

Irrigation Management & Training Institute Kota



**Rajasthan Irrigation Management & Training Institute
(Recruitment, Other Conditions of Services and Financial Management)**

Rules 1997

and

**Delegation of Powers to the Director;
IMTI Kota**

CHAPTER – I GENERAL

1.0 Short title

These rules may be called the "Rajasthan Irrigation Management & Training Institute (Recruitment, Other Conditions of Services and Financial Management) Rules 1997".

1.1 COMMENCEMENT

These rules shall come into force with effect from the date as may be notified by the president of the Institute and all Rules in force prior to that date shall stand superseded from the date, provided that action taken in pursuance of previous Rules and orders shall be deemed to have been taken under the Rules.

1.2 APPLICATION

These rules shall apply to all whole time, directly recruited employees of the Institute, and those employed on special contract or on deputation unless the terms and conditions of such contract or deputation provide otherwise.

1.3 DEFINITIONS:

In these rules, unless the context otherwise requires:

- (i) **"Appointing Authority"** means the Director IMTI, Kota for all posts in the IMTI. In so far as the Director IMTI is concerned, the Appointing Authority shall be Chairman, Executive Committee of the Institute.
- (ii) **"Authorized Medical Officer"** means the District Medical Officer of the district or any other Medical Officer or a Govt. Medical Officer authorized by the Chairman of the Executive Committee to conduct medical examination of candidates for a particular post and includes lecturers of Medical Colleges in clinical subjects and also other members or the teaching staff in clinical subjects higher in rank than that of a Lecturer. Provided that a private Registered Medical Practitioner may also be declared as such by the Executive Committee of the Institute.
- (iii) **"Committee"** means the committee constituted under Chapter-II, Rules I.2.8.0 and IV.5.1.2.
- (iv) **"Compensatory Allowance"** means an allowance granted to meet extra expenditure necessitated by the special circumstances in which duty is performed.
- (v) **"Deputation"** means, Appointment of a person already holding a post under the Govt. or Govt. controlled autonomous body or University, by temporary transfer on conditions agreed to by lending and borrowing institutions for a specific task and for a fixed duration, on the expiry of which such appointment shall stand terminated, or when his/her appointment is terminated by the institute, or when he/she is withdrawn by the parent authority or when he/she, in special

circumstances, with the consent of parent department / organisation wishes to be repatriated. Such appointment shall not grant any substantive right.

- (vi) "Director" means the Director to the Institute.
- (vii) "Disciplinary Authority" means the Director of the Institute who shall be the authority to impose on an employee any of the penalties specified in Rajasthan Service (Classification Control & Appeal) Rules 1958. the appellate authority in this case will be the Chairman, Executive Committee.
- (viii) "Employee" means a whole time employee of the Institute, working on a regularly created post.
- (ix) "Executive Committee" means the Executive Committee of the Institute.
- (x) "Family" means an Employee's wife/husband and legitimate Children ordinarily residing with and wholly dependent on him/her and also includes dependent parents if their monthly income does not exceed Rs. 1000/-.
- (xi) "Governing Body" means the Governing Body of the Institute.
- (xii) "Government" and "State" means the Government of Rajasthan, and the State of Rajasthan.
- (xiii) "Government Servant" means the person holding a civil post under the State Government which shall include Government Servant on deputation.
- (xiv) "Honorarium" or special allowance means the allowance granted for doing any extra work or special duty performed by an employee.
- (xv) "Institute" means the Irrigation Management & Training Institute, Kota. (Rajasthan).
- (xvi) "Medical Board" means the Board constituted by the Institute and recognized by the Institute under these rules from time to time.
- (xvii) "Other Backward Castes (O.B.C.)" means such castes recognized by the State Government from time to time.
- (xviii) "Pay" means the amount drawn monthly by an employee such as:
 - a) The monthly pay which has been sanctioned for a post held by him/her substantively or in an officiating capacity, or to which he/she is entitled by reason or his/her position in cadre, and
 - b) Special pay and Personal pay, and
 - c) Any other emoluments which may specifically classified as pay by the Executive Committee.
- (xix) "**Personal Pay**" means an additional pay outside the pay scale granted to an employee.
 - a) to 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;
 - b) in exceptional circumstances on specific personal considerations.
- (xx) "**Promotion Committee**" means a committee constituted to consider and recommend promotion of employees to higher posts.
- (xxi) "**Record of Service**" means the Annual Confidential Performance Appraisal Reports where maintenance of such record is prescribed and also other relevant service record.

- (xxii) **“Regular employees”** means those employees of the Institute who have completed two years continuous service after regular appointment except those whose period of probation is extended under proviso to rule I.4.4.0 (Chapter-II).
- (xxiii) **“Schedule”** means the Schedule appended to these rules.
- (xxiv) “Scheduled Castes” and “Scheduled Tribes” shall have the same meaning as is assigned to them by clauses (24) and (25) respectively of article 366 of the Constitution of India and means such castes and tribes as are notified as such by the State Government from time to time.
- (xxv) “Special Pay” means an addition in the nature of pay to the emoluments of a post or of an Employee granted in consideration of the specially arduous nature of duties or additional duties or responsibilities.
- (xxvi) **“Society”** means the Irrigation Management & Training Institute Society, Kota.
- (xxvii) “Substantive Pay” means the pay other than special pay and personal pay and other emoluments classified as pay by the Governing Body to which an employee is entitled on account of the post to which he/she has been appointed substantively or by reason of his/her substantive position in a cadre.
- (xxviii) “Sumptuary Allowance” means an allowance to compensate expenditure incurred to entertain important guests in the Institute.
- (xxix) “Temporary Employees” means those employees who have not completed two years of service under the Institute on 31st March of a financial year (subject to the provision Chapter-II, Para I 4.4.0)
- (xxx) “Year” means the financial year.

1.4 INTERPRETATION

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors, whose decision there-on shall be final.

1.5 SAVING

Nothing in these rules shall be constructed to limited or abridge the powers of the General Body / Board of Governors to deal with the case of any person to whom these rules apply in such manner as may appear to it to be just and equitable, provided that the case shall not be dealt with in any manner less favourable to him /her than as provided in these rules.

1.6 AMENDMENTS IN THE RULES

Any amendment by way of addition, alteration or deletion in these Rules shall be made only through a resolution of the General Body duly authorized under the regulations of the Institute and notified to the employees by placing it an notice board and / or circulation.

PART – II CONSTITUTION OF SERVICE

II. 1. The Services in the institute shall consist of the following three categories of staff:

- i) Persons appointed to the service directly in accordance with the provisions of these Rules.
- ii) Persons taken on deputation, and
- iii) Persons taken on contract basis.

II.2. The service shall consist of following cadres:

(i) Teaching Faculty

- a) Engineering – Civil, Water Resources & Agriculture.
- b) Agriculture Science – Agronomy and Soil Science.
- c) Agriculture, Sociology & Economics.
- d) Basic Sciences.
- e) Any other faculty or discipline to be decided by the General Body.

and shall be deployed to impart training, conduct action research activities, provide consultancy and do other assignment as assigned to them by the Director of the Institute.

(ii) Non – Teaching Staff

This will consist of Deputy Director & Technical Assistant, Accounts Service Personnel and other technical, administrative, Ministerial and Class IV staff as specified in Appendix I to provide infrastructural support to the training & other activities of the institute.

II.3. The Executive Committee shall from time to time fix the nature and total strength of the posts in each cadre.

Provided that it may leave unfilled or hold in abeyance any post, without thereby entitling any person to any compensation.

II.4. The Officers in scale No. 19 and above shall be treated as class I and those in scale No. 16 but lower than scale No. 19 be treated as class II. All officials from scale No. 15 to scale No. 6 shall be in class III. The remaining categories below scale No. 6 shall be treated in class IV.

CHAPTER - II
PART - I RECRUITMENT & APPOINTMENT

I.1 All appointments shall be made by the Director of the Institute with the approval of the Executive Committee wherever so required, except in the case of the Director, whose appointment order shall be issued by the Chairman, Executive Committee or by such other authority as may be designated by the Board of Governors. No appointment shall be made except after selection by one of the methods as prescribed in this Chapter.

I.2 Reporting of Vacancies

I.2.1 At the beginning of each financial year, or if required at anytime thereafter, the Institute shall prepare a list of vacancies which are likely to occur as a result of superannuation of members of the service or completion of their term of Appointment / Deputation or creation of new posts or for any other reason.

I.2.2 The Director i-nay thereafter notify the vacancies which are to be filled in by direct recruitment to the Employment Exchange and in Hindi and English Newspapers having statewide circulation as may be deemed proper. For posts to be filled in by deputation, the vacancies may be circulated to State Govt. / Organizations so as to obtain panel/list/ bio-data for selection/ deputation. The se vacancies may also be advertised in Hindi and English News papers having state wide circulation as may be deemed proper.

I.2.3 Age & Qualification:

I.2.3.1 Age:

In order to be eligible to be selected or to compete at the examination for a post to be filled up by direct recruitment a candidate must satisfy the conditions relating to age as laid down by the IMTI for the posts.

I.2.3.2 Qualification:

The educational and other qualifications for various posts shall be as prescribed by the IMTI from time to time for the posts.

I.2.4 Verification of antecedents

The appointing authority shall require from each candidate to indicate the names and addresses of two respectable persons to whom reference may be made, if so required, regarding his character and antecedents. Verification of the antecedents and character may be made by the Appointing Authority in such other manner as may be deemed fit before the issue of appointment order.

1.2.5. Nationality.

Nationality of a candidate for appointment to any post in the service (or a post) must be in accordance with rules of the State Government in this regard.

1.2.6 Disqualification:.

1. Any attempt on the part of a candidate to obtain support for his/her candidature by any unfair means may be held to disqualify his/her for admission to the selection or examination as the case may be.
2. No candidate who has more than one spouse living or who has married a person having already a spouse living, shall be eligible for appointment to any post in the Institute.
3. No candidate shall be appointed to any post in the service:
 - a) If he/she has been dismissed from the service of any Govt. or local authority for misconduct;
 - b) If he/she has been convicted of an offence which involves moral turpitude
4. No candidate shall be appointed to any post in the service unless he/she has been found after medical examination to be mentally and physically fit and free from any mental or physical defect likely to interfere with the discharge of his/her duties in the service or post, For this purpose the candidate shall be required to produce a certificate of medical fitness from the District Medical Officer or a Govt. Medical Officer as may be authorized by the Appointing Authority.

1.2.7.0. Recruitment & Selection

1.2.7.1 Appointment will ordinarily be made by direct recruitment, however, the Committee may also decide in specific cases to make recruitment by competitive examination. Selection for appointment shall be made in the order of merit out of the candidates recommended by the committee.

1.2.7.2. Vacancies reserved for Scheduled Castes and Scheduled Tribes shall be filled up by the recruitment of candidates out of members of the Scheduled Castes and Scheduled Tribes respectively or Other Backward Castes (O.B.C.) or handicapped category according to the Roster and orders of the State Government from time to time.

1.2.7.3. In filling the vacancies so reserved, candidates who are members of the Scheduled Castes, the Scheduled Tribes, the Other Backward Castes (O.B.C.) and physically handicapped shall be considered for appointment in the order in which their names appear in the list referred to in rule 1. 2. 8. 1 (Chapter -II) irrespective of their relative rank as compared with other candidates.

I.2.8.0. Committee for Recruitment

The Committee for Teaching Faculty has been prescribed under Clause 5. 1.2, Part - IV. (Chapter -II). The Committee for selection of candidates for appointment to the Institute by direct recruitment / deputation in case of Non-Teaching staff shall consist of the following members:

Chairman - Joint Director (Training)

Members – 1. An officer nominated by the Director from the Teaching Faculty.
2. An officer nominated by Chairman, Executive Committee of the rank of Asstt. Secy. to Govt.
3. The Deputy Director and Technical Assistant to the Director.

I.2.8.1 List of candidates recommended by the Committee:

The Committee shall select and prepare a list arranged in order of merit of the candidates along with the candidates belonging to Scheduled Castes, Scheduled Tribes, O.B.C. and Handicapped who are found suitable for appointment, interviewing as many number of eligible candidates as it may consider necessary. Where a competitive examination is held candidates equivalent to three times the number of posts may be called for interview from among those who obtain the highest marks in such examination.

I.2.8.2. Subject to the provisions of these rules candidates will be considered for appointment against the available vacancies in the order in which their names appeared in the list.

I.2.8.3. The inclusion of a candidates name in the list confers no right on him / her for appointment unless the appointing authority is satisfied, after such inquiry as may be considered necessary that the candidate is suitable in all respects for appointment in the service.

I.2.8.4. The select list shall remain valid for a period of one year from the date of its approval by the Appointing Authority. Appointments shall be made by the Appointing Authority according to the order of merit specified in the list.

I.2.9.0 Decision of Appointing Authority about the eligibility of Candidates

The decision of the Appointing Authority as to the eligibility or otherwise of a candidate for admission to the selection or examination as the case may be, shall be final and no candidate to whom a certificate of admission has not been issued by such authority, shall be admitted to the examination or shall be called for interview.

I.3.0 Methods of Recruitment.

I.3.1.0 Teaching Faculty

I.3.1.1 All members of Teaching Faculty will be drawn on deputation or on special contract after due selection from out of employees of the State Govt. Departments; provided that if suitable candidates are not available, employees may be appointed on contract who are serving in other autonomous institutions like Universities, or other Training Institutes, Bodies etc. Suitable retired officers can also be considered for appointment on terms and conditions prescribed under these rules.

I.4.0 Non-Teaching Staff:

I.4.1 The post of Deputy Director & Technical Assistant to the Director I.M.T.I. will be filled by taking employees on deputation from State Irrigation Department after selection, from a panel obtained from the Chief Engineer Irrigation, Jaipur of willing candidates holding the posts of Executive Engineer in that department.

I.4.2 All other posts in this cadre may also be filled by deputation or on contract from respective State Govt. Departments.

I.4.3 The following Non-teaching posts may be filled through direct recruitment, in accordance with the procedure laid down in rule I 2.2 (Chapter- II) unless these are filled in by Deputation.

- (i) Lower Division Clerks
- (ii) Data Entry Operators
- (iii) Librarian
- (iv) Audio Visual Equipment (operator)
- (v) Lab. Assistant
- (vi) Lab. Attendant
- (vii) Hostel Attendant
- (viii) Class IV Servants
- (ix) Drivers
- (x) Any other post to be approved by the Board of Governors.

I.4.4.0 Probation

I.4.4.1 Persons appointed to any posts in the service by Direct Recruitment shall be placed on probation for a period of two years from the date such persons assume charge of the post;

Provided that the Appointing Authority may, in special cases, extend the period of probation for a period, not exceeding one year in the aggregate.

Provided further that the appointing authority may require the probationer to undergo such training as it may deem fit during the period of probation.

I.4.4.2 If at any time during or before the end of the probation period an appointee is found to have not made sufficient use of his/her opportunity or that he / she has failed to satisfy the expected standards, his/her services may be terminated without assigning any reason.

4.4.3 A probationer whose services are dispensed with during or at the end of the probation period will not be entitled to any compensation from the Institute.

I.4.5.0 Confirmation of probation:

On successful completion of the probation period a probationer may be confirmed in the service against a post to which he/she has been appointed by the Appointing Authority; provided.

- i)** He/she has undergone the prescribed training, if any, and,
- ii)** The Appointing Authority of the Institute certifies that he/she is fit for confirmations.

PART – II PROCEDURE FOR PROMOTION

II.1.0. Appointment by promotion:

Promotion from one post in the Institute to another shall be made only for those posts for which direct appointment has been made by the Institute.

II.2.0 Conditions of eligibility for promotion:

- 2.1 Subject to the provision of sub-rule II.2.2 (Chapter- II) below, the Committee shall consider the cases of all persons in order of seniority who, on the 1st day of April of that year, have completed such number of years of service on the posts from which promotion is to be made as specified in column 6,7 & 8 of Appendix-I.
- 2.2 The zone of consideration for selection shall ordinarily be limited to thrice the number of vacancies to be filled on the basis of merit-cum-seniority. In case of posts of SC/ST etc. the zone of consideration will be five times the number of vacancies. Provided that if the required no. of suitable persons are not available in the zone as determined, the zone may be enlarged to the extent considered necessary by the Committee by mentioning the reasons there to in writing.

II.3. Preparation of selection list of persons suitable for promotion.

- 3.1 The Committee shall prepare a select list of such persons who satisfy the conditions prescribed in II.2.0. (Chapter-II) above and are held by the Committee, on the basis of their performance and personal record, to be suitable for promotion, The list shall be sufficient to cover the anticipated vacancies on account of retirement and promotion during the course of one year from the date of preparation of reserve list. A reserve list consisting of an equivalent no. of persons included in the list shall also be prepared to meet unforeseen vacancies occurring during the course of the aforesaid period.
- 3.2 The criteria for inclusion in the reserve list shall be the same as for the preparation of promotion list.

Explanation:

A person whose name is included in a reserve list but who is not promoted during the validity of the list shall have no claim over those considered in a regular selection thereafter merely on account of his earlier selection.

- 3.3 The list so prepared shall be reviewed and revised every year.
- 3.4 If in the process of selection, review or revision, it is proposed to supersede any person, the Committee shall record its reasons for the proposed supersession.

II.4 Validity of Reserve list:

The Reserve list shall ordinarily be in force until it is reviewed or revised accordance with sub-rule II-3.4 (Chapter II) but its validity shall not be extended beyond a total period of 12 months from the date of its approval by the Competent Authority.

II.5 Promotion from the Reserve list:

Promotion of persons included in the Reserve list shall follow in the same order in which names of such persons appear in the list.

PART - III – Determination of Seniority

III.1.0 Seniority of the employees of the service or a distinct cadre or group of posts in the cadre of the service shall be determined in accordance with the following principles, viz.,

III.2.0 Direct Recruits:

- i) The seniority of a directly recruited employee in the service, appointed on probation shall count from the date of his appointment, provided that if more than one person have been selected for appointment on probation at the same time, the inter-se-seniority of the persons so selected shall be according to the order of merit in which they were recommended by the committee for appointment.
- ii) The same order of inter-se-seniority shall be maintained if the confirmation is ordered at the end of the normal period of probation.

III.3.0 Promoted employee of the Institute:

The seniority of a promoted employee of the Institute shall count from the date of his/her regular selection on the post to which he/she has been promoted and shall be placed immediately below the list of confirmed member of the cadre, but above all the probationers recruited directly during the same year:

Provided that where two or more promoted employees are confirmed with effect from the same date, their inter-se seniority in the service shall follow as in the lower post from which they have been promoted.

PART - IV DEPUTATION

IV.1.0 Any person desirous of joining the Institute on deputation as a member of the teaching Faculty non-teaching staff has to apply for the same through the Head of the Department or institution of his/her parent organisation. The Director will have the right to accept or refuse without assigning any reason thereto.

IV.2.0 Tenure

Subject to the agreement of the lending authority, the period of deputation to the Institute would generally be for a duration of four years which may be extended if the Director so agrees after obtaining consent of the respective Head of the Department or Institution concerned for a further period of one year.

Provided further that in special cases where the continuance of the deputationist is considered to be in the interest of the Institute, the Executive Committee may permit extension of deputation for maximum period of another two years subject to concurrence of concerned lending Authority.

IV.3.0 Pay & Allowance:

A Government servant or any local body employee or a person on deputation from any other Institution, while on deputation to the Institute may be permitted to retain, to such extent and subject to such conditions as may be determined by the Executive Committee, such terms and condition of service which were applicable to him immediately before his/ her deputation to the service.

IV. 4.0 An employee while on deputation shall have option either to take deputation allowance in addition to his/her pay & allowance under the parent body before deputation or to get his/her pay fixed in the scale applicable for such post under the rules of the Institute.

IV. 5.0 Methods of Deputation.

IV.5.1.0 Teaching Faculty

IV.5.1.1 Eligibility for Selection

Only such persons shall be eligible for consideration for the various posts who fulfill the conditions laid down in Schedule - I on the 1st of April of the year in which they are considered.

Provided that the Board of Governors shall have powers to relax the requirements of age limit, qualification and any minimum pay and experience fixed for eligibility in the Schedule-I in the case of specially deserving candidates with significant experience and flair for teaching and imparting training in irrigation management.

IV.5.1.2 Selection Committee

a) Selection to the post of Director shall be made on the recommendations of a committee consisting of the following.

President, Board of Governors of IMTI, Kota.	Chairman
Director, RIPA, Jaipur	Member
One person of eminence in Irrigation Management to be nominated by the President of the Governing Body.	Member
Chairman, Executive Committee	Member-Secretary

b) Selection to fill other posts in the Teaching Faculty.

Chairman, Executive Committee	Chairman
Director of Agriculture	Member
Chief Engineer, Irrigation Rajasthan, Jaipur	Member
Director I.M.T.I., Kota	Member-Secretary

IV 5.1.3 Criteria for selection

Selection shall be made by the selection committee after an interview having regard to;

- a. Technical and Research qualifications and practical application thereof,
- b. Personality and character,
- c. Tact, intelligence and energy,
- d. Integrity,
- e. Previous record of service,
- f. Past experience and
- g. Teaching experience of Training in Irrigation Management.

IV 5.1.4 Procedure for selection

- i) As soon as it is decided by the Executive Committee to fill a certain number of vacant posts of director, Joint Director, Deputy Director, Assistant Director in the teaching faculty from amongst the officers mentioned in column - 3 of Schedule 1, the Member Secretary of the Selection committee may issue an advertisement in Hindi and English News papers having state wide circulation as may be deemed proper and send a circular to the relevant departments / Organizations Inviting applications from eligible officers. The Member Secretary will then call for the Annual Confidential records of the eligible officers.
- ii) On receipt of applications the Selection Committee shall meet, make a selection of the officers and prepare the list of candidates in order of merit. The list will be valid for a period of one year from the date of selection.

IV.5.1.5 Appointment:

Appointment to the post of Director, Joint Director, Deputy Director and Assistant Director shall be made from amongst the persons included in the list prepared under sub-rule (ii) of rule IV.5.1.4 (Chapter-II) by the Appointing Authority in the order of merit.

IV.5.1.6 Promotion in the parent cadre.

- i) Person on deputation in the service of the Institute under these rules promoted in his parent cadre will be entitled to only such benefits as approved by the General' Body Board of Governors.
- ii) Subject to the Rules and orders of the parent authority:
The officer concerned shall be eligible to performer promotion (officiating or substantive) in the parent cadre when ever an occasion arises and his/her pay in the parent cadre may be fixed in accordance with the provisions contained in Rule 26A of the Rajasthan Service Rule 1951. The period of service rendered in tile Institute shall count for the purpose of increment in the pay scale applicable to his/her post in parent cadre from time to time.
- iii) Except as provided in these rules, other service conditions of the Director, Joint Director, Deputy Director and Assistant Director shall be regulated by the appropriate authority under the proviso to Article 309 of the Constitution of India.

IV.5.1.7 Pension, Provident Fund etc.

Subject to the Rules and orders from parent authority, when an employee retires while holding the post in the institute, his emoluments for the purpose of calculation] of pension, gratuity under Rule 250(c) of the Rajasthan Service Rule 1951 shall be taken at what he would have been entitled to as if he/she had been working in his/her parent department.

IV.5.2 For Non-Teaching Staff:

IV.5.2.1 Persons on deputation to the Institute tinder this category will be governed by rules of deputation to other departments 1 local -bodies / autonomous Institution etc. of the State government and as amended from time to time.

IV.5.2.2 Selection for Deputation:

Selection of persons on deputation to the Institute will be made by the Committee proposed under Chapter -II Part- I Rule I.2.8.0 . Based on such recommendation tile orders for deputation will be issued by the Director of Institute. However, the decision of the Director will be considered final in case of approving such deputations.

SCHEDULE-I

S. No.	Name of The Post	Name of the post which are eligible for consideration & academic qualification minimum experience	Remarks
1	2	3	4
1.	Director	(i) Must hold a Bachelor's Degree with 55% marks in engineering (Civil) of the University established by law in India or a degree of a foreign University or Institution declared equivalent of a degree of a University established by law in India.	
		(ii)-a. Chief Engineer or Additional Chief Engineer in Irrigation Department or (ii)-b. Superintending Engineer having at least live years experience as Superintending Engineer in Irrigation Department.	
		(iii) A retired Govt. servant not more than 60 years of age who retired from the post of Chief Engineer in / Addl. Chief Engineer.	
2.	Joint Director (Agriculture)	(i) Must hold a Post Graduate Degree in Agronomy with at least 55% aggregate marks from any University / Institute recognized by the State Government.	
		(ii)-a. Joint Director, Agronomy in agriculture Deptt. or (ii)-b. Deputy Director, Agronomy in Agriculture Deptt. duly selected by RPSC / DPC with at least five years experience or three years experience with Ph. D qualification.	
		(iii) A retired Govt. servant not more than 60 years of age who retired from the post of Joint Director (Agronomy).	
3.	Joint Director (Irrigation)	(i) Must hold a Bachelor's Degree with 55% marks in Engineering (Civil) of the University established by law in India or a degree of a foreign University or Institution declared equivalent of a degree of a University established by law in India.	
		(ii)-a. Superintending Engineer of Irrigation Deptt. or (ii)-b. Executive Engineer with at least 3 years experience as Executive Engineer in Irrigation Deptt. with ME qualification. Or Executive Engineer with 5 years experience in Irrigation Department after DPC selection.	
		(iii) A retired Govt. servant not more than 60 years of age who retired from the post of SE.	
4	Deputy Director (Agronomy)	i) Must hold a Post Graduate Degree with at least 55% marks aggregate in Agronomy from any University / Institution recognized by the state Government. ii) a. Deputy Director, Agronomy in Agriculture deptt. or b. Agriculture Research Officer (Agronomy) in Agriculture deptt. with at least five years experience or	

S. No.	Name of The Post	Name of the post which are eligible for consideration & academic qualification minimum experience	Remarks
1	2	3	4
		three years experience with Ph. D. qualification.	
5	Deputy Director, (Agr. Engineering)	i) Must hold Bachelor's Degree with at least 55% marks in aggregate in Agriculture Engineering from any University recognized by the State Government. ii) a. Executive Engineer in Agriculture department or b. Assistant Engineer with atleast five years experiences in Agriculture department as Assistant Engineer after due selection by RPSC/DPC or three years experiences with M.E. qualification.	
6	Deputy Director (Agriculture-Economist)	i) Must hold a Post Graduate degree in Agriculture-Economics with at least 55% marks in aggregate from any University recognized by the State Govt. ii) Working in the Department of State Government as Agriculture Economist on the equivalent post or any one lower grade post with five years experience or three years with Ph D qualification.	
7	Deputy Director (Extension)	i) Must hold a MSc (Agriculture Extension) Degree with at least 55% marks aggregate in Agronomy from any University recognized by the state Government. iii) a. Deputy Director, Agriculture Extension in Agriculture Department b. Agriculture Officer with five years experience in Agriculture Department after due selection by RPSC/DPC or three years experience with Ph. D. qualification.	
8	Deputy Director (Irrigation)	i) Must hold a Bachelor's Degree with at least 55% marks in Civil Engineering. ii) a) Executive Engineer in Irrigation department or b) Assistant Engineer in Irrigation Department with 5 years experience after due selection by DPC/RPSC or with 3 years experience with M.E. qualification.	
9	Deputy Director (Sociology)	i) Must hold a Post Graduate Degree in Sociology/Agriculture Sociology with at least 55% marks aggregate from any University / Institution recognized by the state Government. ii) a. Deputy Director, Sociology/Agriculture Sociology or any equivalent post in the Dept. of social welfare/Agriculture or any other department or b. Assistant Director, Sociology/Agriculture Sociology or any equivalent post in the Dept. of social welfare/Agriculture or any other department with five years experience after due selection by DPC/RPSC or	

S. No.	Name of The Post	Name of the post which are eligible for consideration & academic qualification minimum experience	Remarks
1	2	3	4
		three years experience with Ph.D. qualification.	
10	Deputy Director (Soil Science)	1. Must hold a Post Graduate Degree with at least 55% marks in aggregate in Soil Science / Chemistry from any university recognized by the State Government. i) a) Deputy Director Soil Science/Chemistry in Agriculture Department or b) Agriculture Research Officer with at least five years experience in Agriculture Department after due selection by RPSC/DPC or three years' experience with Ph. D. qualification.	
11	Assistant Director(Agr. Engineering)	i) Must hold Bachelor's Degree with at least 55% marks in aggregate in Agriculture Engineering from any University recognized by the State Government. ii) a. Assistant Engineer duly selected by RPSC/DPC in Agriculture department or b. Junior Engineer duly selected by RPSC/DPC in Agriculture Department with five years experiences or three years experiences with M.E. qualification.	
12	Assistant Director (Agronomy)	i) Must hold a post graduate degree with atleast 55% marks in aggregate in Agronomy from any university recognized by state Govt. ii) a) Agriculture Research Officer (Agronomy) or equivalent in Agriculture department duly selected by RPSC/DPC in Agriculture department or b) Assistant Agriculture Research Officer (Agronomy) or equivalent in Agriculture department duly selected by RPSC/DPC with five year experience or three years experience with Ph.D. qualification	
13	Assistant Director (Irrigation)	i) Must hold a Bachelor's Degree with at least 55% marks in Civil Engineering from the recognized University by state Govt. ii) a) Assistant Engineer duly selected by RPSC/DPC in Irrigation department or b) Junior Engineer in Irrigation Department duly selected by RPSC/DPC with 5 years experience or with 3 years experience with M.E. qualification.	
14	Assistant Director (Soil Science)	i) Must hold a Post Graduate Degree with at least 55% marks in aggregate in Soil Science / Chemistry from any university recognized by the State Government. ii) a) Agriculture Research Officer or equivalent in Agriculture Department duly selected by RPSC/DPC or b) Assistant Agriculture Research Officer in Chemistry/Soil Science with five years experience or three years' experience with Ph. D. qualification.	

SCHEDULE-II
CONDITIONS OF PAY, PROMOTION AND OTHER CONDITIONS OF SERVICE

A) Director

The post of Director IMTI, Kota will be in the rank of Chief Engineer Irrigation and the pay of the officer shall be fixed in the scale No. (26), Rs. 5100-150-5700-6300 at the stage equal to the pay rationally arrived at by increasing the actual pay drawn by him in the existing post (in substantive or officiating capacity) by Rs. 500 and in case there is no such equal stage then on the next higher stage. The next increment shall accrue after completion of full incremental period counted under rule 31 of the R.S.R. 1951.

Where a Director is appointed as per column 3, item (iii) of S.No. 1 of schedule-I, his pay shall be fixed on a consolidated basis with reference to the last pay drawn by him while in service and shall not be more than the amount equivalent to the maximum salary that can be drawn in the prescribed scale.

B) Joint Director

On appointment to the post of Joint Director in the Institute, the pay of the officer shall be fixed in the scale No. (24), Rs. 4100-150-5300 at the stage equal to the pay rationally arrived at by increasing the actual pay drawn by him by Rs. 400 and in case there is no such equal stage then on the next higher stage. The next increment shall accrue after completion of full incremental period counted under rule 31 of RSR 1951.

Where a Joint Director is appointed as per column 3, item (iii) of S.No. 2 & 5 of Schedule-I his pay shall be fixed on a consolidated basis with reference to the last pay drawn by him while in service and shall not be more than the amount equivalent to the maximum salary that can be drawn in the prescribed scale.

C) Deputy Director

On appointment to the post of Deputy Director in the Institute, the pay of the officer shall be fixed in the scale No. (22), Rs. 3450-125-4700-150-5000 at the stage equal to the pay rationally arrived at by increasing the actual pay drawn by him by Rs. 400 and in case there is no such equal stage then on the next higher scale. The next increment shall accrue after completion of full incremental period counted under rule 31 of RSR 1951.

D) Assistant Director

On appointment to the post of Assistant Director in faculty of the Institute, the pay of the officer shall be fixed in the scale No. (17), Rs. 2500-4250 at the stage to the pay rationally arrived at by increasing the actual pay drawn by him by Rs. 300 and in case there is no such equal stage then on the next higher stage. The next increment shall accrue after completion of full incremental period counted under rule 31 of the RSR 1951.

SCHEDULE – III

Classification in service, pay scales and no. of posts included in service

S. No.	Name of the Post	Total No. of posts	Grade	Scale No.	Max . Age	Qualific ation	Experie nce
1.	Chief Engineer & Director	1	5100-6300	26	As per Schedule-I		
2.	Joint Director (Agriculture)	1	4100-6300	24			
3.	Joint Director (Training)	1	4100-5300	24			
4.	Dy. Director (Agronomy)	1	3450-5000	22			
5.	Dy. Director (Agriculture Engg.)	1	3450-5000	22			
6.	Dy. Director (Ag. Economics/Ext.)	1	3450-5000	22			
7.	Dy. Director (Irrigation)	4	3450-5000	22			
8.	Dy. Director (Sociology)	1	3450-5000	22			
9.	Dy. Director (Soil)	1	3450-5000	22			
10.	Asstt. Director (Irrigation)	3	2500-4250	17			
11.	Asstt. Director (Agriculture)	3	2500-4250	17			
12.	Research Officer (Agronomy) equivalent to Dy. Director (Agronomy)	1	3450-5000	22			
13.	Research Officer (Agri.Extn.) equivalent to Dy. Director (Agronomy)	1	3450-5000	22			
14.	Asstt. Research officer (Irrig. Equalivnt to Asstt. Director (Irrigation)	1	2500-4250	17			

PART - V - Pay Leave, Provident Fund & Pension

V.1 Pay during probation

The pay during probation of a person directly recruited shall be the scale of post to which he/she is appointed and in the case of person in the service of the Institute or the Government, it shall be such, as may be admissible to him/her under the rules applicable to him/ her. Increments will be earned for approved probationary service. In case probation is extended on account of his / her unsatisfactory performance such extension will not, in the case of persons directly recruited, count for increment.

V.2 Increment

An increment of an employee shall ordinarily be drawn as a matter of course, unless it is withheld as a measure of punishment after due enquiry or for want of orders of competent authority to permit him to cross the efficiency bar in the time scale.

V.3 Leave

In respect of leave, the employee of the Institute shall be governed by the Rajasthan Civil Services (Leave) Rules as they apply to the Government servants and amended from time to time.

The power to grant casual leave and other leave to the officers of class I and II shall vest in the Director. The Dy. Director & T. A., shall have power to sanction all or any other leave to all other officers and staff. However the Director may also delegate power to sanction all or, any kind of leave to the officers subordinate to him.

V.4.0 Age of Superannuation

4.1 The age of superannuation for employee of the institute shall be 58 years. However, a person after retirement from govt. service can be re-employed in the service of the Institute subject to the approval of Board of Governors. In no case such re-employment be provided to a person after attaining the age of 65 years.

V.5.0 Contributory Provident Fund, in lieu of Pension :

The contributory Provident Fund Scheme shall be applicable in lieu of pension for the employees of the Institute, but in respect of officers selected on deputation from state govt., the Pension, Gratuity and other contributions shall be paid to the State Government.

CHAPTER- III

PART - I: Allowances (T.A., D.A., H.R.A., C.C.A., Medical & Others)

For above allowances, the rates/pattern of Bureau of Public Enterprises (BPE) along with changes made in them from time to time were approved as per agenda item no. III-2, Review item no. 1.5 in 3rd meeting of the General Body held on 22-11-96. They are, mutates mutandis, as follows:

1.0. Traveling Allowance:

1.1. For the purpose of traveling allowance, there shall be the following five categories of employees

Pay slab *	Categories.
Rs. 3700/- and above	A-1
Rs. 3000/- and above but below Rs. 3700/	A-2
Rs. 1800/- and above but below Rs. 3000/-	B
Rs. 1200/- and above but below Rs. 1800/-	C
Below Rs. 1200/-	D

*As per BPE circular No. F.9-B(5)CSE/84/pt.II/906 Jaipur, Dated 12 March, 90.

1.2 Pay

1.2.1 For the purpose of eligibility of traveling allowances, pay means basic pay but it excludes special pay drawn while holding a post in substantive or officiating or purely temporary capacity at the time when the journey is undertaken.

1.2.2 In the case of an employee or Govt. servant on deputation, re-employed after retirement, the term pay means, pay plus the amount of pension including pension equivalent of death-cum-retirement gratuity if any, irrespective of the commutation of a part of pension if any or pensionary equivalent of govt. contribution with interest thereon and special contribution included in the total retirement benefits in respect of a Govt. servant or employee governed by contributory provident fund as the case may be, but not exceeding the maximum pay of the post in any case.

1.2.3 In case of an employee drawing consolidated pay, the term pay means the amount which is equal to 50% of the consolidated pay.

1.3 Mileage allowance

1.3.1 Travel by Air

Only employees belonging to A- 1 category would be entitled to travel by air, and allowed, besides one actual single fare, incidental charges @ 20 % of tile fare.

1.3.2 Travel by Rail

A-1* (i) Employees drawing Rs. 4500/- and above.	ACC first class including reservation charges, if any, plus incidental charges @ 4 paisa per KM.
(ii) Employees drawing Rs. 3700/- & above but below Rs. 4500/-.	First class/A.C. second class sleeper (if the train by which journey is performed does not have first class coach) / A.C. sitting accommodation including reservation charges, if any, plus incidental charges @ 4 paisa per KM.
A-2 & B*	First class / Air-conditioned Second class sleeper (if the train by which journey is performed does not have first class coach)/ A.C. sitting accommodation including reservation charges, if any, plus incidental charges @ 4 paisa per KM for category A-2 employees and @ 2 paisa per KM for category- B employees.
C & D	Second class including reservation charges for sleeper/ sitting accommodation, if any, plus incidental charges @ 2 paisa per KM.

*As per BPE circular No. F.98(5)CSE/84/pt.IV/2849 Jaipur, Dated 15-9-89.

1.3.3 Travel by Road: Public Conveyance

Category of Employees A-1 & A-2	Entitlement Air- conditioned / Delux / Upper Class Bus fare including reservation charges, if any, plus incidental charges @ 4 paisa per KM.
B	Air-conditioned / Delux / Upper Class Bus fare including reservation charges, if any, plus incidental charges @ 3 paisa per KM
C&D	Ordinary / Express Bus fare including reservation charges, if any, plus incidental charges @ 2 paisa per KM.

Own Conveyance

Type of Vehicle	Rate of Mileage Allowance
Motor Car / Jeep	Rs. 2.60 per KM
Scooter / Motor Cycle	Rs. 1.20 per KM
Moped	Rs. 1.00 per KM
Cycle	Rs. 0.25 per KM

Notes:

- (1) Incidental charges would be limited in case of air-travel to three fourth of one daily allowance and in other cases to amount of one daily allowance for every

period of 24 hours or fraction thereof, spent on journey. The rate of daily allowance for this purpose would be that admissible for the place where the journey ends.

- (2) Where departmental vehicle is used for road journey, no mileage allowance shall be admissible.
- (3) Entitlement to mileage allowance for journey in Motor Car/ Jeep would be admissible only to employees of categories A-1 and A-2 .
- (4) Journey by own conveyance shall not be generally undertaken to places connected by rail or bus unless the distance is less than 15 kms., in case of use of scooter / motor cycle moped and 50 kms. in case of use of motor car/jeep. In case, journey for longer distance is undertaken by own vehicle, the mileage allowance shall be limited to the amount which would have been admissible had the journey been performed by train in the class to which the employee is entitled. If hired vehicle is used for such a journey, bus fare only will be admissible.
- (5) Where hired conveyance is used, public conveyance being not available, mileage allowances shall be admissible @ Rs. 1/-per KM. This would include hiring of vehicle for short distance journeys between place of residence, airport, railway station, bus stand, place of stay, duty point etc. However, for State Capitals, town having population of more than 4 lakhs and divisional headquarters within the State, employees belonging to A-1 & A-2 categories would be entitled to reimbursement of actual taxi charges while others will get mileage allowance @ Rs. 1.50 per KM.
- (6) Any other provisions not given herein, the rules of Bureau of public Enterprises, herein after called BPE will be applicable. The State Govt. Rules will be applicable to those provisions, which do not exist even in BPE rules but are available to State Govt. Employee/ Officers. Employees / Officers deputed in the Institute will not get lesser facilities/allowances than to they were entitled if they remain in their parent dept.

1.4 Daily Allowance:

1.4.1 Composite Rates:

S. No.	Category Pay slabs	For all localities within the state outside the state except towns included in Co. 4 & 5.	For all State Capitals including Jaipur but excluding capital towns including in col. 5 Allahabad & hill stations outside the state.	For Mumbai/ Calcutta/ Chennai/ Kanpur/ Delhi/ Hyderabad/ Nagpur/ Balblore/ Patna/ Lucknow/ Ahmedbad
1.	Rs. 5100/- & above	78	85	106
2.	Rs. 2800/- & above but less than Rs. 5100/-	70	84	105
3.	Rs. 1900/- & above but less than Rs. 2800/-	60	75	58
4.	Rs. 1400/- & above but less than Rs. 1900/-	53	68	83

5.	Rs. 1100/- & above but less than Rs. 1400/-	45	60	75
6.	Below Rs. 1100/-	30	38	53

* The BPE vide Circular No. F. 98(5)CSE/84/Pt. IV/3007 Jaipur, dated 7th August, 92

1.4.2. Split Rates*:

Category	Within the State Except Jaipur		Metropolitan cities & towns having population of more than 2.5 lakhs		State capitals (other than Jaipur & Metropolitan cities) Hill stations & towns having population more than 10 lakhs		Other places outside the State & Jaipur	
	Lodging allow.	Allow. For meals	Lodging allow.	Allow. For meals	Lodging allow.	Allow. For meals	Lodging allow.	Allow. For meals
1.	2.	3.	4.	5.	6.	7.	8.	9.
A-1	125	40	450	75	250	60	150	45
A-2	100	35	325	60	200	50	120	40
B	70	30	200	55	100	45	75	35
C	40	25	100	50	60	40	50	30
D	18	13	40	35	30	25	25	18

* As per the BPE Circular No. F. 9-B (5)CSE/84/Pt. IV/1590 Jaipur, dated 1st May, 1992.

The BPE vide Circular No. F. 9-B (5) CSE / 84/ Pt. IV / 1 3 19 Jaipur, dated 15th April, 1995 has issued amendments in respect of Traveling Allowance provisions, further to the split rates admissibility of Daily Allowance as under. These have been made applicable to IMTI, Kota.

Facility of hotel Accommodation:

- (i) The officers drawing their pay in the pay scale of Rs. 2200-4000 are allowed to avail facility of single occupancy ordinary rooms in the RTDC tourist bungalows/RTDC Hotels on official tours.
- (ii) In respect of other categories, the officers in I.M.T.I. in the pay scale of Rs. 3000- 4500 and above shall be allowed to avail facility of double bedroom occupancy in deluxe rooms in the RTDC tourist bungalows 1 RTDC Hotels on official tours.
- (iii) Further, in case space is not available in RTDC bungalows/RTDC Hotels than private Hotel accommodation etc. may be allowed limited to the amount / rates provided in RTDC bungalows / RTDC Hotels. At places where RTDC bungalows / RTDC Hotels are not available than private Hotel accommodation can be

allowed limited to the amount / rates provided in RTDC bungalows / RTDC Hotels in such places.

- (iv) The facility of Hotel accommodation for the Chief Executive i.e. the Director will be provided as allowed by BPE.

Notes:

1. The Board of Governors, if felt necessary keeping in view the circumstances specific to the organisation, prescribe such higher rates of daily allowance, upto a maximum of 40% for the Director of the Institute as it may deem proper.
2. The Director of the institute in receipt of basic pay of Rs.5700/-and above may be allowed reimbursement of lodging and boarding charges on actual basis. In that case, he /she would be entitled to daily allowance at one-fourth of the composite rate applicable to the place of stay.
3. The lodging allowance up to the limits prescribed would be admissible at the actual on production of vouchers in support thereof.
4. Daily allowance entitlements would be calculated on the basis of every 24 hours of stay or part thereof (being not less than 8 hours) at tile place/s visited. Where the stay is less than 8 hours but exceeds 4 hours half D.A. would be admissible. Overnight stay on-route for taking the connecting flight, train, bus for on ward journey shall also entitle an employee to receive an additional half D.A. at composite rate applicable to the place of stay.
5. Daily allowance entitlement in case of journey by Institute vehicle would be calculated for every 24 hours of absence from headquarters or part thereof (being more than 8 hour). Where the absence from headquarters is less than 8 hours but exceeds 4 hours half D.A. would be admissible.
6. For any other provisions not given herein, the rules of BPE will be applicable. The State Govt. Rules will be applicable to those provisions, which do not exist even in BPE rules but are available to State Govt. Employee/Officers. Employees/Officers deputed in the Institute will not get lesser facilities/allowances than to they were entitled if they remain in, their parent dept.

1.5 Traveling Allowance on Transfer

**Mileage Allowance
Entitlement**

Category: A-1, A-2 & B.

- (i) Two fares of I-class if traveled by rail or two bus fares of the class actually traveled by road.
- (ii) One extra fare for each member of family and half fare for each child accompanying the employee.

Category: C & D

- (i) Two fares of II-class if traveled by rail or two bus fares (not being air-conditioned bus) if traveled by road.
- (ii) As in case of category 'A-1', 'A-2' & 'B'.

Notes:

- (1) In the places are not connected by rail or regular bus service and the journey is performed by any other hired conveyance, mileage allowance will be admissible @ Rs. 1/- per KM. for self and additional Rs. 1 /- per K.M. for the members of the family 11 the number of members exceeds three (excluding self).
- (2) If the journey is performed by own vehicle by the employee or any member(s) of his family, he may draw railway fares which would have been admissible had the journey been performed by rail, the mileage allowance shall be calculated at the rates admissible on tours undertaken by own conveyance. In such case, separate mileage allowance for transportation of conveyance will not be admissible.
- (3) In case an employee under category 'A-1', 'A-2' & 'B' travels by rail in a class lower than his/her entitlement, he/she will get actual fare of the class actually traveled plus one extra fare of the class actually travelled plus one extra fare of the class for which he/she was entitled.
- (4) If an employee under category 'A- 1' & 'A-2' undertakes journey by hired/ borrowed vehicle oil transfer even though the places are connected by rail or regular bus service, he will get mileage allowance at tile rates admissible to him/ her for travel by bus.
- (5) If an employee travels in a departmental vehicle free of charge (along or with family), one mileage allowance (bus fare) for self would be admissible. No mileage allowance will be admissible for family traveling with him/her.

**Allowance for carriage of personal effects and Conveyance.
Entitlement (Actual limited to following)**

Category 'A-I' & 'A-2'

For personal effects, Rs. 3.25 per KM and for conveyance, actual cost of transportation by rail (if transported by goods train packing and transportation expenses to and from goods shed shall be payable additionally). If the conveyance is transported by road loaded in a truck, actual freight charges will be paid subject to freight charges by passenger train or, if the places are not connected by train, subject to an allowance @ Rs. 1/- per KM. In case the conveyance is transported by road under its own power, an allowance of Rs. 2.60 per KM for Motor car/ Jeep and Rs. 1.20 per KM for Scooter/ Motor cycle/ Moped etc. would be admissible.

Category - B

For personal effects, Rs. 1.62 per K.M. and for conveyance (other than Car/Jeep) as admissible in the case of category 'A- 1' & 'A-2'.

Category - C

For personal effects, Rs. 0.80 per K.M. and for conveyance (other than Car/Jeep) as admissible in the case of category 'A-1' & 'A-2'.

Category - D

For personal effects, Rs. 0.40 per K.M. and for conveyance (other than Car/Jeep) as admissible in the case of category 'A-1' & 'A-2'.

Note: A single II class fare in case of rail journey or ordinary bus fare would be admissible to chauffeur or cleaner actually employed for motor car and if he actually travels by rail / bus.

Lump-sum transfer grant. Categories of Employees	Rate of transfer grant
A-1 & A-2	Rs. 700/-
B	Rs. 550/-
C	Rs. 450/-
D	Rs. 350/-

In cases where an incumbent of the post is not drawing pay of the post but is in receipt of pay as per terms of his/her deputation, for purposes of TA, his/her entitlements would be calculable on the minimum of the pay scale of the post on which he/she is working, in case such pay happens to be higher than his/her own pay. The Director of the Institute will have the power to relax the application of various TA entitlements in specific cases so as to permit an employee to travel in a higher class or use costlier mode of transport, or to be reimbursed for higher lodging / boarding charges than his entitlement etc. etc. This power will, however, be exercised only sparingly, for which reasons will need to be recorded in writing.

1.6 Controlling authority for sanctioning traveling allowance.

- a) The Director of the Institute shall be controlling authority for purpose of traveling and halting allowance claims of all officers of the Institute including himself.
- b) The Dy. Director & T.A. shall be the controlling officers for purpose of traveling and halting allowance for all other employees of the Institute (officials) working with the Institute.
- c) The following powers shall vest in the Director for officers and in the Dy. Director, & T.A. for other employees of Institute (Officers / officials)
 - (i) To permit mileage allowance to be calculated on a route other than the shortest and cheapest;
 - (ii) To permit to draw halting allowance for halts made on account of heavy rains, floods or sickness or other reasons acceptable to him.
 - (iii) For admitting halting allowance in excess of 30 days field at one place.
 - (iv) To permit to draw mileage allowance instead of halting allowance and to impose conditions therefore.
 - (v) To permit to draw actual cost of hiring any conveyance when no-traveling allowance is admissible.

1.7 Pay & allowance during training period:

The employees of Institute sent for training shall be entitled to receive following facilities:

- i. he/she shall be treated on duty during training period.

- ii. he/she shall get travelling allowance to and fro to the Institute as per rates applicable to him.
- iii. the employee of the Institute will be entitled to halting allowance and such other allowance as may be admissible to him/her as described under Chapter -III, Part. I However, Director may in exceptional circumstances increase or decrease this allowance as per the conditions prevailing in the Institute where training is being availed.

1.8 House Rent Allowance:

(1) For the purpose of grant of HRA, the places may be categorized as under

- Category A- Towns having population exceeding 16 lakhs.
 Category B- Towns having population exceeding 4 lakhs but upto 16 lakhs and all State Capitals not covered under Category- A.
 Category C- All district headquarters not covered by category A & B and towns having population exceeding 60,000 but upto 4 lakhs.
 Category D- All other places.

Note:

- (1) Population to be considered for the above categorization will be as per the Latest census report.
- (2) House Rent Allowance may be paid at the rates given below* irrespective of whether an employee resides in hired accommodation or in accommodation of his own.

S. No.	Pay Range (Basic Pay)	Rates per month in rupees		Other Places
		B-1 & B-2 Class cities	'C' Class Cities	
1.	Below Rs. 950/-	150/-	70/-	30/-
2.	Rs.950/- & above but below Rs. 1500/-	250/-	120/-	50/-
3.	Rs. 1500/- & above but below Rs. 2800/-	450/-	220/-	100/-
4.	Rs. 2800/- & above but below Rs. 3600/-	600/-	300/-	150/-
5.	Rs. 3600/- & above but below Rs. 4500/-	800/-	400/-	200/-
6.	Rs. 4500/- & above	1000/-	500/-	300/-

*As per the BPE Circular No. F.2(22)BPE/9012217 Jaipur, dated 11th August, 1994.

Notes :**

1. The amounts of H-RA in category Other Places, calculated with the percentages given in above table, shall be rounded off, if it is not a multiple of Rs. 5/-, to the next multiple of Rs. 5/-.
2. The amounts of HRA in category 'C' places shall not be less than 9% of pay to be rounded off as in Note No. 1 above.

3. The maximum rental ceilings provided in paragraph (5) of the guidelines for hiring of house accommodation in specific cases, are revised for A,B,C, and D category places as 35%, 30%, 22.5% and 15% in place of 30%, 25%, 20% and 15% respectively of the maximum of pay scale in which an officer is posted.
4. Employees posted outside the State shall be allowed HRA at rates given in the above table (read with Note No. 3) or in accordance with the HPA Rules applicable to State Government servants for the places concerned, whichever is advantageous to them.

**As per the BPE Circular No.F.9-B(5)CSE/84/pt.11/1253 Jaipur, dated 26th May, 1989.

- (3) House rent allowance i-nay be paid as a matter of routine along with salary without insisting upon production of receipt of payment of house rent or rental valuation certificate In case of own house. If both spouses are employed, only one of them will be entitled to receipt of HRA.
- (4) In case an employee is provided with residential accommodation by the Institute, hired or its, no house rent allowance shall be payable to such employee and instead, recovery of house rent shall be made from him @ 6% of pay.
- (5) Where the management of the Institute his already specified posts or categories of employees for whom it may hire accommodation at its expense (lease deed could be in the name of the Institute or of the employee depending upon the arrangement), accommodation shall be hired at rentals not exceeding the following limits:

Category A – 35% of the maximum of pay scale in which an officer is posted

Category B – 30% of the maximum of pay scale in which an officer is posted

Category C- 22.5%of the maximum of pay scale in which an officer is posted

Category D – 15% of the maximum of pay scale in which an officer is posted

As per BPE Circular No. F. 8-B (5) OSD/84/ 382 Jaipur, dated 22nd Jan. 1996, in respect of Chairman/ Chief Executive following *rates* has been *prescribed* and shall apply to IMTI, Kota.

In case of Undertakings not having headquarters at Jaipur the monthly rent for residential accommodation, has been allowed upto Rs. 3000/- per month.

The Director shall, however, have the discretion of crossing the above limits (up to 5%) in specific cases, recording reasons for relaxation. Where an employee prefers hiring of accommodation by the Institute, the rental of which exceeds the above limits, the difference between the rental paid and the limit prescribed shall be borne by the employee himself. This would be in addition to the recovery of house rent as per 4 above.

- (6) All employees other than the following shall be entitled to receive house rent allowance as per these guidelines :-
 - (a) Chairmen / Chief Executive in respect of whom separate guidelines have been issued by the BPE.

- (b) Persons employed on part-time basis or on all inclusive daily wage basis.
- (c) Persons employed on contract for whom the entitlement to HRA would be governed by the terms of contract.
- (d) Employees on deputation from Government or any other organisation unless they opt for HRA rates of the Institute under the terms of deputation.
- (e) Employees in receipt of pay and allowances on the pattern determined by award of any wage board or by agreements entered into with the workers union under the Industrial Disputes Act.

1.9 City compensatory Allowance:

City compensatory Allowance may be paid wherever applicable, at rates s fixed by the State Government from time to time in respect of Government Servants.

1.10 Conveyance Allowance:

Where the institute is paying fixed local conveyance allowance (towards reimbursement of local conveyance expenses) to its employees, the amount of allowance will not exceed the following limits:

Type of vehicle owned by the employee	Rate of Allowance
Car / Jeep	Rs. 300/- p.m.
Scooter / Motor Cycle	Rs. 100/- p.m.
Moped	Rs. 70/- p.m.
Cycle (For cycle sawar)	Rs. 50/- p.m.

* As per the BPE Circular No. F.2(7)BPE/94/1725 Jaipur, dated 23rd May, 1995.

Where fixed local conveyance is paid, the employees concerned will not be entitled to use staff vehicles for under-taking official journeys within the limits of the town in which he/ she is posted or within a radius of 8 Kms from office.

It is not necessary that fixed local conveyance allowance should be paid by the Institute to all the employees. The allowance, essentially meant to compensate for expenses incurred on use of own conveyance for undertaking local journeys on official work, may be sanctioned only to such employees as, in the opinion of the management, have field duties to perform and are required to make frequent local visits on official work. The grant of conveyance allowance to staff and officers other than faculty members will require the approval of the Chairman, Executive Committee.

Fixed conveyance allowance for Car/Jeep and Scooter/Motor Cycle shall be admissible only to employees in receipt of basic pay not less Rs. 3550/- and Rs. 1680/- respectively. Where fixed conveyance allowance is not paid / payable, employees required to take local journeys on official work shall be reimbursed expenses incurred by them on such journeys at the following rates:

Own vehicle

Motor Car / Jeep	Rs. 2.60* per KM
Scooter / Motor Cycle	Rs. 1.20* per KM
Moped	Rs. 1.00* per KM
Cycle	Rs. 0.30* per KM

* (As per BPE circular No. F9 B(5)/CSE/84/pt IV/1222, Jaipur dt. 3-4-95.)

Hired vehicle+

Car Taxi	Actual expenditure
Scooter Taxi	Actual expenditure
Others	Rs. 1.50 per Km.

+ (As per BPE circular No. F9 B(5)/CSE/S4/pt IV/ 1 590, Jaipur dt. 1st May,92.

As in the case of fixed conveyance allowance, reimbursement of conveyance expenses (in the form of mileage allowance indicated above) for use of car taxi and scooter taxi shall be admissible only to employees in receipt of basic pay not less than Rs. 3700/- and Rs. 2000/- respectively. However, the Director of Institute may relax this condition in urgent situations for reasons to be recorded in writing.

The conveyance allowance will be drawn on production of a certificate prescribed below. The journey performed by faculty members from his residence to office & back will also be considered as journey performed on duty.

CERTIFICATE FOR CONVEYANCE ALLOWANCE

Certified that I have maintained petrol/ diesel run vehicle No. Car/ Scooter/ Motorcycle in running order and used it, during the month of for performance of my official duty.

Dated

Signature with Designation

1.11.0 Other Allowance

An employee of the Institute will be entitled to receive other allowances as may be admissible to Govt. servants posted within the Area.

1.12.0 Medical Attendance Benefits.

1.12.1 Medical attendance benefits shall be allowed to an employee and family provided that the employee is not covered by benefits under the Employees State Insurance Scheme. The family would include spouse children including those adopted legally and parents, if wholly dependent on the employees. The parents will be treated as wholly dependent only if the

incoming from all other sources is less than Rs. 1000/- per month with the employee.

- 1.12.2 The facility of medical attendance and treatment shall be usually permitted in a Government hospital or dispensary, or at the employee's residence in case the illness is such as may compel the patient to be confined at his residence. The Government hospital/ dispensary would include those run by the State Government, if the employee is posted within the state, and those run by any other Government, if the employee is posted outside the State or falls ill while on tour outside the State. The Chairman Executive Committee of the institute, may, however, at his discretion allow treatment in a private hospital (not being a private dispensary or clinic) also within or outside the State but, in such cases, the outdoor consulting fee, if any, would be reimbursed to the extent of 50 % only. In case of indoor, treatment, the expenses would be reimbursable to the extent of charges payable in a Government hospital for the class of accommodation to which an employee is entitled, unless special dispensation is granted by the Director of the Institute in specific cases for reasons to be recorded in writing.
- 1.12.3 Where the concerned medical attendant is of the view that the patient is suffering from a disease for which treatment is not available in any Government hospital in Rajasthan or at the place of his posting outside Rajasthan, he may refer the patient to such hospital / institution outside the State as the Director, Medical & Health Services or the Principal of Medical College or, the Medical Superintendent of the hospital may approve for the purpose in writing. The outside hospital would, however, be one from the list approved by the State Government for reference of Government servants. Reference of patients to take treatment outside the country, if necessary shall be made subject to guidelines already issued on the subject by the BPE separately.
- 1.12.4 Medical attendance and treatment would include (a) employment of pathological, bacteriological, radiological or any other methods of diagnosis of the disease. (b) dental treatment excluding the treatment of pyorrhea and signivites of the teeth (c) surgical operations including the oral surgery of the mouth, ((d) supply of such medicines, vaccines, sera or other therapeutic sustenance as the concerned medical attendant may certify to be essential for the treatment excluding medicines which are regarded as food, tonics, tonics having more food value, disinfectants and other similar preparations (the list of medicines approved by the State Government for the purpose of reimbursement non- reimbursement of the cost of medicines to Government servants would be applicable in case of employees of the Institute, (f) confinement in hospital including pre-natal and post-natal treatment. (g) provision of accommodation in hospital and lastly (h) the medical attendant's consultation for attendance at the residence of the patient or at a private hospital.
- 1.12.5 Medical attendance and treatment specified in sub-paragraph (4) above shall be allowed free of charge except in the case of treatment at private hospitals for which the reimbursement levels would be determined in accordance with these guidelines. The charges reimbursable shall include (a) cost of medicines, vaccines, sera., or other therapeutic sustenance not provided by the hospital or dispensary free of charge, (b) ambulance charges (c) blood transfusion charges (d) cost of hearing aid or artificial

limb, (e) consultation fee charged by the medical attendant for attendance and treatment of a patient at his residence to the extent of scales laid down by the State Government in respect of Government servants, (f) fifty percent of outdoor consultancy fee, if any, charged by a private hospital authorized by the management of the Institute, (g) fee paid to compounder/nurse for administering injection at the residence on the scale laid down by the State Government in respect of Government servants (h) cost of pathological, bacteriological and radiological charges paid to the hospital where the treatment is taken (investigation charges paid to outside private laboratories would not be reimbursable) and (i) to and fro cost of travel for journey of the patient and one attendant where considered necessary accompany the patient transferred to any out-station hospital within the country at the scale of mileage allowance (excluding incidental charges) admissible to an employee on tour, and (j) cost of treatment abroad following the guidelines issued in that behalf by the BPE separately.

- 1.12.6 Where treatment is taken as indoor patient in a Government hospital, the cost of accommodation shall be reimbursed in addition as per the following classification:

a) Employees drawing basic pay of Rs. 3500/- and above	Delux or Cottage Ward.
b) Employees drawing basic pay of Rs. 2000/- and above but below Rs. 3500/-	Cottage Ward.
c) Employees drawing basic pay of Rs. 1000/- and above but below Rs. 2000/-	Rental Ward of the lowest category

Where the patient is admitted in a non-government hospital, authorized by the Chairman Executive Committee for the purpose, the rental charges would be reimbursed to the extent of monetary entitlements for indoor treatment in a State Government hospital. However, in cases where the treatment is taken outside the State on special reference, the class of accommodation to be hired will be permitted by the management after ascertaining from the employee, the types of accommodation and scales of charges prescribed by the Hospital concerned. Reimbursement of ordinary nursing facilities would be permitted on actual basis.

- 1.12.7 The institute may lay down general monetary limits upto which reimbursement of medical expenses shall be allowable in a financial year. In such cases, Director shall have powers to relax the monetary limits in specific cases. The Director shall also have powers to grant facilities to an employee, in special circumstances to be recorded in writing, in excess of his usual entitlements. This will, however, Pot apply to cases of treatment taken abroad or outside the State on special reference.
- 1.12.8 The procedure for reimbursement of medical expenses shall be laid down by the Institute in accordance with their internal check system and requirements.
- 1.12.9 Besides, the President of the Society can take appropriate decision on merit by relaxing any of the conditions mentioned above.

1.13 **Sumptuary Allowance** :

The Director of the Institute will be entitled to a Sumptuary Allowance to the extent of Rs. 5000/- per year towards expenses for entertaining guests visiting the Institute for which certificate of expenditure will have to be produced by him.

Part I 2.0 Loans & Advances

2.1 The rules for the time being in force, in respect of loans & advances to Govt. servants for the construction or purchase of houses or plots or purchase of conveyance & other advance shall apply to the employees of the Institute subject to sub rule (2). However, in case of staff on deputation the loans & advances will be sanctioned by the Collector or such authority as empowered by the Government under State Govt. Rules.

For the purpose of said rules, the sanctioning authority for different advances shall be as under:

a)	For the construction or purchase of house or for purchase of plot and Purchase of Car	Director
b)	For the purchase of two wheelers	Director
c)	For the purchase of Bicycle	Director
d)	For purpose of purchase of food grains	Director
e)	Festival Advance	DD & TA to Director
f)	GPF Advance	Director
	i) Class I & II	Director
	ii) Class III & IV	DD & TA to Director
	iii) Permanent & Temporary Advance	Director

Part I 3.0 Initial Pay

The initial pay of the employees of the Institute shall be determined in accordance with the principles laid down in Rajasthan Service Rules 1951 applicable to Govt. servants from time to time. However, in case of faculty members, initial pay shall be arrived at in accordance to the rules given at Chapter-II, Para IV.3.0 (Schedule -II).

Part I 4.0 Joining Time

Employees of the institute shall be entitled to the joining time as allowed by the State Govt. to his/her employees of equal pay &, status from time to time.

CHAPTER - IV

Part – I Service Record Confidential (Annual Performance Appraisal) Reports.

I.1.0. Service Book

Service book shall be kept for every employee other than a casual employee. The service book shall be maintained in the form and in the manner as prescribed for Govt. servants.

I.2.0. Personal Files

- 2.1 Personal file of every employee of the Institute shall be maintained and shall be kept in the office of the appointing authority.
- 2.2 The personal files maintained shall contain original orders of appointment, promotions, punishment, suspension and all such other particulars pertaining to tile employee which may throw light on his working, character, conduct etc.

I.3.0 Confidential Reports

- 3.1 Annual Performance Appraisal (Confidential) Reports shall be maintained for all employees of the Institute in the form as prescribed by the Executive Committee, bait till such forms are prescribed, the forms prescribed by Govt. will be used.
- 3.2 The report shall be written annually in the month of April for the previous financial year. Remarks in the confidential report shall be initiated by head/ in-charge of tile section of the Institute.
- 3.3 The Reporting, Reviewing and Accepting Officer in case of APAREports for different cadre of officers / officials in the institute will be as per Appendix- II.
- 3.4 Any adverse remark given in the confidential report shall be communicated to the concerned employee of the institute by the appointing authority. It will be open to the employee to whom adverse remarks have been communicated to make a representation within 30 days of its receipt to the Appointing Authority to have the unfavorable remarks expunged or amended.

Part II - CONDUCT

II.1 Definitions

- 1.1 For the purpose of this part "Member of Family" in relation to employees of the Institute includes :
- 1) The wife or husband as the case may be of the employees of the Institute, whether residing with him/her or not but does not include a wife or husband, as the case may be, separated from him/her by decree or order of a competent court.
 - 2) Son or daughter or step son or step daughter of the employee of the Institute and wholly dependent on him but does not include a child or step child who is no longer in any way dependent on the employees of the Institute or of whose custody the employee of the Institute has been deprived by or under any law.
 - 3) Any other person related whether by blood or marriage to the employee of the Institute or to him / her wife or husband and wholly dependent on him.

11.2 Employee of the Institute to maintain integrity and devotion to duty

- 2.1 Every employee of the Institute shall at all time:
- i) maintain absolute Integrity
 - ii) maintain devotion to duty; and
 - iii) do nothing which is unbecoming of an employee of the Institute.
- 2.2 (i) Every employee of the Institute holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Institute employees for the time being under his control and authority.
- ii) No employee of the Institute shall in the performance of his duties or in exercise of the powers conferred on him, act otherwise than in his best judgment except that when he is acting under the direction of his official superior and shall where he is acting under such direction, obtain the direction in writing, whenever practicable and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

Explanation

Nothing in clause (ii) of sub rule 2.2 shall be construed as empowering the employee of the Institute to evade his responsibility by seeking,, instructions from or approval of a superior officer or authority when such Instructions are not necessary, under the scheme of distribution or powers and responsibilities.

II. 3 Employment of near relatives of employees of Institute in undertaking enjoying Institute's patronage.

- 1) No employee of the Institute shall use his position or influence directly or indirectly to secure employment for any member of his family, in any private undertaking.

2. (i) No class I or II officer shall except with the previous sanction of the Institute permit his son, daughter or other dependent to accept employment in any private undertaking having official dealings with the institute. Provided that where the acceptance of the employment cannot await prior permission of the Institute or is otherwise considered urgent, the matter shall be reported to the Institute and the employment may be accepted provisionally subject to the permission of the Institute.

(ii) An employee of the Institute shall as soon as aware of the acceptance by a member of his family of all employment in any private undertaking, intimate such acceptance to the Institute and shall also intimate whether he has or has had any official dealing with the undertaking. Provided that no such intimation shall be necessary in the case of class I or II officer if he has already obtained the sanction of or sent a report to the Institute under clause (i).
3. No employee of the Institute shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or any other person if any member of his family is employed in that undertaking or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the employee of the Institute shall refer every such matter of contract to his official superior and the matter of contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

II.4 Taking part in politics and elections

- (1) No employee of the Institute shall be a member of or be otherwise associated with any political party and organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every employee of the Institute to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner an movement or activity which is, or lends directly or indirectly to be, subversive of the Institute or Govt. as by law established and where an employee of the Institute is unable to prevent a member of his family from taking part in, or subscribing in aid of or assist in any other manner, any such movement or activity shall make a report to that effect to the Institute.
- (3) If any question arises whether the party is a political party or whether an organisation takes part in politics or whether any movement or activity falls within the scope of sub rule (2) the decision of the Govt. there on shall be final.
- (4) No employee of the Institute shall canvass or otherwise interfere with or take part in an election to any legislature or local authority provided that :
 - (i) An employee of the Institute qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.
 - (ii) An employee of the Institute shall not be deemed to have contravened the provisions of this sub rule by reason only that he assist in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation:

The display by an employee of the Institute on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub rule.

II.5 Demonstration and strike

No employee of the Institute shall -

- (i) engage himself for participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign states, public order decency or morality or which involves contempt of court, defamation or incitement to an euphonies or,
- (ii) resort to or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other Institute employee.

II.6 Proceeding on leave by employee of Institute

No employee of the institute shall proceed oil leave (casual or otherwise) before it has been sanctioned. (provided that in a case of emergency, the Authority competent to sanction leave may, for reasons to be recorded in writing, accord ex-post-fact sanction to leave already availed of.

II.7 Joining of Associations by employee of the Institute

No employee of the Institute shall join, or continue to be a member of an association, the, object or activities of which are prejudicial to the interests or the sovereignty and integrity of India or public order or morality.

II.8 Connection with Press, Radio, or Television

No employee of the institute shall except with the previous sanction of tile Institute or in the bonafide discharge of his duties participate in a radio broadcast or T.V. telecast or contribute any article or write any letter either In his own name or anonymously pseudonymously or In the name of any other person to any newspaper or periodical. Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic, socialistic or scientific character.

II. 9 Criticism of the institute or Government

- (1) No employee of the Institute shall, in any radio broadcast or T. V. telecast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement or opinion.

- (i) Which has the effect of an criticism of ally current or recent policy or action of the Institute or the Government.
- (ii) Provided that nothing in this rule shall apply to bonafide expression of views by him as an office bearer of an association or a trade union of such service for the purposes of safeguarding the conditions of service of its members or for securing an improvement there of: or
- (iii) Which is capable of embarrassing the relations between the Government and the institute provided that, nothing in this, rule shall apply to any statement made or view expressed by an employee of the Institute in his capacity as an Institute employee or ill the due performance of tile duties assigned to

II.10 Evidence before committee or any other authority

- (1) Except as provided by sub rule (3) below, no employee of the Institute shall except with the previous sanction of the Director in case of grade I & II officer and the Dy. Director & T.A. in case of other employees give evidence in connection with an enquiry conducted by any person, committee or authority.
- (2) Where any sanction had been accorded tinder sub rule (1) no employee of the Institute given such evidence shall criticize the policy or any action of tile authority or of the Government.
- (3) Nothing in this rule shall apply to (a) evidence given at an enquiry an authority appointed by the Government or tile Institute or (b) evidence given in any judicial enquiry or (c) evidence given at any enquiry ordered by tile Institute or the Government.

II. 11 Private trade or employment

- (i) No employee except faculty members of t lie Institute shall except with tile previous permission of the Institute engage directly or indirectly in any trade or business or undertake any other employment.
- (ii) The faculty members can do consultancy outside normal office hours for which proper. a/c shall be maintained and 33% of the consultancy amount shall be deposited in the Institute & 67% can be retained by him.
 Provided that employee of the Institute may, without such sanction undertake honorary work of social or charitable nature or occasional work of a literary artistic or scientific character, subject to the condition that his official duties do no thereby suffer. However, he shall not undertake nor shall continue such work if so directed by the Institute.

Explanation

- (1) Canvassing by an employee of the Institute in support of tile business of the insurance agency, commission agency, etc. owned or managed by Ills wife or any other member of his family shall be deemed to be a breach of this sub rule.
- (2) Every employee of tile Institute shall report to the Institute, if any member of his family is engaged ill a trade or business of his own or business of his own or manages an insurance agency or commission agency.

- (3) No employee of Institute shall, without the previous sanction of the Institute except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is requested to be registered under the companies Act 1958 or any other law for the time being in force or any cooperative society for commercial purposes.

Provided that an employee of Institute may take part in the registration, promotion or management of a cooperative society substantially for the benefit, of the employees of Institute, registered under the Rajasthan Cooperative Societies Act 1958 or any other law for the time being in force or of literary, scientific, or charitable society registered under the Rajasthan Societies Registration Act 1958 or any other corresponding law in force.

- (4) No employee of Institute may accept any fee for any work done by him for any public body or any private person without the sanction of the Institute. Faculty members will be allowed to take fee or honorarium for the lectures delivered by them in any public or private bodies or courses conducted by the Institute for such bodies which are not a part & parcel of their normal official duties or an advisory or consultancy work carried by them for such bodies.

An employee of Institute may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

II.12 Consumption of intoxication drinking & drugs

An employee of the Institute shall

- (a) Strictly abide by any law relating to intoxication drinks or drugs in , force in any area in which he may happen to be for the time being
- (b) Neither take any intoxicating drink or drug nor shall remain under the influence of it at the time of the performance of his duty.
- (c) Not appear in a public place in a state of intoxication.

II.13 Disciplinary proceedings

The employees of the Institute shall be governed by the rules of tile State Govt. for this purpose. However, Governing Body shall be the Appointing Authority or such authority to whom powers may be delegated in such cases and will he empowered to reduce such penalty after writing the circumstance for doing so.

II.14 Application of Government circular

Subject to the provisions of these rule, and only orders to the contrary, of the Governing Body, all Government orders issued from time to time on matters not specifically provided for in these rules governing the conditions of service of Government servants such as leave including Surrender leave, etc. shall mutates-mutandis apply to the employee of the Institute.

CHAPTER V
Part I- Contract Service

I. 1 Class IV Servants, Drivers, Helpers, Chowkidars, Sweepers, Operators, Coolies, Painters, Masons, Beldars, Fitters, Electricians and other such categories not included under the cadres already specified in the proceeding paras or otherwise shall be included in the category of persons engaged on contract service by the Institute.

I.2 The engagement of person (not exceeding one year at a time)

The persons under this category should be drawn through street approved agencies which are having regular arrangements for supply of persons on contract on specified terms and conditions.

1.3 In case such agencies are not available or are unable to supply because of non-availability with them or disagreement on terms and conditions or unsatisfactory service, then such persons can be obtained locally by inviting tenders / quotations as the case may be.

CHAPTER VI
Part I Financial Management

1.1 The financial management of the Institute shall be governed as per the rules framed or amended from time to time for this purpose by, the Governing Body. However, in such cases where no provision under these rules exist, the Director will have the powers to exercise his discretion in accordance with the standards of financial propriety with a view to facilitating the society for achieving its objectives subject to ex-post-facto approval of the Executive Committee. The general financial management of the institute will be carried out according to the orders of General Body/ Board of Governors as per the provisions made in this rule as under:

- (a) Acquire by gift, purchase, exchange, lease, hire or otherwise land, buildings casements rights and other property both movable 'or immovable, including machinery, equipments, estate, for furtherance of all or any of the objects of the Institute.
- (b) Borrow and raise money without or on security by way of mortgages charges and hypothecation or pledge of all or any of the immovable or movable properties belonging to the Institute or in any other manner whatsoever with prior permission in writing of the Government of Rajasthan.
- (c) Sell, mortgage, change, lease and / or otherwise transfer or dispose off all or any property, immovable or movable, of the institute with the prior permission in writing of the Government of Rajasthan.
- (d) Solicit, obtain and accept from any person, firms, company, corporation, Institution, local body or authority of the State or Central Government. Subscriptions, donations, grants, gifts, bequests of money and all kinds of property, movable and immovable, either unconditionally or on any special terms and conditions or on terms not being inconsistent with the objects of the Institute as it may think fit.
- (e) Invest and deal with the money of the Institute in such manner as may from time to time be determined by the Institute.
- (f) Construct, maintain , repair, extend, after, improve or develop any buildings or works necessary or convenient for the purpose of the Institute.

1.2 In carrying out its objectives the Institute

- (a) Pay out of the fund belonging to the Institute or out of any, particular part of such funds, all expenses that are incidental to the management and administration of the institute including all rents, taxes, outgoing and the salaries of its employees.
- (b) draw, make, accept, endorse and negotiate cheques, hundies promissory notes or other negotiable instruments.
- (c) for the purpose aforesaid or any of them, sign, execute arid deliver such assurance and deeds as may be necessary.
- (d) construct and maintain buildings, works and conveyances of all kinds suitable for any of the purposes of the Institute.

- (e) subscribe or otherwise assist or guarantee moneys to charitable, benevolent, scientific, national, public or any other institutions, objects or purpose.
- (f) purchase or otherwise, acquire from any Government or such authorities, any licenses concessions, grants, decrees, rights, powers and privileges whatsoever which may seem to the Institute capable of being turned to account and to work, develop, carrying out, exercise and turn the same to account.
- (g) Apply for purchase, or otherwise, acquire any patent, brevets-de invention, license, concessions and title like conferring exclusive or nonexclusive or limited right to use any secret or other information as to any inventions which may seem capable of being used for any of the purpose of the Institute or the acquisition of which may directly or indirectly benefit the Institute and to use, exercise or develop or grant licenses in respect of, or otherwise, turn to account, the property, right or information so acquired.
- (h) make donations to such persons or institutions whether of cash or any other assets, as may be, that are directly or indirectly conducive to any of the Institutes objectives, or otherwise expedient and in particular, to remunerate any person or corporations assisting the Institute.
- (i) establish and support or aid establishment of and start associations, institutions, societies, funds, trusts and conveniences for the benefit of the employees or ex-employees and grant concessions, allowances, gratuities, either by way of annual payments, or by way of lump-sum and make payments towards insurance and form and contribute to provident and benefit funds for such persons.
- (j) Generally do and execute all such other acts, matters and things as are incidental or conducive to or necessary for the attainment of the above objects or any of them.

I.3.0 General

I.3.1 Funds of the Institute

The funds of the Institute shall consist of the following:

- a. Grants, assignments, contributions advances and loans advanced by the Government for the furtherance of the objectives of the Institute.
- b. Receipts from fees charged by the Institute.
- c. Income from any other assets acquired by the Institute.
- d. Income from any other sources.

1.3.2 P.D. Account

A P.D. Account shall be opened at Treasury, Kota. All the grants, assistance or money received from Govt. or any such other agency, which the Govt. decides shall be kept in P.D. Account opened for this purpose. The payment from this account shall be made as per the rules laid down by the Government from time to time,

1.3.3 Investment

All moneys not immediately required for the purpose of the Institute may, at the discretion of the Institute, be invested in F.D. in any Nationalized Bank /securities as may be authorized by the Executive Committee.

1.4 Accounts & Audit

1) Accounts

The institute shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the balance sheets, in such form as may be prescribed by the Government in consultation with the auditor of the Institute.

2) Audit

The account of the Institute shall be audited every year by the Auditor appointed by the General Body/ Board of Governors and any expenditure incurred in connection with the audit of accounts of the Institute, shall be payable by the institute. The auditor of the Institute shall have the same rights, privileges and authority in connection with audit of accounts of the Institute as the Accountant General or any other person appointed by him in this behalf has in connection with the audit of Government Accounts, and in particular have the right to demand the production of books, accounts, connected vouchers and other documents and papers.

3) Audit Report

Statement of accounts of the institute, as certified by the auditor together with the Audit Report thereon shall be forwarded by the Auditor to the Institute and the Chairman, Executive Committee.

The General Body may consider the above audit report for adoption.

1.5 The Seal

The General Body/ Board of Governors may adopt a seal for being used as tile seal of the Society, and shall provide for safe custody thereof. The of the Society may slot be affixed to any of the instrument except by, the authority of a resolution of the General Body/ Board of Governors and in tile presence of the Director and any two members of the General Body/ Board of Governors all of whom shall sign the same.

1.9 Contracts

Except as may, be otherwise provided in the byelaws of the Society all the contracts and assurances of the properly made on behalf of the Society shall be under the seal of the society and signed on behalf of the society by the Director and any two members of the General Body/ Board of Governors.

1.7 Amendment of Rules & Regulations

These rules and regulations may from time to time be amended, altered or canceled by the General Body of I.M.T.I.

Provided that atleast 14 days prior notice of the proposed amendment, alterations and additions shall be given and the same shall have been passed by a majority of atleast two thirds of the members present at the meeting and voting.

**Classification in Service, Pay Scale and no. of posts including in
Service Non-Faulty Establishment**

S. No.	Name of the Post	Total No. Posts	Scale of Pay	Scale No.	Max. Age	Qualification	Experience
1.	2.	3.	4.	5.	6.	7.	8.
1.	Deputy Director & TA to Director	1	3000-4500 (19) As per State Govt. Rules				
2.	Asstt. Accounts Officer	1	2000-3200 (14)				
3.	Sr. Personal Assistant	1	2000-3200 (14)				
4.	Office Superintendent	1	1640-2900 (13)				
5.	Personal Assistant	1	1640-2900 (13)				
6.	Accountant	1	1640-2900 (13)				
7.	Head Draftsmen	1	1640-2900 (13)				
8.	Junior Engineer	1	1400-2600 (12)				
9.	Stenographer	3	1400-2600 (12)				
10.	Junior Accountant	1	1400-2600 (12)				
11.	Librarian	1	1400-2600 (12)				
12.	Upper Division Clerk	6	1200-2050 (9)				
13.	Data Entry Operator	2	1200-2050 (9)				
14.	Junior Draftsman	2	1200-2050 (9)				
15.	Lab. Asstt.	1	1200-2050 (9)				
16.	Project Operator	1	1025-1800 (8)				
17.	Lower Division Clerk	9	950-1680 (6)				
18.	Tracer	2	950-1680 (6)				
19.	Driver	8	950-1680 (6)				
20.	Ferro man Cum Photo Copier Operator	1	950-1680 (6)				
21.	Telephone Operator Cum Receptionist	1	950-1680 (6)				
22.	Agriculture Supervisor	2	950-1680 (6)				
23.	Ferro man	1	800-1250 (3)				
24.	Lab Attendant	1	775-1025 (2)				
25.	Hostel Attendant	8	750-940 (1)				
26.	Class IV Servant	11	750-940 (1)				
27.	Helper	1	750-940 (1)				
28.	Watchman	6	950/- PM Fixed				

**Movement Chart of APARs if Officers / Officials working in
Irrigation Management & Training Institute,
Kota (Rajasthan)**

S. No.	Name of Post	Reporting Officer	Reviewing Officer	Accepting Officer
1.	2.	3.	4.	5.
1.	Director	Vice President	President	D.O.P.
2.	Joint Director	Director	Vice-president	Secy. To Govt of concerned deptt.
3.	Dr. Director (T.A.) & (W)	Director	Vice-president	Secy. To Govt of concerned deptt.
4.	Dy. Director	Joint Director concerned	Director	Secy. To Govt of concerned deptt.
5.	Asstt. Director	Dy. Director concerned	Joint Director concerned	Director
6.	Asstt. Accounts Officer	Dr. Director (T.A.) & (W)	Director	Special Secretary Finance deptt.
7.	Personal Secretary	Director	Director	Director
8.	Accountant	Asstt. Accounts Officer	Dr. Director (T.A.) & (W)	Director
9.	Personal Assistant / Stenographer	Concerning Officer	Director	Director
10.	Non-gazetted Staff OS/UDCs/LDCs/ HDM/JDM/ Tracer/ Ferroman/Class IV.	Dr. Director (T.A.) & (W) Concerning Officer	Concerning next Officer/Director	Director
11.	Librarian	Dr. Director (T.A.) & (W) Concerning Officer	Director	Director
12.	Laboratory Assistant	Asstt. Director incharge	Dy. Director concerned	Joint Director concerned
13.	Project Operator	Asstt. Director incharge	Dy. Director concerned	Joint Director concerned

DELEGATION OF POWERS TO THE DIRECTOR I.M.T.I., KOTA

The Director IMTI, Kota will enjoy all the powers as delegated to the Chief Engineer under the P.W.F. & A.R. of the Government of Rajasthan. Deputy Director & TA to Director will enjoy all the powers as delegated to the Executive Engineer under the P.W.F. & A.R. of the Government of Rajasthan, except engagement of casual labor. However, because of the different nature of activities of the IMTI, the Director, IMTI, Kota, is authorized to exercise the following additional powers subject to Budget provisions.

S. No.	Description	Extent of Delegation	Conditions
1	2	3	4
1.	To sanction TA & DA to visiting faculty Members experts for course organized by the Institute.	Full powers	TA / DA to be paid according to the status as admissible to Govt. servants of equal rank.
2.	Powers to provide free transport to guest faculty members.	Full powers	
3.	Powers to sanction expenditure for serving tea / coffee, snacks lunches (including working lunch dinner etc. to participants and faculty members in courses, seminars and workshops and the meetings of the Institute.	Full powers within the following limits* A. Tea/Coffee/Snacks	Tea only = Rs.2.5/- Coffee only = Rs.5/- Cold Drinks = Rs.8/- Snacks only = Rs.7.5/-
	*The revision of these rates from time to time will be made with the approval of the Chairman, Executive Committee.	B. Working lunch C. Lunch / Dinner for meeting of the Institute	= Rs. 25/- per head = Rs. 125/- per head
4.	Powers to sanction expenditure for all meetings of the Society.	Full powers	
5.	Powers to sanction expenditure on boarding arrangements of visiting faculty members including guest faculty members who are invited to conduct various courses in the Institute.	Full powers	
6.	Powers to sanction expenditure for entertainment of guests and trainees etc.	Full powers	
7.	Powers to sanction expenditure in connection with study tour of trainees within the country.	Full powers	
8.	Powers to sanction tour of trainees in Institutes bus any where within the country.	Full powers	
9.	Powers to sanction journeys of Institute's vehicles any where in the State.	Full powers	
10.	Powers to fix charges for occupation of rooms in the hostel / guest house at the Institute for persons other than the trainees / guests of the Institute.	Full powers	
11.	Powers to depute officers of the Institute to seminars workshops etc. organized in India by Government / Public Undertaking disciplines related to Water and Land Management / Computers.	Full powers along with registration fees in any	
12.	Powers to fix scales of charges for mess facilities to be recovered from persons other than trainees / guests of the Institute.	Full powers	

S. No.	Description	Extent of Delegation	Conditions
1	2	3	4
13.	Powers to entrust works of IMTI to various Govt. Deptt. for execution.	Full powers	
14.	Powers to incur expenditure on usual expenses like petty repairs, maintenance and upkeep of Institute's buildings.	Full powers	
15.	Powers to engage security staff for Buildings of the Institute.	Full powers	
16.	Powers to engage persons on contract for services	Full powers	
17.	Powers for purchase of equipment / furniture etc.**	Full powers subject to approval of executive committee	
18.	Powers for making petty purchases against office equipment's & essential items of day to day use in training's.	Full powers	
19.	Powers for printing and publications of Irrigation Management materials and Newsletters etc.	Full powers	
20.	Powers for purchase of stationery for day to day use (other than stationery required for computer work)	Full powers as per requirement.	
21.	Powers for purchase of computer stationery	Full powers	
22.	Powers to hire conveyance for the use of Institute in case of inadequacy of Institute's vehicle.	Full powers	
23.	Powers to engage consultants / Consultancy Organizations for works approved by Executive Committee.	Full powers	
24.	Power to fix imprest for the office for petty expenses.	Rs. 10,000/-	
25.	Powers to obtain membership of reputed National & International Institute dealing in Irrigation Management disciplines.	Full powers	
26.	To sanction all payments in respect of works, activities and functions approved by the Executive Committee or the Governing Body or the General Body.	Full powers	
27.	Repairs to equipment's of the IMTI, Kota.	Full powers	

* Amended during 5th Executive Committee meeting held on 17.3.2005

Full powers within the following limits*	Tea only = Rs.5/- Coffee only = Rs.7/- Cold Drinks = Rs.10/- Snacks only = Rs.10/-
A. Tea/Coffee/Snacks	
B. Working lunch	= Rs. 40/- per head
C. Lunch / Dinner for meeting of the Institute	= Rs. 150/- per head

** Full powers up to Rs 5.0 Lacs p.a

Full powers above Rs 5.0 Lacs subject to approval of Executive Committee