

ESTABLISHMENT MANUAL



National Institute Of Fashion Technology
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA
HEAD OFFICE, NIFT CAMPUS, HAUZ KHAS, NEW DELHI - 110016

Establishment Manual Volume-I

**(FOR USE BY ESTABLISHMENT DEPARTMENT OF NIFT
HEAD OFFICE & CENTRES)**

(The NIFT Act, 2006 confers the power to Board of Governors to take decision on questions of policy relating to the administration and working of the institute.)

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

All Policies, norms and procedures are detailed for the reference of Administrators and Faculty dealing with Establishment and Administration.



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National Institute of Fashion Technology

Head Office, New Delhi

FROM THE DIRECTOR GENERAL'S DESK

National Institute of Fashion technology (NIFT), the premier Institute of Fashion education is today spread across fifteen Centres. To emerge as a Centre of Excellence and keep up the status of delivering quality education, it is important to have a transparent governing system to have uniformity across the Centres in every aspect. Policies and clearly laid down Procedures play an important role in good corporate governance as well as in increasing the level of satisfaction among the employees.

To strengthen the governing system of the organization, a NIFT team comprising of Centre Directors of Hyderabad, Chennai, Gandhinagar and Bengaluru, Registrar (Establishment), Registrar (Kolkata) and OSD (Bhubaneswar) evaluated and updated the manual incorporating the Rules, Regulations, Procedures, General Service Rules, Manual of Office Procedures. This helped in streamlining the establishment work across the Centres Suggestions and feedback of Centre Directors, HODs and CPs were also discussed and incorporated. NIFT has recently framed and adopted the Citizens' Charter and has put Public Grievance Redressal mechanism in place. The mechanism under the Right to Information Act has also been streamlined and strengthened across the NIFT Centres for better implementation of the provisions of the Act. These good governance measures have been included in the manual.

I am happy to introduce the updated and reconstructed Establishment manual in the Silver Jubilee Year of the Institute and would also like to congratulate the whole team responsible for successfully completing this mammoth work. I hope all concerned will find this a useful source of information.



Monika S. Garg

National Institute of Fashion Technology

Head Office, New Delhi

PREFACE

National Institute of Fashion Technology is an autonomous body set up in 1986 under the aegis of the Ministry of Textiles, Government of India. Subsequently the NIFT Act, 2006 has been enacted to establish and incorporate the National Institute of Fashion Technology for the promotion and development of education and research in Fashion Technology and Management. A number of policy orders have been issued relating to establishment matters for improvement in administration and keeping in view the revisions in various instructions received from Government of India. These Instructions and guidelines supplement the basic rules, regulations, orders governing Financial and General Service rules etc.

A number of references are received from the NIFT Centres seeking clarification regarding implementation of the rules. Due to change in incumbency, the new incumbents are normally not aware of the instructions and changes made therein. Therefore, all these instructions and guidelines had been consolidated in the Establishment manual printed in 2007. Basic Rules, instructions and guidelines were synthesized to cover the entire gamut of establishment and administration by the manual under 11 broad chapters.

Now, after a period of four years, it was time to update the manual incorporating the instructions, guidelines, etc which were modified or were new. Extraordinary labour, extensive research and erudite collation have been exercised in the updating of the Establishment Manual. The team of Mr. P C Pattnaik, OSD Bhubneshwar Center, Mr. R K Bose, Registrar Kolkata Center and Mr. S V Patil, Ex Registrar, Mumbai Center headed by Dr. Pratap Kumar(IPS), Director Hyderabad NIFT have been instrumental in the updation of the manual.

We are sure that this updated Establishment Manual stands out as a reference for the Executives/Officers/ Faculties and will also enable Heads of Departments to exercise their powers and discharge their responsibilities in conformity with the instructions and guidelines issued by the Government and NIFT from time to time. Suggestions for improvement and for rectification of errors and omissions in the Establishment Manual will be gratefully accepted.



Director, Head Office



Registrar (Establishment)

Establishment Manual Contents

SECTION – I

Chapter - 1	1 - 5
1.1 Overview of NIFT	
1.2 Citizen Charter & Public Grievances Redressal	
Chapter - 2	7 - 67
Organisational Set-up	
2.1 Organisational Structure	
2.2 Units at Head Office	
2.3 Units at Centres	
2.4 Standing Internal Advisory Committee	
2.5 Academic Set Up	
Chapter - 3	69 - 139
Details of Posts & Pay Scales	
3.1 Details of Administrative Posts	
3.2 Faculty Norms	
3.3 Recruitment Rules for Teaching faculty	
3.4 Recruitment Rules for Administrative Staff	
3.5 Selection Process	
Chapter - 4	140
Reservation Policies for SC, ST, OBC & PH	
Chapter - 5	141
Right to Information Act, 2005	
Chapter - 6	143
Conduct Rules	
Chapter - 7	144
Annual Immovable Property Return	
Chapter - 8	146
Annual Performance Appraisal Report	
8.1 APAR Formats	
Chapter - 9	151
Perquisites given to Employees	
9.1 Expenditure on residential telephone/cellphone	
9.2 Expenditure on newspaper and magazines	
9.3 Expenditure on mobile phone facility for official use	
9.4 Expenditure incurred on Hospitality	

9.5	Issuance of Brief Case/Bag
9.6	Liveries
9.7	Washing Allowance
9.8	Tuition Fee
9.9	Hostel Subsidy
9.10	Cash Handling Allowance
9.11	Hire for Local Journey
9.12	Over Time Allowance
9.13	Staff Car
9.14	Use of official vehicle for Private purpose

Chapter - 10	155 - 201
---------------------------	------------------

General Service Rules

Chapter - 11	202 - 204
---------------------------	------------------

Training Policy

Chapter - 12	205
---------------------------	------------

Assured Career Progression Scheme

SECTION-II

Chapter - 13	209
---------------------------	------------

Introduction

Chapter - 14	209 - 210
---------------------------	------------------

Definitions

Chapter - 15	211 - 217
---------------------------	------------------

Roles & Responsibilities

15.1	Roles & Responsibilities of Head of Units
15.2	Roles & Responsibilities of Unit Incharge
15.3	Functions of various levels of Functionaries
15.4	Responsibilities of Registrar of NIFT Centres
15.5	Responsibilities of Deputy Registrar
15.6	Responsibilities of Deputy Director (NRC)
15.7	Responsibilities of Head Librarian
15.8	Responsibilities of Accounts Officer
15.9	Responsibilities of Assistant Registrar
15.10	Responsibilities of Senior Assistant/Assistant
15.11	Responsibilities of Private Secretary/Personal Assistant/Stenographer
15.12	Responsibilities of Research Assistant
15.13	Responsibilities of Machine Mechanic
15.14	Responsibilities of Library Assistant
15.15	Responsibilities of Junior Assistant
15.16	Responsibilities of Lab Assistant/Demonstrator
15.17	Responsibilities of Electrician
15.18	Responsibilities of Plumber
15.19	Responsibilities of Driver
15.20	Responsibilities of Multi Tasking Staffs

Chapter - 16.....218

Dak-Receipt, Registration and Distribution

- 16.1 Receipt of dak
- 16.2 Acknowledgement of dak
- 16.3 Registration of dak
- 16.4 Distribution of dak

Chapter - 17..... 219 - 220

Receipts-Submission and Diarisation

- 17.1 Perusal and marking of receipts
- 17.2 Diarising of receipts in Units
- 17.3 Diarising of receipts received by officers
- 17.4 Movement of receipts
- 17.5 Action by higher officers
- 17.6 Allocation of disputed receipts

Chapter - 18..... 220 - 225

Action on Receipts

- 18.1 General Principles
- 18.2 Action by dealing hand
- 18.3 Action by Unit Incharge
- 18.4 Examination by Unit
- 18.5 Standard Process Sheets
- 18.6 Level of disposal and channel of submission
- 18.7 Examination by officer
- 18.8 Deviation from normal procedures or rules
- 18.9 Running summary of facts
- 18.10 Guidelines for noting
- 18.11 Modification of notes or orders
- 18.12 Noting on files received from other Units
- 18.13 Aids to processing
- 18.14 Oral discussions
- 18.15 Oral instructions by higher officers
- 18.16 Confirmation of oral instructions
- 18.17 Filing of papers
- 18.18 Arrangement of papers in a case
- 18.19 Referencing
- 18.20 Linking of files
- 18.21 Use of urgency gradings

Chapter - 19..... 225 - 227

Forms and Procedure of Communication

- 19.1 Forms of written communications and methods of delivery
- 19.2 Telephonic communications
- 19.3 Inter-centre consultation
- 19.4 Correspondence with Members of Parliament
- 19.5 Prompt response to letters received

Chapter - 20..... 227 - 228

Drafting of Communications

- 20.1 Procedure for drafting
- 20.2 General instructions for drafting
- 20.3 Addressing communications to officers by name
- 20.4 Drafting of demi-official letters

Chapter - 21..... 229 - 230

Issue of Drafts

- 21.1 Marking of drafts for issue
- 21.2 Fairing of approved drafts
- 21.3 Procedure to be followed in Units
- 21.4 General instructions regarding typing
- 21.5 Marking of drafts
- 21.6 Despatch of postal communications

Chapter - 22..... 230 - 232

File Numbering System

- 22.1 File numbering system
- 22.2 File Register
- 22.3 Part file

Chapter - 23..... 233 - 236

Records Management

- 23.1 Activities involved in records management
- 23.2 Stage of recording
- 23.3 Procedure for recording
- 23.4 Categorisation of records
- 23.5 Stage of Indexing
- 23.6 Manner of Indexing
- 23.7 Custody of index slips
- 23.8 Compilation of departmental index
- 23.9 Record Retention Schedule
- 23.10 Custody of records
- 23.11 Review and weeding of records
- 23.12 Records maintained by officers and their personal staff
- 23.13 Requisitioning of records

Chapter - 24..... 237 - 239

Checks on Delays

- 24.1 Time limits
- 24.2 Handling of public grievances
- 24.3 Weekly arrear statement
- 24.4 Monthly statement of cases pending disposal for over a month
- 24.5 Monthly progress reports of recording and review of files
- 24.6 Watch on disposal of communications received from VIPs
- 24.7 Monitoring of Court cases
- 24.8 Register of Parliamentary assurances
- 24.9 Check-list of periodical reports
- 24.10 Review of periodical reports/returns
- 24.11 Responsibility of expeditious disposal of work

Chapter - 25 **240**

Inspections

- 25.1 Purpose and periodicity
- 25.2 Inspecting authorities
- 25.3 Inspection programme
- 25.4 Inspection report
- 25.5 Supplementary Inspections

Chapter - 26 **241 - 265**

Miscellaneous

- 26.1 Annual Action Plan
- 26.2 Official Language for purposes of Government work
- 26.3 Compilation/consolidation of orders/instructions
- 26.4 Review of rules, regulations and manuals

APPENDICES

Chapter - 27 **266 - 299**

Record Retention Schedule

Records relating to establishment and house-keeping work

- A - Establishment
- AA - Academic Affairs
- B - Welfare
- C - Vigilance
- D - Common office services
- E - Hindi
- F - Finance, budget cash and accounts

SECTION-III

ANNEXURES **301 - 360**

- Annexure - 1 - Delegation of Power : Issued by F&A Division
- Annexure - 2 - NIFT Act, 2006
- Annexure - 3 - Extracts of Agenda Item No. 0803 of the 8th Meeting of the Empowered Committee of the Board on the Establishment Matters Held on 12th July, 2011.

CHAPTER - 1

1.1 Overview of NIFT

National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. Subsequently the NIFT Act, 2006 is enacted to establish and incorporate the National Institute of Fashion Technology for the promotion and development of education and research in Fashion Technology and for matters connected therewith and incidental thereto. NIFT has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario.

The Institute is a pioneer in envisioning and evolving fashion business education in the country through a network of Fifteen professionally managed centres at New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Rae Bareli, Patna, Kangra, Kannur, Jodhpur, Shillong, Bhubaneswar & Bhopal.

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

NIFT is committed to place India on the centre stage of international fashion. The institute's alliances with University of Arts, London, UK; Academy of Arts, San Francisco; Queensland University of Technology, Australia; Nuova Accademia di Belle Arti, Milan; Mod'art Paris and many other institutes of repute have provided both institutes extensive opportunities for exchange of ideas and information, thereby mutually benefiting each other. NIFT is also a founding member of International Foundation of Fashion Technology Institutes (IFFTI) – a council of 22 fashion schools. NIFT Faculty regularly participates in international trade fairs, exhibitions, seminars and conferences, which significantly enhances the quality of their experience and in turn enriches their students.

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

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

The network of NIFT Resource Centre is the only Fashion Information System in India serving the fashion professionals, would-be professionals and fashion educators. The Resource centres also provide information services to the design community, industry practitioners and entrepreneurs.

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

1.2 Citizen's Charter and Public Grievances Redressal

About us

National Institute of Fashion Technology (NIFT), a premier Institute of Design, Management and Technology was set up by the Ministry of Textiles, Government of India. The NIFT Act 2006 (Passed by the Indian Parliament) has accorded statutory status for the promotion and development of education & research in Fashion Technology with President of India as the Visitor. The Act signifies public confidence in the NIFT as a thought leader, with 'fashion' as a business strategy for value addition. This empowers the NIFT with a statutory status to confer undergraduate and postgraduate degrees.

The NIFT is a pioneer in envisioning and evolving fashion business education in the country through a network of fifteen professionally managed centres. At present the centres are at Bengaluru, Bhopal, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli and Shillong.

Our Stake holders are:-

The students, parents, faculty, employees, craftsperson, industry, State Governments and sponsoring agencies.

Our Vision is:-

To emerge as a centre of excellence and innovation proactively catalyzing growth of fashion business through leadership in profession education with concern for social and human values.

Our Mission is:-

"To establish NIFT as a centre of excellence in fashion business education, a nodal agency for benchmarking fashion education in India and apex body for training of trainees in fashion business education". With the above mission we endeavor to:-

- Create an environment of continuous learning with holistic interdisciplinary appreciation of various components of value chain and the ground reality.
- Adopt international best practices from Institutes of higher learning and industry, on an ongoing basis.
- Instill a passion for academic excellence with commitment to team building, inspired by national aesthetics and craft legacy with humility and sensitivity.

Our services are:-

S. No.	Main Services	Standards
1.	Admission to Regular Programmes	<ul style="list-style-type: none"> ● As per the NIFT policy, students are selected through intensive process of 'Common Entrance Examination' which comprises of a written entrance examination; situation test; group discussion and interviews. These are conduct for admission to:- <ul style="list-style-type: none"> ◀ Undergraduate Programmes in 7 courses; ◀ Postgraduate Programmes in 3 courses; ◀ Doctoral Programmes spread across 15 centres of the NIFT.
2.	Admissions to Continuing Education (CE) Programme-	<ul style="list-style-type: none"> ● As per NIFT policy announced annually CE certificate programmes are aimed at complementing the practical knowledge of industry professional with formal technical education. It offers:- <ul style="list-style-type: none"> ◀ 15 certificate programmes of one year duration; and ◀ 16 certificate programmes of six month duration. spread across various centres of the NIFT.
3.	Ensuring Quality Education and Training	<ul style="list-style-type: none"> ● A well defined curriculum is laid out which is prepared after series of discussions with the internal & external faculty members, industry and experts. ● Academic calendar is issued by Dean (Academics) to all departments across 15 centres at least two months prior to start of academic year. ● Each academic year has 2 semesters with 16 weeks with 480 hours of direct lecture & practical instruction hours. ● Teacher student ratio for focused attention is normally maintained at 1:12. ● The direct teaching inputs for all programs shall be at least of 30 hrs per week. ● Feedback from student in terms of contents & presentation made by the faculty is received every week.
4.	Examination, Evaluation and Rules for Promotion	<ul style="list-style-type: none"> ● The NIFT has a well laid down system of assessment and promotion to the subsequent semester. ● It is based on successful performance in an examination, juries, assignments and other evaluation methods for all programmes. ● The performance is judged through grading system and Semester Grade Point Average. ● Within certain limitations students are allowed to appear for re-examination. ● Students may apply for re-evaluation only for written examination in the prescribed proforma. ● Students can apply for re-assessment in case of the number of failure subjects within certain condition. ● On successful completion of courses, eligible students are given degrees/certificate. Also degrees, awards are given through convocation held annually. The graduating batch is informed one month in advance for registration and completing formalities for attending convocation.

S. No.	Main Services	Standards
5.	Facilitation of Financial assistance, Academic and Developmental matters related to the student affairs.	<ul style="list-style-type: none"> ● The NIFT provides financial assistance in the form of subsidy on the basis of economic condition. The eligible students will receive it within 3 months of the admission for each year. ● Students of the NIFT can also avail education loan facility from various Banks. ● The NIFT also undertakes Student Assistantship Programme to aid students who have demonstrated a need for financial assistance by engaging them in resource centre, laboratory, CE programme etc. & paying them as per the no. of hour they have worked. ● Student requests pertaining to academic issue is resolved within 2 weeks of receipt of such request. ● Wherever possible, hostel, canteen along with stationary shop are provided to the students within the campus. ● For holistic development of students & to nurture their innate creativity, extra-curricular activities including annual cultural festival are organized. ● Student Development Activity Cell inter-alla. Includes four SDAC clubs i.e. Photography: and Environment & Social service club. The Student Development Activities are conducted on every Wednesday 4.00 PM onwards.
6.	Responding promptly & Qualitatively to the needs of the Industry.	<ul style="list-style-type: none"> ● NIFT graduates contribute to the apparel sector, information technology, retail production, accessories, textiles, communication and research based segment of the industry. ● In the last semester of each batch invitations are sent to the companies, to conduct campus interviews by the NIFT, as a facilitators for prospective employer companies and future employees from amongst its graduating students. ● The NIFT works with the industry partner to design and offer customized programmes. ● Projects for research and consultancy are undertaken for clients from private and public sectors including Govt. & Semi-Govt. These fall under two broader category of :- <ul style="list-style-type: none"> ◀ Faculty Managed Projects including workshops. ◀ Classroom & Industry Projects.
7.	Empowering the crafts community to retain regional characteristics & position their requirements and challenges.	<ul style="list-style-type: none"> ● A cluster of craftsman is identified wherein students closely interact & work with craftsmen for vision building & capacity building in three phases, each of one year duration to include:- <ul style="list-style-type: none"> ◀ Business Development services as market intelligence and training and innovation. ◀ Network and build linkage with market & financial institutions. ◀ Generate employment opportunities for the rural poor as well as establishing micro enterprises to catalyze the local economy.

We expect our students to:-

- Exhibit high order of discipline inside & outside the campus.
- Regularly attend the classes and complete the assigned task within stipulated time.
- Adhere to conduct rules stipulated in the student rule book.

We expect our clients to:-

- Send proposal or request in a timely manner with all relevant documents as required.
- Queries may be raised/Information may be asked after going through the information/ data available on the website www.nift.ac.in
- Contact our contact persons as listed on the website www.nift.ac.in for obtaining our services.

Our Responsibility Centres are:-

- The NIFT has 15 centres at Bengaluru, Bhopal, Bhubaneshwar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli and Shillong.
- Details of the centres and contact persons can be found on our website www.nift.ac.in

Our Grievance Redressal Mechanism

- The current student related grievances are received through student Development Activity Cell which is headed by a faculty of the level of (at least) the Assistant Professor at each centre. Timelines for responses to the students are as follows:-

1.	Acknowledgement	On the day of receipt
2.	Reply	Within 7 working days
3.	Final redressal of grievances	Within 15 working days and in case of disputed issues, prompt information with the reasons will be provided or our own initiative.

- The following are the main issues with respect to the students of NIFT and dealt by Academic Affairs Department.

- **Academic Matters:-** Pertaining to leave of absence, re-registration and cancellation of registration.
- **Discipline matters:-** Pertaining to violation of student conduct such as, teasing/abusing fellow mates; damage to NIFT property; violation of library rules; violation of lab/studio rules; cheating cases in examinations; tampering with NIFT documents etc.
- **Financial assistance through NIFT subsidy Policy:-** If a student feels that he/she is a 'Justified' candidate for the NIFT Subsidy Scheme.

- **Attendance related issues:-** Pertaining to student attendance such as, cases relating to shortage of attendance due to ill health; accidents; unforeseen emergencies etc.

- **Fee related matters:-** such as excess or less fee, late fee etc. related case.

- **Inter Centre/Discipline Transfers:-** - deserving cases such as relating to ill health; accidents; unforeseen emergencies etc.

In all the above cases after receipt of initial application, redressal mechanism is as follows:-

Student → Centre Co-ordinator (Department) → Centre Registrar → Local Academic Standing Committee (LASC) / Reviewing Committee → Centre Director → Head Academic Affairs → Academic Affairs Committee (AAC) → Director General.

- **Degree/Diploma/Certificate related issues:-** For any degree/ diploma related case, the alumnus can approach through following redressal mechanism:- Alumnus → Centre Co-ordinator (Department) → Centre Registrar → Centre Director → Head Academic Affairs → Director General.

- **Examination related issues:-** for any degree/diploma related case, the alumnus can approach through following redressal mechanism:-

Student → Centre Co-ordinator (Department) → Centre Registrar/Controller of Examination (COE) → Local Academic Standing Committee (LASC)/ Reviewing Committee → Centre Director → Controller of Examination (COE), Head Office → Head Academic Affairs → Academic Affairs Committee (AAC) → Director General.

- **Student Development Activities:-** Cases relating to NIFT Fashion Spectrum; NIFT Converge; participation of students in Seminars/Symposia/Fairs/Competitions etc. The student can approach through following redressal mechanism.

Student → Deptt. Centre Co-ordinator → Centre Student Development Activity Coordinator → Centre Registrar → Local Academic Standing Committee / Reviewing Committee → Centre Director → Student Development Activity Co-ordinator (Head Office) → Head Academic Affairs → Director General.

- **Admission related issues:-** Such cases as relating to admission , Merit list etc.

The procedure of grievance redressal is as follows:

Candidate → Admission Department → Director (Admission) → Director General

- The NIFT has well defined Grievance Redressal Mechanism for handling of Public/ Staff Grievances which inter-alia includes:

- Each Centre sets up Internal Grievance Redressal Machinery for public as well as staff.

- A senior officer of the level of Center Registrar is designated as Public Grievances Officer and an officer of the level of Dy. Registrar/ Assistant Director is designated as the Staff Grievance Officer. The name, designation, room number, telephone number etc. of the Public Grievance Officer are displayed prominently at the Center Reception and some other convenient place in the office building of Centre so that the public are made fully aware of it. These will also be posted on the website.
- The Public Grievance Officer remains in their offices during specified hours (1000 hours to 1300 hours) on every Wednesday to receive and hear grievances of the members of the public.
- A locked complaint box will be placed at the Centre Reception for convenient registration of complaints by members of the public which must be opened by the designated officer at regular intervals.
- At headquarter level, Registrar (Estt.) will be designated as Central Public Grievance Officer and Asst. Director (Vigilance) is designated as the Staff Grievance Officer. Their contacts are as follows:

Registrar (Estt.)
011-26522212, 26542065

Asst. Director (Vigilance)
011-26542035

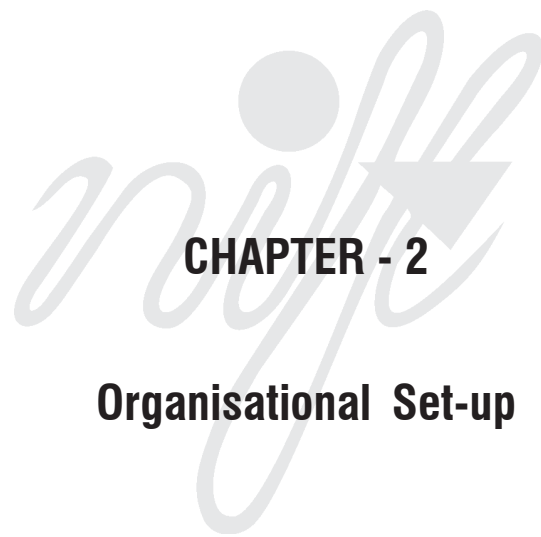
- Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organization must be sent to the petitioner.
- Grievance lodging process includes email, telephone, website, written complaint to the DG, CVO, Central Public Grievance Officer or SDAC coordinator (in case of students).

Review of the Charter

In order to implement, monitor and review the Citizen's Charter, a review Committee will be constituted under the Chairpersonship of Director General, National Institute of Fashion Technology. The Committee will review the citizen's Charter on quarterly basis.

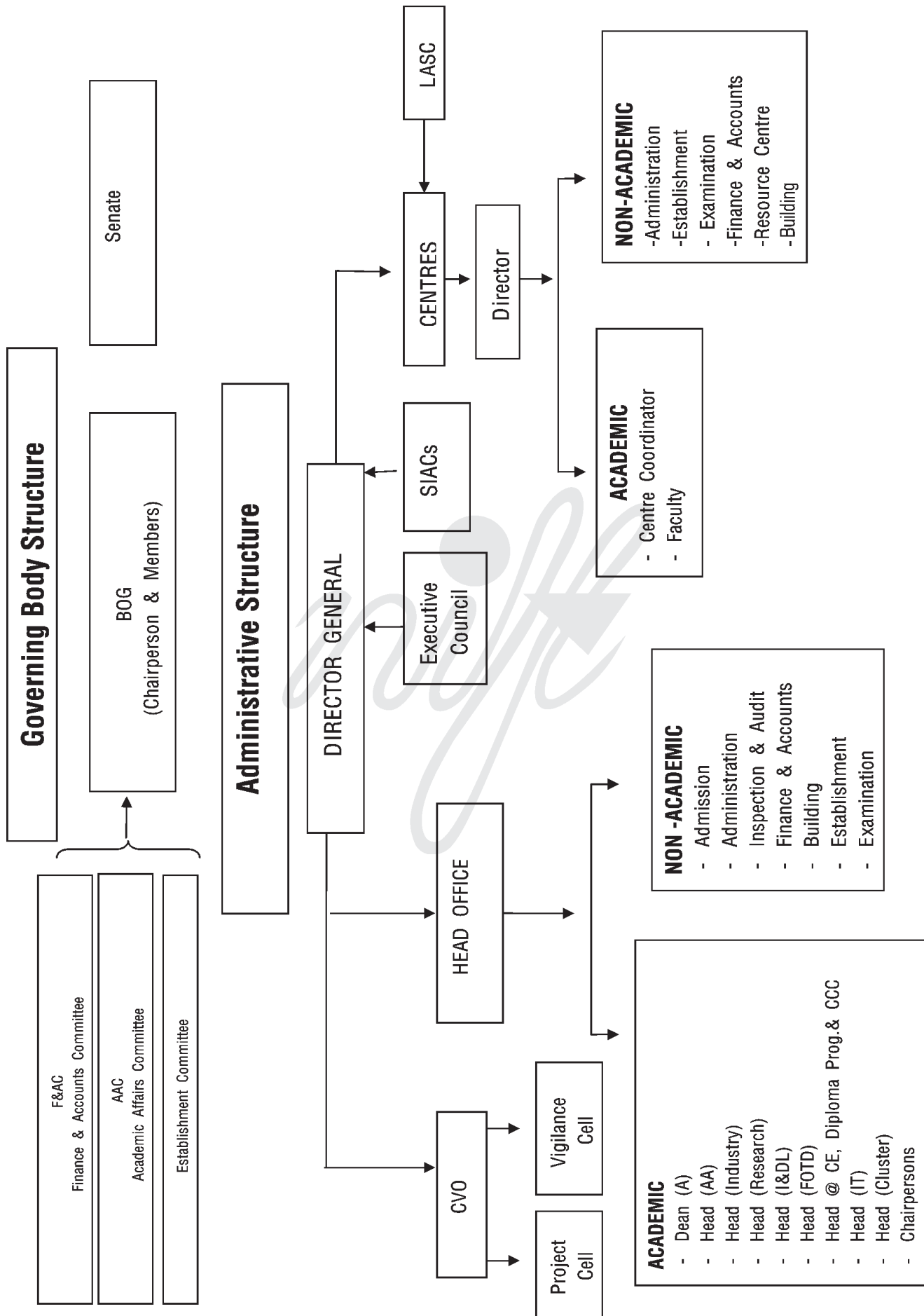
Reference Office Memorandum No. 01/42/CCC&GRD/2010-Vig., Dt. 10th February, 2011





CHAPTER - 2

Organisational Set-up



Nomination Process for Unit In charge:

- The posts of Unit In Charge shall be academic posts.
- Head of concerned Unit shall propose a panel of names of faculty to Dean(A).
- The same will be discussed in SIAC-AMS and recommended names will be forwarded to DG for approval.
- The period of appointment will be three years.

Nomination Procedures for Units at Centres

Nomination for Unit In charges (CC, SDAC, COE, CI&DL, CIC, and RIC)

- The posts of Unit in- charge shall be academic posts.
- Head of concerned Unit will propose a panel of names of faculty in consultation with the Center Director to Dean (A) to present to SIAC - AMS.
- Panel of at least 2 faculty will be drawn up by SIAC - AMS against each post.
- The names of the panel with their profile- Qualifications, earlier administrative posts held, aptitude for the post, general profile- will be forwarded to DG. For the post of SDAC, the names of only female faculty should be nominated.
- The DG will nominate the officers from the given panels.
- The period of appointment will be three years.

NOTE: It should be ensured that all appointments of the same time period should be co-terminus. The outgoing SIAC-AMS hence would complete the nomination procedure before end of term. In case of any changes that may occur mid term, the entire process as detailed above would be repeated.

1.2.3 Roles and Responsibility of Academic Co-ordination Appointments

ROLES & RESPONSIBILITIES OF DEAN (A)

The Dean (A) is the academic head of the institute with the aim of creating, implementing and taking forward the academic vision of the institute through a consultative process with other academicians of the institute.

- Dean(A) will be the co-ordinator for all matters pertaining to academics.
- Dean(A) will monitor curriculum development, review and compliance.
Dean(A) will be the custodian of the ratified curriculum of each department/ specialization.
Any review, addition, deletion or modification in the curriculum will be coordinated by the Dean (A) through the set procedure of review.
- Dean(A) will coordinate the preparation of Academic Calendar and compliance.
- Dean(A) will monitor faculty workload and ensure optimal utilization of faculty

- Dean(A) will coordinate and monitor commencement of any new program in NIFT
- Dean (A) will facilitate the appointment of Heads of Units and Unit In charges.
- Dean (A) will co-ordinate the proposal received from Chairpersons regarding names of experts and faculty for graduation project / design collection / research project dissertation final jury panels for the approval of DG-NIFT
- Dean (A) will facilitate faculty nominations for domestic seminars / conferences
- Dean (A) will monitor publications done by faculty of NIFT
- Dean (A) will be the chairperson of the SIAC-AMS and will report to DG-NIFT on all matters.
- Dean (A) will also be Head of Unit for AMS and NRC. The Unit In charges will work under the guidance of Dean(A) on issues of the unit

ROLES AND RESPONSIBILITY OF UNITS UNDER DEAN (A)

I) Academic Management System (AMS)

i) Curriculum

- Documentation
- Review
- Compliance to Academic Plan

ii) Faculty

- Facilitating appointments of faculty unit incharges & coordinators across centres
- Ensure optimal utilization of faculty
- iii) Ensuring smooth deliverance of curriculum
- iv) Academic Calendar
- v) Academic Manual

II) National Resource Centre (NRC)

- Maintenance of resource centre
- Budgeting for the resource centre
- Processing and updating of Resource Centre database
- Management and maintenance of membership record and circulation service.
- Acquisition and development of collection
- Management of reference service.
- Physical maintenance and security of all collections.
- Budgeting
- Coordination of the Resource Centres
- Selection and collection development for RCs
 - Print and non-print collections
 - Consortia subscription print and online database/ journals
 - Forecast services
- Standardization of activities of RCs
- Automation of RCs and Resource sharing among Centres
- Digitization of resource material
- Creation of database
- Training / re-training of RC staff

ROLES & RESPONSIBILITIES OF HEAD (AA)

The Head (AA) is the academic administrative head of the institute with the aim of creating, implementing and taking forward the vision of the institute through matters concerning students across centers.

- i) Head (AA) will be the coordinator and facilitator for academic and developmental matters related to students
- ii) Head (AA) will ensure adherence to student rules and regulations as per the Academic Manual and any issues arising thereafter.
- iii) The Student Rule Book would be modified, printed and distributed under the guidance and monitoring of Head (AA)
- iv) Any changes to the Academic Manual would be coordinated by the Head (AA) along with Dean (A) who would get the same ratified by the AAC of the Board before issuing appropriate addendums.
- v) Head (AA) will coordinate all matters for the annual Convocation
 - Information to the graduating batch about the Convocation
 - Preparation of brochures and degree certificates
 - Preparation of Angavastrams/ capes
 - Preparation of Awardees list
 - Arrangements for trophies, medals, etc
 - Preparation of Academic Report for the Convocation to be presented by DG.
 - Preparation of Degree certificates
- vi) Head (AA) will be responsible for the channelization and issue of all degrees, diplomas and awards instituted by NIFT.
- vii) Head (AA) would be the Alternate Chairperson of the SIAC - AMS and will report to DG -NIFT on all matters.
- viii) Head (AA) will also be Head of Unit for Student Affairs and SDAC. The Unit Incharges will work under the guidance of Head (AA) on issues of the unit.

ROLES AND RESPONSIBILITY OF UNITS UNDER HEAD (AA)

i) Student Affairs

- Discipline Matters
- Financial Assistance
- Inter center and Inter discipline Transfer Cases
- Student Grievances
- Student Counseling
- Students Rule Book
- Student Awards
- Policy and Guidelines of above mentioned activities
- Liaison with Centers
- Budget Allocation
- All matters related to Awards, trophies, medals and academic performance certificates including keeping of records and its safe custody.

ii) Student Development Activities & Overseas Centre

- Planning of Student Development activities across centers
- Conduct of development activities
- Student Assistantship Program
- Student Extension Activities
- Inter College (outstation) participation
- Mentorship program
- Budget allocation of development activities
- Infrastructure setup
- Liaison with all SDAC from NIFT centres for the above
- Review of Roles and Responsibilities of SDAC, formulation of format for periodic returns from the same
- Academic Manual

iii) Academic Appeal Committee

- Student appeals
- Academic Malpractice cases

ROLES & RESPONSIBILITIES OF HEAD - INTERNATIONAL & DOMESTIC LINKAGES (I&DL)

i) International Participation

- Seminars/Conferences in coordination with departments
- Fairs / Shows / Exhibitions
- Government & Industry tie-ups,
- MoUs in coordination with Dean A

ii) International Academics (in co-ordination with Dean A)

- Faculty Exchange/ Secondment
- Training Programmes
- Tie ups / MoUs

iii) International Student Cell:

- Student Exchange
- Visit of NIFT Students
- Participations in competitions etc
- Special courses for foreign students
- Sponsorships

iv) Domestic Linkages

- Linkages with education institutions in India and overseas
- Policy & Guidelines on standard norms of linkages
- Preparation and Assessment of proposal based on credentials
- Review and monitoring exercise.
- Custodian of all MOUs signed across centers with domestic institutes, government bodies, NGOs etc. All such documents would be routed through the Head-I&DL for approval before they are signed.

v) Any other matter relating to International / NRI students

vi) Integration of evaluation with NIFT evaluation

ROLES & RESPONSIBILITIES OF HEAD-RESEARCH (R)

- i) **Doctoral Program**
 - Formulation of curriculum and conduct of classes
 - Identification of faculty resources
 - Development of Ordinance for doctoral program
 - Identification and allocation of supervisors
 - Identification of expert panel for examinations and evaluations
 - Conduct of all examinations and evaluations
 - Overall co-ordination of the program
- ii) **Creating a Research Environment**
By offering a doctoral programme and exploring possibility of joint research collaborations with internal universities / institutes / apparel industry / organizations and possibilities of research students exchange.
- iii) **Capacity Building**
Development of a long-term Research agenda and a plan for Research & Development capacity building by establishing leading-edge research laboratories and equipping them with high-end research enabling equipment to undertake doctoral research activities, industry oriented research projects etc.
- iv) **Research Incubation Center**
Planning for development of research incubation center to encourage entrepreneurial projects in collaboration with NIFT researchers

ROLES & RESPONSIBILITIES OF HEAD - INDUSTRY (I)

- I) **Industry**
- i) **Industry Participation**
 - Coordination with all RICs
 - Industry visit of faculty in coordination with Dean (A)
 - Specific seminars and conferences: outside & in NIFT
 - Training Programmes for Industry at NIFT
 - Consolidation and dissemination of Industry database to CPs
- ii) **Industry Sponsorships**
 - Equipment and material
 - Infrastructure sharing
 - Joint ventures
 - MoUs
- iii) **Role of Industry in Academics**
 - Scholarships in coordination with Head AA
 - Placements in coordination with centers and departments
 - Industry/Market/Event/Fair exposure of students of remote NIFT Centre

- iv) **Institutional arrangements/ tie ups with industry for customized and specialized programmes**

- v) **Any other matter concerning Industry Interface**

II) **Alumni Affairs**

- i) **Alumni Association**
 - Database of new and existing members
 - Promotion for membership
 - Involvement in NIFT Projects
 - Involvement as Guest Faculty
 - Sponsorship for students
- ii) **Alumni Interaction**
 - Industry feedback and linkages
 - Course curriculum development
 - Internship and Graduation projects for students
 - Placements
- iii) **Alumni Meet**
 - Formation of regional Alumni forums
 - Regional Meets
 - Common annual Meet
- iv) **Any other matter concerning NIFT Alumni**

ROLES & RESPONSIBILITIES OF HEAD - FACULTY ORIENTATION TRAINING & DEVELOPMENT, BRIDGE PROGRAMME AND FACULTY DEVELOPMENT PROGRAMME

- I) **Faculty Orientation Training & Development (FOTD)**
- i) **Orientation of new faculty to NIFT as an organization and to the working of the various streams taught in the institute**
- ii) **Training of the new as well as existing Faculty**
 - Identifying training needs
 - Identifying the experts from faculty, industry and other institutions
 - Formulating the program with its duration and periodicity
 - Organizing the training program
 - Feedback
- iii) **Development of Faculty**
 - Devising a development program
 - Incorporating new areas of development in training
 - Incorporating inputs from Industry, alumni and various international institutes
- II) **Bridge Program (BP)**
Facilitating conversion of previously awarded diplomas to degrees for NIFT alumni.
 - Formulation of bridge policy
 - Announcement and overall coordination of the programme
 - Formulation of the curriculum duration & periodicity

III) Faculty Development Programme (FDP)

Programme to identify academically inclined professionals and formally equip them for handling teaching responsibilities in the field of Fashion Education.

- Formulation of FDP policy.
- Announcement & overall coordination of the programme.
- Development of the curriculum & follow up
- Feedback & recommendation

ROLES & RESPONSIBILITIES OF HEAD - CONTINUING EDUCATION AND DIPLOMA PROGRAMMES

I) Continuing Education Programmes and Diploma Programme (CE& Diploma Programme)

- Facilitation of CE and Diploma Programmes at NIFT
- Planning of various programmes (CE and Diploma) that would be offered annually based on information received from all centers
- Facilitating necessary approvals as per Academic Channel for CE and Diploma Programmes
- Overall coordination of content preparation for brochure, website etc as per requirement.
- Dissemination of information (including brochure) to all Centers.

II) Corporate Communication Cell (CCC)

Overall coordination and creation of visual and communication Identity of NIFT

- Publication and printing of centralized NIFT publications:
 - Prospectus for regular & CE Programmes
 - Brochures: Placements, FDP, PhD and Bridge Programmes
 - Promotional material including posters and print advertisements
 - Printing for Convocation and other major NIFT events
 - NIFT Diary, Calendar & Planner
- NIFT Website: Design and development of E-brochures / advertisements (Prospectus for regular & CE programme, Placements, FDP, PhD & Bridge Programme)

ROLES AND RESPONSIBILITIES OF HEAD - CLUSTER

- Coordination of Academic Schedule with Cluster timelines with UI-Cluster and all CIC at the centres.
- Coordination, preparation and maintenance of reports on student cluster related activities at each centre.
- Coordinating student visits to various clusters and linking it to Cluster Development Initiative.
- Plan for training workshop / seminar schedules and parameters for cluster projects, along with performance measures for the same.

- Any other work related to cluster project at HO

ROLES AND RESPONSIBILITIES OF HEAD - INFORMATION TECHNOLOGY (IT)

- To provide vision and direction for IT implementation and usage in academic and administrative governance
- Develop policy regarding software and hardware procurement, website, software and hardware usage and maintenance of IT infrastructure.
- To develop generic specifications and norms for various IT equipments and peripherals for procurement
- Organising training in IT related areas
- Spread awareness of global best practices in IT usage

ROLES AND RESPONSIBILITIES OF CONTROLLER OF EXAMINATIONS (COE)

- COE will be the co-ordinator and Facilitator for matters related to examination and evaluation of students for regular programmes.
- COE would coordinate conduct of the evaluation and examination process across all NIFT Centres through COE Cell.
- COE would facilitate formulation of policies related to evaluations. COE would be the Convener for Standing Internal Advisory Committee for Common Examination Board. COE would also seek reports and returns from the Controller of Examination (COE) at Centres. He would also be responsible for proposing Budget for Evaluations every financial year and also convene meetings of special Review Committees related to Evaluations.
- COE would identify / categorize subjects to fall under the purview of Common Examinations in consultation with the Chairpersons and Dean (A)
- COE would co-ordinate maintenance of database related to faculty and experts who would be nominated for question paper setting and for evaluation.
- COE would co-ordinate maintenance of question bank for various categories of subjects.
- COE would co-ordinate preparation of schedule for Examination (CEB) including mid-term evaluation, end-term evaluation and re-examinations and notifying the same and up-loading it in the NIFT website.
- COE would be responsible for co-ordination of preparation of Question Papers and maintenance of overall confidentiality.
- COE would be responsible for co-ordination, planning, scheduling evaluation of subjects, which fall under the purview of CEB.
- COE would be overall responsible for collecting results, student's attendance update from the Centres and uploading the same in the NIFT website.
- COE would be overall responsible for processing students' representations, request for re-evaluations

- xii) COE would be overall responsible for processing claims of faculty, officers & staff for providing professional services towards evaluations.

ROLES AND RESPONSIBILITIES OF EXAMINATION AND EVALUATION CELL

- i) Budgeting for Common Examination Board
- ii) Evaluation policy formulation, preparation of evaluation manual
- iii) Formulation of promotion policy and implementation.
- iv) Monitoring implementation of evaluation policy, reporting of non compliance
- v) Review of Roles and Responsibilities of COE, formulation of format for periodic returns from COEs at Centre.
- vi) Collection of final result from Centres, maintenance of data base
- vii) Collection & dispatch of question papers
- viii) Coordination with NIFT Centres/COE regarding conducting examinations
- ix) Collection of answer sheets
- x) Coding & evaluation of answer sheets
- xi) De-coding & declaration of results
- xii) Conducting of re-examinations
- xiii) Processing students representation
- xiv) Putting up claims for faculty & staff
- xv) Scheduling of time table for exams
- xvi) Setting of question papers
- xvii) Custody of answer sheets
- xviii) Re-evaluation
- xix) Record of marks/results

ROLES AND RESPONSIBILITIES OF ASSISTANT CONTROLLER OF EXAMINATIONS

Assistant Controller of Examinations (ACOE) would be the Academic Administrative Head of the evaluations related to Under Graduate/ Post Graduate programmes and would function under the overall supervision of the COE.

- i) ACOE would maintain the database related to subjects falling under the purview of CEB for the respective U.G./ P.G. Programme.
- ii) ACOE would maintain database of faculty, experts who could be nominated for question paper setting and evaluation.
- iii) ACOE would maintain question bank for the respective U.G. / P.G. Programme.
- iv) ACOE would prepare the evaluation schedule including mid-term, end-term and re-examination and notify the same on the NIFT website.
- v) ACOE would be responsible for timely despatch of question papers to NIFT Centres and maintain necessary confidentiality regarding the same.
- vi) ACOE would be responsible for receipt of answer sheets for CEB subjects, preparation of evaluation plan and

schedule and executing the same including coding, de-coding, preparation and despatch of results etc.

- vii) ACOE would receive final results, students attendance update from the NIFT Centres and upload the same on the NIFT website in coordination with IT Department of Head Office.
- viii) ACOE would process students representations related to evaluation and request for re-evaluation.
- ix) ACOE would be responsible for preparation of student's grade sheets, transcripts, etc.
- x) ACOE would be responsible for processing claims of faculty, officers, staff for rendering professional services towards evaluation for respective UG / PG programmes.
- xi) ACOE would be custodian for results for all UG / PG programmes.
- xii) ACOE would be responsible for checking whether question papers submitted by nominated faculty are as per guidelines/matrix etc.
- xiii) ACOE would be responsible for receiving details regarding schedule of mid-term, end-term, re-examinations, copy of question papers for both CEB and Non-CEB categories, brief for assignments, project etc. from the NIFT Centres.

ROLES AND RESPONSIBILITIES OF NODAL OFFICER

- i) The Nodal officer shall directly interact with foreign university and report to DG-NIFT through Head-I&DL.
- ii) The Nodal officer shall supervise and coordinate all activities of NIFT fraternity pertaining to the foreign institute assigned to her/him.
- iii) For new MOUs, the Nodal officer shall evaluate the foreign University on the following grounds and put up for necessary approvals
 - Public/ Private organization
 - Institutional rating
 - Course mapping
 - Infrastructure, Facilities
 - Faculty resource
 - Medium of instruction
 - Opportunities available for the foreign university students/ faculty at NIFT
- iv) For existing MOUs, the Nodal officer shall review the MOU based on the above points and present recommendations on the continuity of MOU.
- v) The Nodal Officer shall interact with the foreign university on regular basis to provide suitable academic exchange/ study abroad opportunities to students of both NIFT and Foreign University.
- vi) The Nodal Officer shall ensure that all deadlines indicated in the calendar of student exchange for activities are adhered.
- vii) The Nodal Officer shall interact with the foreign university on regular basis to provide suitable academic exchange

opportunities for faculty members of both NIFT and foreign university. The Nodal officer shall interact with foreign university to initiate activities pertaining to faculty exchange, joint projects etc.

- viii) The Nodal officer shall coordinate with the foreign University and students who go to foreign university or students who come on exchange to NIFT.
- ix) Nodal officer shall obtain student feedback from students who go on exchange program in the prescribed format and a summary report shall be submitted to the Head I&DL regularly
- x) Nodal Officer under intimation to Head I&DL shall interact with CI&DL for exchange students

ROLES & RESPONSIBILITIES OF CHAIRPERSON (CP)

- i) The CP shall assume a leadership role in positioning the Institute as a centre of excellence through various professional endeavors for the department, its students and alumni.
- ii) The CP shall take the lead in development of the curriculum, positioning and structuring of the programmes, preparation of the teaching material, learning methodology and consistent delivery.
- iii) The CP shall be responsible for overall planning, academic administration and review of programmes under their respective departments across centres.
- iv) The CP shall be responsible for overall allocation of teaching hours and credit weightage given to the course as per Academic Manual and other academic related matters for administration across all centers.
- v) The CP in consultation with the Faculty Members shall recommend the electives to be offered in VI & VII Semesters for UG and II & III semesters for PG programmes which will be offered to all the students across the centers in order to facilitate any elective offer.
- vi) Detailed guidelines of electives in terms of course content, evaluation, credit shall be prepared by CP.
- vii) The CP shall forward the academic plan collected by Centre Coordinators for each faculty member and also the overall plan for the centre submitted by CC with his/her own comments to Dean (A). This shall also be submitted along with a detailed brief on training needs of faculty members in suitable training institutes within India and abroad to Dean (A). The CP shall also review whether there is sufficient department development fund (DDF) to ensure training of faculty members as submitted by CCs
- viii) The CP shall ratify the academic plan and the time table ensuring that all faculty members have been allocated optimum teaching and academic work load and the finalized delivery as discussed in the CP/CC meeting. The CP shall also ensure that modular inputs wherever needed are planned and administered at the appropriate stage in the curriculum.

- ix) The CP shall ensure that curriculum delivery is in accordance with academic calendar and ratified time table. Any non-compliance by any centre must be informed to the office of Dean (A).
- x) The CP shall ensure that the developed course material is documented and sent to Dean (A) for reference and respective departments across all centers including material developed by guest faculty.
- xi) The CP shall ensure that CCs have instructed the faculty members to give a detailed brief regarding task based assignments, projects and research work to the students well in advance to enable them to understand the expectations and outcome of the assignments.
- xii) The CP shall ensure that various policies stated in Academic Manual for academic related activities like placement, internship, graduation project, market survey, design collection, craft documentation for students as well as faculty is complied with.
- xiii) The overall responsibility of placement and internship shall be that of CP and he / she will be responsible to provide help and guidance to industry coordinator in terms of prospecting more companies if there is shortfall.
- xiv) The CP shall forge linkages with industry members and solicit their active participation in Industry Advisory Committees and their cooperation for internship, placement, research projects and event sponsorship.
- xv) CP in consultation with Examination Cell shall coordinate with course faculty in developing the question bank, finalizing the paper setters and evaluators and any other additional responsibility of related matters.
- xvi) The CPs shall ensure that CCs call for a fortnightly meeting of the faculty and shall monitor the implementation of the academic decisions taken from time to time.
- xvii) The CP shall prepare a list of relevant national and international fairs, seminars, exhibitions & confluences and nominations of faculty members for such events.
- xviii) The CP shall endeavour to facilitate necessary philosophical direction and inculcate a visionary approach beyond the academics into research and development activities for the faculty and the students.
- xix) The CP shall convene one-day departmental meetings at different centres in rotation with all concerned CCs once every semester, before the commencement of the each academic session to plan all issues pertaining to academics including the proposed plan for Inter centre teaching which shall be drawn up in consultation with CCs and forwarded to Dean (A) for approval of DG-NIFT
- xx) The CP shall visit each NIFT Centre at least once in a semester to monitor and review the academic progress and interact with the students, faculty members and Director of the NIFT Centres with regard to areas of concern. During the visit to the centre CPs are required to perform the following tasks:

- To teach classes of his/her area of expertise- minimum of 02 sessions per visit. The plan for these sessions shall be communicated to the CCs in advance for the necessary information to the students.
- CP shall audit the classes of faculty of the department at least once in the semester and shall prepare the report of the same.
- During the visit to the centre CP shall meet regularly the alumni, industry professionals and other experts and would discuss about the course curriculum, industry institute interaction, placement and internship and other related issues. CP shall advise CC of the center regarding the coordination with industry, alumni and other experts before the visit.
- CP shall obtain the feedback from the students and faculty members regarding the course coverage, students participation, infrastructure requirements, reference materials etc.

CP shall submit the report on the above after the visit to DG-NIFT and copy to Dean (A) and Head (AA).

CP shall review the follow up action in the next meeting on the initiatives taken earlier and the progress of the same would be communicated to the DG along with the visit report.

- xxi) The CP shall prepare the agenda for the department and be responsible for conveying and implementing the decisions taken such committee / council meeting.
- xxii) The CP shall render advice to the CC on all matters of department concern for implementation of academic programmes.
- xxiii) The CP shall be required to contribute to other academic activities such as cluster, CE programme etc.
- xxiv) The CP shall foster spirit of unity and culture of sharing & exchange of ideas and knowledge amongst faculty members and students.

CONTROLLER OF EXAMINATION (COE)

2.2.4 Channel of Reporting

(a) Dean (A) and Units under Dean (A)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.1	Academic	DG - NIFT	Dean (A)	AMS (Academic Management System)	Unit Incharge (AMS)	<p>Where there is no financial implication</p> <p>Unit Incharge → Dean (A) → Director General-NIFT</p> <p>SIAC</p> <p>Where there is financial implication</p> <p>Unit Incharge → Dean (A) → Director (F&A) → Director General-NIFT</p> <p>SIAC</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(b) Head (AA) and Units under Dean (AA)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.2	Academic Affairs	DG - NIFT	Head (AA)	Student Affairs SDAC (Student Development Activities)	Unit Incharge (Student Affairs)	<p>Where there is no financial implication</p> <p>Unit Incharge ↓ Head (AA) ↓ Director General-NIFT</p> <p>SIAC ↖</p> <p>Where there is financial implication</p> <p>Unit Incharge ↓ Head (AA) ↓ Director (F&A) ↓ Director General-NIFT</p> <p>SIAC ↖</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(c) Head I&DL and Unit under Head I&DL

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.3	International and Domestic Linkages	Dean (A)	Head (I&DL)	(I&DL) International & Domestic Linkages	Unit Incharge (I&DL)	<p>Where there is no financial implication</p> <p>Unit Incharge → Head (I&DL) → Dean (A) → Director General-NIFT</p> <p>SIAC → Nodal Officers → Head (I&DL)</p> <p>Where there is no financial implication</p> <p>Unit Incharge → Head (I&DL) → Dean (A) → Director (F&A) → Director General-NIFT</p> <p>SIAC → Nodal Officers → Head (I&DL)</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(d) Head (Industry) and Units under Head (Industry)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.4	Industry	DG - NIFT	Head (Industry)	Industry Alumni Affairs	Unit Incharge (Industry)	<p>Where there is no financial implication</p> <p>Unit Incharge (Industry) & (Alumni Affairs) → Head (Industry) → Director General-NIFT → SIAC</p> <p>Where there is financial implication</p> <p>Unit Incharge (Industry) & (Alumni Affairs) → Head (Industry) → Director (F&A) → Director General-NIFT → SIAC</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(e) Head (Research) and Units under Head (Research)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.5	Research	DG - NIFT	Head (Research)	Research	Unit Incharge (Research)	<p>Where there is no financial implication</p> <p>Unit Incharge ↓ Head (Research) ↓ Director General-NIFT</p> <p>SIAC</p> <p>Where there is financial implication</p> <p>Unit Incharge ↓ Head (Research) ↓ Director (F&A) ↓ Director General-NIFT</p> <p>SIAC</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(f) Head (FOTD, Bridge Prog. & FDP) & Unit under Head (FOTD, Bridge Prog. & FDP)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.6	FOTD, Bridge Prog. & FDP	Dean (A)	Head (FOTD, Bridge Prog. & FDP)	FOTD, Bridge Prog. & FDP	Unit Incharge (FOTD, Bridge Prog. & FDP)	<p>Where there is no financial implication</p> <p>Unit Incharge ↓ Head (FOTD, Bridge Prog. & FDP) ↓ Dean (A) ↓ Director General-NIFT</p> <p>Where there is financial implication</p> <p>Unit Incharge ↓ Head (FOTD) ↓ Dean (A) ↓ Director (F&A) ↓ Director General-NIFT</p> <p style="text-align: right;">SIAC</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(g) Head (CE & Diploma Programmes) & Units under (CE & Diploma Programmes)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.7	CE & Diploma Programmes	Dean (A)	Head (CE & Diploma Prog.)	CE & Diploma Prog. CCC	Unit Incharge (CE & Diploma Prog.) Unit Incharge (CCC)	<p>Where there is no financial implication</p> <p>Unit Incharge (CE & Diploma Prog.) & (CCC) → SIAC</p> <p>↓</p> <p>Head (CE & Diploma Prog.)</p> <p>↓</p> <p>Dean (A)</p> <p>↓</p> <p>Director General-NIFT</p> <p>Where there is financial implication</p> <p>Unit Incharge (CE & Diploma Prog.) & (CCC) → SIAC</p> <p>↓</p> <p>Head (CE & Diploma Prog.)</p> <p>↓</p> <p>Dean (A)</p> <p>↓</p> <p>Director (F&A)</p> <p>↓</p> <p>Director General-NIFT</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

(h) Head (Cluster) and Unit under Head (Cluster)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.8	Cluster	DG - NIFT	Head (Cluster)	Cluster	Unit Incharge (Cluster)	<p>Where there is no financial implication</p> <p>Unit Incharge (Cluster) → Head (Cluster) → Director General-NIFT</p> <p>Where there is financial implication</p> <p>Unit Incharge (Cluster) → Head (Cluster) → Director (F&A) → Director General-NIFT</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

2.2.4 Channel of Reporting

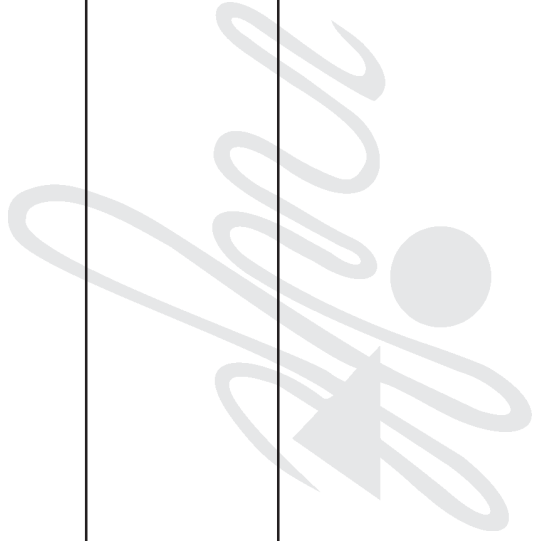
(i) Head (Information Technology) and Unit under Head (Information Technology)

SN	Deptt	Reporting To	Head of Units	Units	Unit Incharge	Channel of submission
1.9	Information Technology	DG - NIFT	Head (Information Technology)	IT (Information Technology)	Unit Incharge (IT)	<p>Where there is no financial implication</p> <p>Unit Incharge (IT) → Head (IT) → Director General-NIFT</p> <p>Where there is financial implication</p> <p>Unit Incharge (IT) → Head (IT) → Director (F&A) → Director General-NIFT</p>

- If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit. If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
1.11	Administration	Director-General	Registrar (Admn.)	Admn - I	Dy Reg (Admin.)	General Administration of NIFT-Head Office, all service contracts including security, housekeeping, NIFT canteen, NIFT stationery shop, Kiosk, horticulture, travel agent, Annual Maintenance Contract of equipments, Photocopy Machines, Booking of National and International Air Tickets, Payment to contractors-House keeping, Security, Horticulture, Photocopy, Preparation of Standard Tender documents for service contracts to all NIFT Centres	<p>Where there is no financial implication</p> <pre> graph TD UI[Unit Incharge] --> H[Head Administration] H --> DGN[Director General-NIFT] SIAC[SIAC] <--> H </pre> <p>Where Financial implication is there</p> <pre> graph TD UI[Unit Incharge] --> H[Head Administration] H --> DF[Director F&A] DF --> DGN[Director General-NIFT] SIAC[SIAC] <--> H </pre> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				Admn -II		Printing of stationery, payment of OTA, courier services, arrangements of official functions at HO, Receipt & Dispatch of Dak, Maintenance of inventory of NIFT store of consumable items	<p>Where there is no financial implication</p> <pre> graph TD UI[Unit Incharge] --> H[Head Administration] H --> DG[Director General-NIFT] SIAC[SIAC] <--> H </pre> <hr/> <p>Where Financial implication is there</p> <pre> graph TD UI[Unit Incharge] --> H[Head Administration] H --> DF[Director F&A] DF --> DG[Director General-NIFT] SIAC[SIAC] <--> H </pre> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>



S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				Admn-III	Dy. Reg. (Admn.)	Overall coordination with the Record Keepers of HO and DC, physical verification of the assets to be done on annual basis, identification of material for Scrap / Disposal.	<p>Where there is no financial implication</p> <pre> graph TD UI[Unit Incharge] --> HA[Head Administration] HA --> DGN[Director General-NIFT] SIAC[SIAC] <--> UI SIAC <--> HA </pre> <hr/> <p>Where Financial implication is there</p> <pre> graph TD UI[Unit Incharge] --> HA[Head Administration] HA --> DF[Director F&A] DF --> DGN[Director General-NIFT] SIAC[SIAC] <--> UI SIAC <--> HA </pre> <p>If the matter involves any IPR related issues, the Unit Incharge will obtain the comments of IPR Cell before submitting to Head of Unit.</p> <p>If the matter required Publishing and Printing or Uploading on website the matter will be routed through the Unit concerned with Publication & Printing / Website Management.</p>

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
1.12	Vigilance	Director-General	Chief Vigilance Officer	(Vigilance)	Unit Incharge (Vigilance)	<p>All vigilance and discipline related matters.</p> <p>In order to have better coordination and effective implementation of various guidelines of CVC and Vigilance Department, NIFT (HO), at the centres DG has deignated Dy. Vigilance Officer at the centres. Dy. Vigilance Officers will liaise with Vigilance Division,NIFT(HO) in vigilance work and they will be responsible for collecting and submitting information related to their respective centres as required from time to time by Vigilance Div,NIFT (HO).</p> <p>Order No. 01/71/2011-vig/661 dated 25.05.2011</p>	<p>Unit Incharge</p> <p>↓</p> <p>Chief Vigilance Officer</p> <p>↓</p> <p>DG-NIFT</p>

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
1.13	Inspection & Audit	Director-General	Director (F&A)	Inspection & Audit	Dy. Reg. (F&A)	<ol style="list-style-type: none"> 1. Inspect all Centres twice in a year and submit its report to Head Office and the concerned Centre Directors. 2. Brief, coordinate and issue supplementary directions to Internal Auditors based on the observations and the concerns which may come up during its own inspection or by the Accounts Division during the reviews etc. 3. Coordinate with the Accounts and other divisions to prepare organizations response to C&AG Audit Reports both SAR and Transaction Audit. 4. Similarly the Unit will also deal with all outstanding audit reports and issues arising there from (including Fixed Assets Register, outstanding contractors' and staff's advances etc.) 5. Any other Policy Maters relating to Accounts & Finance. 6 Submission of periodic Audit Reports to F&AC, which is also Audit Committee through Board Secretariat. 7 CAG transaction audit 8 Special Audit and audit of Centres 9 Settlement of old outstanding paras 10 Settlement of old outstanding advance (Contractor & Staff) 	Unit Incharge ↓ Director (F&A) ↓ DG-NIFT

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
1.14	Finasnce & Accounts	Director- General through Director (F&A)	CAO	(F&A-1) (Bill Section & Grant-in-aid)	OSD (A/C)	1- Pay Processing , Income Tax calculations, filing of annual returns and quarterly returns, correspondences with statutory authority 2- Bill Passing (filing of TDS returns quarterly and annual) issue of Form 18 3- Reconciliation of all payable account 4- Fund Management & Handling of Cash 5- Preparation of Cash Book, Deposit of Cheques, Maintenance of register and proper record of handing over the vouchers, transfer of funds, issue of letters to Banks, ensuring monthly bank statements, ensuring realization of cheques 6- MOT Reply-General	Unit Incharge ↓ CAO ↓ Director (F&A)
				(F&A-2) (Accounts Section)		1- Punching of vouchers 2- Preparation of Final Accounts of HO 3- Compilation of All Centre Accounts. 4- Preparation of quarterly accounts 5- Preparation of F&AC and BOG /Agenda 6- Fee Reconciliation for current year 7- Bank Reconciliation 8- Final account CAG Audit and other items	Unit Incharge ↓ CAO ↓ Director (F&A) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				(F&A-3) Records Management		1- Keeping of Records 2- Maintaining of Register 3- Binding of Records	Unit Incharge ↓ CAO ↓ Director (F&A)
				(F&A-4) (Budgets & Returns Section)	Dy Reg (F&A)	1- Preparation of Revenue and Capital Budget 2- Monitoring of Revenue and Capital Budget 3- MOT reply related to RE & BE and physical progress of the Capital Budget 4- Monitoring of Returns 5- Fixed Assets reconciliation since inception 6- Issue of Debit Notes/Credit Notes 7- Issue of Centre Reconciliation Certificate	Unit Incharge ↓ CAO ↓ Director (F&A) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				(F&A-5) (Purchase Section)	Dy Reg (F&A) & Purchase Officer	1- Scrutiny of purchase proposals and all other related to purchase 2- Maintenance of Fixed Asset Register 3- Representing different Committees of Delhi Centre 4- The maintenance of fixed assets register including the earlier fixed assets register reconstruction.	Unit Incharge ↓ CAO ↓ Director (F&A) ↓ Director General
				(F&A-7) (Project)	Asstt. Director (Project)	Scrutiny of all project proposals and all related matters i. i.e. Policy, Budget and Utilisation	Unit Incharge ↓ Dy. Registrar (F&A) ↓ CAO ↓ Director (F&A) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				(F&A-8) (MIS-Finance & Accounts)	Unit Incharge (MIS-F&A)	Compilation & Coordination of all MIS related to Finance & Accounts Units at HO	Unit Incharge ↓ CAO ↓ Director (F&A) ↓ Director General
1.15	Building Projects	Director-General through Director (F&A)	PE (Bldg)	(Bldg-1) (Original Works/ Additional alteration HO/DC/ other centres)	EE (Bldg)	Work of Centres :- Monitoring, Coordination, Execution A/A& E/ (Liaison with Architects (PWD) agencies & local authorities in case of DC) Comprehensive insurance of Building, assets and equipments	Unit Incharge ↓ Head of Unit ↓ Director (F&A) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
				(Bldg-4) Maintenance Operations (Equipments)	Technical Officer	1- Maintenance of EPABX, Fax, Telephones Internet Lines, Intercoms (for DC as well as HO) 2- Cable connection, Broad Band Connections 3- Time Bound Payment of MTNL, BSNL, Airtel etc. 4- Repair & Maintenance of Staff Cars / Three Wheeler 5- Maintenance of A/V and PA system 6- Arrangements of Sound, Light and A/V for all events in DC and HO 7- Arrangements of Presentation/ Projection / Sound system etc. for various Seminar/ workshops and day to day events 8- Payment of POL / Contract for hiring of vehicles / Management of Staff Cars / Assigning of Driver duties 9- Arrangements of Hiring Vehicles for Pick & Drop (NIFT Officers/ CPs/Dean) and for various requirements 10- Arrangements of Mobile pho-nes/ connections/Timely payments 11- Arranging payments for various workshops (Vehicle) / Hiring Vehicles and other payments related to transportation 12- Payment of Reimbursement for Official Mobile/Residential Phones 13- Liaison works with MTNL and various agencies 14- Installation of EPABX, and various A/V requirements 15- Issue of Gate pass 16- Issue of parking passes 17- Issue of I-cards to staff	Unit Incharge ↓ Head of Unit ↓ Director (F&A) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
		Director, Delhi Centre	EE, DC	(Bldg-2) Maintenance Operations (Civil)	Unit Incharge (Maintenance Operations (civil))	HO & DC works :- A/A & E/S Tendering, Monitoring, Coordination, Billing & MIS	Unit Incharge ↓ Head of Unit ↓ Director (F&A) ↓ Director General
				(Bldg-3) Maintenance Operations (Electrical)	Unit Incharge (Maintenance Operations (Electrical))	Maintenance of existing building furniture & equipments related to building- AC, lift, Coolers, DG Sets, firefighting & alarm system besides Civil, Plumbing, Electrical Maintenance	Unit Incharge ↓ Head of Unit ↓ Director (F&A) ↓ Director General
1.16	Establishment	Director-General through Registrar (Estt.)	Dy Reg (Estt.)	(Estt-1) (Establishment -I)	Asstt Reg.	1- Maintenance of Personal file & Service Books <ul style="list-style-type: none"> - Leave Account - Nominations - Verifications of C & A - Family Details - Increments - Pay Fixation - LTC - Advances 2- Yearly verification of service certificate from Centres	Unit Incharge ↓ Head of Unit ↓ Registrar (Estt.) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
						3- Deputationists <ul style="list-style-type: none"> - Issue of Terms & Conditions - Leave Salary/Pension Contribution - Extensions - Repatriations 4- Coordination with NIFT Centres on all Establishment matters 5- Personal Management Information System 6- Implementation of training policy for Group 'B', 'C' and 'D' and coordinate with FOTD for Faculty Members and Group 'A' officers	
		Director-General	Registrar (Estt.) /	(Estt-2) (Establishment -II)	Assistant Director	1- Recruitment <ul style="list-style-type: none"> - Promotions - Director Recruitment - Deputations 2- Reservation Policy-Rosters 3- Back log vacancies SC/ST 4- Extensions for joining 5- Promotions -APAR/Self-Appraisal /Vigilance Clearance 6- Nominations for deputations 7- Circulation of Seniority list 8- Review of contract/probation clearance 9- Issue of offer/website postings 10- Staffing-sanctioned creation of posts 11- Issue of appointment orders 12- Follow up after appointment (DO letters) 13- APARs - Standard Forms & others 14- Disciplinary cases 15- Annual Property Returns 16- Complaints 17- Staff Grievances 18- Suspensions/penalties 19- Legal matters 20- HO administration 21- Special Pay and Waivers 22- Petitions under RTI Act 23- Recruitment Rules 24- Grant & Review of Special Pay/ Teaching Waiver	Unit Incharge ↓ Head of Unit ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
		Director-General	Registrar (Estt)	(Estt-3-OL) (Official Language)	Hindi Officer.	1- Official Language (Hindi) 2- MOT Reference 3- VIP Reference 4- Parliament Questions 5- Returns HO 6- Any other work assigned	Unit Incharge ↓ Head of Unit ↓ Director General
		Director-General	Registrar (Estt) & Board Secretary	(Board Secretariat)	Asst. Board Secretary	1- Agenda, Minutes & Follow up <ul style="list-style-type: none"> ● BOG ● Sub Committee <ul style="list-style-type: none"> - F&AC - AAC 2- Action Taken Reports 3- Coordination with members of Committee 4- IFFTI matters 5- SLAC / LBPCC 6- Any other incidental matter <ul style="list-style-type: none"> - Hospitality - Travel - Stay - Facilitation 7- Any other Standing Committee Meeting where DG is the Chairperson, Executive Council and CASC 8- NIFM study 9- Peer review study 10- MOUs-Brand Equity 11- RTI Act-MOT -Monthly Report 12- Women's Committee 13- Opening of new NIFT centres 14- Parliament Bill/Statutes	Unit Incharge ↓ Registrar (Estt.) ↓ Director General

S.No	Deptt	Reporting to	Head of Units	Units	Units Incharge	Work Allocation	Channel of Submission
		Director-General	Director (HO)	IPR Cell	Unit Incharge (IPR Cell)	1- Managing activities of NIFT IPR cell 2- Development of IPR Policy & Guidelines for the Institute 3- Develop norms and guidelines on IPR for NIFT-Industry interface 4- Conduct workshop & modules on IPR awareness for industry and students 5- To coordinate with Agencies/Bodies/Institutes and organization active on IPR National and International level. 6- To assist NIFT in protection in rights & brand equity	Unit Incharge ↓ Director (H.O) ↓ Director General
		DG-NIFT	Director (HO)	(MIS-HO)	Deputy Director	1- Administration of Management of Information System 2- Returns (Centre & HO) 3- Compilation of Returns 4- Monitoring of implementation of various important directives from HO-follow up with centres 5- Coordination with Centres 6- Policies 7- Duties/Responsibilities 8- Work allocation 9- Target settings of units for various entities for monitoring performance and feedback 10- Awards for best units/centres	Unit Incharge ↓ Director (H.O) ↓ Director General
1.17	DG Secretariat	Director-General			OSD (DG Sectt.)		

2.3 UNITS AT CENTRES

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

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
3	Finance & Accounts I (F&A-I)	Director	DR (F&A)	Assistant Accounts - One Stenographer Gr. III - One	<ul style="list-style-type: none"> ● Pre-audit / financial concurrence for all the proposals which goes to Director/ Registrar for approval with reference to Budget, DOP, purchase procedure. ● Approval of all payment vouchers ● Supervise proper approval and supporting documents attached with the payment voucher. ● Supervision of timely statutory remittances. ● Monitoring of advance adjustment. ● Supervision of Calendar of Returns prepared by A.O. ● Reply to Internal Audit and C&AG observations. ● Finalization of Accounts - Pre audit. ● Pre-audit of all project payments. ● Representative of all Purchase Committee. ● Reply of all MOT and HO references relating to Finance and accounts. ● Supervision of Budget preparation. ● Interaction with Internal Auditors and C&AG Auditors on a regular basis. ● Supervision of Final Accounts and ensure that all the Internal Audit and C&AG audit observations are included. ● Supervision of Physical Verification report. ● Ensure all the schedules are prepared and enclosed with the Final Accounts 	DR (F&A) ↓ Director	Inspection & Audit Unit [Director (F&A)]	H.O Standing Internal Advisory Committee for Accounts and Finance.

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
4.	Finance & Accounts II (F&A-II)	Director	Accounts Officer	Sr. Assistant (Accounts) - 1 Assistant (Accounts) - 1 Jr. Assistant - 1	<ul style="list-style-type: none"> ● Day to day Accounts matters, including payments and signing of cheques etc. ● Drawing and disbursing officer. ● Maintenance of Imprest Accounts. ● Counter sign on Fixed Asset Register before releasing the payment, which is being maintained by purchase officer. ● Responsible for ensuring compliance with all authorities i.e. Income Tax Department, Sales Tax Department. ● Supervision of daily Bank reconciliation. ● Ensure receipt of daily bank report. ● Fee reconciliation and other revenue Receipts Reconciliation including hostel fees. ● Signing on the Cash Book and closing of cash book. ● Reconciliation of TDS and its Return and submissions. ● Ensure TDS remittance by 7th of every month. ● Remittance of CPF by 7th of every month. ● Issue of Form 16. ● Maintaining of Expenditure Control Register. ● Timely adjustment of advances. ● Assistance in preparing budget and preparation of monthly/ quarterly / half- yearly annual accounts. ● Submission of Calendar of Returns. ● Ensure Inter-Centre Reconciliation. ● Issue of Debit notes and Credit notes. ● Ensure all payments vouchers should enclose with proper supporting documents i.e. competent Authority and proper bills. ● Representation Physical verification Committee and all cash Purchases committee. ● Preparation of Income Expenditure of project Wise. ● Preparation of Cash Flow and fund flow Statement. 	Accounts Officer ↓ Dy. Reg. .(F&A) ↓ Director	F&A-1 (Bill Section & Grant-in-aid) F&A-2 (Accounts Section) F&A-3 (Records Management) [Under Director (F&A)]	H.O Standing Internal Advisory Committee for Accounts and Finance.

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
5.	Project Cell	Director	Faculty Incharge	Research Assistant - 1 Junior Assistant - 1 Multi Tasking Staff- 1	<ul style="list-style-type: none"> ● Circulation of project proposals and inviting offers from the faculty members with requisite competency to handle the Project. ● Constitution of a project team headed by Project coordinator with approval of the competent authority. ● Obtaining administrative/ financial approval from competent authority for project related expenditure and purchase proposals. ● Maintenance of financial aspects of project. ● Compilation off returns and forwarding it to corresponding unit at H.O 	Faculty ↓ Director		H.O. Standing Internal Committee on Project. Centre State Level Standing Committee on Project
6.	RC (Resource Centre)	Head Resource Centre	Research Assistant	Library Asstt. - two Research Asstt. - One (upto 750 students) ; two (above 750 students) <ul style="list-style-type: none"> ● Maintenance 	of Resource Centre. <ul style="list-style-type: none"> ● Budgeting of the Resource Centre. ● Processing of Print and non-print acquisitions. ● Maintenance and updation of RC database. ● Management and maintenance of Membership Records & Circulation service. ● Acquisition & collection Development. ● Management of references Services of all collections. ● Physical maintenance and security of all collections. ● Maintenance of accession registers for library and resource Centre Inventory. ● Coordination of Fashion & Beyond with H.O. ● Maintenance of Security Deposit Register. ● Annual stock verification of Library & Disposal. 	Where financial implication is involved: Head Resource Centre ↓ Dy. Reg (F&A) ↓ Registrar ↓ Director Where financial implication is not involved: Librarian ↓ Registrar ↓ Director	Dean-2-NRC (National Resource Centre) [DD (NRC)]	H.O. Standing Internal Advisory Committee for Academic Management, NRC and CE Centre: 1. Library Advisory Committee 2. Physical verification and disposal of Resource Centre item/ books.

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
7.	Academic	Affairs	Registrar / COE Research Assistant	R. A. - 1 Sr.Asstt.-1	<ul style="list-style-type: none"> ● Maintenance of Students records. ● Examination ● Marks maintenance and results. ● Certification - related to students affairs. ● Concessions for Railways etc. ● Issue of Identity Cards. ● Bank loans for students. ● Students insurance matters ● Transfer of Students ● Allotment of Hostels to students. ● Any other student related matter not specially mentioned. <p>Admissions</p> <p>To coordinate and monitor the role of external agency conducting the examination.</p> <p>To interact with faculty and provide feedback on admission brochures materials regarding the courses offered at respective Centres to Head Office.</p> <p>To update the eligibility criteria and other admission requirement as per the decision of the competent authority.</p> <p>To prepare the promotional activity chart of their regions such as organizing counseling sessions in schools/colleges, conducting workshops at different platform regarding admission procedures and career prospects. The activity chart shall also include the participation in various educational fairs, exhibitions, to promote the NIFT programmes widely.</p>	Research Assistant ↓ Registrar/COE ↓ Director	AA-1-SA (Students Affairs) AA-2-SDA&DL (Student Dev. Activities & Domestic Linkages) AA-3-E &CEB (Evaluation & Common Exam. Board)	H.O Standing Internal Advisory Committee for Students Affairs & domestic Linkages. Centre LASC


S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
					<p>To collect feedback from faculty members of their respective Centres regarding the quality of entrance test papers on general ability test, creative ability test, managerial ability test to ensure that the standard of test papers are meeting the requirement of NIFT.</p> <p>To coordinate with Webmaster for developing and updating the content related to admissions in NIFT Website.</p> <p>To prepare evaluation sheet indicating the trend of various programme offered and to highlight the issues of limitation of programmes not attracting the adequate number of applications.</p> <p>To participate in admission counseling sessions being conducted at Head Office for allocation of seats in different programmes at all Centres on the basis of merit-cum-preference.</p> <p>To prepare FAQs in consultation with senior faculty on academic related matters.</p>			
8.	Computer (Inventory Control & Computer Maintenance	Registrar	Computer Engineer		<ul style="list-style-type: none"> ● Maintenance of LAN/ WAN. ● Coordinate Hardware/ Software requirements. ● Maintenance of Hardware / Software. ● Maintenance of IT stores and records. ● All IT related AMCs. ● Maintenance of Web-site. ● Maintenance of Audio-visual Labs. 	Computer Engineer ↓ Registrar ↓ Director AA-5-IC&A	(Inventory Control and Allocation) under Head (AA).	H.O Standing Internal Advisory Committee for IT equipment & peripherals. Centre LASC

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

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

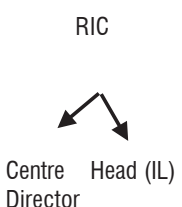
S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
11.	Purchase	DR (F&A)	Purchase Officer (officer working as Purchase officer with additional responsibility)	Junior Assistant - 1	<ul style="list-style-type: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

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
12.	Building Uni	Executive Engineer	Estate Engineer	Research Assistant (Civil) -1 Jr. Engineer (Elec.) - 1 Electrician-1 Plumber-1 Jr.Asstt.-1 ● Maintenance	of works Registers. ● Maintenance of Campus. ● Maintenance of Guest house and related records. ● Maintenance of Hostels. ● Maintenance of EPABX systems. ● Hiring of any building. ● Scheduling of class rooms utilization. ● Use of institute premises by any outside agency. ● Any addition/alteration work to building. ● Purchase of building related materials.	Estate Engineer ↓ Executive Engg ↓ Director	Bldg-1 (Original Works/additional alteration H.O/DC/ other Centres. [Project Engineer (Building)]	Centre Committee (Maintenance & Repair) H.O Standing Internal Advisory Committee for New works and Repairs and maintenance.

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
13	Academic Department	Centre Coordinator	Research Assistant	R. A- One* *One Research Assistant for CC at the Department. One Additional research Assistant per 90 Students.	<ul style="list-style-type: none"> ● Overall Academic administration and management. ● Implementation of the Academic plan. ● Coordinate faculty meeting every Fortnight. ● Convey Decisions of the LASC for implementation. ● Assign duties and responsibilities of the faculty members. ● Requirement of the Guest Faculty. ● Issues relating to students, discipline and attendance. ● Drawing up of timetable, and detailed calendar. ● Promotion and conduct of teaching of CE programmes. ● Auditing of Courses by Faculty/ research Assistant. ● Faculty Training. ● Conduct of Examination and evaluation-jointly with COE. ● Competency of each Faculty. ● Optimum utilization of Faculty and Resources. ● Preparation of results and its ratification, if required-jointly with EAC. ● Coordination with Industry Members and alumni-Jointly with RIC. ● DDF. ● Discipline / Promotional activities. ● Other academic activity not specified above. ● Maintenance and schedule of Departmental IT Labs. 	Centre Coordinator 	CPs of Respective Department.	H.O Central Academic Standards Committee (CASC). Centre LASC

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
14.	Cluster Initiative	CIC		2 Research Assistants to be shared between CIC, RIC, COE, SDAC and Coordinator (IL) and additional support to be given by Academic Deptt.	<ul style="list-style-type: none"> To provide overall direction and focus to the Cluster initiatives undertaken by NIFT keeping in view the available competencies amongst the students, faculty and graduates of NIFT. To initiate and identify Cluster Projects that can involve students and graduates as well as become part of curriculum. To plan the project in such a way so as to include and involve students effectively as per academic schedule in coordination with CCs of the respective departments. To involve the students in craft internship in phases as outlined in the academic schedule. To prepare a database of NIFT graduates on ongoing basis and will keep in constant touch with them. To prepare an extensive database of company profiles, organizations and individuals involved in Cluster initiatives. To work proactively for establishing contacts with agencies and companies, individuals to procure Cluster related projects. On identifying the project the CIC will understand and study the needs of the Cluster and schemes and prepare a project brief. Accordingly the CIC will identify interested professional graduates of NIFT and their core competency and capability to undertake the projects to a logical conclusion to form part of the team with help of the team comprising Project Leader, Designer, Merchandiser and Production Expert. The CIC will prepare (i) a Project brief clearly defining the objectives (ii) strategic plan in phases (iii) working groups with desired competencies (iv) road map (v) clear deliverable objects, financial implication through a detailed budget estimate. 	<p style="text-align: center;">CIC</p> <p style="text-align: center;">Centre Dean (A)</p>	Dean-6 (Cluster Project)	<p>H.O</p> <p>Standing Internal Advisory Committee for Cluster Related Projects.</p> <p>Centre:</p> <p>State Level Standing Committee on Cluster Initiative</p>

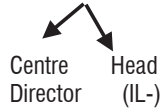
S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
					<ul style="list-style-type: none"> ● To conduct regular meetings with the Project Leader to monitor the progress of Project. Ensure adherence to the schedule and the set-up objectives proposed for the Project. ● To provide (i) direction and focus towards envisaged objectives of the Projects (ii) appropriately distribute the work and assigning individual responsibilities of the team members (iii) spell out approach and methodology of work (iv) evaluate the qualitative progress of work (v) interact, brief and update endorsing authorities from time to time (vi) ensure submission of interim report and final reports as per schedule. ● To facilitate effective communication between the team and provide logistic support for their functioning. ● To ensure proper documentation of the Project through (i) brochures (ii) Project presentations (iii) film on the Project. 			

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
15.	Industry coordination	Regional Industry coordinator		2 Research Assistants to be shared between CIC, RIC,COE, SDAC and Coordinator (IL) and additional support to be given by Academic Deptt.	<p>To identify the strengths and focus of the industry in the region comprising of states allotted to the Centre.</p> <p>To coordinate with all the departments of the Centre for internship, placement and other industry initiatives.</p> <p>To explore and establish new industry linkages to expand the industry profile. Also to strengthen the existing linkages with the industry in the region.</p> <p>To prepare the database of companies / industries with the help of Centre Coordinators of each department for internship/placement activities. The various types of industries to be covered should be well established buying agencies, manufacturing houses, export houses, mills, retailers, consulting organizations, jewellery manufacturers, shoe manufacturers, leather industry, knitwear industry, advertising and news agencies, reputed event management companies, media and publication houses, craft industry etc.</p> <p>To ensure to pass on the database to Central Industry Coordinator who shall prepare an exhaustive company list sector wise, region wise.</p> <p>To prepare a student database in terms of areas of interest, city preferences, and discipline specialization from their respective Centres and shall forward to it to Central Industry Coordinator for further action.</p> <p>To draw out in consultation with the CCs of various departments in their Centres an internship / placement schedule in accordance with the academic calendar.</p> <p>To ensure that industry internship is scheduled in the academic plan to be contacted after sixth semester for UG Programme and after second semester for PG Programmes.</p>	<p>RIC</p>  <p>Centre Head (IL) Director</p>	IR-2 (Industry) Unit under Head (Industry & Research)	H.O Standing internal Advisory Committee for Industry & Research.

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
					<p>To ensure to send the brochures to the industries of the region based on the CIC's action plan.</p> <p>To follow-up with the industry as per scheduled prepared for industry internship, placement or other initiatives as per consolidated industry list.</p> <p>To prepare a consolidated list of companies responded in their region and shall forward to CIC as per schedule.</p> <p>To facilitate campus placement in their Centres under the overall guidance of Central Industrial Coordinator as per the placement rules.</p> <p>To facilitate in arranging industry internship for students of various Centers in the industry of the region.</p> <p>To assist the Central Industry Coordinator in developing brochures and formats for internship, placement and initiatives with the feedback of industry profile, requirement etc.</p> <p>To follow up with industry after the activities of internship, placement, and other initiatives to prepare a report to be forwarded to Central Industry Coordinator.</p> <p>To take follow up actions on the targets set by Industry & Research Unit at Head Office for the respective Centre</p> <p>Development of plan for Research & Development Capacity Building.</p> <p>Initiation of R&D projects / proposall</p>			

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
16.	Controller Of Examinations (COE) Cell	Registrar/ (COE) Circular No. NIFT/HO/E.II/ Board & COE / 2008 dated 20.02.2008		2 Research Assistants to be shared between CIC, RIC, SDAC and Coor-dinator (IL) and additional support to be given by Acade-mic Deptt.	<p>Examination</p> <p>To form a panel consisting of internal and external faculty members for the overall functioning of examination and admission procedures.</p> <p>To ensure that the question paper shall meet the overall objectives of the course.</p> <p>To coordinate with the faculty members to develop model question papers for each programme and ensures that they truly reflect the requirement of the objectives of the course.</p> <p>To develop the schedule for examination in advance in the academic calendar and ensure that the same is followed.</p> <p>To look after the matters relating to result, re-exam and promotional policy of students.</p> <p>To develop evaluation guidelines for common exams / identification of faculty for evaluation of common exams.</p>	Unit Incharge ↓ COE (Centre) ↓ Centre Director ↓ COE (HQ)/ Head (AA)	Evaluation Policy & Common Examination Board [under Head (AA)]	<p>H.O</p> <p>Standing Internal Advisory Committee for Common Examination Board.</p> <p>Standing Internal Advisory Committee for Admission.</p> <p>Standing Internal Advisory Committee for Industry and Research.</p> <p>Centre</p> <p>LASC</p>

S.No	Unit Name	Unit Head	Unit Incharge	Support Staff	Work Allocation	Channel of Submission	Corresponding Unit at H.O	Standing Committee at Centre/H.O
17.	Student Development Unit	SDAC		2 Research Assistants to be shared between CIC, RIC, COE, SDAC and Coordinator (IL) and additional support to be given by Academic Deptt.	<ul style="list-style-type: none"> To address all matters pertaining to student discipline (preventive and curative), student grievances and academic enrichment etc. To maintain a database of potential NGOs and individual experts of various fields on panel for addressing the students at large and for specific guidance and advice to students on case to case basis. To draw a list based on competency for mutual projects between NIFT and NGOs. To interact with Centre Coordinator and other faculty members regarding specific problems of students such as habitual absenteeism, medical problems and indisciplined behaviour. To coordinate with the Hostel Discipline Committee, Campus Discipline Committee and Student Welfare Committee for early disposal of matters under the preview of such Committees. To encourage students to actively participate in NIFT support activities to various NGO's cause through workshops, meets and seminars in NIFT. To act the nodal authority to receive the information on the problems of drug abuse, psychological & stress related disorders from students, faculty, officers and others and shall suggest appropriate follow up actions. To prepare a schedule (calendar) and invite eminent speakers / professionals / NGOs for interaction with the students on subject specific for overall development of student's professional ethics. 	<p>SDAC</p> <pre> graph TD SDAC --> Centre["Centre (AA) Director"] SDAC --> Head </pre>		<p>H.O.</p> <p>Standing Internal Advisory Committee for Students Affairs & Domestic Linkages.</p> <p>Centre</p> <p>LASC</p>

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

2.4 STANDING INTERNAL ADVISORY COMMITTEES

- (i) The Standing Internal Advisory Committees has been constituted by DG-NIFT for transparent, objective, and participative decision makings.
- (ii) The constitution of Standing Internal Advisory Committees is as follows:
 - 1. 2 Directors - 1 Director to be nominated by DG as Chairperson and other as alternative Chairperson for Committees dealing with Administrative matters
or
Dean (Academics)/Head (AA) to be nominated by DG as Chairperson/Alternate Chairperson for Committees dealing with Academic matters.
 - 2. Unit Head of the functional area - Member
 - 3. Representative of Finance & Accounts Department - Member
 - 4. Representatives of Academic & Administration Persons from Centres & Head Office in approximately equitable proportion, to be nominated by DG.
 - 5. Unit Incharge - Convenor
- (iii) The SIAC will meet every quarter or as frequently as may be informed by the Convenor of the Committee and function for 3 years from the date of its constitution & until further orders and will consider the matter referred to it from time to time and make recommendations. The recommendations of the SIAC will be placed before the DG-NIFT for consideration, by the Unit Incharge through the Head of Units.
- (iv) The Convenor of the Committee will be responsible for convening the meeting of the Advisory Committee within 15 days of the previous quarter and for sending notices of meeting to the members, circulation of agenda notes at least a week before the meeting, convening of the meetings and recording of the minutes with prior approval of the Chairperson of the Committee and maintenance of all records of the meetings. The Convenor shall also submit the recommendations of the Committee for consideration/approval of DG-NIFT through the Head of Units at the earliest and take follow up action as per the directions of DG-NIFT on the proposal. All proposals having financial implications will invariably routed through Director (F&A).

STANDING INTERNAL ADVISORY COMMITTEES

S.No	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Frequency of meetings
1	Standing Internal Advisory Committee for International Linkages at H.O.	Dean (A)	Dir- to be nominated by DG [Director (DC), was nominated as alternate Chairman] Dir.-HO CP-PGDS Head - IL (included as member)	Convenor Unit In-charge (IL-1) Co-convenor Unit In-charge (IL-2)	To advise and recommend on strengthening of International Linkages and proposals for attracting and dealing with International students. To advise on proposals for setting up of NIFT Centres abroad including strategic alliances, tie-ups, infrastructure programmes and legal issues.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
2.	Standing Internal Advisory Committee for Industry at HO	Dean (A)	Dir- to be nominated by DG- [Director (Chennai) was nominated as alternate Chairman] Director (F&A) CP-FMS CC-UG (Tech.) - DC Head - Industry (included as member)	Convenor Unit In-charge Industry	To advise and recommend on various aspects of strengthening Industry Institute of Linkages. Mobilization of funding support from Government/non-Government Industry.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
3.	Standing Internal Advisory Committee for Academic Management NRC and CE Alumni, FOTD, CCC & Cluster Units in the purview of SIAC -AMS at H.O.	Dean (A)	1. Three Senior Most CPs CP-FD CP-DFT CP-F&LA 2. Director - DC 3. Director - F&A 4. Director-HO 5. Head - FOTD 6. Head (AA) (Honorary Member)	Convenor Unit In-charge (AMS) Co-convenor Unit In-charge (NRC) Co-convenor Unit In-charge (CE) Co-convenor Unit In-charge (Alumni) Co-convenor Unit In-charge (FOTD)	(Academic Management) To device, to monitor and review effective communication of Academic activities. To create effective deliverance of curriculum To maintain a regular flow of Industry trends for enriching academics and curriculum (NRC) For the input on the journals and other resources required in Design, Management and Technology. To project students requirements from the NRC. To add more findings and resources to the NRC.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.

S.No	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Frequency of meetings
				<p>Co-convenor Unit In-charge (CCC)</p> <p>Co-convenor Unit In-charge (Cluster)</p>	<p>(CE) To advise on various aspects of conduct of CE Programme by Centres including identification of new and core areas specialist to teach and develop new strategies for conducting CE Programs.</p> <p>(Alumni Affairs) To advise and recommend on various aspects of strengthening alumni network.</p> <p>(Corporate Communication) To advise on creation & promotion of NIFT identity, Fashion & Beyond, Publication & Printing, website Design/ management and any other matter connected with media, graphics etc.</p> <p>(Cluster) Consolidation of budget (both Capital and Revenue) and monitoring of Physical and Financial expenditure of Cluster development Projects.</p> <p>Liaisoning with submission of all the necessary accounts to the Ministry of Rural Development and DC (Handicraft)</p> <p>(FOTD) To advise on organizing various training programmes for Faculty under Training Policy.</p>	

S.No	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Frequency of meetings
4.	(1) Standing Internal Advisory Committee for Student Affairs and Domestic Linkages at H.O. and Common Examination Board (CEB)	Director- HO	Director to be nominated by DG (Director - Hyd. was nominated as Alternate Chairman) Head - AA Unit In-charge AA/SDAC-HO CP-TD	Convenor Unit In-charge (AA-1-SA) Co-convenor Unit In-charge (AA-2-SDA&DL)	<p>Student Affairs:</p> <p>Legal Matters, Discipline Matters, Financial assistance, Transfer cases, Students Grievances, Student Rule Book, Internal Guidelines, convocation & Awards, Policy and Guidelines, Budget allocation, Student Development related planning of student activities, conduct of activities (NGOs), Mentorship programmes, Budget allocation of development activities, infrastructure set up.</p> <p>Domestic Linkages Policy & Guidelines on standard norms of linkages, preparation and assessment of proposal based on credentials, review and monitoring exercise, yearly review of report.</p> <p>Common Examination Board (CEB) Policy and Guidelines for Examinations and related Affairs.</p> <p>CEB Paper Setting Guidelines Conduct of Examination Evaluation Process Re-Assessment Appeals Budget Allocation.</p>	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
5.	Standing Internal Advisory Committee for Research at HO	Head-Research	<p>Director -HO [as nominated by DG] Three PhD holding Professors / Senior Professors of NIFT (as nominated by DG) :</p> <p>Dr. Noopur Anand Dr. M. Vasantha Dr. Anitha Mabel Manohar 3. Dr. Anju Khanna (Associate Professor IPR included as a member)</p> <p>Convenor Unit In-charge</p>	Research Coordination of the Ph. D	<p>Program of NIFT with the following specific activities</p> <p>The SIAC-R would review, revise and from time to time thereafter proposed the short listing criteria, for the minimum eligibility defined in the admission notice for Ph.D.</p> <p>Two representatives of SIAC-R will be a part of the Ph.D short-listing committee formed by Director (Admissions).</p> <p>The SIAC-R will make recommendations for every admitted Ph. D student for assigning of Research Supervisors during the first semester to the Head (Research), taking into consideration the preference of the student and the area of research.</p>	Constituted in May, 2009. Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.

S.No	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Frequency of meetings
					<p>SIAC-R would examine all cases of applications for appointment for joint supervisor, alternate supervisors and make recommendations.</p> <p>The SIAC-R will evaluate the progress report of the student every semester and make recommendation for the student's continued candidature. The progress report will be submitted by each Ph. D student at the end of each semester to his supervisor(s). On receipt of the progress reports of all the Ph. D students, the Head (AA) shall arrange with SIAC-R for a review.</p> <p>Suggest ways for mainstreaming R&D at NIFT. Advise on identification of focus areas for research and development.</p> <p>Suggest linkage with other R&D institutes / universities.</p> <p>Mobilization of research funding.</p> <p>Advice on allocation of funding under "Research" activities including that for holding of/ participation in international seminars, conferences by faculty and Research Scholars.</p>	
6.	Standing Internal Advisory Committee for Infrastructure Development Capital Purchase and IT equipments and peripheral for IT-items at H.O.	Director (F&A)	Director to be nominated by DG (Director -HO nominated as Alternate Chairman) 2. Head - AA 3. Expert member (to be co-opted) 4. CAO	Convenor Dy. Reg. (F&A) Co-convenor Unit Incharge (AA-6-IC&A) Unit Incharge (AA-5-NISG)	<p>To recommend on the proposals for purchase of IT items - software, hardware, services and AMC.</p> <p>To coordinate with NISG for WAN/ERP implementation.</p> <p>LAN update Develop specifications and norms of various IT equipments and peripherals etc.</p> <p>IT equipments and peripheral</p> <ol style="list-style-type: none"> 1. Allocation of IT equipments & Peripherals in HO & DC. 2. Coordination with Internal Service Provider H.O. & DC 	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.

S.No	Name of Committee	Chairperson	Members	Convenor/Co-convenor	Functions	Frequency of meetings
7.	Standing Internal Advisory Committee for Admissions	Director (F&A)	(Director DC was nominated as Alternate Chairman) CAO CP-KD CP-FC	Convenor Registrar (Admission) Co-convenor AR (Admission)	To advise on all matters related to admissions to regular programmes including preparation of prospectus, conduct of Entrance Examination, announcement of results and counseling.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
8.	Standing Internal Advisory Committee for Accounts & Finance at H.O	Dir (F&A)	1. All Dy. Registrars (F&A), NIFT Centres/ A.O where DR(F&A) not in position 2. All Dy. Registrars (F&A) - H.O.	Convenor CAO Co-convenor OSD (A/c)-	To review all finance and accounts matters including projects etc.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
9.	Constitution of Executive Council at H.O.	Director General	1. All Directors of NIFT Centres 2. All Directors at H.O. 3. Other HODs/ Heads	Convenor Board Secretary Co-convenor Of Units at H.O (as required)	The Executive Council will consider all administrative and finance & accounts matters and any other matter incidental thereto and make recommendations. The recommendations of the Executive Council will be placed before the DG NIFT.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
10.	Constitution of State Level Advisory Committee	Chief Secretary of the State Govt. where NIFT is located or his nominee	1. Director, NIFT Centre 2. SLAC shall comprise of not exceeding 7 members which shall include the Secretary, Industries and Textiles & Secretary, Expenditure of the respective State Government a members. 3. 3 Members to be nominated representing the Industry / Academia/ Govt. Agencies	Convenor Registrar of the Centre	To advise the Centre on Management and Academic issues and review the functioning of the Centre.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.
11.	Constitution of State Level Building Project Coordinator Committee	Chairman of SLAC or his nominee or Vice Chairman, SLAC	1. Representative of the Architects 2. Representative of Construction Agency. 3. Representative of PMC 4. Representative of State/ Central PWD Engineers 5. Director of NIFT Centre	Convenor Estate Engineer / Registrar of NIFT Centres	To review the Building Projects and advise the Centre with regard to various matter connected with construction activities at the Centre.	Every quarter or as frequently as may be informed by the convenor and function for 3 years or until further orders.

Guidelines and Norms for Woman's Grievance Committee:

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

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

2. Definition:

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

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

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

3. Preventive Steps:

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

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

4. Criminal Proceedings:

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

5. Disciplinary Action:

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

6. Complaint Mechanism:

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

7. Complaints Committee:

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

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

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

9. Workers Initiative:

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

10. Awareness:

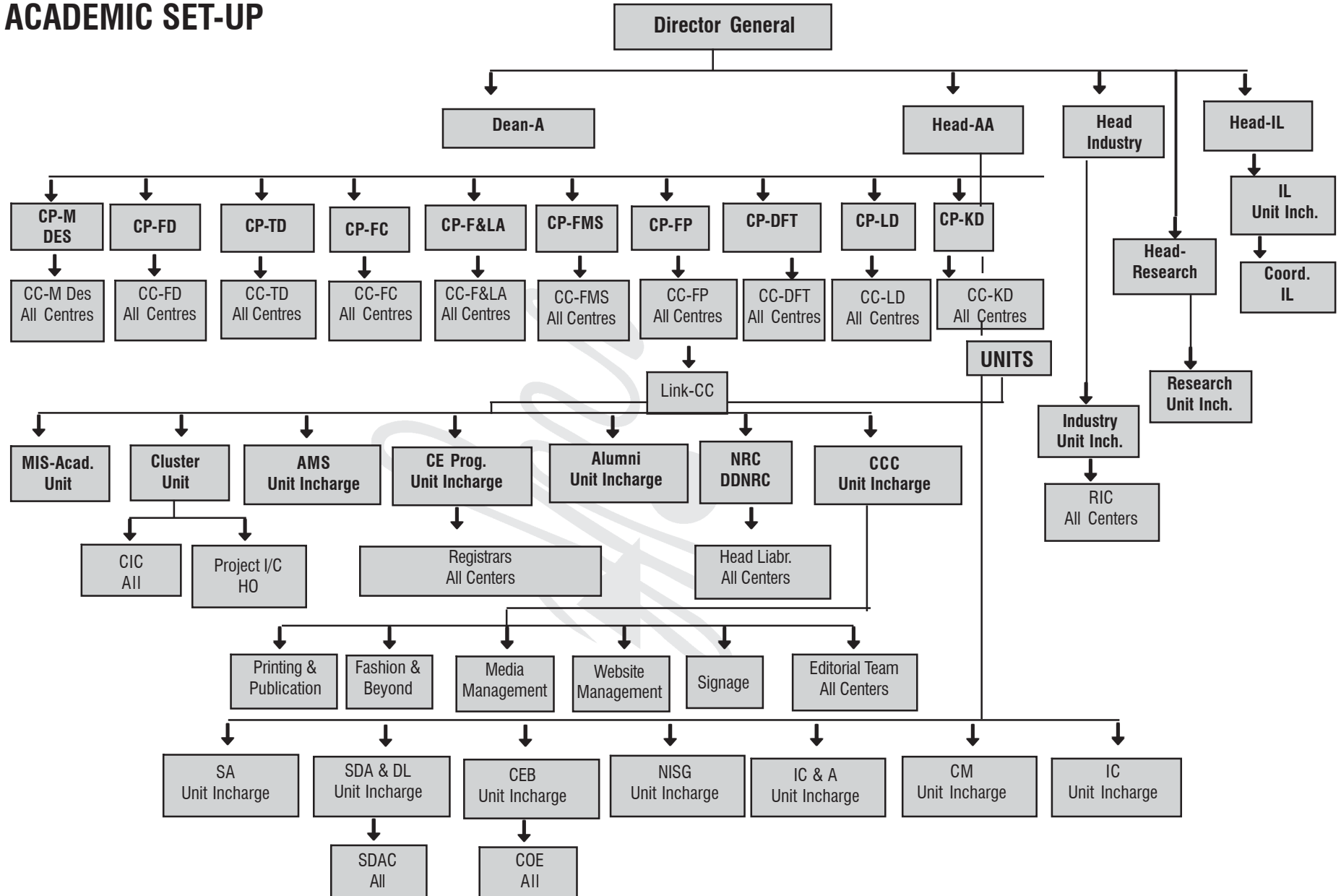
Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

11. Third Party Harassment:

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

12. The Central / State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order are also observed by the employer in Private Sector.
13. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.

2.5 ACADEMIC SET-UP



CC's of all depts. from all centers will coordinate with RIC, SDAC, CIC, COE, Coord.-IL & I/C Project Cell

Summary:

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



CHAPTER - 3

Details of Posts & Pay Scales

3.1 Details of Administrative posts

3.1.1 Head Office

S No.	Posts & Pay Scale
1	Director-General (₹ 37400- 67000+10,000/-GP)
2	Chief Vigilance Officer (₹ 37400-67000+8700/-GP)
3	Director (₹ 37400-67000+8700/-GP)
4	Director (F&A) (₹ 37400-67000+8700/-GP)
5	Registrar (₹ 15600-39100+7600/-GP)
6	Chief Accounts Officer (₹ 15600-39100+7600/-GP)
7	Project Engineer (₹ 15600-39100+7600/-GP)
8	Deputy Registrar (₹ 15600-39100+6600/-GP)
9	Deputy Director (NRC) ₹ 15600-39100+6600/-GP)
10	Deputy Registrar (F&A) (₹ 15600-39100+6600/-GP)
11	Deputy Director (₹ 15600-39100+6600/-GP)
12	Executive Engineer (₹ 15600-39100+6600/-GP)
13	Assistant Board Security & Legal Officer (₹ 15600-39100+5400/-GP)
14	Private Secretary (PS) (₹ 15600-39100+ 5400/- (GP)
15	Assistant Director (₹ 15600-39100+ 5400/- (GP)
16	Hindi Officer (₹ 15600-39100+ 5400/- (GP)
17	Estate Engineer (₹ 9300-34800+4600/- (GP)
18	Computer Engineer (₹ 9300-34800+4600/- (GP)
19	Assistant Registrar (₹ 9300-34800+4600/- (GP)
20	Stenographer Gr.-I (₹ 9300-34800+4600/- (GP)
21	Technical Officer (₹ 9300-34800+4600/- (GP)

S No.	Posts & Pay Scale
22	JE (Electrical/Civil) (₹ 9300-34800 + 4200/- (GP)
23	Sr. Assistant (Accounts) (₹ 9300-34800 + 4200/- (GP)
24	Stenographer Gr. - II (₹ 9300-34800 + 4200/- (GP)
25	Sr. Assistant (Admn.) (₹ 9300-34800 + 4200/- (GP)
26	Research Assistant (₹ 9300-34800 + 4200/- (GP)
27	Stenographer Gr. III (₹ 5200-20200 + 2400/- (GP)
28	Assistant (₹ 5200-20200 + 2400/- (GP)
29	Assistant (Accts.) (₹ 5200-20200 + 2400/- (GP)
30	Junior Assistant (₹ 5200-20200 + 1900/- (GP)
31	Drivers (₹ 5200-20200 + 1900/- (GP)
32	Electrician (₹ 5200-20200 + 1900/- (GP)
33	Plumber (₹ 5200-20200 + 1900/- (GP)
34	A/C. Technician (₹ 5200-20200 + 1900/- (GP)
35	Multi Tasking Staff (₹ 5200-20200 + 1800/- (GP)

3.1.2 Details of Posts & Pay Scale at Centres

S No.	Posts & Pay Scale
1	Director (₹ 37400-67000+8700/-GP)
2	Registrar (₹ 15600-39100+7600/-(GP)
3	Deputy Registrar (F&A) (₹ 15600-39100+6600/-(GP)
4	Executive Engineer (₹ 15600-39100+6600/-(GP)
5	Accounts Officer (₹ 15600-39100+5400/-(GP)
6	Head Resource Centre (₹ 15600-39100+ 5400/- (GP)
7	Estate Engineer (₹ 9300-34800+4600/- (GP)
8	Computer Engineer (₹ 9300-34800+4600/- (GP)
9	Assistant Registrar (₹ 9300-34800+4600/- (GP)
10	Stenographer Gr.-I (₹ 9300-34800+4600/- (GP)
11	Sr. Assistant (Accounts) (₹ 9300-34800 + 4200/- (GP)
12	Stenographer Gr. - II (₹ 9300-34800 + 4200/- (GP)
13	Sr. Assistant (Admn.) (₹ 9300-34800 + 4200/- (GP)
14	Research Assistant (₹ 9300-34800 + 4200/- (GP)
15.	Asstt. Librarian (₹ 9300-34800 + 4200/- (GP)
16	JE (Electrical/Civil) (₹ 9300-34800 + 4200/- (GP)
17	Machine Mechanic (₹ 5200-20200 + 2400/- (GP)
18	Stenographer Gr. III (₹ 5200-20200 + 2400/- (GP)
19	Assistant (₹ 5200-20200 + 2400/- (GP)
20	Assistant (Accts.) (₹ 5200-20200 + 2400/- (GP)
21	Assistant Warden (₹ 5200-20200 + 2400/- (GP)
22	Junior Assistant (₹ 5200-20200 + 1900/- (GP)
23	Lab Assistant (₹ 5200-20200 + 1900/- (GP)
24	Library Assistant (₹ 5200-20200 + 1900/- (GP)
25	Drivers (₹ 5200-20200 + 1900/- (GP)
26	Electrician (₹ 5200-20200 + 1900/- (GP)
27	Plumber (₹ 5200-20200 + 1900/- (GP)
28.	Multi Tasking Staff (₹ 5200-20200 + 1800/- (GP)

3.1.3 Details of Academic Posts & Pay Scales

S No.	Posts & Pay Scale
1	Senior Professor (₹ 37400-67000+8900/-(GP)
2	Professor (₹ 37400-6700+8700/-(GP)
3	Associate Professor (₹ 15600-39100+6600/-(GP)
4	Assistant Professor (₹ 15600-39100+5400/-(GP)



3.2 Faculty Norms

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

No. of Students	UG (Faculty Ratio)		Total	PG (Faculty Ratio) Prof./Assoc./Asst.	Total
	Prof./Assoc./Asst. (Delhi)	Prof./Assoc./Asst. (Other Centres)			
30 (Upto 45)	0 : 1 : 2	0 : 1 : 2	03	0 : 2 : 1	03
60 (46-75)	1 : 2 : 2	1 : 1 : 3	05	1 : 2 : 2	05
90 (76-105)	1 : 3 : 4	1 : 2 : 4	08 / 07	---	---
120 (106-135)	2 : 4 : 4	2 : 2 : 6	10	---	---
150 (136-165)	2 : 4 : 7	2 : 3 : 7	13 / 12	---	---
180 (166-195)	2 : 5 : 8	2 : 4 : 9	15	---	---

3.3 Recruitment Rules for Teaching Faculty

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Name of the Post	No. of Post	Classification	Pay Scale	Whether Selection post or non-selection post	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension rules), 1972	Age limit for Direct Recruitment	Educational Qualifications and experience for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Period of Probation if any	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the post to be filled by various methods	In case of rectt. By promotion/deputation or transfer grades from which promotion/deputation or transfer to be made	The composition for DPC and for Selection Committee for Direct Recruitment/Deputation	Circumstances in which UPSC is to be consulted in making rectt.	
Senior Professor (Design)	*	Group A	₹37400-67000+8900/- (GP)	NA	NA	45-55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>1. An eminent scholar / professional with published work of high quality, actively engaged in research design with over 15 yrs of experience in post-graduate teaching and / or research at the university / national level institutions, including experience of guiding research at the Doctoral level (or) an outstanding scholar with established reputation, who has made significant contribution to knowledge.</p> <p>(or)</p> <p>2. Doctoral Degree (or) equivalent from an Indian University / institute or an institute of international repute or international university in the relevant areas of Design / Technology / Industrial Design / Architecture / Arts History / Social Sciences / Clothing & Textiles with teaching and research experience of 15 yrs out of which minimum 5 yrs as a Professor (in the scale of 37400-67000+8700/- (GP)</p>	NA	1 year	Promotion failing which by Direct Recruitment	Promotion: Professors recruited/ promoted with 5 years service in the grade, possessing educational qualifications as prescribed in para 2 for direct recruitment.	A) Chairman BOG NIFT- Chairman B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Senior Professor (Technology)	*	Group A	₹37400-67000+8900/- (GP)	NA	NA	45-55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>1. An eminent scholar / professional with published work of high quality, actively engaged in research design with over 15 years of experience in post-graduate teaching and / or research at the university / national level institutions, including experience of guiding research at the Doctoral level (or) an outstanding scholar with established reputation, who has made significant contribution to knowledge.</p> <p>OR</p> <p>2. Doctoral degree (or) equivalent from an Indian University / Institute or an institute of international repute or international university in the relevant areas of Design / Technology - GMT / Textile Technology / Leather Technology / Industrial Production Engg. / Computer Sciences - Information Technology / Mechanical / Operation & Research / Statistics with teaching and research experience of 15 yrs out of which minimum 5 yrs as a Professor (in the scale of 37400-67000+8700/- (GP))</p>	NA	1 year	Promotion failing which by Direct Recruitment	Promotion: Professors recruited/ promoted with 5 years service in the grade, possessing educational qualifications as prescribed in para 2 for direct recruitment.	A) Chairman BOG NIFT- Chairman B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA
	Senior Professor (Management)	*	Group A	₹37400-67000+8900/- (GP)	NA	NA	45-55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>1. An eminent scholar / professional with published work of high quality, actively engaged in research design with over 15 years of experience in post-graduate teaching and / or research at the university / national level institutions, including experience of guiding research at the Doctoral level (or) an outstanding scholar with established reputation, who has made significant contribution to knowledge.</p>	NA	1 year	Promotion failing which by Direct Recruitment	Promotion: Professors recruited/ promoted with 5 years service in the grade, possessing educational qualifications as prescribed in para 2 for direct recruitment.	A) Chairman NIFT- Chairman B) DG-NIFT C) 2 Members of Board of Governors D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>OR</p> <p>2. Doctoral degree (or) equivalent from an Indian University / Institute or an institute of international repute or international university in the relevant areas of Management with teaching and research experience of 15 yrs out of which minimum 5 yrs as a Professor (in the scale of ₹37400-67000+8700 (GP).</p>						
4	Professor	*	Group A	PB 4 - Rs. 37400-67000 + 8700 (GP)	'Selection' will include Personal Interview by Selection Committee	Not applicable	Upto 50 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing higher educational qualifications / experience)	<p>UG/PG Diploma/Degree in relevant area (as per table "A")from a recognized institute or University of national /international repute, with required years of relevant experience in teaching/ research/ industry of which at least 5 years must be at the level of Associate professor and (or) equivalent to NIFT pay scales for the cadre.</p> <p>Candidates with a Ph.D. degree in the relevant area will be given preference. All candidates who do not possess Ph.D. degree shall be required to obtain the same within 5 years from the date of appointment.</p> <p>Total Minimum relevant experience required:</p> <ul style="list-style-type: none"> ● 4-years UG Diploma/degree - 15 years (+1 year if its a 3-year UG degree/diploma) ● 2 years PG Diploma/degree - 12 years (+1 year if duration < 2 year) ● Ph.D. degree - 8 years. 	No	1 year	Promotion failing which by Direct Recruitment	Associate Professor or equivalent level regularly recruited / promoted as per the prevailing GSR with total 10 years of experience in teaching/research/ industry out of which at least 5 yrs must be at the level of regular Associate Professor or equivalent.	Chairman NIFT - Chairman DG-NIFT, 2 Members of Board of Governors, 2 Experts (Academic, Industry)	Not Applicable

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												<p>same within 5 years from the date of appointment to be eligible for next promotion. They can apply for study leave as per NIFT's GSR for the purpose.</p> <p>Exceptional published/ professional work can be treated equivalent to Ph.D.</p>		

Table "A"

Relevant Areas	Code
UG/PG (Design) Diploma/Degree from NIFT/NID or equivalent	A
M. Des from IIT / B. Arch./M.Arch/MFA	B
M.Sc (Clothing & Textiles) / M.Sc (Fabric & Apparel Science)	C
UG/PG Diploma/Degree from NIFT/NID or equivalent in Communication Design/ Photography / Exhibition Design / Diploma in Interior Design / Mass Communication	D
B.Tech / M.Tech (Mech. Engg. / Ind Engg / Production Engg.)	E
B.Tech / M.Tech in Leather Tech. / Footwear & Leather Prod. from CLRI/FDDI or equivalent	F
B.Tech/M. Tech/M.E. in Textile Tech. or equivalent	G
B.Tech/M.Tech/BE/ME (IT) or MCA / MCM or equivalent	H
UG / PG Diploma / Degree in GMT/ Apparel Production	I
PG Diploma in AMMM / MBA	J

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
5	Associate Professor	*	Group A	PB 3 - Rs. 15600 - 39100 + 6600 (GP)	'Selection' will include Personal Interview by Selection Committee	Not applicable	Upto 45 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing higher educational qualifications / experience)	<p>UG/PG Diploma/Degree in relevant area (as per table "A")from a recognized institute or University of national /international repute, with required years of relevant experience in teaching/ research/ industry of which at least 5 years must be at the level of Assistant professor and (or) equivalent to NIFT pay scales for the cadre.</p> <p>Candidates with a Ph.D. degree in the relevant area will be given preference. All candidates who do not possess PhD degree shall be required to obtain the same within 5 years from the date of appointment.</p> <p>Total Minimum relevant experience required:</p> <ul style="list-style-type: none"> ● 4-years UG Diploma/degree - 10 years (+ 1 year if its a 3-year UG degree/diploma) ● 2 years PG Diploma/degree - 7 years (+ 1 year if duration < 2 year) ● Ph.D. degree - 3 years. 	No	1 year	Promotion failing which by Direct Recruitment	<p>Assistant Professor(s) or equivalent level regularly recruited as per the prevailing GSR with 5 years of service in the relevant specialization in teaching / research/ industry.</p> <p>All candidates who do not possess PhD degree shall be required to obtain the same within 5 years from the date of appointment to be eligible for next promotion. They can apply for study leave as per NIFT's GSR for the purpose.</p> <p>Exceptional published/ professional work can be treated equivalent to Ph.D.</p>	DG-NIFT, 2 Members of Board of Governors, 2 Experts (Academic, Industry)	Not Applicable

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6	Assistant Professor	*	Group A	PB 3 - Rs. 15600 - 39100 + 5400 (GP)	'Selection' will include Personal Interview by Selection Committee	Not applicable	Upto 35 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing higher educational qualifications / experience)	UG/PG Diploma/Degree in relevant area (as per table "A")from a recognized institute or University of national /international repute, with required years of relevant experience in teaching/research/ industry. Candidates with a Ph.D. degree in the relevant area will be given preference. All candidates who do not possess PhD degree shall be encouraged to obtain the same within 5 years from the date of appointment. Total Minimum relevant experience required: ● 4-years UG Diploma/degree - 5 years (+1 year if its a 3-year UG degree/diploma) ● 2 years PG Diploma/degree - 2 years (+1 year if duration < 2 year)	No	1 year	Direct Recruitment	Not applicable	DG-NIFT, 2 Members of Board of Governors, 2 Experts (Academic, Industry)	Not Applicable

Table "A"

Relevant Areas	Code
UG/PG (Design) Diploma/Degree from NIFT/NID or equivalent	A
M. Des from IIT / B. Arch./M.Arch/MFA	B
M.Sc (Clothing & Textiles) / M.Sc (Fabric & Apparel Science)	C
UG/PG Diploma/Degree from NIFT/NID or equivalent in Communication Design/ Photography / Exhibition Design / Diploma in Interior Design / Mass Communication	D
B.Tech / M.Tech (Mech. Engg. / Ind Engg / Production Engg.)	E
B.Tech / M.Tech in Leather Tech. / Footwear & Leather Prod. from CLRI/FDDI or equivalent	F
B.Tech/M. Tech/M.E. in Textile Tech. or equivalent	G
B.Tech/M.Tech/BE/ME (IT) or MCA / MCM or equivalent	H
UG / PG Diploma / Degree in GMT/ Apparel Production	I
PG Diploma in AMMM / MBA	J

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7	Associate Professor (Technical)	*	Group A	₹ 15600-39100+6600/- (GP)	'Selection' Selection will include Personal Interview by Selection Committee	NA	Upto 45 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing higher educational qualifications / experience)	PG/UG in GMT/FD Diploma from NIFT/NID or Equivalent Qualification + 8 years of relevant Industry/Teaching /Research Experience. Diploma/Degree in Design / Technology from recognized Institutes or equivalent + 10 years of relevant Industry/Teaching Experience in the field of Garment Manufacturing / Pattern Making / Grading /Draping. Graduate in any discipline with certificate from NIFT with 10 years relevant experience in Industry / Teaching in the field of Pattern making & construction /Production Technology. Training /Exposure to advance Manufacturing / Pattern Development Techniques in Fashion Industry. Experience Profile Pattern development for men, women's and kids garments, grading, quality control, fabric consumption calculation, knowledge of CAD and /or proficiency in various methods of garment construction, use of work aids and attachments, good understanding of allied machines and their application.	No	1 year	By Promotion failing which by Direct Recruitment	Asst. Prof. (Tech.) or Faculty in equivalent grade exclusively teaching Garment Construction, Pattern Making, Draping and Grading with 5 years of service in the grade of Assistant Professor in NIFT.	A) Director General-NIFT B) 2 Members of Board of Governors C) 2 Experts	NA
8	Assistant Professor (Technical)	*	Group A	₹ 15600-39100+5400 (GP)	NA	NA	Upto 35 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing	PG/UG in GMT/FD Diploma from NIFT or Equivalent Qualification + 3 years of relevant Industry/Teaching /Research Experience. Diploma/certificate in Pattern Making & Construction /Production Technology from Government recognized Institutes or equivalent + 5 years of relevant Industry/Teaching Experience in the field of	NA	1 year	Direct Recruitment	NA	A) Director General-NIFT B) 2 Members of Board of Governors	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
							higher educational qualifications / experience)	<p>Garment Manufacturing / Pattern Making /Grading /Draping. Graduate in any discipline with 05 years relevant experience in Industry / Teaching in the field of Pattern making & construction /Production Technology. Training /Exposure to advance Manufacturing / Pattern Development Techniques in Fashion Industry.</p> <p>Experience Profile Pattern development for men, women's and kids garments, grading, quality control, fabric consumption calculation, knowledge of CAD and /or proficiency in various methods of garment construction, use of work aids and attachments, good understanding of allied machines and their application.</p>						C) 2 Experts	

*Subject to variation depending upon workload

NB:

The qualifying marks in the respective educational qualifications of PG Diploma/Post Graduate Degree shall be 55% mark(s) equivalent grades with consistently good academic record.

The UG Diploma /PG Diploma/Degree shall be at least 3 years/4years and 2 years duration respectively.

All Degree/Diplomas prescribed for teaching positions shall be full time course from an institute of national/international repute.

In the event of those promoted under this rule, not acquiring the requisite qualifications prescribed at the time of promotion the officials may be liable to be reverted to their previous grade.

Preference will be given to candidates possessing combination(s) of prescribed qualification(s) as mentioned in col. (8).

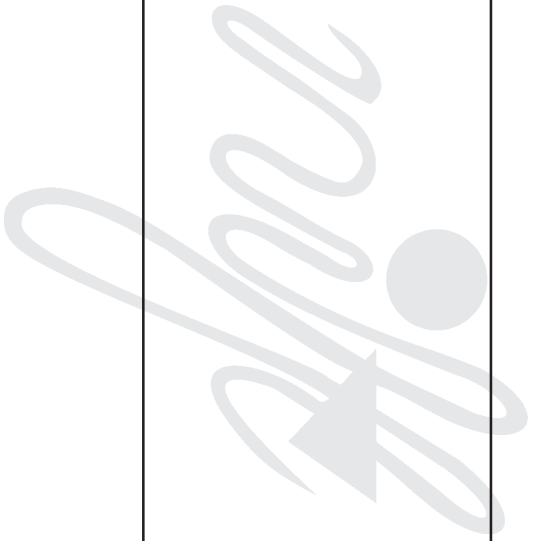
3.4 Recruitment Rules for Administrative Staff

S. No.	Name of the Post	No. of Post	Classification	Pay Scale	Whether Selection post or non-selection post	Whether benefits of added years of services admissible under rule 30 of the CCS (Pension rules), 1972	Age limit for Direct Recruitment	Educational Qualifications and experience for Direct Recruitment	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Period of Probation if any	Method of Recruitment whether by direct recruitment or by promotion or by deputation/transfer and percentage of the post to be filled by various methods	In case of rectt. By promotion/ deputation or transfer grades from which promotion/deputation or transfer to be made	The composition for DPC and for Selection Committee for Direct Recruitment/Deputation	Circumstances in which UPSC is to be consulted in making rectt.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Director General	1	Group A	(₹37400-67000+10,000 (GP)	—	—	—	—	—	—	Appointment by Government of India	—	—	—
2	Director	*	Group A	(₹37400-67000+8700/- GP)	NA	NA	40 - 55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) A Post Graduate Degree or equivalent qualifications from a University/ Institute of repute in Design, textiles, garment manufacturing or Marketing & Management. ii) Must have experience in Information Technology and be in a position to bear upon NIFTs various programmes Must have 15 years of administrative and managerial experience iv) Must have academic/ marketing experience in an institution of a repute at least 10 years of which should be in senior position.	NA	2 years	Deputation / *Direct Recruitment * The nature of appointment will be contractual.	Transfer on Deputation from Officers of All India Services in the grade of Dy. Secretary/ Director or in Senior Scale, in Govt. of India, failing which officers of the rank of Dy. Secretary / Director or in Senior	Chairman, BOG, NIFT-Chairperson Director General - NIFT 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												Scale in Govt. of India from other Central Services and State Civil Services.		
3	Director (F&A)	1*	Group - A	(₹. 37400-67000+ 8700/- GP)	NA	NA	40 - 55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>Qualified/ practicing Chartered Accountant with at least 12 years professional experience in the field.</p> <p>ii) Knowledge of working on computers and use of financial package would be preferred.</p>	NA	2 years	Deputation failing which by *Direct Recruitment. * The nature of appointment will be contractual.	Transfer on Deputation: Officers of Organised Accounts services of the rank of Dy. Secretary/ Director in Government of India	Chairman NIFT- Chairperson Director General - NIFT 2 Members of Board of Governors of NIFT 2 Experts	NA
4	Director (Information Technology)	1*	Group - A	(₹. 37400-67000+ 8700/- GP)	NA	NA	40 - 55 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>M.Tech / ME Degree in Computer Science and Engineering/ Electronics & Telecommunications/ Communication Systems/ Operation Research and related areas from a University/ Institute of repute with consistently good academic record.</p> <p>ii) Candidates possessing additional degree in Management will be preferred.</p> <p>iii) At least 12 years experience, out of which 10 years of teaching/ research/ industry experience in Computer Application IT with good</p>	NA	2 yrs	* Direct Recruitment The nature of appointment will be contractual.	Officers of the rank of Deputy Secretary/ Director in Government of India fulfilling the educational Qualifications as mentioned in col. (8)	Chairman NIFT- Chairperson Director General - NIFT 2 Members of Board of Governors of NIFT	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								understanding of Hardware/ Networking/ Internet/ VAN Technology and competent in handling large computer systems, including system Analysis & Design. iv) At least 5 years experience in management and administration related areas. v) Should have held responsible position in Govt./ Industry with experience of creating computer application related infrastructure and exposure to CAD / CAM packages preferably related to Design / Fashion / Textile and related industry products. Vi) Publications in the related areas will be an added advantage.						
5	Registrar	*	Group - A	(₹15600-39100+7600/- (GP)	'Selection' Selection process will include Personal Interview by Selection Committee	NA	35 - 50 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Post Graduate degree in any discipline from a University/ Institute of repute with at least 10 years experience in Academics, Personnel and General Administration". Preference will be given to candidates holding diploma/degree in management.	No	2 years	Promotion failing which by deputation as per requirement prescribed in col.(12) failing which by direct recruitment with qualifications prescribed in col. (8)	Promotion: Deputy Registrars promoted as per the prevailing GSR with at least 5 years experience in the grade in the Institute. Note: Candidates not possessing Post-graduate	(A) Director General-NIFT (B) 2 Members of Oard of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												<p>degree shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post.</p> <p>Deputation:</p> <p>Officers of the Central Govt. / State Govt. / UT / Auto-nomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular service in</p>		



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												PB-3, ₹15600- 39100 + Grade Pay ₹.6600/- with relevant experience in dealing with Establishment & Admini- strative matters.		
6	Chief Accounts Officer	*	Group- A	(₹15600- 39100+ 7600/- (GP)	'Sele- tion' Selection process will include Personal Interview by Selection Com- mittee	NA	35 - 45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educa- tional qualifications / experience)	Cost Accountant from the Institute of Cost & Works Accountants OR Chartered Account from the Institute of Chartered Accountants Candidates with any of the above qualifications with 8 years experience after passing the examination in the cadre of Accounts Officer/ Audit Officer out of which 5 years of experience in a senior position from a government, autonomous bodies/ PSUs, or a reputed industry. Desirable: ii) Be an Associate Member of Company Secretary.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8) Promotion: Deputy	Registrar (Accounts) promoted as per the prevailing GSR with at least 5 years service in the grade and possessing requisite qualifications mentioned in col. 8. Deputation : Officers of the Central Govt. /		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												State Govt. / UT/ Auto-nomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular service in PB-3, ₹15600-39100 + Grade Pay ₹6600/- with relevant experience in dealing with Accounts, Purchases, Finance and Projects matters.	(A) Director General -NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
7	Project Engineer	*	Group A (₹15600-	39100+ 7600/- (GP 'Selection')	Selection process will include Personal Interview by Selection Committee NA	30 - 45	years(Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience) M.E (Civil	Engineering) from a University / Institute of repute. (i) At least 5 years experience as Executive Engineer in CPWD / PWD or related Govt. organization. OR B.E (Civil Engineering) from a university / institute of repute. (ii) At least 8 years experience as Executive Engineer in CPWD / PWD OR related Government organization	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Executive Engineer fulfilling eligibility as per col. (8) and with 5 years of service. Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto-nomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular service in the scale of PB-3, ₹15600-39100 + Grade Pay ₹6600/- with relevant experience in dealing with Building projects.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
8	Deputy Registrar	*	Group A	(₹ 15600-39100+6600/- (GP)	'Selection' Selection process will include Personal Interview by Selection Committee	NA	30 - 40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	Post Graduate degree in Management from a University / Institute of repute with at least 5 years experience in industrial relations and personnel management (or) student counseling, academic administration out of which 3 years in Govt./ autonomous bodies/ reputed private institutions.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Asst. Registrars promoted as per the prevailing GSR with at least 8 years service in the grade / PS with 5 years in the grade out of which at least 2 years of administrative experience. Deputation: Officers of the Central Govt. / State Govt. / UT/ Autonomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												service in PB-3, ₹15600-39100 + Grade Pay ₹5400/- with relevant experience in dealing with Establishment & Administrative matters		
9	Deputy Registrar (F&A)	*	Group A	(₹. 15600-39100+6600/- (GP)	'Selection' Selection process will include Personal Interview by Selection Committee	NA	30-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience) C o s t	Accountant from the Institute of Cost & Works Accountants OR Chartered Account from the Institute of Chartered Accountants. With 5 years experience after passing the examination in the cadre of Accounts Officer/ Audit Officer out of which 3 years of experience in a senior position from a government, autonomous body/ institutions, or a reputed industry. Desirable : ii) Be an Associate Member of Company Secretary.	NA	2 years Promotion	failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8). Promotion:	Accounts Officer recruited / promoted as per prevailing GSR with at least 5 years experience in the grade. Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto-nomous Organization / PSUs holding analogous post on regular basis in their	General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												<p>service / department or with at least 5 years of regular service in PB-3, ₹.15600-39100 + Grade Pay ₹5400/- with relevant experience in dealing with Finance and Accounts matters.</p> <p>NOTE: Candidates not possessing Post Graduate Degree in commerce shall be required to obtain it with in a period not exceeding 4 years from the date of appointment for continued retention in the post (A) Director</p>		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	Deputy Director	*	Group A	₹15600-39100+6600/- (GP)	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation : Officers of the Central Govt. Services holding analogous post or with at least 3 years of service in PB-3, ₹.15600-39100 + Grade Pay ₹.5400/- or 5 years in PB-2, ₹9300-34800 + Grade Pay ₹4200/- (pre-revised scale ₹.6500-200-10500) with relevant experience in dealing with Administration, Establishment, Vigilance & Legal matters.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
11	Deputy Director (NRC)	*	Group A	₹15600-39100+6600/- (GP)	'Selection' Selection process will include Personal Interview by Selection Committee	NA	30-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience) Post-Graduate	in Library and Information Science from an University/ Institution of repute, (ii) 5 years experience in Library Administration. (iii) Preference will be given to candidates having additional qualifications in Computers and IT relating to Library and Information Sciences.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Head Librarian recruited / promoted as per prevailing GSR with 5 years exp. in the grade. Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto-nomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular service in PB-3, ₹15600-39100 + Grade Pay ₹.5400/- with relevant experience in dealing with Library Administration.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
12	Executive Engineer	*	Group A	₹15600-39100+6600/- (GP)	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) ME (Civil Engineering) from a University/ Institute of repute OR A degree in Civil Engineering from University/ Institute of repute ii) Must have at least 3 years experience as Assistant Executive Engineer (Civil) in CPWD / PWD or related Government organizations/ autonomous bodies/ PSUs/ reputed private industries.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Promotion: Estate Officers with at least 8 years of service in the grade and possessing qualifications mentioned in Col. (8). Deputation: Must have at least 3 years experience as Assistant Executive Engineer (Civil) in CPWD / PWD or related Government organizations/ autonomous bodies/ PSUs/ reputed private industries holding analogous post on regular basis in their service / department. (A) Director General -	NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts NA	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
13	Accounts Officer	*	Group A	₹15600-39100+ GP ₹. 5400/-	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) MBA Finance from a University/ Institute of repute OR Post Graduate in Commerce / Finance with Accounts / Costing. ii) At least 5 years experience in the maintenance of Accounts/ preparation of budget in Govt./ Semi-Govt./ PSUs/ Autonomous bodies/ reputed private institutions/ industries	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Sr. Asst. (Accts) recruited / promoted as per prevalent GSR with at least 7 years service in the grade. Note: Candidates not possessing Post-graduate degree in Commerce & Finance shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post. Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto-nomous Organization / PSUs holding	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												analogous post on regular basis in their service / department or with at least 3 years of service in PB-2, ₹9300-34800 + Grade Pay ₹4600/- (pre-revised scale ₹6500-200-10500) with the relevant experience in Accounts, Purchases and Finance holding analogous post on regular basis in their service / department		
14	Head Resource Centre	*	Group A	₹15600-39100+ GP ₹5400/-	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing	Post Graduate in Library and Information Science from a University/ Institute of repute Minimum of 5 years experience as a senior level Librarian in a special library or at a major/ reputed institution of higher education. Iii) Knowledge of computer application in library management is desirable.	NA	2 years	Promotion failing which by deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications	Asst. Librarian recruited / promoted as per prevalent GSR with 7 years experience in the grade.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
							higher educational qualifications / experience)				prescribed in col. (8).	<p>Explanation: Candidates not possessing Post-graduate degree in Library & Information Sciences shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention in the post.</p> <p>Deputation: Officers of the Central Govt. / State Govt. / UT/ Autonomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of regular service in</p>		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												PB-2, ₹9300- 34800 + Grade Pay ₹4200/- (pre-revised scale ₹6500-200- 10500) with relevant experience in Library Management holding analogous post on regular basis in their service / department.		
15	Private Secretary (PS)	*	Group A	₹15600- 39100+ GP ₹5400/-	NA	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educ- ational qualifications / experience)	i) Graduation from a University / Institute of repute. ii) Diploma / Certificate in Computer Application Operation with latest softwares such as MS Office (Word / Excel / PowerPoint) and proficiency in Computer Operation li) Minimum speed of 120 wpm in shorthand and 40 wpm in typing lii) Minimum 5 years administrative experience including 2 years as Steno Gr. I in Govt. / Semi-Govt./ autonomous/ PSU/ reputed private industry/ institute. Proficiency in Computer Operation is essential.	NA	NA	Deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Transfer on deputation: Minimum 5 years administrative experience including 2 years as Steno Gr. I in Govt. / Semi-Govt./ auto- nomous organiz- ation / PSU/ reputed private industry/ institute holding analogous	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												post on regular basis in their service/ department		
16	Assistant Director (Establishment / Administration)	*	Group A	₹15600-39100+ GP ₹5400/-	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation: Officers of the Central Govt. Services holding analogous post or with at least 3 years of regular service in the grade of ₹ 6500-200-10500 or 5 years of service in the grade of ₹5500-175-9000 with relevant experience in dealing with Establishment and Administrative matter.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
17	Assistant Director	(Finance & Accounts)	*	Group A ₹15600-39100+ GP ₹5400/-	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation: Officer of the organised Accounts Services holding analogous post or with at least 5 years of relevant experience in the scale of ₹6500-200-10500.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA
18	Assistant Director (Audit)	*	Group A	₹15600-39100+ GP ₹. 5400/-	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation: Officer of the organised Accounts Services holding analogous post or with at least 5 years of relevant experience in the scale of ₹6500-200-10500.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts NA	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19	Assistant Director (Vigilance)	*	Group A	₹15600-39100+ GP ₹. 5400/-	NA	NA	NA	NA	NA	NA	Transfer on deputation:	Transfer on deputation: Officers of the Central Govt. Services holding analogous post or with at least 3 years of regular service in the grade of ₹6500-200-10500 or 5 years of service in the grade of ₹5500-175-9000 with relevant experience in dealing with Vigilance and Legal matters.	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA
20	Assistant Director (Project/Purchases)	*	Group A	₹15600-39100+ GP ₹5400/-	NA	NA	NA	NA	NA	NA	Transfer on deputation	Transfer on deputation: Officers of the Central Govt. Services holding analogous post or with at least 3 years of regular service in	(A) Director General - NIFT (B) 2 Members of Board of Governors of NIFT 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												PB-2, ₹9300- 34800 + Grade Pay ₹4200/- (pre-revised scale ₹6500-200- 10500) or 5 years of service in pre-revised grade of ₹5500-175- 9000 with relevant experience in dealing with Projects & Purchase matters.		
21	Hindi Officer	*	Group B	₹15600- 39100+ GP ₹. 5400/-	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educ- ational qualifications / experience)	i) Master's Degree of a recognized University in Hindi/ English with English/ Hindi as a compulsory/ elective subject or as medium of examination at degree level. OR Masters Degree of a recognized University in any subject other than Hindi/ English, with Hindi and English as compulsory / elective subject or either of the two as medium of examination and the other as a compulsory/ elective subject at degree level. OR Master's degree of a recognized University in any subject other than Hindi/ English with Hindi/ English as medium and English/Hindi as compulsory/ elective subject or as	Age : NO Educational Qualifications : Yes	2 years	Deputation as per requirement prescribed in Col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8).	Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto- nomous Organization / PSUs holding analogous post on regular basis in their service / department or with at least 5 years of	(A) Director General - NIFT (B) Director THE 1 Member of Board of Governors of NIFT (D) 2 Experts NA	

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>medium of examination at degree level.</p> <p>ii).Must have worked as Senior Hindi Translator for at least 3 years or Hindi Translator for 5 years.</p>				<p>service in the pay PB-2 ₹ 9300-34800-4600 (GP) with relevant experience in Translation. Working knowledge of Hindi Typing is preferable.</p>		
22	Administrative Officer	*	Group A	₹9300-34800+GP ₹4600/-	NA	NA	NA	NA	NA	NA	Transfer on deputation	<p>Transfer on deputation: Officers of the Central Govt. Services holding analogous post or with at least 3 years of service in the scale of PB-2 ₹9300-34800-4200 (GP) with relevant experience in dealing with Establishment & Administrative matters.</p>	<p>(A) Director General - NIFT (B) 1 Director & 1 Member of Board of Governors of NIFT (D) 2 Experts</p>	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
23	Assistant Registrar	*	Group B ₹9300-	34800 + GP ₹4600/-	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Post-Graduate from a University / Institute of repute ii) Minimum 5 years administrative experience in Government organizations. OR i) Post-Graduate from a University / Institution of repute. ii) At least 5 years experience in public relations work in Govt. / autonomous bodies/ PSUs reputed private institute/ industry. Essential: Knowledge of Govt. Purchase Procedures Desirable: 5 years experience in admissions related work in educational institutions	NA	2 years	Promotion failing which by deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Promotion: Sr. Asst. recruited / promoted as per prevalent GSR with 3 years experience in the grade. Employees not possessing the requisite qualifications mentioned in col. (8) shall be required to acquire Post Graduate degree within a period not exceeding 4 years from the date of appointment for continued retention in the post. Deputation: At least 5 years experience in public relations work in Govt. / auto-	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
												<p>nomous bodies/PSUs reputed private institute/ industry holding analogous post on regular basis in their service / department</p> <p>Essential: Knowledge of Govt. Purchase Procedures</p> <p>Desirable: 5 years experience in admissions related work in educational institutions</p>		

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
24.	Steno Grade I	*	Group B	₹ 9300-34800+GP ₹. 4600/-	'Selection' Selection process will include test and Personal Interview by Selection Committee	NA	25-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher qualifications/ experience)	<ul style="list-style-type: none"> i) Graduate from a recognised University / Institution ii) Diploma / Certificate in computer operations / applications with latest softwares such as MS Office (Word / Excel / PowerPoint) and proficiency in computer operation. iii) Minimum speed of 120 wpm in shorthand and 40 wpm In typing iv) Minimum 3 years experience in Govt. / Semi-Govt./ PSU/ Autonomous/ reputed private industry/ institutes. v) Minimum 3 years experience of independently handling correspondence. 	NA	2 years	<p>Promotion failing which by deputation as per requirement prescribed in col. (12) failing which by direct recruitment with qualifications prescribed in col. (8)</p> <p>67% by promotion, failing which by deputation / transfer 33% by direct recruitment</p>	<p>Steno Grade II recruited / promoted as per prevalent GSR with 3 years service in the grade with Educational Qualifications as in col. (8).</p> <p>Deputation: Minimum 3 years experience in Govt./Semi-Govt./ PSU/ Autonomous organizations / reputed private industry/ institutes holding analogous post on regular basis in their service / department</p> <p>Desirable: Minimum 3 years experience of independently handling correspondence.</p>	<p>(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts</p>	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
25.	Computer Engineer	*	Group B	₹ 9300-34800+GP ₹. 4600/-	'Selection' Selection process will include test and Personal Interview by Selection Committee	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>i) BE/ B.Tech (Engg) in Computer Science / IT / Electronics and Communication or Master in Computer Application from a University/ Institute of repute with minimum of 60% marks or equivalent grade. OR 03 years diploma in Electronics/Computers with 5 years relevant experience</p> <p>ii) Should have experience in software development, management information system development, maintenance of data bank. Experience in a reputed industry/ institute / PSU/ autonomous / Govt. / Semi-Govt. Organization in related areas for at least 3 years.</p> <p>iii) Should have full knowledge of computer hardware and software.</p>	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Minimum 3 years experience in Govt. / Semi-Govt./ PSU/ Autonomous/ reputed private industry/ institutes holding analogous post on regular basis in their service / department Desirable: Minimum 3 years experience of independently handling correspondence.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
26.	Estate Engineer Office Order No NIFT/HO/E.II/Stand. Comm.of Board. (ATR)/2008 dated 6th July, 2009	*	Group B	₹ 9300-34800+ GP ₹. 4600/-	NA	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employ-yees and deserving candi-dates possessing higher educ-ational qualifications / experience)	i) BE (Civil Engineering) from a University/ Institute of repute ii) 3 years administrative experience	NA	2 years	Promotion failing which by Deputation failing which by Direct Recruitment	Promotion : Junior Engineers with six years regular service in the grade Deputation : Officers of the Central Govt. / State Govt. / UT/ Auto-nomous Organiz-ation / PSUs holding analogous post on regular basis in their service / department or with atleast 5 years of service in PB-2, ₹.9300-34800 + Grade Pay ₹ 4200/- with relevant experience in dealing with repair & maint-enance of Building.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
27	Project Consultant	*	Group B	₹ 9300-34800+ GP ₹. 4600/-	NA	NA	30-45 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) MBA (Finance/ Marketing) / MCM from an institute / university of repute / ICWA / CA with at least 2 years working experience in areas of Computers and Information Technology.	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Officers of the Central Govt. / State Govt. / UT/ Auto-onomous Organization /PSUs holding analogous post on regular basis in their service / department or with at least 5 years of service in the scale of ₹5500-175-9000 with relevant experience in Consultancy projects.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
28	Technician Audio/ Visual	*	Group B	₹ 9300-34800+ GP ₹. 4600/-	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) BE (Electrical/ Electronics) from University / Institute of repute. ii) At least 3 years experience in handling Audio Visual equipment, including slide projectors, film projectors, VCRs / VCDs and audio equipment in private industry iii) Should have working knowledge of repairing technical equipment.	NA	2 years	Direct Recruitment	NA	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
29	JE (Civil)	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Diploma in Civil Engineering from an institute recognised by the Government. ii) At least 5 years experience in Civil constructions and maintenance work of major projects.	NA	NA	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Candidates working in analogous grades or lower grade with 5-8 years of relevant experience from CPWD/ PWD/DDA/ PSUs etc. holding analogous post on regular basis in their service / department	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
30	Senior Assistant	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	'Selection' Selection process will include Personal Interview by Selection Committee	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Postgraduate from a University / Institute of repute. ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. iii) Minimum 3 years administrative experience	NO	2 years	50% by promotion 50% by direct recruitment.	Assistants recruited / promoted as per prevalent GSR with 7 years service in the grade Note: Candidates not possessing Post Graduate degree shall be required to obtain it within a period not exceeding 4 years from the date of appointment for continued retention of the post.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
31	Senior Assistant (Ac-counts)	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	'Selection' Selection process will include Personal Interview by Selection Process	NA	25-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educ-ational qualifications / experi-ence)	<p>i) Commerce graduates with CA(Inter), ICWA (Inter/Final) / CS (Inter/Final) or</p> <p>ii) Post-graduate in Commerce / Economics / Statistics / Mathematics from a recognised University / Institute of repute.</p> <p>Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint / Accounts related software) and proficient in Computer Operation.</p> <p>iii) At least 3 years experience in Accounts and Book-keeping in Govt. / Semi Govt. / reputed Pvt. concerns / autonomous bodies</p>	NA	2 years	50% by promotion 50% by direct recruitment.	Assistant (Accounts) recruited / promoted as per prevalent GSR with at least 7 years experience in the grade. Note: Candidates not possessing Post Graduate degree shall be required to obtain it within a period not exceeding 4 years from the date of appointment for contin-ued retention of the post.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
32	Steno Grade II	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	'Selection' Selection process will include Personal Interview by Selection Process	NA	25-30years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / exper-ience)	i) Graduate from a recognised University / Institute of repute ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. iii) Minimum speed of 100 wpm in shorthand and 40 wpm In typing iv) Minimum 2 years experience in Govt. / Semi-Govt./ PSU/ reputed organisations. v) Minimum 4 years experience of independently handling correspondence.	NA	2 years	50% by promotion 50% by direct recruitment.	7 years service Steno Grade III recruited / promoted as per prevalent GSR Note: Candidates not possessing Graduate degree shall be required to obtain it within a period not exceeding 5 years from the date of appointment for continued retention of the post.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
33	Research Assistant	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	'Selection' Selection process will include Personal Interview by Selection Process	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	<p>1. i) Graduation from a recognised University / Institution with a background of textile documentation.</p> <p>ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation.</p> <p>iii) At least 3 years experience in private / public sector in the related areas.</p> <p>iv) Should be able to identify fibers; technically analyse fibers, 2nd and picks, count and measure other properties and maintain textile collections.</p> <p>v) Should be able to organise, communicate and disseminate design and technical information.</p> <p>OR</p> <p>2. i) Post-Graduate in Mass Communication / Home Science from a recognised University / Institution</p> <p>ii) Certificate course from NIFT, preferably FCT</p> <p>iii) Computer Literacy, especially</p>	NA	2 years	Promotion failing which by direct recruitment with qualifications as prescribed in col. (8)	Assistants / others recruited / promoted as per prevalent GSR in the NIFT in the pay band of ₹5200-20200/- + GP ₹2400/- with at least 7 years service in the grade and possessing the qualifications prescribed in col. 8.	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>Graphic and Multimedia Softwares will be an added advantage</p> <p>iv) 3 years experience with relevant areas.</p> <p>3. i) Graduate from a recognised University / Institute of repute, with at least 5 years experience of market / industrial research related to garment manufacturing industry</p> <p>ii) Diploma / Certificate in Computer Applications Operation with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation.</p> <p>OR</p> <p>4. Post Graduate from a recognised University / Institution with at least 3 years relevant experience of market / industrial research related to garment manufacturing industry. Proficiency in Computer Literacy.</p> <p>OR</p> <p>5. i) Post Graduate in Social Anthropology / Social Sciences from a recognised University / Institution with strong focus on Research Methodology and orientation towards aesthetics, technology and design</p> <p>ii) Applied proficiency in IT and Computers related softwares</p> <p>iii) Proficiency in written and visual documentation.</p> <p>iv) 3 years experience in</p>						

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>computer applications. OR</p> <p>6. i) Master Degree in Economics / Statistics / Commerce / Management</p> <p>ii) 3 years experience in Computer Applications.</p> <p>lii) Proficiency in Analytical skills presentation skills. OR</p> <p>7. i) MCA / MCM / MSC (Computer Science) with 3 years relevant experience Proficient in Computer Software Applications.</p> <p>8. Graduate from a recognized University / Institute of repute One year Diploma / Certificate in Computer Applications/CAD with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. Minimum of 02 year relevant work experience in private & public sector. Proficiency in written and visual documentation. Proficiency in analytical and presentation skills.</p> <p>9. Three years Diploma in Industrial Engineering or Production Technology/ Mechanical Engineering from reputed University or Institution. One year Diploma / Certificate in Computer Applications/CAD with latest software MS Office (Word /</p>						

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>Excel / PowerPoint) and proficient in Computer Operation. Proficiency in analytical and presentation skills. One year relevant experience.</p> <p>10. Degree in Statistics / BBA or equivalent/CS inter/BCA/ BCM/BSC (Computer Science). One year relevant experience. Proficiency in analytical and presentation skills.</p> <p>11. Graduate in any discipline with One year Diploma or Certificate in Mass Communication / Journalism / Photography / Video Production etc. from a recognized University / Institution OR One year Diploma/ Certificate in Computer Applications/CAD/Graphics and multimedia with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. 01years experience with relevant areas. Proficiency in analytical and presentation skills.</p> <p>12. Graduate in any discipline</p>						

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
								<p>One year certificate from NIFT in relevant discipline. One year Diploma / Certificate in Computer Applications/CAD with latest software MS Office (Word / Excel / PowerPoint) and proficient in Computer Operation. 01 year relevant experience of market / industrial/ research related to Fashion industry. Proficiency in Computer Applications. Proficiency in analytical and presentation skills.</p> <p>13. Research Asst. Resource Centre Degree in Library Science Certificate/specialized course in Computer Applications in the area of Library Information Science. Documentation and analytical skills in the area of Library & Information Science. Two year relevant experience in the area of Library & Information Science. Desirable- Basic understanding of Textiles and Life Style Accessories.</p>						

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
34	Assistant Librarian	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experience)	(i) Graduate in Library & Information Science from a University / Institute of repute. (ii) Minimum 3 years experience in a well established Library (iii). Knowledge of computer application in library management.	NA	2 years	Direct Recruitment	NA	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA
35	JE (Electrical)	*	Group B	₹ 9300-34800+ GP ₹. 4200/-	NA	NA	25-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experience)	(i) Diploma in Electrical Engineering from an institute recognised by the Government. (ii) At least 5 years experience in erection, running and maintenance of different types of electrical installations and appliances including underground cable systems.	NA	2 years	Deputation as per requirement prescribed in col. (12) failing which by Direct Recruitment with qualifications prescribed in col. (8)	Deputation: Candidates working in analogous grades or lower grade with 5-8 years of relevant experience from CPWD/PWD/DDA/PSUs etc. holding analogous post on regular basis in their service / department	(A) Director General - NIFT (B) Director (C) 1 Member of Board of Governors of NIFT (D) 2 Experts	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
36	Steno Grade - III	*	Group C	₹ 5200-20200+ GP ₹. 2400/-	NA	NA	21-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate from a University/ Institute of repute ii) Minimum speed of 80 wpm in shorthand and 40 wpm In typing iii) Minimum 2 years experience in Govt. / Semi-Govt./ PSU/ reputed organizations. iv) Proficiency in Computer Operation	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
37	Assistant Warden	*	Group C	₹ 5200-20200+ GP ₹. 2400/-	NA	NA	30-45 years (Maximum age limit may be rel-axed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate from a recognised University Desirable : ii) One year experience as Asst. Warden or in any analogous post in Government educational Institutions / PSUs / Autonomous Bodies / Reputed institutions.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
38	Assistant	*	Group C	₹ 5200-20200+ GP ₹. 2400/-	'Selection' Selection process will include Test, Personal Interview by Selection Committee	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experience)	i) Graduate from a recognised university/ institution. ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations. iii) At least 2 year experience in Administration. iv) Typing speed of at least 40 wpm in English / Hindi.	NA	2 years	50% by promotion, failing which by direct recruitment 50% by direct recruitment,	Those working in NIFT as Jr. Asst. / Clerk-cum-Typist recruited / promoted as per prevalent GSR for a minimum period of 8 years and possessing Graduate degree and having proficiency in Computer Operations. NOTE: Candidates not possessing graduate degree shall be required to obtain it with in a period not exceeding 4 years from the date of appointment for continued retention in the post.	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
39	Assistant (Ac-counts)	*	Group C	₹ 5200-20200+ GP ₹. 2400/-	'Selection' Selection process will include Test, Personal Interview by Selection Committee	NA	21-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate in Commerce / Economics / Statistics / Mathematics from a University / Institute of repute ii) Diploma / Certificate in Computer Applications Operations latest softwares i.e. MS Office (Word / Excel / PowerPoint), Accounts related software and proficiency in computer operations. iii) 2 years experience in Audit / Accounts iv) Typing speed of at least 40 w.p.m. in English / Hindi	No	2 years	50% by promotion, failing which by direct recruitment 50% by direct recruitment,	Jr. Assistant recruited / promoted as per prevalent GSR having requisite qualification prescribed in Col. (8) with 8 years experience in the grade. NOTE: Candidates not possessing graduate degree shall be required to obtain it with in a period not exceeding 4 years from the date of appointment for continued retention in the post.	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
40	Machine Mechanic	*	Group C	₹ 5200-20200+ GP ₹. 2400/-	NA	NA	18-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Diploma/Certificate from ITI as Fitter in related areas or its equivalent diploma/Certificate recognized by the Government. ii) At least 3 years experience in repair and maintenance of cutting / sewing / finishing machines in garment production concerns.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
41	Junior Assistant	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	'Selection' Selection process will include test and Personal Interview by Selection Committee	NA	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Passed 10 +2 examination from a Board or its equivalent recognised by the Govt. ii) Diploma / Certificate in Computer Applications latest softwares i.e. MS Office (Word / Excel / PowerPoint) and proficiency in computer operations. (iii) Have a speed of 30 wpm in English / Hindi Typing. iv) Proficiency in Computer Application with Lotus, Word Star, MS Word, MS office, excel	NA	2 years	33% by Promotion, failing which by direct recruitment. 67% by direct recruitment	Those recruited as Multi Tasking Staff in the Institute as per prevalent GSR with minimum period of 5yrs of regular service and possessing qualifications prescribed in col.8	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
42	Library Assistant	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Graduate from a recognised University / Institution ii) Diploma in Library Science iii) At least 1-year assistance in a well established Library.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
43	Lab Assistant /Technical Assistant** * Office Order No NIFT/HO/ E.II/ Stand. Comm.of Board. (ATR)/ 2008 dated 6th July, 2009	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	NA	NA	21-40 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	As per Annexure-I attached	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
44	Dispatch Rider/ staff car Driver/ Bus Driver	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	'Selection' Selection process will include test and Personal Interview by Selection Committee	NA	21-35 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experience)	<ul style="list-style-type: none"> i) At least 10th class pass from a Board or its equivalent recognized by the Government. ii) Possession of the requisite driving license for two wheeler/ three wheeler / Light / Heavy Motor Vehicle. iii) Should be fully conversant with traffic regulations. iv) Should have at least 2 years experience in driving Light / Heavy Motor Vehicle. v) Should be able to read and write in Hindi and English. 	Age : No Educational Qualifications: Yes	2 years	Promotion failing which by Direct recruitment	Multi Tasking Staff recruited as per prevalent GSR in the NIFT with 5 years service on regular basis and having requisite qualifications as prescribed in col.8	(A) Director (B) 2 Members nominated by Director General	NA
45	Electrician	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experience)	<ul style="list-style-type: none"> i) 10th class standard ii) ITI Diploma in Electricians Trade iii) Must possess electrical supervisory certificate of competency. iv) Must have minimum practical experience of 5 years in erection and running, maintenance of different types of electrical appliances and installations including UG cable systems. 	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
46	Plumber	*	Group C	₹ 5200-20200+ GP ₹. 1900/-	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	i) Should possess ITI trade certification OR equivalent in the trade with at least 5 years practical experience in the trade. ii) Should have a working knowledge of various types of special tools used in the plumbing trade of all types of pipes of different materials and be able to estimate requirements for any job entrusted to him. iii) Should be able to follow drawings and sketches and execute work according to lay out. iv) Should possess plumbing license tax where such licenses are issued by local authorities.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA
47	AC Technician	*	Group C	PB-1 ₹ 5200-20200+ GP ₹. 1900/-	NA	NA	21-30 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candidates possessing higher educational qualifications / experience)	(i) Matriculation from Recognised Board ii) ITI Diploma in Refrigeration & Air Conditioning Mechanic Trade recognized by NCVT/SCVT. iii) Must have practical experience of minimum 5 years in day-to-day operation, maintenance, procurement of different types of Air Conditioners/Refrigeration Units, Fire Fighting systems, Boilers, day to day supervision of works etc.	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
48	Multi Tasking Staff (Office Order No NIFT/HO/E.II/Stand. Comm.of Board. (ATR)/ 2008 dated 6th July, 2009)	*	Group C	₹ 5200-20200+GP ₹. 1800/-	NA	NA	18-25 years (Maximum age limit may be relaxed upto 5 years in case of NIFT employees and deserving candi-dates possessing higher educational qualifications / experi-ence)	(i) Must have passed 10th class from a Board or its equivalent recognised by the Government (ii) ITI passed or its equivalent in a particular trade wherever identified by the Establishment as per the multi tasking profile from the recognised Institute. (BOG Meeting minutes dated 12.07.2011)	NA	2 years	Direct Recruitment	NA	(A) Director (B) 2 Members nominated by Director General	NA

*Subject to variation depending upon workload

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

Note:

Proficiency in Computer Operation and Applications means Employees must be conversant in the use of MS Office applications such as MS Word/Excel/Power.

Point/Access/Internet/Email in all cases including Accounts Software in case of Accounts.

ITI or any other technical qualifications means at least 3 years diploma/certificate from ITI or equivalent Government Recognized Institute.

Diploma/Certificate in Computers means at least 1-year full time/2 years part time program from a Government Recognised Institute or a reputed private institute.



Annexure 1: Educational qualification and experience for direct recruitment for the post of Lab Assistant/Technical Assistant

FOR KD

- i. Graduate with Diploma in Knitting Technology and minimum 1 year experience in Knitting Technology OR
- ii. Class 10 with Diploma/Certificate of 3 years duration in Sewing from Govt. / Board of Technical education recognized Institute with 5 years experience in Sewing work. OR
- iii. 10+2 with Diploma/Certificate of 3 years duration in Sewing from Govt./Board of Technical education recognized Institute with 3 years experience in Sewing work. OR

Graduate plus Diploma/Certificate in Computer with minimum 1 year experience.

FOR LD

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

- i) Graduate
- ii) DOE ACC Certificate / NIIT Certificate in Computer application.
- iii) Minimum experience of one year in garment related industry.

FOR FD

- i) 10 + 2 plus Diploma/ Certificate of 3 years duration in cutting & Tailoring / Dress Designing from any Govt. / Board of Technical education Recognised institute with 03 years of relevant experience in industry.
- OR**
- ii) 10th Standard plus Diploma/Certificate of 03 years duration from any Govt./Board of Technical education recognised institute with 5 years of experience as Sewing machine operator with embroidery knowledge & skills and / or sewing supervisor in industry.

FOR BFT (AP)

- i) 10+2 standard plus CPT/FDCT (One-year duration) certificate course from NIFT with 5 years of experience in industry/institute.
- OR**
- ii) 10th standard plus three years Diploma/ Certificate course in Cutting & Tailoring / Dress Designing from any Govt. recognized institutes with 5 years of relevant experience in industry / institute.
- OR**
- iii) 10th Standard plus 10 years of experience as sewing machine operator and or sewing supervisor in industry.
 - iv) With understanding of pattern making and garment construction techniques and ability to provide guidance to students through demonstration of equipment and machinery used in garment production.

FOR TD

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

FOR IT

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

FOR FC

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

FOR AD**For Interior Products, Handcrafts and Mix Medium Products- Hyderabad.**

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

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

For Footwear & Leather Goods, Chennai.

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

OR

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

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

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

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

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

Accessory Design- Delhi

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

OR

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

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

For Jewellery & Precious Products -Gandhinagar

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

OR

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

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

3.5 SELECTION PROCESS

Selection Process for various Group 'A' - Academic, Administrative & Technical posts in NIFT

Proposed Scheme of Screening and Selection Process for Appointment Academic, Administrative & Technical Posts in NIFT						
SI. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
1.	Assistant Professor (₹ 15600-39100 + 5400 (GP))	Direct Recruitment (Regular / Contract)	-----	Comprehensive Screening Test: - General Ability Communication Ability, G. Awareness, Analytical Ability, Test of Reasoning, Data Interpretation - Professional Aptitude	GRE/GMAT level Additional: CPI Score	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Presentation followed by interview for selection. Following weightage shall be awarded to the various criteria for selection: 1. CPI score -20% 2. Presentation or Class Room Lecture / Demonstration before a group of faculty (5) on a topic given an hour earlier - 30% 3. Interview by Selection Committee - including due weightage for various academic and professional attributes - as may be decided by the Selection panel- 50%
2.	Associate Professor (₹ 15600-39100 + 6600 (GP))	Direct Recruitment (Regular / Contract)	-----	Comprehensive Screening Test: - General Ability Communication Ability, G. Awareness, Analytical Ability, Test of Reasoning, Data Interpretation - Professional Aptitude	GRE/GMAT level Additional: CPI Score	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for presentation followed by interview for selection. Following weightage shall be awarded to the various criteria for selection: 1. CPI score -20% 2. Presentation or Class Room Lecture / Demonstration before a group of faculty (5) on a topic given an hour earlier - 30% 3. Interview by Selection Committee - including due weightage for various academic and professional attributes - as may be decided by the Selection panel- 50%

Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
3.	Executive Engineer (₹15600-39100 + 6600 (GP))	*Deputation*	-----	-----	-----	-----
		Direct Recruitment	-----	Screening Test: - 20% General - 80% Technical	B.Tech / B.E. in Civil Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
4.	Asst. Director (Establishment) (₹15600-39100 + 5400/- (GP))	Deputation*	-----	-----	-----	-----
5.	Asst. Director (Vigilance) (₹15600-39100 + 5400/- (GP))	Deputation*	-----	-----	-----	-----
6.	Asst. Director (Projects) (₹15600-39100 + 5400/- (GP))	Deputation*	-----	-----	-----	-----
7.	Asst. Director (Legal) (₹15600-39100 + 5400/- (GP))	Deputation*	-----	-----	-----	-----
		Direct Recruitment	-----	Screening Test: - Rules & Policies - Legal Matters - Secretarial	CS/LL.B	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

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

Proposed Scheme of Screening and Selection Process for Appointment Administrative & Technical Posts in NIFT

SI. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
1.	Estate Engineer (₹.9300-34800 + ₹4600/- (GP))	*Deputation*	-----	-----	-----	-----
		Direct Recruitment (Contract)		Screening Test: - 80% Technical - 20% General Awareness	Graduate Engineers Level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
2.	Computer Engineer (₹9300-34800 + ₹4600/- (GP))	Deputation*		-----	-----	-----
		Direct Recruitment (Contract)	-----	Screening Test - 50% Theory - 50% Practical	Graduate Engineers Level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
3.	J.E. (Civil) (₹.9300-34800 + ₹4200/- (GP))	Direct Recruitment (Contract)	-----	Screening Test: - 20% General - 80% Technical	Diploma in Civil Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
4	J.E. (Electrical) (₹.9300-34800 + 4200 (GP))	Direct Recruitment (Contract)	-----	Screening Test: - 20% General - 80% Technical	Diploma in Electrical Engineering level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
5	Research Assistant (₹.9300-34800 + 4200 (GP))	Direct Recruitment (Contract)	-----	Screening Test: - 60% Technical competency test including Practical Test including knowledge of relevant software - 40% English & G. K	Diploma level of related course for technical competency. General test on English and awareness of the level of graduate. D-A (F&T) ● General Test (English Comprehension, Current Awareness)	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

SI. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
					<ul style="list-style-type: none"> ● Knowledge of textiles, understanding of textile & apparel industry, analysis & testing procedures etc. ● Test on computer application, related software CATD. <p>D-B & DC (FC/F&A)</p> <ul style="list-style-type: none"> ● General Test (English Comprehension, Current Awareness) ● Test of basic knowledge of textile & apparel industry and product. Understanding and application of design elements, color, aesthetics, material etc. <ul style="list-style-type: none"> ● Knowledge on graphic, multimedia softwares used in related field. <p>T-A, M-A, M-B (FMS/TECH)</p> <ul style="list-style-type: none"> ● General Test (English Comprehension, Current Awareness) ● Case study & drawing inferences analytical. ● Knowledge of computer applications, industry statistical package and other related softwares. <p>T-B (F TECH)</p> <ul style="list-style-type: none"> ● General Test (English Comprehension, Current Awareness) ● Written test on understanding of Hardware & Software ● Test of logic, programming & troubleshooting 	

Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
6.	Sr. Asstant (Accounts) (₹ 9300-34800 + + 4200 (GP)	Direct Recruitment (Regular)	-----	Screening Test: - 40% English & G. K - 60% Accounts & Book Keeping and IT Skills including knowledge of relevant softwares	Inter CA / Inter ICWA level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
7.	Assistant Librarian (₹.9300-34800 + 4200 (GP)	Direct Recruitment (Contract)	-----	Screening Test: - 40% English & G. K - 60% Technical competency including Practical Test and IT Skills	Bachelor of Library Science	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

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

Proposed Scheme of Screening and Selection Process for Appointment Administrative & Technical Posts in NIFT

Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
1	Assistant (Accounts) (₹5200-20200+ 2400/- (GP))	Direct Recruitment (Regular)	-----	Screening Test: - 10% English & G.K. - 80% Accounts & Book keeping - 10% Office Communi- cation & IT Skills / Govt. Rules	B.Com level	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
2.	Machine Mechanic (₹ 5200-20200+ 2400/- (GP))	Direct Recruitment (Contract)	-----	Screening (Technical Competency) Test: - 40% Theory - 60% Practical	Diploma / ITI level of related course for tech-nical competency. General test on English of the level of 10th. Theory Test ● Understanding of Machine functions, operation parameters. ● Mechanics (Motors), Lubrication, Trouble shooting etc. ● Maintenance and safety requirements ● Basic knowledge of computerized machinery. ● Basic knowledge of English Practical Test ● Use of tools ● Operative efficiency ● Care and handling ● Demonstration ability ● Exercise on machine operations & sample development related to apparel industry	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
3.	Stenographer Grade-III (₹ 5200-20200+ 2400/- (GP))	Direct Recruitment (Contract)	-----	Screening Test: - 30% English & G.K. - 50% Stenography (80 / 40 w.p.m.) - 20% Office Communication and IT Skills	SSC Stenographers Test	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
4.	Library Assistant (₹.5200-20200+ 1900/- (GP))	Direct Recruitment (Contract)	-----	Screening Test - 30% English & G.K. - 50% Technical Competency - 20% IT skills including knowledge of relevant software	Certificate in Library and Information Science	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.
5.	Lab Assistant (₹.5200-20200+ 1900/- (GP))	Direct Recruitment (Contract)	-----	Screening (Technical Competency) Test - 40% Theory - 60% Practical	ITI level of related course for technical competency. General test on English of the level of 10+2. Theory Test ● Knowledge and understanding of departmental lab and machine & equipments. ● Understanding of material requirements for various lab activities. ● Maintenance and safety requirements. ● Basic knowledge of English Practical Test ● Ability to demonstrate. ● Handling of tools & equipments ● Exercise of given task. IT ● Theory - Written test on applications software (MS Office) ● Practical - Software installation & equipment installation	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

Scheme of Screening and Selection Process for Appointment Administrative & Technical Posts in NIFT

Sl. No.	Cadre with Scale of Pay	Mode of Appointment	Feeder Cadre with Scale of Pay	Screening Process	Level of questions to be asked	Selection Process
6.	Junior Assistant (₹ 5200-20200+1900/- (GP))	Direct Recruitment (Contract)	-----	Screening Test: - 40% English, G.K. and Office Communication - 20% Typing (30 w.p.m.) - 40% IT skills including knowledge of MS Office, Internet	SSC LDC Test	Based on the merit list of qualified candidates drawn on the basis of screening test, candidates with reference to number of vacancies shall be called for Skill/Technical Test followed by interview for selection.

Recruitment on Deputation Basis : For all posts where deputation is one of the modes of recruitment, applications shall be Shortlisted on the basis of relevant qualifying experience. The eligible candidates will be assessed on the basis of APARs/ACRs for the last 5 years received from respective departments by the Selection Committee for appointment on deputation as per the standard terms.

Note:

- In case the number of qualified candidates is very large, a second Screening Test may be resorted too before the conduct of Skill/Technical Test.
- The screening test shall be conducted by an outside agency for which expression of interest may be invited from reputed Govt. Agencies such as IIPA, ISTM, SSC, Ed.CIL, NIFM and DST.
- Preference may be given to the agency which is capable of conducting screening / qualifying test for all cadres on account of cost considerations and logistic reasons.
- The screening / qualifying test may be conducted at all NIFT Centres so that candidates could take the test at NIFT Centre nearest to their place of residence.
- The selected agency may be provided with copies of recruitment rules, job profile, selection criteria and other inputs together with desired level of competency required to be tested alongwith the scope and contents to be covered in the test and the expected level/standard.
- The candidates should be reimbursed / paid TA/DA as per admissible rules to appear in the Selection Process.

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

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

Summary

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

Chapter - 4

Reservation Policies for SCs, STs, OBCs & PH

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

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

1. Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions;
2. The number of points in the roster shall be equal to the number of posts in the cadre. In case there is any increase or decrease in the cadre strength in the future, the rosters shall be expanded/ contracted correspondingly.
3. Cadre, for the purpose of a roster shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of the applicable Recruitment Rules. Thus, in a cadre of, say, 200 posts, where the Recruitment Rules prescribe a ratio of 50:50 for direct recruitment and promotion, two rosters one for direct recruitment and one for promotion (when reservation in promotion applies)-

each comprising 100-points shall be drawn up on the lines of the respective model rosters;

4. Since reservation does not apply to transfer on deputation/transfer, where the Recruitment Rules prescribe a percentage of posts to be filled by this method, such posts shall be excluded while preparing the rosters;
5. In small cadres of upto 13 posts, the method prescribed for preparations of rosters does not permit reservation to be made for all the three categories. In such cases, NIFT Centres may consider grouping of posts in different cadres as prescribed in this Department's O.M. No. 42/21/49-NGS, dated 28-01-1952 and subsequent orders reproduced at pages 70 to 74 of the Brochure on Reservation for scheduled Castes and Scheduled Tribes (Eighth Edition) and prepare common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed roster for cadre strength up to 13 posts may be followed.

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

Summary

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

Chapter - 5

Right To Information Act, 2005

Salient features of Right To Information Act, 2005

1. One can seek information from any department of the central or state government, from panchayati raj institutions and from other organisations and institutions (including NGOs) that are established, constituted, owned, controlled or substantially financed, directly or indirectly, by the state or central government [Section 2(a) & (h)].
2. In each department, one or more officers have been designated as public information officers (PIOs). They accept the request forms and provide information sought by the people [Section 5(1)].
3. In addition, in each sub-district level there are Assistant Public Information Officers (APIOs) who receive requests for information and appeals against decisions of the public information officers, and then send them to the appropriate authorities [Section 5(2)].

For Head Office:
 Appellate Authority: Director (HO)
 PIO for Non-Academic matters: Registrar (Estt)
 PIO for Academic Matters: Head (Academic Affairs)
 APIO: Asst. Bd. Secy

For NIFT Centres:
 Appellate Authority: Centre Director
 PIO for Non-Academic matters: Centre Registrar / Dy. Registrar
 PIO for Academic Matters: Senior Most CC
 APIO: DR / AR
 Ref: Circular No. NIFT/HO/Bd. Sectt./RTI/ Misc./2010 dated 06.07.2011
4. Any person seeking information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made accompanying such fee as may be prescribed to the public Information Officer/Assistant Public Information Officers [Section 6(1)].
5. Where a request cannot be made in writing, the PIO shall render all reasonable assistance to the person making the request orally to reduce the same in writing [Section 6(1)].
6. Where the applicant is sensorily challenged, the public authority shall provide assistance to enable access to the information, including providing such assistance as may be appropriate for the inspection [Section 7(4)].
7. The applicant is not required to either give any reasons for requesting the information or any personal details, except for those required to contact the applicant [Section 6(2)].
8. A reasonable application fee, as prescribed, will be charged for each application and for supply of information. However, no fee is chargeable from persons below the poverty line [Section 7(5)], or if the information is provided after the prescribed period [Section 7(6)].
9. Information sought from the PIO has ordinarily to be provided or refused within 30 days. Information regarding the life or liberty of an individual has to be provided within 48 hours (7(1)). That sought information from an APIO has ordinarily to be provided or refused within 35 days [Section 5(2)].
10. In case a person fails to get a response from the PIO within the prescribed period or is aggrieved by the response received, he/she may file an appeal within 30 days with an officer superior in rank to the PIO [Section 19(1)].
11. In case the appeal is allowed, the information shall be supplied. If it is not, then the applicant has the right to appeal within 30 days to the Central or State information Commission for information regarding the central or state government institutions respectively [Section 19(3)].
12. If a PIO fails to furnish the information asked for under the Act or fails to communicate the rejection order, within the time specified, the PIO shall be liable to pay a penalty of Rs. 250 per day for each day of delay, subject to a maximum of Rs. 25,000 [Section 20(1)].
13. The Information Commission can also require the public authority, which has illegitimately delayed / denied information to compensate the complainant for any loss or other detriment suffered [Section 19(8) (b)].
14. In case a PIO:
 - (i) With any reasonable cause and persistently fails to receive an application for information or does not furnish information within the time specified.
 - (ii) Or malafidely denies a request for information,
 - (iii) Or knowingly gives incorrect, incomplete or misleading information,
 - (iv) Or destroys information which is the subject of a request,
 - (v) Or obstructs, in any manner, the furnishing of information, the Information Commission shall recommend disciplinary action against the concerned public information officer under the service rules applicable to him / her [Section 20(2)]

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

Summary

		HO			Centre		
Activity	Para No.	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Furnishing of Information under Right to Information Act	--	Assistant Board Secretary (For non academic matter)	Registrar (Estt.)	Director HO	Estt. & Records	Registrar/Dy. Registrar	Director
		Academic affairs department (for academic matters)	Head (AA)	Director HO	(For non Academic matters)	Sr. Most CC (For Academic matters)	Director



Chapter - 6 Conduct Rules

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

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

Summary

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

Chapter - 7

Annual Immovable Property Return

In terms of Rule 18 of CCS (Conduct) Rules, 1964 it is mandatory for every Govt. Servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual property return in such form as may be prescribed by the Govt. in this regard giving full particulars regarding the immovable property inherited by him/her or owned or acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any person.

GO's Orders further prescribes that -

The first return shall be submitted within three months from the date and every such return, after the first shall be submitted at an interval

of five years, on or before the 31st day of March of the year immediately following the year to which the return relates and every such return shall be as on the 31st day of December of the year immediately preceding the said 31st day of March.

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

FORM No.1

* STATEMENT OF ANNUAL IMMOVABLE PROPERTY FOR THE YEAR - _____

1. Name of the Officer (in full): _____ 3. Present Post held: _____
 2. Centre: _____ 4. