
Staff Handbook



**Indian Institute of Information
Technology -Tiruchirappalli**

Salary, Allowances and other Benefits

The salary is paid directly to the employee bank account on the last day of the month except for the month of March when it is paid on the first working day of April. The Financial Year for tax purposes is from April 1 of a given year to March 31 of the following year. The income tax uses assessment year for submission of Income Tax Returns (ITR) which is the financial year in which the return to file ITR . A printed salary slip is given to every employee around the end of the month with detailed earnings and deductions and the net pay that will be paid to the bank account of the employee.

(i) Components of Salary

The salary has several components. The various components that make up the salary of an employee is listed below:

- **Band pay and Grade pay:** On the recommendation of the seventh Pay Commission, the existing system of Pay Bands and Grade Pay has been dispensed with and new functional levels have been arrived at by merging the Grade Pay with the Pay in the Pay Band. All the existing levels have been subsumed in the new structure. The new pay structure has been devised in the form of a PAY MATRIX to provide complete transparency regarding pay progression. The position to which you are appointed (or move to after selection to a higher post) defines the basic component.

● **Dearness Allowance:** A component termed as Dearness Allowance is to take care of rising prices due to inflation is also a part of your pay packet. The rate of Dearness Allowance is revised by the Government every January and July based on consumer price indices.

● **House Rent Allowance (HRA):** Another component of the salary is the House Rent Allowance (HRA) which is 16% of the basic pay. The allowance is payable even when you stay in an accommodation owned by you. It is not payable if the Institute has provided you an accommodation. HRA is taxable as it is part of the salary, however it may be claimed for a tax exemption if you live in a rented accommodation.

● **Transport Allowance:** All employees, irrespective of whether they live within the campus or commute from outside, are eligible to receive a transport allowance. In addition, the Dearness Allowance at prevailing rate is payable on this amount as well. There are three categories for the transport allowance based on the pay level. The TA for Tiruchirappalli city is given below in terms of their eligibility.

Pay Level	Transport Allowance
9 and above	3600 + DA
3 to 8	1800 + DA
1 and 2	900 + DA

(ii) Annual Increment

- The increment is an increase in pay for each year on a particular date. There shall be two dates for grant of increment namely, 1st January and 1st July of every year, instead of existing date of 1st July, provided that an employee shall be entitled to only one increment either on 1st January or 1st July depending on the date of his/ her appointment, promotion or grant of financial upgradation.
- One increment is equal to 3% of the sum of the pay in the pay band, grade pay and Non Practicing Allowance (NPA) wherever applicable. The increment is computed and rounded off to the next multiple of ten.
- If a Government servant who is promoted/appointed on 1st January of the year, joins that post on the first working day of the year due to Sunday or a Gazetted holiday falling on 1st January, is deemed to have completed six months of service on 1st July of that year for drawl of annual increment.

(iii) Deductions

The primary deductions are:

- **Income Tax:** Income tax rates are as per finance bill passed by the Parliament every year. It is possible to minimize your tax liability through some tax shelters.
- Contribution to NPS
- License Fee and utility charges for your quarter in the campus.
- Professional Tax: Currently Rs 2500/- per year.

(iv) Leave Travel Concession (LTC)

Any employee with one year of continuous service on the date of journey performed by his/her family is eligible for LTC. Each employee can avail 2 LTC in a block of 4 years. Each 4 years block is sub divided into 2 sub-blocks of 2 year each. An employee is eligible for only one LTC in a sub-block. Each sub-block has a grace period of 1 year. An employee can avail LTC for one hometown and one anywhere in India trip during the period of 2 sub-blocks. Some members of the family may avail the concession of hometown while others may avail the same for anywhere in India in the same 2 years sub-block.

Accordingly to the existing scheme, one hometown trip can be converted to North East, Jammu Kashmir or Andaman and Nicobar (as per presently applicable scheme till 25th September 2020).

While availing LTC, the change of destination should be informed prior to the visit.

Journey is permitted as per eligibility by train or air. Air travel is permitted through Air India and the tickets are required to be booked through government authorized agents and their websites or Air India website. The government recognized agents are viz;

- Balmer Lawrie & Company,
- Ashoka Travels and Tours, and
- IRCTC.

