



डी ओ ई ए सी सी

Service/Staff Rules

डी ओ ई ए सी सी सोसायटी

DOEACC SOCIETY

(सूचना प्रौद्योगिकी विभाग, संचार एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)  
(An Autonomous Scientific Society of Department of Information Technology,  
Ministry of Communications and Information Technology, Govt. of India)  
अब/Now

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)

National Institute of Electronics and Information Technology (NIELIT)

No. DOEACC/CCU/EST/54/09/722

Dated: 13<sup>th</sup> December, 2011

To,

The Director / Director-in-charge  
All NIELIT Centres

Subject: Implementation of revised Service/Staff Rules of NIELIT

Sir/Madam,

The revised Service / Staff Rules for NIELIT as received from ABC Division, DIT (in two parts) were placed before the Governing Council in its Meeting held on 1<sup>st</sup> November, 2011. In this connection, it is informed that the Governing Council has approved adoption and implementation the above revised Service/Staff Rules. A copy of the revised Service/Staff Rules (in two parts, Annexure- I & II) as approved by the Governing Council is sent herewith for implementation henceforth.

2. As per the advice of ABC Division, DIT, guidelines in regard to the following facilities to the employees of the Society have been framed and got approved by Executive Director, NIELIT for implementation:

- Guidelines regarding purchase and provisions of Lap-Top (Appendix-I).
- Guidelines regarding Telephone/internet connectivity and Mobile facility (Appendix-II).

Kindly acknowledge receipt.

Thanking you,

Encls: Annexure-I & II and Appendix-I & II.  
(Total – 11 pages)

Yours faithfully,

(M.I. Siddiqui)  
Registrar

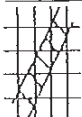
Copy to:

- CFO/DD(F)/DD(Admn), NIELIT HQ
- All HoWs, NIELIT HQ

Copy also for information to:

- Executive Director, NIELIT
- Director, ABC Division, DIT

एजवाल, अगरतला, औरंगाबाद, कालीकट, चंडीगढ़ (शाखाएँ: दिल्ली, लखनऊ, शिमला), चेन्नई, गंगटोक, गोरखपुर, इम्फाल, इटानगर, कोलकाता, कोहिमा/चुचुयिमलंग, शिलॉंग, श्रीनगर/जम्मू, तेजपुर/गुवाहटी तथा क्षेत्रीय कार्यालय: पुदुकोट्टई एवं पटना  
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Electronics Niketan, 6, CGO Complex,  
नई दिल्ली - 110 003 New Delhi-110 003

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24366577, 24366579 - 80,  
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भारत सरकार  
GOVERNMENT OF INDIA  
संचार और सूचना प्रौद्योगिकी मंत्रालय  
MINISTRY OF COMMUNICATIONS AND INFORMATION  
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DEPARTMENT OF INFORMATION TECHNOLOGY  
Website : www.mit.gov.in

संख्या

No. 14(3)/2010-ABCD

दिनांक

Date 21.3.2011

To,

Exe. Director,  
DOBAEC, N. Delhi.

Subject: Revision of Staff Rules (Part-I)

Sir,

In continuation of this Department's communication of even number dated 20.09.2010 on the subject mentioned above, it is to inform that the first part of the report on Uniform Staff Rules for the Autonomous Societies under DIT submitted by the duly constituted Committee and approved by Hon'ble MC&IT has now been concurred by IFD/AS&FA. DIT with the following minor amendments on the following two issues:-

Sl. No.	Item/Issue	Amended Recommendation
1.	Gratuity	The Gratuity scheme of the Government may be implemented/adopted, with effect from 01.01.2006 or with effect from the date of approval of the competent authority, after keeping in view their financial resources for meeting the additional burden.
2.	Leave	Leave Rules exactly as per Government of India instructions.
2.	Recommendation on the rest of the nine issues as spelt out in the first part of the report circulated vide ABC Division's communication dated 20.09.2010 will remain the same.	
3.	All the societies are requested to implement the recommendations contained in the first part of the report circulated vide letter dated 20.09.2010 with the amendments as per para-I above as suggested by IFD with the approval of Governing Council.	

