divisions* - Similarly, each secondary head, as also each tertiary head, will be identified by a group of 2-digit Arabic numerals beginning with 11 and going upto 99.
11. *Deviations* - If the subjects be simple relating to a fresh or recent activity, they may well be covered by one list of primary heads alone or by a two-level list of primary heads and secondary heads. Each primary heads or secondary head could then be identified as in 8 and 9 above.

Progressive increase in levels develops as the number of functions increases, so also when the number of activities under each function and the number of operations under each activity increase.
12. *Exception* - If a paper requiring filing is such as apparently does not relate to any of the approved lists, the following questions may be relevant :-
 - (i) whether it can come under any factor heading i.e. a tertiary heading as related to a secondary heading;
 - (ii) whether it seems allied to a secondary heading as related to a primary heading; and if not
 - (iii) whether it could be brought under an additional heading placed at appropriate point in the list of primary headings.

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.
13. *File code* - The file may then be assigned an alphanumeric code symbol composed in the following sequence :-
 - (i) a single letter or a group of 2-3 letters, or a Roman numerical representing the basic head followed by a hyphen as the separator;

- (ii) a 2-digit group of Arabic numerals representing primary head followed by zero as the separator;
- (iii) a 2-digit group of Arabic numerals identifying the secondary head followed by a slant stroke as the separator;
- (iv) serial number of the file opened during the year under the secondary head, followed by a slant stroke as the separator;
- (v) a 2-digit number representing the year, followed by a hyphen as the separator;
- (vi) a group of abbreviating letters representing the Unit.

If the file opened relates to a standardised tertiary head, a 2-digit Arabic numeral identifying it, enclosed in brackets, may be inserted before the serial number mentioned in (iv) above and the slant stroke preceding it.

14. *Example.* – A file opened by Labour Relations I Unit during 1996 relating to a strike in colliery 'X' may have IV 13024/5/96/LRI as the file code where 'IV' represents the functions group 'labour relations', '13' the primary head 'strikes', '0' the separator, '24' the secondary head 'coal mines', '5' the serial number of the file opened during the year under the secondary head 'coal mines' to describe the colliery involved, '96' the year of opening the file and 'LRI' the Unit concerned.

To cite another example, a file opened by Foreigners II Unit to examine an application of Mr. Ferrari, a French national, to visit India may bear the coded number F 17012/2/96-FII where 'F' represents the group head 'Foreigners', '17' the primary head 'visa/endorsement', '0' the separator, '12' the secondary head 'French', '2' the serial number of the file opened during the year under that head, '96' the year of opening the file, and 'FII' the concerned Unit.

Similarly, in Fertiliser IV Unit, file relating to fertiliser imports could carry the code Frt-19012/3/96-FIV here 'Frt' would denote the basic head 'fertilisers' and the other symbols would be as explained in the above two examples.

15. *File title.* – A complete title of the file will normally consist of the appropriate standardised heads (from the 'basic' head downwards each separated by a hyphen) followed by a very brief content to describe the particular question issue, event, person, thing, place, etc. involved. The basic head, however, need not form part of the title, when –

- (a) the total number of such heads is small and from their identifying Roman numerals, they can easily be known; or
- (b) the basic head is identified by a letter or a group of letters phonetically selected.

16. *Indexing.* – In indexing files opened under the functional filing system, index slips need not be prepared in respect of the standardised (i.e., basic, primary, secondary, tertiary, etc.) heads as the identification codes assigned to them can easily be ascertained by reference to the standardised index as developed. However, the 'content' of the file title (*i.e.* outside the standardised headings) may be indexed if it contains a catch word which is likely to help in recalling the case.

For instance, a file with the title "Labour relations – strikes – Coal mines – Singhbhum Colliery Dhanbad – report regarding –" need not be indexed under 'labour relations', 'strikes', and 'Coalmine' which are standardised basic, primary and secondary heads respectively. However, it may be indexed under 'Singhbhum' and 'Dhanbad', the names of the particular colliery and place involved in the strike. The index slip relating to files opened under the same secondary, tertiary or the lowest standardised division will be maintained in a single series in the alphabetical order of the catchwords used in the titles.

In the departmental index, these index slips could be very easily and briefly consolidated as follows by indicating only their sub-number and not the full file No.

APPENDIX 9 File Register

[Vide para 51]

STANDARD HEAD NO

STANDARD HEADING

File No.	Subject	Date of		Classification (and year of review)	Remarks
		Opening	Closing		
1	2	3	4	5	6

Instructions

1. Entries in columns 1-3 will be made at the time of opening files and those in columns 4 and 5 at the time of recording and reviewing them.
2. Year of review in column 5 is required to be indicated only in the case of class 'C' files.
3. If as a result of the review, a file is marked for further retention, the year of the next review will be worked out and indicated in column 5.
4. When a file is transferred to the departmental record room or to another Unit department, the fact of such transfer and the relevant date, will be indicated in column 6 – e.g.

D.R.R.

6-1-2001

M.H.A

16-2-2001

Similarly when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.

APPENDIX 10 File Movement Register

[Vide para 54]

SUBJECT

File No.

To whom	Date	To whom	Date	To whom	Date	To whom	Date

Space for recording movement of part files

NOTES : (1) Movement will be marked by indicating the officer, Unit or department to which the file has been sent with date of sending below it, e.g.