Employees entitled to travel by train can travel by private airline also, but the airfare is restricted to the Rajdhani ticket fare of their entitled class.

- **Eligibility:** The employee must have one year service in the block to be eligible for LTC in the block. All the declared dependents are eligible for LTC and the travel need not necessarily be taken up together. All return journeys must be completed within six months of outward journey. If both the spouses are working for the Institute, they both can claim LTC separately only if the declared dependents are different. The children can avail LTC only from one of the parents. If LTC for spouse is claimed under LTC entitlement, he/she cannot independently claim LTC for self. Each spouse can declare separate “Home Town” and take LTC for their respective hometowns.

- **Special provision for New Appointees:** Fresh appointees are eligible for LTC once every year for two blocks of four years each. This means that during the first eight years of service an employee along with the family can avail one LTC every year. This does not have a grace period. New joiners can avail 4 hometown or first 3 hometown trips and 4th trip anywhere in India. According to the existing scheme, only one hometown trip can be converted to North East, Jammu Kashmir or Andaman trip.

- **Encashment of Earned Leave for LTC :** Encashment of earned leave while availing LTC will be admissible subject to the following conditions.

- (i) Encashment of leave should be limited to 10 days of earned leave on one occasion without linkage to the number of days and nature of leave availed and 60 days in the entire career.

(ii) The balance at credit should not be less than 30 days after deducting the total of leave, if any availed plus leave for which encashment was availed.

(iii) Where both husband and wife are government servants, encashment of leave will continue to be available to other, subject to maximum limit of 60 days to each of them.

(iv) The encashment of earned leave for the purpose of LTC will not have any bearing on the maximum number of days (300) for which earned leave can be cashed at the time of retirement.

● **Travel Eligibility:** The travel eligibility is determined on the basis of pay level.

● **LTC Advance :**

(i) Maximum 90% of the estimated cost of journey can be taken as an advance, only where the journey is expected to be completed by all persons traveling (including the return journey) within 90 days of taking the advance.

(ii) The employee has to take appropriate leave for availing LTC for self except child care leave. LTC cannot be availed using the officially closed days. The leave can be even a casual leave, in case it is convenient to enclose a Xerox copy of your casual leave card along with the final LTC claim. One day leave is sufficient for availing LTC.

(iii) The employee should avail LTC with prior intimation (with the destination specified) and the details of encashment to administration.

(iv) The advance availed by the employee needs to be settled within 1 month. If no advance is availed, the employee can claim for reimbursement with 3 months of returning from travel.

(v) In case the employee does not settle the advance within one month, a recovery note is sent to accounts and to the concerned employee then the amount is recovered along with the penal interest. The rate of penal interest will be 2% over the interest rate allowed by the government on the Provident Fund balances.

(v) Children Education Allowance (CEA)

The Permanent (On-Scale) employees are eligible for CEA.

The amount for reimbursement of CEA will be Rs. 2250/ month (fixed) per child and Rs. 6750/ per month per child for hostel subsidy irrespective of the actual expenses incurred by the Government servant. In order to claim reimbursement of CEA, the employee should produce a certificate issued by the Head of the Institution for the period/ year for which claim has been preferred. The period/ year means academic year i.e. 12 months of complete academic session. Hostel subsidy is admissible only if the residential educational institute is located at least 50 km away from the residence of the employee.

● Tuition fee, admission fee, laboratory fee, special fee charged for electronics, music or any other subject, fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/ sports fee and fee for extra-curricular activities are reimbursable subject to the condition that the above mentioned fees are charged by the school. No reimbursement is permissible for annual

charges and transportation fees. Two sets of uniform which include shirt, pant/shorts/skirt/salwar suit (kurta, salwar, and dupatta), belt, socks, and sweater and one set of school shoes are also reimbursable under CEA. Textbooks recommended by school board are allowed. This also includes reimbursement for purchase of one set of text books and notebooks. The reimbursement can be availed by Govt. servants' per child up to a maximum of two children.

- Reimbursement will only be applicable for the expenditure on the education of school going children, i.e. for children from classes upto XII (the classes nursery to twelfth will include classes I to XII plus 2 classes prior to class I irrespective of the nomenclature. The age limit for claiming CEA for children other than Physically Challenged is 20 years or till the time of passing XII class whichever is early).