Encl: As above.

Yours faithfully,

*G. Bhattacharya*  
(G. Bhattacharya)  
Joint Director  
Tele: 24301455

Copy to:

Head, Corporate HRD/Registrar/CAO/Admn. Officer of the concerned Society



भारत सरकार  
GOVERNMENT OF INDIA  
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DEPARTMENT OF INFORMATION TECHNOLOGY

Website : www.mit.gov.in

संख्या 14(3)/2010-ABCD  
No.....

दिनांक 20.9.2010  
Date.....

To

The Executive Director  
DOEACC  
New Delhi

Subject : Revision of Staff Rules

Sir,

The duly constituted committee of this Department had deliberated on the issue of Uniformity in the application of Staff Rules/Bye-laws amongst all the societies under DIT and had given recommendations on 11 (eleven) issues in its first part of the Report. These issues have also been discussed by the committee at length with the representatives of the societies under DIT before finalizing the same. Final recommendation of the committee on the first part of the report has been approved by the Hon'ble MCIT.

2. A copy of this first part of the report is forwarded herewith for adoption of the recommendation of the committee by the societies under DIT.
3. It is requested to acknowledge the receipt and intimate this Division about the implementation of the recommendations by the society concerned.

Yours faithfully,

Encl : As above

(G. Bhattacharya)  
Joint Director  
Tele.: 24301455

Registrar Office  
Dy. No. 579  
Date. 21/9/10

Copy to :

Registrar, DOEACC



राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan

इलेक्ट्रॉनिक्स निकेतन  
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फैक्स नं. Fax No.(011) 24363134

### 1.3 Recommendations

Pension	All the Societies may consider the adoption of New Pension Scheme (NPS) for their eligible employees joining on or after 1.1.2004 in lieu of CPF/EPF, in coordination with PFRDA taking into account their own financial health/viability & submit their individual proposal, as per the laid down procedure, to the Department for forwarding the same to PFRDA. With regard to other employees who have joined prior to 1.1.2004, the existing practice of pension/CPF/EPF may continue.
Contributory PF Scheme (CPF) / Employees PF Scheme (EPF)	All Societies may continue with their existing CPF/EPF policy for the employees who had joined prior to 1.1.2004. For employees joining on and after 1.1.2004 they should adopt NPS in coordination with PFRDA.
Gratuity	All Societies should adopt Gratuity Scheme as applicable to Central Government employees, both regular & contractual, and implement the same for all the staff superannuating / leaving the organization on or after the date of implementation of recommendations of the 6 <sup>th</sup> Central Pay Commission i.e. w.e.f. 1.1.2006. However, for the existing employees of the erstwhile DOEACC Scheme prevalent at the time of merger, the existing practice may continue if it is not possible to change the service condition of such employees at this stage from a legal point of view. Moreover, payment of gratuity to DOEACC employees covered under original DOEACC scheme is not in order & needs to be brought in line with the Government instructions as applicable for all the Central Government employees.
Employees Life Insurance Scheme	Life Insurance Scheme in the Societies may continue with contribution only from employees. No contribution should be permitted by the Societies in this regard.
Medical Reimbursement Scheme	<p><b>1. Reimbursement for OPD treatment :</b> 1 month's BP+DA as on 1<sup>st</sup> day of July every year.</p> <p><b>2. Reimbursement for In-patient treatment :</b> Reimbursement as per actuals in Central/State Govt. recognized hospitals including private hospitals/nursing homes or approved special hospitals may be permitted as per actual but not exceeding rates in pre-fixed Model Hospital(s) identified by the concerned Society catering to a pre defined geographical area for a given treatment; subject to the admissibility of</p>