DS(N)
01.01.2001

MHA

- (2) Movement of the linked files will be marked in the space allotted in file movement register for the file with which these are linked as illustrated below –

File No.	Linked files :-
DS(N) _____	1. F.No.
19-2-2001	2. F. No.

- (3) In the space allotted for each of the linked files in the file movement register the movement will be marked as illustrated below –

File No.	Linked with File No.....
DS(N) _____	
19-2-2001	

- (4) In the space allotted in the file movement register for the file with which recorded files have been put up, the movement will be marked as illustrated below –

File No.....	
DS(N) _____ with recorded Files —	
_____	1. F. No.
19-2-2001	2. F. No.

APPENDIX 11

Illustrative list of records fit for permanent preservation because of (A) their value for administrative purposes, and (B) their historical importance

[Vide para 58(1)(a), (b) and (2)]

A Records of value for administrative purposes

Papers of the following categories will normally be among those required to be kept indefinitely for administration's use : Papers containing evidence of rights or obligations of or against the government, e.g., title to property, claims for compensation not subject to a time limit, formal instruments such as awards, schemes, orders, sanctions, etc.

- (1) Papers relating to major policy decisions, including those relating to the preparation of legislation.
- (2) Papers regarding constitution, functions and working of important committees, working groups, etc.
- (3) Papers providing lasting precedents for important procedures, e.g., administrative memoranda, historical reports and summaries, legal opinions on important matters.
- (4) Papers concerning rules, regulations, departmental guides or instructions of general application.
- (5) Papers relating to salient features of organisation and staffing of government departments and offices.
- (6) Papers relating to important litigation or 'causes celebres' in which the administration was involved.

B Records of Historical importance

Much of the material likely to be preserved for administrative purposes will be of interest for research purpose as well; but papers of the following categories should be specially considered as of value to historians :

- (1) Papers relating to the origin of a department or agency of government; how it was organised; how it functioned; and (if defunct) how and why it was dissolved.
- (2) Data about what the department/agency accomplished. (Samples by way of illustration may be enough; but the need for such samples may be dispensed with where published annual reports are available).
- (3) Papers relating to a change of policy. This is not always easy to recognise, but watch should be kept for (a) summary for a Minister, (b) the appointment of a departmental or inter-departmental committee or working group, and (c) note for the Cabinet or a Cabinet Committee.

Generally there should be a conscious effort to preserve all such papers, including those reflecting conflicting points of view. In the case of inter-departmental committees, however, it is important that a complete set of papers be kept only by the departments mainly concerned – usually the one providing secretariat.

- (4) Papers relating to the implementation of a change of policy, including a complete set of instructions to execute agencies etc., and relevant forms.
- (5) Papers relating to a well-known public or international event or *cause celebre*, or to other events which gave rise to interest or controversy on the national plane.
- (6) Papers containing direct reference to trends or developments in political, social, economic or other fields, particularly if they contain unpublished statistical or financial data covering a long period or a wide area.
- (7) Papers cited in or noted as consulted in connection with, official publications.
- (8) Papers relating to the more important aspects of scientific or technical research and development.
- (9) Papers containing matters of local interest of which it is unreasonable to expect that evidence will be available locally, or comprising synopsis of such information covering the whole country or a wide area.
- (10) Papers relating to obsolete, activities or investigations, or to abortive scheme in important fields.
- (11) Any other specific category of records which, according to the departmental instructions issued in consultation with the National Archives, have to be treated as genuine source of information on any aspect of history – political, social, economic, etc., or are considered to be of biographical or antiquarian interest.

APPENDIX 12

Statement showing particulars of receipts/cases in hand for more than 7 days

[*Vide* para 70(1)]

Name of Unit/Desk..... Week ending.....

Diary No.	Date from which pending	Brief subject	Reasons for delay	Remarks of Unit Incharge/ higher officer	Action taken on remarks in Col. 5
1	2	3	4	5	6

APPENDIX 13
Weekly Arrear Statement
Consolidated form for the Unit as a whole

[Vide para 70(3)]

Name of Unit

Week ending	Number of receipts/cases						Initials of Unit Incharge
	B.F. from previous week	Received during the week	Total of cols. 2 and 3	Dealt with during the week	In hand		
					Total	Over 7 days	
1	2	3	4	5	6	7	8

APPENDIX 14 Case Sheet

[Vide para 71(2)(a)]

File/Diary No..... Date of commencement.....
Subject.....

Month ending	With whom pending and since when	Reasons for delay	Remarks of Chief Admn. Officer and higher officers
1	2	3	4

INSTRUCTIONS

1. A separate sheet will be maintained for each case.
2. The statement will cover not only originating Unit's/desk's own files but also files received by it from other Unit/desks/ departments and other P.U.Cs. for which no file has been opened. Their diary numbers will identify the last two categories of cases.
3. The date of commencement of a case will normally be the date of receipt of the PUC and can be ascertained from the file register in the case of originating Unit's/desk's own files and from the Unit/desk diary or assistant's diary, in other cases.
4. Entries in column 2 will be made on the basis of entries in the file movement register Unit/desk diary.

APPENDIX 15
Numerical abstract of cases pending disposal for over a month

[Vide para 71(4)(d)]

Unit/desk.....

Year.....