- In case both the spouses are Govt. servants, only one of them can avail reimbursement under children education allowance.

(vi) Entitlement for Work Related Travel ● Daily Allowance

Daily allowance is meant to cover living expenses when employees travel out of their headquarters for official work. Presently it is in the form of reimbursement of accommodation expenses, travelling charges and food bills, payable at the following rates according to the pay level :

Reimbursement for			
Pay level in pay matrix	Hotel Accommodation per day (Rs.)	Charges for travel within the city (Rs.)	Food Bill per day not exceeding (Rs.)
14 and above	7,500	AC taxi charges within the city	1200
12 and 13	4,500	AC Taxi charges up to 50 Kms	1000

9 to 11	2,250	Non-AC Taxi charges up to Rs. 338 per day	900
6 to 8	750	Non-AC Taxi charges up to Rs. 225 per day	800
5 and Below	450	Non-AC Taxi charges up to Rs. 113 per day	500

- **T.A on Tour:** The T.A on tour will be admissible in respect of the journey of the employee from the duty point/residence at headquarters to duty point at the distant station and vice versa.

Entitlements for travel by Air / Rail / Road

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business/ Club class by air or AC-I by train
12 and 13 A	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and Below	First class/ AC-III/ AC chair car by train

(vii) Incentive for Acquiring Higher Qualification

IIIT encourages its employees to upgrade their skill and professionalism by improving their educational qualification while in Institute service. However, their pursuing any course of education should not affect their assigned job.

IIIT Tiruchirappalli has provision to provide lumpsum incentive for acquiring higher qualification which are useful in discharge of official work with following conditions.

- i. Incentive should be considered only if the higher qualification will make the official more effective in the present or next higher assignment.
- ii. The quantum of lumpsum, one-time incentive, shall be based on qualification without any relation to increment or level / grade of the officer.
- iii. The incentive is admissible only for higher qualification acquired after induction into service.
- iv. The incentive is not admissible for the qualifications which are laid down as essential or desirable in the Recruitment Rules for the posts.
- v. The claim should be placed within six months from the date of acquisition of higher qualification.
- vi. Incentive is admissible only to employees who are likely to serve for not less than 3 years after acquisition of the higher qualification.

(viii) Cumulative Professional Development Allowance (CPDA)

CPDA may be released for the regular faculty of the institute as per the rate prescribed and guidelines with reference to 6th Central Pay Commission (at the rate of Rs.1.00 lakh by the faculty in each Financial year with provision of carrying forward the unspent amount to the next year of that Financial block) until new directions are obtained from the Ministry of HRD regarding implementing the same as per the 7th Central pay Commission.

Types of Leave

During the period of service, an employee is eligible for various types of leave. Technically, no leave is a matter of right and has to be sanctioned by the competent authority. However, except under unusual circumstances, leave is generally not refused.

(i) Casual Leave (CL)

This form of leave is to meet casual requirements of an individual.

- At present the number of days for which casual leave can be taken in a calendar year is eight per year. However, the maximum period for which casual leave can be taken is not more than 5 days at a time except under special circumstances. Saturdays/ Sundays and holidays, when prefixed or suffixed to casual leave, will not count towards casual leave. For those who join in the middle of a calendar year, proportionate amount of casual leave is allowed. Casual leave can even be taken for half a day, i.e. morning session or afternoon session.
- Casual leave cannot be combined with any other kind of leave.
- Unutilized casual leave expires on 31st December every year and is not carried over.

- Employees appointed on consolidated salary for more than 1 year and employees appointed on 89 days basis are both entitled for casual leave on pro-rata basis.

(ii) Special Casual Leave

Special casual leave for a period not exceeding 15 days in a year may be granted to a staff member for legitimate academic/administrative absence, for instance, for attending conferences, undertaking examiner-ship in an university, etc. Special casual leave of varying duration is also available for undergoing operations required for family planning purposes, sports events, and cultural activities. Special leave can also be availed due to natural calamities, bandhs etc.