Ashok Verma  
Asstt. Director (Admn.)  
NIELIT, New Delhi

	<p>items/medicines/treatment etc. as prescribed by the Government for its employees or CGHS rates approved for Central Government employees, whichever is adopted by the concerned Society. The Societies may fix model Hospitals, in view of their financial health/viability.</p> <p><b>3. In deserving /emergency cases,</b> Societies may devise their own system/ procedure/ policy for relaxation of the norms with the approval of their Governing Council. However, the power to relax the norms on case to case basis should be vested only with the Chief Executive of the Society or an empowered Committee, in line with the approved policy.</p>
Leave	<p>1. All Societies should follow the Leave Rules exactly as per Government of India instructions.</p> <p>2. As for Sabbatical Leave, the norms of CSIR may be adopted by the Societies for their S&amp;T employees only.</p> <p>3. Societies may adopt Govt. norms for maternity leave. However, they may adopt provisions of the Maternity Act 1961, for contractual employees, which are more stringent in nature, if they so desire and if its provisions could be applied to contractual female employees from a legal point of view.</p>
Over Time Allowance (OTA)	Societies, at their discretion, may adopt a policy for allowing OTA to their employees but this policy, if adopted, should strictly be as per the Government orders on the subject.
House Rent Allowance (HRA), Dearness Allowance (DA), City Compensatory Allowance (CCA)	All Societies shall continue to follow the Government orders.
Children's Education Allowance	Societies should not exceed the overall limit fixed for reimbursement of Tuition fee including all other expenses like purchase of books, uniform etc. which falls under the ambit of Children Education Allowance under Government instructions, depending upon their financial health/viability. Within this upper limit they may devise their own policy guidelines.
Benevolent Fund	Societies may frame and follow their own policies. However, corpus for the Fund should be created by the contribution made by the employees. No contribution should be made by the Societies.
Transport Allowance	All Societies should continue with the policy of Transport Allowance as per the Government orders.

*Handwritten: 15/12*  
**Ashok Verma**  
 Asstt. Director (Admn.)  
 NIELIT, New Delhi

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GOVERNMENT OF INDIA  
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Annexure-II  
(5/11) (163/7)

संख्या  
No. 14(3)/2010-ABCD

दिनांक  
Date 28.06.2011

To

Dr. V.N. Walivadekar  
Executive Director  
DOEACC Society  
New Delhi

Subject:- Revision of Staff Rules (Part-2).

Sir,

In continuation of this Department's Communication of even No. dated 21.03.2011 on the subject mentioned above, it is to inform that second part of the report on Uniform Staff Rules for the Autonomous Societies under DIT submitted by the duly constituted committee has been concurred in by IFD and approved by the Hon'ble MC&IT. The summary of the point wise recommendations are given as Annexure with this letter.

All the Societies are requested to adopt the recommendations given in the Annexure with the approval of their Governing Council, under Intimation to this Department.

It is requested to acknowledge the receipt of this letter.

Yours faithfully

*Surender Jeet*

(Surender Jeet)  
Deputy Director  
Tel: 24301463

Encl.: As above

कार्यकारी निदेशक का कार्यालय/ED's Office  
इलेक्ट्रॉनिक्स निवेदन नं./Dy. No. 1177  
कार्यकारी निदेशक/Dr. N. 01/07/2011  
जावक तिथि 11/7/2011

Recd on  
11.7.11



राष्ट्रीय ई-गवर्नेंस योजना  
National e-Governance Plan

(5/11)

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Department of Information Technology  
ABC Division

(162)

Recommendation on the Part-2 of Uniform application of Staff Rules in the Societies under DIT.