As on the last day of	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Initials of Unit Incharge/desk functionary
	between 1 & 3 months	between 3 & 6 months	between 6 months and one year	between 1 & 2 years	over 2 years	Total of cols. 2-6		
1	2	3	4	5	6	7	8	9
January								
February								
March								
April								
May								
Jun								
July								
August								
September								
November								
December								

APPENDIX 16
Consolidated numerical abstract of cases pending disposal for over a month

[Vide para 72]

Ministry/Department of

Month ending

Unit	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Variation from previous month	
	between 1 & 3 months	between 3 & 6 months	between 6 months and one year	between 1 & 2 years	over 2 years	Total of cols. 2-6		in the case of col.7	in the case of col. 8
1	2	3	4	5	6	7	8	9	10

APPENDIX 17 Details of Pending Court Cases

[*Vide* para 74(1)]

Sl. No.	Petition / OA No. with date	Name of Court	Major issues involved	Date on which counter	Date of filing subsequent affidavites, if filed	Present status of the case
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Chapter 29

RECORD RETENTION SCHEDULE

INSTRUCTIONS

1. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work. (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
2. Categorisation of records have been done in accordance with Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR). Both GFR Appendix 13 and MOP have been incorporated as annexes.
3. Those items of the functional file index, for which it has not been possible to prescribe rigid retention periods, have been omitted from this schedule.
4. Where necessary, additional main heads and sub-heads have been opened under the appropriate 'group headings' and 'main heads' respectively.
5. Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
6. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, and therefore not covered by the functional file index, have been shown at the end of the schedule.
7. Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
8. The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed
9. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
10. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
11. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
12. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

A- ESTABLISHMENT

Page

11.	Creation and classification of posts	
12.	Recruitment.....	
14.	Scheduled castes and Scheduled tribes	
15.	Retrenchment	
16.	Verification/re-verification of character and antecedents.....	
17.	Medical examination	
19.	Personal files (gazetted).....	
20.	Personal files (non-gazetted)	
21.	Service records	
22.	Postings and transfers	
23.	Seniority.....	
24.	Leave (other than study leave & casual leave).....	
25.	Casual leave (including special leave)	
26.	Pay/special pay.....	
27.	Allowances	
28.	Confidential/assessment report.....	
29.	Increment	
31.	Probation/confirmation	
32.	Promotion/reversion	
33.	Training/scholarships/fellowships in India and abroad	
34.	Departmental examinations	
35.	Deputations and delegations	
36.	Delegation of powers	
37.	Honorarium/awards.....	
38.	Pension/retirement	
39.	Resignation	
40.	Extension of service.....	
41.	Re-employment	
43.	Nomination of employees	
44.	Forwarding of applications	
45.	Study leave	
46.	No objection certificate (for registration with employment exchange).....	
47.	Review for determining suitability of employees for continuance in service	
48.	Review of cadres/services	
49.	No objection certificate for issue of passport, arms license etc. to government servants	

**Part I-Records relating to establishment and house-keeping work
A-ESTABLISHMENT**

Description of Records

<i>Main Head</i>	<i>Sub Head</i>	<i>Retention Period</i>
1	2	3
11. Creation and classification of posts	11. Continuance/abolition/revival of posts	C-3
	12. Conversion of temporary posts into permanent ones	C-10
	13. Creation of posts	C-10
	14. Revision of scales of pay	C-10
	15. Upgrading of posts	C-10
	16. Re-designation of Posts	C-10
	17. Plan/non-Plan posts	C-3
12. Recruitment	11. Recruitment (general aspects) including provisions of the Constitution	C-5.
	12. Appointment of dependents of deceased employees	C-5
	13. Appointment of honorary workers	C-10
	14. Appointment of non-Indians.	C-10
	15. Estimate (annual) of vacancies	C-3
	16. Employment priorities and maintenance of roster	(a) C-10 in respect of Scheduled Castes/ Tribes. (b) C-5 in the case of others
	17. UPSC (Exemption from Consultation) Regulations	--
	18. Framing of recruitment rule	--
	19. Notification to and release of vacancies by	C-3
	(i) Local employment exchange	
	(ii) D.G.E. & T	

20. Nomination of candidates by local employment exchange and their selection C-3
21. Recruitment through Employment exchange (general aspects)
22. Recruitment through Ministry of Personnel, Grievances and Pensions Public
23. Recruitment by Ministries C-10
24. Recruitment from open market, including advertisement and inviting of applications C-10
25. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC
- (i) Group A
- (ii) Group B
26. Recruitment otherwise than through UPSC C-10
27. Reservation in services: C-10
- (a) Scheduled castes/ Scheduled Tribes C-5
- (b) Others C-1
29. Return regarding appointment and promotion made without consultation with UPSC C-1
31. Selection Committees for recruitment of personnel: C-3; or C-1
- (a) Constitution C-3;
- (b) Proceedings C-3;
32. Relaxation of age/educational qualifications C-3
33. Condonation of break in service C-3
35. Engagement of casual labour C-3; or C-1
14. Scheduled Castes and Scheduled Tribes
11. Representation in posts and services --
- policy and implementation of safeguards
12. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order) C-5
13. De-reservation of vacancies --
15. Complaints from associations regarding non-observance of reservation in services C-3
16. Annual statement regarding representation of Scheduled C-1

	Castes/ Scheduled Tribes	
15. Retrenchment	11. General principles	--
	12. Group A to D	C-3
16. Verification/re-verification of character and antecedents	11. Rules (General aspects)	--
	12. Group A to D	C-1
17. Medical examination	11. Rules (General aspects)	C-1
	12. Group A to D	C-1
19. Personal files	11. Gazetted Officers	C-5
	12. Correspondence regarding requisition, transfer, return etc	C-1
20. Personal files	11. Non Gazetted Officers	C-5
	12. Correspondence regarding requisition, transfer, return etc	C-1
21. Service records	11. History of services	C-5
	12. Group 'A'	C-5
	13. Group 'B'	C-5
	15. Change in name of a government servant	C-3
	16. Alteration in the date of birth	C-3
	17. Change in qualification of government servant	C-3
	18. Civil list, gradation/seniority list:	
	(a) In the case of departments preparing and bringing out the compilation.	C-3
	(b) In the case of other departments, (i.e. those supplying information for such compilation)	One year after issue of relevant compilation
	19. Verification of age and educational qualifications	C-1
	20. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3
	22. Nomination relating to family pension and DCR gratuity	C-1
	23. G. P. Fund nomination	C-1

22. Postings and transfers	11. General aspects	--
	12. Group A to D	(a) If involving change of office : C-3 (b) In other cases : C-1
23. Seniority	11. General principles	--
	12. C.S.S. Rules	(a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.
	13. C.S.S.S. Rules	(b) Fixation of seniority in individual cases: C-5
	14. C.S.C.S. Rules	C-5
	15. War service Rules (lien & seniority)	--
	16. Established organized services	C-3
	17. Political sufferers	--
	18. Representations	--
24. Leave (other than study leave and casual leave)	11. Rules (general aspects)	(a) Casual leave: To be destroyed at the end of the year
	12. Group A to D	(b) Special casual leave: C-1
25. Casual leave (including special leave)	11. Rules (general aspects)	--
	12. Group A to D	--
26. Pay/special pay	11. Rules (general aspects)	--
	12. War service (Rules)	--
	13. Political sufferers (Rules)	--
	14. Group A to D	C-3 or one year after completion of audit, whichever is later.
27. Allowances	11. Rules (general aspects)	--
	12. Children's Education Allowance (CEA) Rules (general aspects)	--
	13. Claims regarding CEA	
	14. D.A., H.R.A. & C.C.A.	
	15. Deputation (duty) allowance	

	16. Overtime allowance	C-3; or one year after completion of audit, whichever is later
	17. Traveling allowance	
	18. Washing allowance	
	19. Educational concessions for children of political sufferers	
	20. Air travel by non-entitled personnel	C-1
	21. Grant of non-practicing allowance	C-3
	21. (a) Grant of Risk allowance	
28. Confidential/assessment report	11. Rules (general aspects)	--
	12. Recording of confidential reports in respect of Group 'A' to 'D' Officials	C-1
	13. Communication of adverse entries	C-3
	14. Representation for expunction of adverse entries	C-3
29. Increment	11. Rules (general aspects)	--
	13. Withholding of increments	C-10; or C-3
	14. Representations and petitions	C-3
31. Probation/confirmation	11. General principles (Probation)	--
	12. Rules (Confirmation)	--
	13. Confirmation/extension of probation of Group A	C-5
	14. Confirmation/extension of probation of Group B.	
	15. Confirmation of Group B (non- gazetted) staff, C and D staff	
	16. Confirmation in ex-cadre posts	
	17. Representations and petitions	
32. Promotion/reversion	11. General principles	--
	12. Departmental Promotion Committee	(a) Constitution : C-3
	13. Group 'A' to 'D'	(b) Proceedings : C-5
	14. Representations and petitions	C-5
		C-3

33. Training/scholarships/ fellowships in India and abroad in 11. Diploma course in public administration in the Indian Institute of Public Administration C-1 & C-3

12. Executive training of officers in the states

13. Refresher course at the National Academy of Administration at Mussoorie

14. Training in Accountancy

15. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management

16. Training in Hindi/English stenography

17. Training in Hindi/English typewriting

18. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management

19. Training of officers at the Administrative Staff College at Hyderabad

20. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management

21. Training in O & M/work study.

22. Training abroad

34. Departmental examinations

11. Framing of rules

12. Holding of examinations

13. Results-declaration of

14. Representations and petitions

11. Rules regarding deputation, including deputation on foreign service in India and abroad.

12. Delegation in India/abroad

13. Deputation of A.I.S. officers.

14. Deputation of C.S.S. officers.

15. Deputation of C.S.S.S. officers.

16. Deputation of C.S. C.S. officers.

17. Organised services

35. Deputations and delegations

11. Rules regarding deputation, including deputation on foreign service in India and abroad.

12. Delegation in India/abroad

13. Deputation of A.I.S. officers.

14. Deputation of C.S.S. officers.

15. Deputation of C.S.S.S. officers.

16. Deputation of C.S. C.S. officers.

17. Organised services

36. Delegation of powers	11. Rules (general aspects)	--
	12. F. R. & S. R.	--
	13. Delegation of Financial Power Rules, 1958	--
	14. Civil Service Regulations	--
	15. Grant of ex-officio status	--
37. Honorarium/ awards	11. Rules (general aspects)	C-3
	12. Group A to D	
38. Pension/ retirement	11. Rules and orders (general aspects)	--
	12. Group A to D	(a) Pre-verification of pension cases C-3. (b) Invalid pension Till the youngest son / daughter attains majority or 5 years (c) Family pension whichever is later. (d) Other pension C-5 (e) Gratuity C-15 (f) Commutation of pension
39. Resignation	11. Rules and orders (general aspects)	--
	12. Group A to D	C-1
40. Extension of service	11. Rules and orders (general aspects)	--
	12. Group A to D	C-1 after retirement
41. Re-employment	11. Rules and orders (general aspects)	C-1
	12. Group A to D	
43. Nomination of employees	11. General aspects	--

12. Census operations	C-1
13. Committees, working groups, etc.	--
14. Election work	C-1
15. Invigilation	C-3
44. Forwarding of applications	--
11. General aspects	--
12. Forexaminations	C-1
13. For posts	
45. Study leave	--
11. Rules (general aspects)	
12. Group A to D	C-1
46. No objection certificate (for registration with Employment Exchange Organization)	--
11. General aspects	
12. Issue of N.O.C.	C-1
47. Review for determining suitability of employees for continuance in service	--
11. General aspects	(a) If it results in pre-mature retirement : C-3
12. Group A to D	(b) It results in continued retention in service: C-1
48. Review of cadres/ services	--
11. General aspects	Permanent
12. Combination of cadres/services	Permanent
13. Separation of cadres/services	Permanent
49. No objection certificate for issue of passport, arms licenses etc. to govt. servants	--
11. General aspects	
12. Issue of passport	
13. Issue of arms licenses	C-5

RECORDS OTHER THAN FILES

S.No.	Description of Record	Retention Period
1	Establishment/Section Register	Permanent
2	Rosters for Scheduled Castes and Scheduled Tribes	C-10
3	Register of oath/affirmation of allegiance to the Constitution	C-3
4	Service book of : (a) officials entitled to retirement/terminal benefits (b) other employees	C-3 C-3
5	Confidential reports/character Rolls (a) after retirement (b) after death (c) after resignation/ discharge from service	C-5 C-3 C-5
6	Answer books of departmentalexaminations/tests Leave account of : (a) officials entitled to retirement/terminal benefits (b) other employees	C-1 from the date of declaration of results. C-3 after issue of final pension/ gratuity payment order. C-3 after they have ceased to be in service.
7	Casual leave account Special	To be destroyed at the end of the year
8	casual leave register	C-1
9	Register of delegations to international Organisations	C-10

AA-ACADEMICS

10A.	Students' Record	C-5
10B.	Mark sheets	C-5
10C.	Academic Performance	C-5
10D.	Curriculum	C-5
10E.	Diploma Project	C-5
10F.	Internship Report	C-5
10G.	Guest faculty Payment File	C-5



B-WELFARE

11. General staff welfare measures
12. Departmental council/office council
13. Grants-in-aid
14. Co-operative societies
15. Head Office / Centre Library
16. Suggestions schemes
17. Departmental canteen
18. Benevolent fund



**B-
WELFARE**

Description of Records	Main Head 1	Sub Head 2	Retention Period 3
11. General staff welfare measures			
11. Broad aspects			--
12. CSS (Recognition of Service Association) Rules			--
13. Recognition of Association (individual cases)			Permanent
12. Departmental council/office council			
11. General aspects/ instructions			--
12. Departmental Council-constitution			C-1
13. Office Council- constitution			
14. Meetings of Departmental Council			
15. Meetings of Office Council			
16. Meetings of Regional Council			
17. Staff Union/Association			Permanent
(a) Recognition			
(b) Representations			
13. Grants-in-aid			
11. General aspects			--
12. Grant for sports and other cultural activities			C-3;
13. Submission of annual accounts			
14. Co-operative Societies			
11. Rules and bye-laws (general aspects)			--
12. Election of office bearers			C-1
13. Meetings of co-operative societies			C-1
14. Recovery of contribution and loans			C-1
15. Central Secretariat Library			
11. General aspects			--

16. Suggestions Scheme and Award Schemes		
12. Membership application		C-1
11. General aspects		
13. Departmental Committee:		
(a) Constitution		C-3
(b) Proceedings		C-1
13(b) Apex Committee		
(a) Constitution		C-3
(b) Proceedings		C-3
14. Suggestions/employees' performance:		
(a) those rewarded		C-3
(b) those not accepted		C-1
17. Departmental canteens		
11. General aspect/Instructions		--
12. Subsidy & grants and maintenance of accounts		C-3
13. Purchase of crockery/cutlery/plates/furnitures		C-3
14. Fixation of prices of the eatable items of the canteen.		C-3
18. Benevolent Fund		
11. General aspects		--
12. Maintenance of accounts		C-3
13. Collection of contribution & sanction of loans		C-3
14. Committee meetings & related matters		C-1

C- VIGILANCE

Page

11.	Central Civil Services (Classification, Control and Appeal) Rules- Clarification and interpretation of	
12.	All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	
13.	Complaints	
14.	Disciplinary proceedings	
15.	Prosecutions	
16.	Appeals	
17.	Petitions	
18.	Court cases	
19.	Central Civil Services (Conduct) Rules – 1964 – Clarification and interpretation of	
20.	All India Services (Conduct) Rules, 1954 – Clarification and interpretation of	
21.	Central Civil Services (Safeguarding of National Security) Rules, 1953 – Clarification and interpretation of	
22.	Employment of dependents in private firms/foreign missions in India	
23.	Participation in Politics	
24.	Radio broadcast, contribution of articles, editing or managing of newspapers, publications	
25.	Evidence before committee of enquiry	
26.	Subscriptions	
27.	Gifts	
28.	Private trade or employment	
29.	Movable/immovable property	
31.	Vigilance Administration	
32.	Prosecution of further studies	
33.	Membership of Territorial army, Auxiliary Air Force and Naval Reserve	
34.	Vigilance Clearance	

C-VIGILANCE

Description of Records

Main Head

1	2	3
Main Head	Sub Head	Retention Period
11. Central Civil Services (Classification, Control & Appeal) Rules- Clarification and interpretation of	11. General notifications	--
	12. Schedule regarding Appointing Authority, Disciplinary Authority and Appellate Authority	--
	13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices	--
	14. Regarding penalties	--
	15. Regarding consultation with UPSC	--
	16. Regarding appeals and petitions	--
	17. Regarding suspension and subsistence allowance	--
12. All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	11. General	--
	12. Regarding Rules 1 to 7	--
	13. Regarding Rules 8 to 11	--
	14. Regarding Rules 12 to 18	--
	15. Regarding Rules 19 to 23	--
13. Complaints	11. Group A to D	C-3
	12. General-against two or more classes	
14. Disciplinary proceedings	11. Group A to D	C-3
	12. Joint enquiry	

15. Prosecutions	11. Group A to D 12. Joint enquiry	C-3
16. Appeals	11. Group A to D	C-3
17. Petitions	11. Group A to D	C-3
18. Court cases	11. Group A to D	C-3
19. Central Civil Services (Conduct) Rules, 1964- an interpretation of	11. General notifications 12. Regarding Rules 1 to 25	--
20. All India Services (Conduct) Rules, 1954- an interpretation of	11. General notifications 12. Regarding Rules 1 to 20	--
21. Central Civil Services (Safeguarding of National Security) Rules, 1953- Clarification and interpretation of	11. General notifications 12. Regarding Rules 1 to 7	--
22. Employment of dependents in private firms/foreign missions in India	11. Intimation 12. Sanction	C-3
23. Participation in politics	11. Intimation	C-3
24. Radio broadcasts, contribution of articles, editing or managing of newspapers, publications	11. Sanction	C-3
25. Evidence before Committee of Enquiry	11. Sanction	C-3

26. Subscriptions	11. Sanction	C-3
27. Gifts	11. Intimation	C-3
28. Private trade employment	11. Sanction	C-3
29. Moveable /immovable property	11. Property returns (general aspects)	--
	12. Returns of Group A to D	C-3
	13. Intimation	
	14. Sanction	
31. Vigilance Administration	11. General aspects	--
	12. Acts, rules, manuals	--
	13. Vigilance set-up	--
	14. Meetings	C-1
	15. Appointment of vigilance officers in Ministries/ departments	C-3
	16. List of officers of doubtful integrity	C-10
	17. Cases of difference of opinion with Central Vigilance Commission	C-10
	17(a) Cases of difference of opinion with other Constitutional Bodies	
	18. Granting of vigilance clearance in respect of different classes of officers and the staff:	C-3
	19. Annual Reports of CVC	C-5
32. Prosecution of further studies	11. General aspects	--
	12. Permission	C-3
33. Membership of Territorial Army, Auxiliary Air force and Naval Reserve	11. General aspects	--
	12. Permission	C-3

**D-COMMON OFFICE
SERVICES**

- 11. Working environment-----
 - 12. Furniture-----
 - 13. Stationery and forms-----
 - 14. Office equipment including electrical and mechanical appliances and other miscellaneous stores-----
 - 15. Liveries-----
 - 16. Black-listing of firms/contractors-----
 - 17. Contractors for supplies-----
 - 18. Telephones and Internet Services-----
 - 19. Staff car-----
 - 20. Unserviceable, obsolete and surplus articles-----
 - 21. Maintenance of records-----
 - 22. Printing and binding-----
 - 23. Library-----
 - 24. Care-taking arrangements-----
 - 25. Security-----
- Records other than files*-----

D-COMMON OFFICE SERVICES

Description of record

<i>Main Head</i>	<i>Sub Head</i>	<i>Retention Period</i>
1	2	3
11. Working environment	11. Rules (general aspects) 12. Provision of air -conditioners/ desert coolers/gulmarg 13. Provision of fans 14. Provision of Khas tatties 15. Waterman engagement of during summer season 16. Provision of Surahis 17. Provision of heaters 18. Provision of coal to Group D 19. Provision of glass tumblers and jugs 20. Maintenance of air-conditioners, fans, heaters etc.	-- (a) Procurement through CPWD :C-1 (b) Purchase/ hiring : C-3 or one year after completion of audit, whichever is later. C-3 C-3
12. Furniture	11. Rules for purchase, hire, condemnation (general aspect) 12. Condemnation/ disposal of unserviceable articles 13. Hiring/purchase 14. Maintenance and repairs 15. Physical verification	-- C-3
13. Stationery and forms	11. Rules for procurement (general aspects) 12. Indent for forms on Controller of stationery 13. Indent for stationery on Controller of stationery 14. Local purchase 15. Supply of stationery 16. Physical verification	-- C-1 C-1 C-3 C-1 C-3

14. Other Office machines including Electronic/Computer items	11. Rules for procurement/disposal (general aspects)	--
	12. Condemnation and disposal	C-3
	13. DGS & D rate contracts	--
	14. Hiring	C-3
	15. Purchase	
	16. Repairs and maintenance and bills thereof	
	17. Physical verification	
21. Office equipment including electrical and mechanical appliances and other miscellaneous stores	11. Rules (general aspects)	--
	12. Condemnation and disposal	C-3
	13. Purchase	
	14. Repairs and maintenance	
	15. Physical verification	
	16. Electric clocks and call-bells (procurement and maintenance)	
22. Liveries	11. Rules (entitled personnel and the scale of items of liveries)	--
	12. Procurement of material	C-3
	13. Stitching and tailoring	
	14. Supply of shoes and chappals	
	15. Return, renewal, surrender and withdrawal	
23. Black-listing of firms/contractors	11. Circulars (general aspects)	--
	12. Individual cases	C-3
24. Contractors for supplies	11. Approved list	--
	12. Registration	C-3
	14. Waiver/reduction of penalty or condonation of irregularity	C-3
25. Telephones	11. Office telephones installation and shifting of - telephone bills	C-3
	12. Residential telephones- installation of- telephone bills	

13. Repairs and maintenance	
14. Internet Services	
11. Rules (general aspects)	--
14. Non-official journeys	C-3
15. Purchase of P.O.L./accessories	
16. Servicing, repairs and replacement of parts and relevant correspondence	
11. Rules (general aspects)	--
12. Approved list of auctioneers	C-3
13. Engagement of auctioneers and notice of auction	--
11. Rules for review of records (general aspects)	--
11. Rules for printing and binding (general aspects)	--
12. Correspondence relating to printing and binding	C-3
11. Ordering and receipt of books (other than government publications)	C-3
12. Ordering and receipt of periodicals	
13. Purchase of government publications	
14. Lending, transfer (requisition, reminder etc.)	C-1 & C-3
16. Binding of books	C-3
17. Selection Committee for books	One year after completion of audit & C-1
18. Write off of books	--
19. Auction Newspapers/ journals	One year after the completion of audit
20. Membership of Library association	One year after the completion of audit
11. Allocation of work among sweepers, farashes and chowkidars	One year after the allocation order ceases to be in force.
26. Staff car	
27. Unserviceable, obsolete and surplus articles	
28. Maintenance of records	
29. Printing and binding	
30. Library	
31. Care-taking arrangements	

12. White-washing - arrangements thereof	C-3
11. Rules (general aspects)	--
12. Confidential and secret box	C-3
13. Duplicate keys : maintenance thereof	
15. Issue of identity cards - correspondence thereof	C-1
16. Loss of identity cards	
17. Temporary passes arrangements	



RECORDS OTHER THAN FILES

S. No.	<i>Description of Record</i>	<i>Retention Period</i>
1	Staff car log book	C-3
2	Stock register	
3	Railway receipt register	
4	Shorthand notebook distribution register	C-1
5	Library accession register	Permanent
6	Departmental security seals register	Permanent
7	Register of identity cards	Permanent
8	Register of CGHS identity cards	Permanent
9	Register of spare copies of classified documents	Permanent
10	Telephone bill (including trunk call) register	C-3
11	Index Cards	Permanent
12	Library Bulletin	C-1

E-HINDI

11. Progressive use of Hindi in government offices -----
12. Hindi Teaching Scheme 13.-----
13. Translation into Hindi-----



E-HINDI

Description of record

Main Head	1	2	3
	Description of record	Sub Head	Retention Period
11. Progressive use of Hindi in government offices		11. General aspects and Hindi Committees.	--
	11. (a) Hindi workshop		C-3
	(b) Hindi week		
	12. Circulation of orders		To be destroyed at the end of the year.
	13. Registration of telegraphic address in Hindi		C-1
	14. Periodical reports regarding use of Hindi for official purposes		C-3
	15. Constitution of Hindi Committee		C-5
	16. Meeting and Follow up action of Hindi Committee		C-3
12. Hindi Teaching Scheme		11. General aspects and Hindi Committees	--
	12. Training programme		C-1
	13. Examinations		(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other departments.
	14. Grant of advance increments		C-3
	15. Grant of awards		a) For departments making the award: C-3 or one year after completion of audit, whichever is later. b) For departments in which the recipient is employed: C-1
	16. Conduct of Hindi competition		C-5

F-FINANCE, BUDGET, CASH AND ACCOUNTS

11.	Creation of posts	
12.	Pay	
13.	Special pay	
14.	Allowances	
15.	Increments	
16.	Deputations and delegations	
17.	Delegation of powers	
18.	Honorarium	
19.	Pension/ gratuity	
20.	Budget estimates/ revised estimates	
21.	Expenditure statements	
22.	Reconciliation	
23.	Re-appropriation	
24.	Supplementary grants	
25.	Accounts and audit	
26.	Advances	
27.	Payments and recoveries	
28.	Budget Estimates for five year plans	
	Records other than files	

F-FINANCE, BUDGET, CASH AND ACCOUNTS

Description of record

Main Head	1	2	3
	Sub Head	Retention Period	
11. Creation of posts	11. Continuance of posts	C-3	
	12. Creation of posts	C-10	
	13. Revision of scales of pay	--	
	14. Upgrading of posts	C-10	
	15. Conversion of temporary posts into permanent ones		
12. Pay	11. Rules (general aspects)	--	
	12. Group A to D	C-3	
13. Special pay	11. Rules (general aspects)	--	
	12. Group A to D	C-3	
14. Allowances	11. Rules (general aspects)	--	
	12. Children's Education Allowance	C-3	
	13. City Compensatory Allowance		
	14. Daily Allowance		
	15. Dearness Allowance		
	16. Deputation Allowance		
	17. House Rent Allowance		
	18. Overtime Allowance		
	19. Travelling Allowance		
	20. Washing Allowance		
15. Increments	11. Rules (general aspects)	--	
	12. Advance increments	C-3	

14. Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.
16. Deputations and delegations	
11. Rules regarding deputation on foreign service in India	--
12. Rules regarding deputation abroad	--
13. Deputation on foreign service	C-3
14. Deputations abroad	C-3, plus the period of deputation
17. Delegation of powers	
11. Civil Service Regulations	--
12. Delegation of Financial Powers Rules, 1958	--
13. FR & SR	--
14. GFR	--
15. Central Treasury Rules	--
16. Central Public Works Accounts Code	--
17. Declaration of officers as Head of Department	--
19. Declaration of officers as Controlling and Drawing & Disbursing officers	C-3
18. Honorarium	
11. Rules (general aspects)	--
12. Group A to D	C-3
19. Pension/ Gratuity	
11. Rules (general aspects)	--
12. Group A	C-3, C-5 & C-15
20. Budget estimates/ revised estimates	
11. Demand No.	C-3
12. Demand No.	
13. Demand No.	
21. Expenditure statements	
11. Demand No.	01 Year

	12. Demand No.	
	13. Demand No.	
22. Reconciliation	11. Demand No.	01 Year
	12. Demand No.	
	13. Demand No.	
23. Re-appropriation	11. Demand No.	C-3
	12. Demand No.	
	13. Demand No.	
24. Supplementary grants	11. Demand No.	C-3
	12. Demand No.	
	13. Demand No.	
25. Accounts and audit	11. Audit objection and audit paras	C-3
	12. Estimates Committee:	C-10
	13. Local audit (annual)	C-3
	15. Public Accounts Committee	C-10
	17. Appropriation Accounts	C-3
	18. Accounts classification opening of new heads	--
26. Advances	11. Car Advance Rules	C-1
	12. Conveyance Advance Rules	
	13. Cycle Advance Rules	
	14. Festival Advance Rules	
	15. GPF Final Withdrawal Rules	
	16. GPF Advance Rules	
	17. House Building Advance Rules	
	18. Motor Cycle/ Scooter Advance Rules	
	19. Pay Advance Rules	

20. TA Advance Rules	
21. Travel Concession Rules	
22. Other Advances Rules	
23. Grant of Car Advances	
24. Grant of Conveyance Allowance	
25. Grant of Cycle Advance	
26. Grant of Festival Advance	
27. Grant of Final Withdrawal from GPF	
28. Grant of GPF Advance	
29. Grant of House Building Advance	
30. Grant of Motor Cycle/Scooter Advance	
31. Grant of Pay Advance	
32. Grant of TA Advance	
33. Grant of LTC Advance	
34. Grant of other Advances	
11. Air passage bills	C-3
12. Cancellation charges	
13. Contingent expenditure	
14. Electric charges— recovery	C-1
15. GPF annual statements	
16. GPF— membership	
17. Grants-in-aid—contributions and donations	C-3
18. Hospitality fund	
19. House rent and other allowances	
20. Last Pay Certificate	C-5 after the settlement of case or one year after audit whichever is later.
22. Pay claims	
23. Permanent imprest	C-3
24. Refunds	C-3
25. Refreshment bills	
26. Rent demand statements	C-1
27. Payments and recoveries	

27. Service postage stamps C-3
28. TA/Transfer TA claims C-1
29. Water charges- recoveries C-3
30. Reimbursement of legal expenses C-1
31. Reimbursement of tuition fees C-3
32. Acceptance of credits/debits C-1
33. Adjustment of missing credits in GPF account C-1
35. Financing of insurance policies from GPF account C-1
36. Arrear claims (including sanction for investigation, where necessary) C-3
37. Postal life Insurance C-3
38. Write-off of losses C-3
39. Expenditure sanction C-3
40. Surety bond executed in favour of temporary or a retiring Govt. staff. C-3 after the bond ceases to be enforceable.

RECORDS OTHER THAN FILES

Retention Period

Description of Record

S. No.

1	Civil credit notes (Form S. 142) and stock register thereof	C-3
2	Register of monthly expenditure (Form GFR 9)	01 year
3	Register for watching progress of expenditure (Form GFR 11)	01 year
4	Register for watching progress of expenditure on local purchase of stationery	C-3
5	Register for reconciliation of accounts	01 Year
6	Cash Book	C-10
7	Cash receipts (Form TR 5), counterfoils and stock register.	C-3
8	Petty vouchers not furnished to audit	C-3
9	Appropriation Accounts	C-3
10	Pay Bill Register	C-35
11	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained.	C-35
12	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3
13	Acquittance roll	C-3
14	Postal life Insurance register	C-3
15	Increment register	C-1
16	Increment list	C-3

