



OFFICE OF THE RESEARCH AND CONSULTANCY CELL  
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY

(Deemed University), Allahabad – 211 004

Phone: EPABX: (0532) 2445103 – 07, Extn. 1105, 2271105 (O)

Fax: (0532) 2445101, 2445077 • Website: <http://www.mnnit.ac.in>

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Dated : 20-04-2009

**Office Order**

This is for information to all concerned that the enclosed documents on “*Leave Rules and Other Service Conditions*” will apply now for Project Staff Involved in Various Projects in MNNIT. This office-order has the approval of the Director.

Enclosure : Aforesaid document in 3 pages.

*K.M. Gupta*  
20-4-09  
(K.M. Gupta)  
Dean(R&C)

Copy for information and necessary action to:

- (1) Director *— 21-4-09*
- (2) All members of R&C Committee
- (3) All Heads of Departments with the request to circulate among the faculty members of their Department, especially to Project staff.
- (4) All Deans

*K.M. Gupta*  
20-4-09  
(K.M. Gupta)  
Dean(R&C)

**Proposed Guidelines on Leave Rules and Other Service Conditions for  
Project Staff Involved in Various Projects in MNNIT**

The rules proposed are for those staff who are appointed at least for six months and more. and facilities such as mentioned at S. no. 4,5&8 below may be extended only after one year of service, although may be with retrospective effect.

These guidelines are applicable to the research personnel and project staff, hereafter called as project staff, working on R&D projects funded by various National Funding agencies. The involved project staff may be grouped into following categories.

Category I : Faculty

Category II : JRF/SRF/RA etc.

Category III : Laboratory Engineer, Technical Assistant, Research Assistant etc.

**1. Leave**

**Yearly Leave**

30 days Yearly Leave with salary/stipend may be granted to project staff on pro-rata basis\*. The leave due may be carried over to the successive years with a limit of 90 days. However, only 45 days of Yearly Leave may be availed of in a year if the leave is due and accumulated. Not more than 30 days may be availed of in the last 3 months of the tenure. In case a project staff proceeds on leave, he/she must join back before the expiry of tenure; failing which the salary/stipend may not be paid.

{ The Principal Investigator (PI) may allow a project staff to proceed on leave under intimation to the Head of the Department if the leave is due. The leave application however has to be forwarded to the Dean(R&C) for formal sanction/record. If leave is not due, and emergency arises, such leave applications shall be put up to the Director through Dean(R&C). }

Participation by any of above category staff in any scientific event in India or abroad may be treated as Special Leave subject to maximum of 15 days in a year on approval of the Director. The staff/fellow will not be allowed to avail leave for visiting abroad for attending conferences/seminars etc. without prior approval of the Director and further of the funding agencies that specifically requires such cases to be forwarded to them.

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\* This is in accordance with 30 days leave provided to M.Tech. and PhD students.

## **Maternity & Paternity Leave**

Such leave may be available to those project staffs for which provisions are provided by the funding agency and who are appointed for at least one year.

Women project staffs having less than two surviving children are entitled for Maternity leave up to 135 days on ground of maternity along with full stipend and HRA after one year of working, once in 3 years of duration.

Male project staff having less than two surviving children will be entitled for 15 days Paternity Leave during confinement of his wife on submission of relevant documentary proof.

PI can sanction this leave under intimation to the funding agency, Head of the Department and Dean(R&C) who shall maintain record. The monetary amount for such leave period will be payable after the project staff resumes duty and submits a medical certificate in support of actual confinement.

### **2. House Rent Allowance**

The Project staff may be provided with HRA at Govt. of India rate, wherever funding agency has such option explicitly or through salary head. The submitted projects should have the provision for the HRA and duly approved by the funding agency.

### **3. Provident Fund**

The project staffs are entitled to become members of the CPF scheme, provided the fund is available explicitly or under salary head.

### **4. DA and CCA**

The project staff will get DA if applicable, as per the rates of Central Government and CCA as per rules, provided there is a provision for the same by the funding agency. The submitted projects should have the provision for the HRA and duly approved by the funding agency.

### **5. Medical Benefits**

All the Project staff and their family members will be eligible for medical facilities limited to only basic dispensary and testing facilities available in the Institute.

### **6. Higher Education**

The project staff, especially the category I and II may be encouraged to register in programmes leading to for PG/PhD degrees. The tuition fees to undertake this may be reimbursed from the contingency grant, if sanctioned any, under the project grant. For Category I staff, the tuition fee may be same as applicable for the Institute faculty members.

#### **7. Book Grant & Stationary Grant**

Such Institute's facility may be extended to Category I staff if they are engaging classes in other courses, and also taking part in other activities of the Department.

#### **8. Others (including attending conferences, training programmes etc.)**

Facilities like attending conferences, training programmes etc. may be extended to category- I project staff depending on the years of their service, tenure, nature of visit.

#### **9. Contingency Grant**

*Subject to availability in Project, the contingency grant may be used for:*

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the Institute, and there are fund in the project.
- ii. TA/DA during tours related to project work. However, DA will be limited to 50 days in a year.
- iii. Registration fee for attending conference in India and abroad.
- iv. Any other purpose, especially authorized by the funding agency.

*Contingency grant cannot be utilized for:*

- i. Foreign travel or other expenses related to visit abroad.

#### **Documents and norms consulted to prepare these rules and service conditions**

The above rules have been drawn out from the following resources:

1. CSIR Research Grants Annexure- I, article 3.13 & 3.15 which is available at [http://csirhrdg.nic.in/res\\_grants.htm](http://csirhrdg.nic.in/res_grants.htm)
2. Office Memorandum No A20020/11/97-IFD, Government of India, Ministry of Science & Technology, Department of Science & Technology, dated August 2, 2002 under Service Conditions serial no 1 to 6 which is available at [http://dst.gov.in/r&d\\_funding/annexure2.htm](http://dst.gov.in/r&d_funding/annexure2.htm)
3. Human Resource Development Group CSIR under Leave serial no (ii) which is available at <http://csirhrdg.nic.in/jrfsrfa 1.htm>
4. CSIR Research Grants Annexure-I serial no 3 which is available at [http://csirhrdg.nic.in/res\\_annex-I.htm](http://csirhrdg.nic.in/res_annex-I.htm)