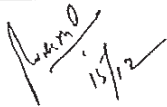
Issues	Recommendation of the Committee
Travelling Allowance on tour (Travel & Tour entitlement)	All the Societies must observe the monetary ceilings & other provisions under Govt. norms stipulated from time to time for travelling allowance (TA) as applicable to Central Govt. Employees, while on tour. However, the Societies at their discretion may adopt more stringent policy provisions depending upon their financial health and resources.
Daily Allowance (Travel & Tour entitlement)	<p>Rates of DA on Tour for Society Officials shall be governed either by the new rates issuing vide MoF, Department of Expenditure, OM dated 23.09.2008 or as per the old rates prevalent prior to the issue of the said OM. The option to claim DA out of the two alternatives should be made available as a complete package for a particular tour by each society for its officials and not by adopting part of either order. In other words, officials of Societies may choose to be governed either by MoF, OM/orders dated 23.9.2008 or 17.4.1998 w.r.t. DA on tour and /or Govt. norms/policy applicable to Central Govt. Employees from time to time.</p> <p>The Societies at their discretion may, however, adopt more stringent DA policy provisions depending upon their financial health &amp; resources.</p>
Local Conveyance	<p>All the Societies must observe the monetary ceilings &amp; other provisions under Govt. of India Policy norms applicable in context of 'TA for Local Journeys' applicable to Central Govt. employees, from time to time.</p> <p>The Societies at their discretion may, however, adopt more stringent policy provisions for granting TA for local journeys depending upon their financial health &amp; resources.</p>
Foreign Travel	<ol style="list-style-type: none"><li>1) The existing procedure for granting permission for foreign travel in Societies may continue.</li><li>2) Govt. norms/policy guidelines as applicable to Central Govt. employees from time to time shall be strictly adhered to by the Societies for its employees too for the purpose of foreign travel.</li><li>3) The existing practice of allowing 1 day's DA or actual whichever is less for hotel accommodation may be continued by the Societies at their own discretion. However, the Societies at their discretion may adopt more stringent policy provisions depending upon their financial health and resources.</li></ol>

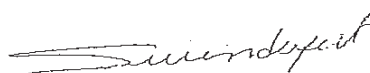
*15/12*  
Ashok Verma  
Asstt. Director (Admn.)  
NIELIT, New Delhi

*Sunder*

(6/11)

Leave Travel Concession (LTC)	All the Societies must strictly observe all the Govt. of India rules for LTC stipulated from time to time as applicable to Central Government Employees. However, the Societies are at liberty to adopt more stringent policy provisions for their employees depending upon their financial health & resources.
Newspaper Reimbursement	Societies shall strictly adhere to the Government of India norms as applicable to Central Govt. employees from time to time. If any additional facilitation is needed based on some functional requirement of any Society or its unit(s) then the same may be organized at office/library of the said unit of the Society.
Reimbursement for purchase of Scientific Books	<ol style="list-style-type: none"> <li>1. All Societies may formulate their own policy for purchase of professional / scientific books / periodicals / journals etc. keeping in view the functional requirement of various officials/officers from time to time.</li> <li>2. The books/periodicals/journals etc. should be purchased strictly in public interest and these should be of relevance to the area of the work of the employee(s).</li> <li>3. Purchase/subscription should be made through official channels only and Societies should not resort to the system of 'reimbursement' or 'allowance' to Society officials for the same.</li> <li>4. Purchased/subscribed material shall remain the property of the Society.</li> </ol>
Canteen Allowance	Societies at their own discretion may continue to extend the facility of subsidized canteen or canteen allowance in lieu. However, they shall bear the entire expenditure from their own resources and no expenditure shall be debitable to Govt. of India on this account.
Personal Vehicle maintenance allowance	None of the employees of the Societies should be allowed to avail the facility of personal vehicle maintenance allowance and the said facility in C-DAC shall be stopped with immediate effect.
Purchase of Laptop	<ol style="list-style-type: none"> <li>1. Societies may continue to follow the existing policy of providing laptop to their officials. However, providing laptops on the basis of functional requirement needs to be assessed by them in a critical manner and at a very senior level only.</li> <li>2. Societies may also consider withdrawal of desktop PCs to those officials who have been provided Laptops.</li> <li>3. The monetary ceilings and purchase norms (under GFR) as applicable for Central Government employees from time to time shall be observed by the Societies too.</li> </ol>
Performance Linked Compensation Scheme	<p>The Performance Linked Compensation Scheme or any such scheme cannot be termed &amp; treated as a Service conditions for the employees of the Society. This Scheme may, therefore, be considered for adoptions &amp; implementation separately with the Department.</p> <p>In any case, this should be kept in abeyance in view of the MoF guidelines dated July, 2002 and Ministry of Finance, D/o Expenditure OM No. 7/23/2008-E-III(A) dated 30.9.2008 till such time a clarification is received from, D/o Expenditure, Ministry of Finance. The policy will be reviewed by the Department on receipt of views of M/o Finance on the proposal of C-DAC Society.</p>