(iii) Earned Leave (EL)

- All the permanent employees are eligible for 15 EL, for every 6 months in advance. This is 2.5 days for each completed month; the leaves are credited twice a year on January 1 and July 1 of every year.
- In case an employee joins in the middle of the year, leaves are given on a pro-rata basis.
- Employees appointed on consolidated salary for 1 year or more than 1 year are also entitled for EL. They are entitled to 2.5 days EL for every completed month. However, employees appointed on 89 days basis are not entitled for EL.
- Public Holidays/ Saturday/ Sunday between the EL are also considered as leave except, in the case of prefix or suffix.

- Earned leave can be accumulated up to a maximum of 300 days (i.e. 300+30 for teacher/faculty and 300 +15 for others). EL can be availed up to 180 days at a time. The unutilized amount of earned leave can be encashed only at the time of superannuation from service. However, a limited number of days of earned leave can be encashed at the time of availing LTC.

- Earned leave can be combined with all types of leave other than casual leave.

(iv) Half-Pay Leave (HPL)

- 10 number of Half-pay leave is credited in advance on January 1st and July 1st every year. (The credit given is 5/3 days or 1.67 days for every completed month.)

- Half pay leave can be availed for personal reasons or for medical purposes.

- An employee can avail half-pay leave even when he/she has earned leave to his/her credit.

- HPL is always on half salary i.e. 50% salary will be given while availing HPL.

- Temporary employees on 89 day appointment are not eligible for HPL whereas employees appointed on consolidated salary for 1 year or more than 1 year are entitled for HPL.

- Employee joining in the middle will be given HPL on pro-rata basis i.e. 5/3 days or 1.67 days for every completed month.

- If medical certificate is provided for HPL, then it is converted to commuted leave; the leave deducted in this case is double.

(v) Commuted Leave

Commuted leave may be granted to permanent and temporary on scale employees on medical grounds on production of medical certificate. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate. While availing commuted leave, twice the number of HPL is debited from the HPL account. Full pay/salary will be paid on availing commuted leave.

(vi) Leave not due (LND)

- Employees are eligible for Leave not Due (LND) if no Half Pay leave (HPL) is at credit.
- The amount of leave should be limited to the HPL that the employee is likely to earn subsequently.
- LND during the entire service is limited to 360 days.
- Where an employee who having availed LND, resigns or retires from service before they have earned such leave, they shall be liable to refund the leave salary to the extent the leave has not be earned subsequently.

(vii) Extra-ordinary Leave

All employees are eligible. It can be taken up to 3 months with or without medical certificate, when no other leave is admissible or when other leaves are admissible but the Government servant applies in writing for the grant of extraordinary leave.

(viii) Maternity Leave

- All married/unmarried female employees are eligible for maternity leave.
- Maternity leave with full pay for a maximum of 180 days at each instance can be availed by female employees with less than two surviving children.
- Maternity leave can be combined with any other kind of leave except Casual leave.
- Leave of any kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) can be granted in continuation with maternity leave for a maximum period of two years in entire service.
- In case of miscarriage/ abortion whether induced or otherwise but not for threatened abortion, female employees are entitled for 45 days of leave in entire service. An application should be supported by a certificate given by recognized or registered practitioner. This leave is admissible irrespective of number of surviving children.

(ix) Paternity Leave

A maximum of 15 days leave can be granted to a male employee with less than two surviving children in an entire service during the confinement of his wife for childbirth. Such leave can be taken during the period up to 15 days before delivery or up to 6 months after the date of delivery of the child and for 15 days from the date of the valid adoption of a child.

(x) Child Adoption Leave

- All female employees with less than two surviving children are eligible for child adoption leave. A maximum of 180 days of this leave from the date of valid adoption for a child below 1 year of age, can be granted.
- The child adoption leave can be granted only if the dependency of the child has been approved.
- A legal adoption deed or a foster care agreement is required in this case.
- If a foster care agreement is not submitted the leave is granted provisionally and subsequently adoption deed is to be submitted.

(xi) Child Care Leave

A child care leave is granted to women employees having minor children below 18 years, for a maximum period of 2 years (i.e. 730 days) during their entire service, for taking care of up to two surviving children whether for rearing or to look after any of their needs like examination, sickness, etc. Prior sanction of leave is mandatory before proceeding on CCL. The applied leave may not exceed more than three spells in a year. This is a paid leave on full pay.