  
 Ashok Verma  
 Asstt. Director (Admn.)  
 NIELIT, New Delhi





Mutual Functional Allowance	This policy must be dispensed with by C-MET forthwith. No Society is permitted to adopt such a policy.
Membership of Professional Bodies/Institutions	All the Societies should follow the system / policy being followed by DoPT, Government of India for its S&T employees from time to time.
Leased Accommodation / Self Lease Norms for accommodation (prevalent in the Societies) / Leased accommodation (self lease) maintenance charges.	<ol style="list-style-type: none"> <li>1. Societies should strictly adhere to the norms stipulated in the M/o Finance, D/o Expenditure Office Memo. No. 1(16)/E.II(A)/2008 dated 8.5.2009 for 'Hiring of residential accommodation' for their Chief Executives, only.</li> <li>2. For below CEO level officials, Societies shall follow the HRA policy of Govt. of India and provide HRA at the stipulated rates i.e. 30% for X class cities, 20% for Y class cities &amp; 10% for Z class cities, only, as applicable to Central Govt. employees from time to time.</li> </ol>
Advances like House Building Advance (HBA), Personal loan etc. and provisions of Interest Subsidy prevalent in the Societies under DIT	➤ Whenever any Society decides to grant loans directly to its employees whether HBA or Personal, it should do so strictly on the basis of norms/guidelines applicable for Central Govt. Employees from time to time subject to availability of funds for the purpose.
Reimbursement of expenditure on Residential telephone / Mobile / Data Communication Facility	Each Society should frame a comprehensive policy covering Residential telephone, mobile phone, and broadband connectivity to be provided to its employees taking into account its functional requirement & its financial health and resources and align it as close as possible to the Government of India norms applicable to Central Govt. employees from time to time.
Reimbursement of Credit Card Membership fee	Not allowed.

\*\* IFD has further suggested that the following instructions should also be ensured by the Societies:-

- (a) Additional funds, if any, involved in the implementation of the recommendations are to be borne by the society concerned from their own resources;
- (b) While framing policies utmost economy may be followed as per Government Instructions / orders on the item concerned;
- (c) Pay package of the employees in the societies shall not be more than the employees working in the corresponding scales in the Central Government ; and
- (d) Economy instructions as issued by Ministry of Finance from time to time are scrupulously followed.
- (e) The provisions of GFR which are also applicable to Autonomous Bodies, as per MOF's OM No. 1(37)/2010-EII(A) dated 02.01.2010 are scrupulously followed.

- 0 -

*Ashok Verma*  
 Ashok Verma  
 Asstt. Director (Admn.)  
 NIELIT, New Delhi

3

8/11

(3)  
(58)  
(33)  
(159)

No.1(37)/2010-EII(A)  
Government of India  
Ministry of Finance  
Department of Expenditure

New Delhi, the 2<sup>nd</sup> November, 2010

OFFICE MEMORANDUM

Subject:- Applicability of General Financial Rules to autonomous bodies – regarding.

The undersigned is directed to say that references have been received regarding the extent of applicability of the provisions contained in the General Financial Rules to the autonomous bodies. Since such organisations are created/owned by and often receive grants from the Government of India, the relevant provisions contained in General Financial Rules shall be deemed to be applicable to autonomous bodies except to the extent the bye laws of an autonomous body provides for separate Financial Rules which have been approved by the Government. This may be brought to the notice of Heads of autonomous bodies and all concerned in the Ministries/Departments.

*R. Prem Anand*  
(R. Prem Anand)

Under Secretary to the Government of India

To

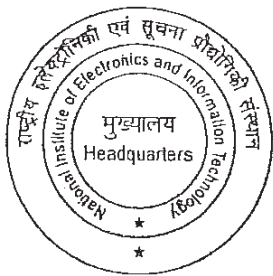
1. All Ministries and Departments of the Government of India
2. All Financial Advisers

(9/11)

**Guidelines for purchase and provision of Lap-Top:**

Following guidelines may be followed for purchase and provision of Lap-Top for various NIELIT officials:

- a) Adequate functional justification for the provision of Lap-Top, and the Lap-Top not being issued routinely, should be ensured;
- b) The Executive Director in case of employees of Headquarters and Director in case of employees in the respective Centres only would be competent to approve the provision of Lap Top to individual employees. The Executive Director or the Director, as the case may be, should not delegate this power to subordinate authority;
- c) The proposals for provision of Laptop to individual employee should be submitted to the respective Administration wing along with due justification from the HoW/HOD concerned. The administration shall analyze the proposal in consultation with the Finance Wing and submit the same for approval of the competent authority;
- d) The cost of Lap-Top, including standard software, should not exceed ₹70,000/-;
- e) The purchase procedures prescribed in GFRs would be followed;
- f) The officer who is given the Lap-Top, will be personally responsible for the safety and security of the Lap-Top which will remain Society's property and will need to be surrendered at the time of handing over of the charge. In case of loss, the loss will be recovered from the officer based on the book value of the Lap-Top. The officer concerned will be at liberty to have the Lap-Top insured at his personal cost.



*Ashok Verma*  
15/12  
Ashok Verma  
Asstt. Director (Admn.)  
NIELIT, New Delhi

10/11

Appendix-II

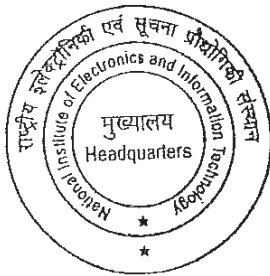
Guidelines/policy covering residential telephone/mobile phone & broad band connectivity:

Telephone/Internet facility at residence

- i) Chief Executives and Directors of the Centres (Grade Pay of ₹8,700 and above) shall be provided with residential telephone with ISD/STD facility) and mobile phone including broad band connectivity. There will be no upper ceiling of the calls.
- ii) The officer(s) drawing Grade of ₹7,600 shall also be provided residential telephone with ceiling of 650 calls per month plus rental charges/other service tax including internet charges if facility is being availed on the telephone. Charges for excess calls of 650 per month will be borne by the concerned officer.
- iii) Other Officers drawing Grade Pay of ₹5400.00 and above but below ₹7,600.00 shall be provided telephone facility on the above lines with the approval of Executive Director at the Headquarters and the Director for the Officers of the Centres, keeping in view the functional requirements.

Mobile Phone

In addition to the above, keeping in view the functional requirement of the officer(s) those drawing Grade pay of ₹5400.00 and above, mobile phone will be provided to the individual officer with a ceiling of expenditure of ₹1,000.00 per month plus rental charges & taxes with the approval of Executive Director/Director of the Centre, as the case may be. The upper ceiling of ₹1,000.00 may be relaxed by the Executive Director at Headquarters and the Director at Centre where such mobile facility is required to be used extensively in public interest.



*Ashok Verma*  
15/12  
Ashok Verma  
Asstt. Director (Admn.)  
NIELIT, New Delhi