(xii) Hospital Leave

The authority competent to grant leave may grant hospital leave to (i) Group C employees whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs and the performance of hazardous tasks,

and (ii) Group D (erstwhile) employees while under medical treatment in a hospital or otherwise, for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.

(xiii) Special Disability Leave

- All employees are eligible for this leave. This can be availed if the employee is injured during duty. A disability or illness certificate needs to be certified by Chief Medical Officer (CMO).
- The period of leave will be certified by an authorized medical attendant subject to maximum of 24 months.
- It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date. A maximum of 24 months leave can be granted as a Special Disability Leave.
- It may be combined with any other kind of leave.

Lien

Lien is given to an employee when he/she is moving from one organization to another only application to routed, when appointed through proper channel.

Medical Facilities

IIIT Tiruchirappalli believes in the importance of catering to the medical necessities of its employees. It takes care of the medical needs of the employees and their dependents during the period of service. It also ensures that medical facility to employees and their spouse is taken care of even after retirement. In a nutshell, IIIT Tiruchirappalli prepares its employees to face any unforeseen medical emergency well in advance. Institute follows the general medical rules formed for central government employees working in academic institutes as per norms of Central Services (Medical Attendance)-CS(MA). Regular employees and their dependents are eligible for the reimbursement of medical claims in the recognized hospital for their regular and any other treatments as per GOI guidelines.

Retirement Benefits

IIIT Tiruchirappalli recognizes the need to take care of its employees not only while they are in service but also after they retire from the Institute. With its focus on providing its employees with lifelong security even after retirement the Institute has operative retirement schemes for employees. The New Pension Scheme (NPS) is applicable for all employees.

The salient features of these schemes are as follows :-

(i) Gratuity

- **Retirement Gratuity:** A lump sum amount known as gratuity is payable to an employee on superannuation. The amount payable is one fourth of the emoluments for every completed six months of qualifying service, subject to a maximum of Rs 20 Lakhs. The emolument includes basic pay and D.A. drawn by the employee on the day of superannuation.

- **Death Gratuity** : Death Gratuity is admissible in case of death in service of an employee at the following rates

S. No	Length of Service	Death Gratuity payable to family
(i)	Less than one year	2 times of emoluments
(ii)	One year or more, but less than 5 years	6 times of emoluments
(iii)	5 years or more, but less than 20 years	12 times of emoluments
	5 years or more, but less than 20 years	20 times of emoluments
(iv)	20 years or more	Half of emoluments for every completed six month period of qualifying service subject to a maximum of 33 times emoluments or INR 10 Lakh

(ii) New Pension Scheme

- New Pension Scheme (NPS) is applicable to all employees who joined the Institute. The funds will be managed by the National Security Depository Ltd (NSDL). At present, loans and withdrawals from the fund are not permissible. Under this

scheme, an individual account will be opened in the name of every employee. The employee will contribute 10% of his emoluments every month to this account. This account number is known as the Permanent Retirement Account Number (PRAN) which is transferable from one organization to another, where the scheme is in existence.

(iii) Encashment of Leave

- **At the time of Superannuation:** A maximum of 300 days of earned leave may be accumulated by an employee. All unutilized earned leave up to the maximum duration of 300 days is encashable at the time of superannuation. In case the amount of earned leave to the credit of the employee is less than 300 at the time of retirement, the shortfall can be made up from the half pay leave to the credit of the employee to the extent of such short-fall. However, the half pay leave will only be cashed at half rate and no commutation is permitted. The rate of encashment is the total emoluments (Basic + D.A) per day on the date of retirement assuming a month to consist of 30 days.
- **Death while in service:** Since 01-01-2006 if an employee dies while in service the cash equivalent of leave salary for earned leave and half pay leave(maximum 300 combined together) due and admissible to the deceased will be paid to their family.
- **Special Case:** An employee who resigns or quits service shall be entitled to leave encashment for maximum of 150 days.

(iv) Voluntary Retirement

An employee may opt to voluntarily retire from the Institute service by giving 3 months notice to the Appointing Authority, if the employee has rendered 20 years of qualifying service in the Institute and is governed by GPF-cum-pensionary scheme. On acceptance of the request for Voluntary Retirement of the employee, he/she will be eligible for pension, commutation of 40% pension, Retirement Gratuity, encashment of EL and HPL up to 300 days combined together as per the rules of the Institute.
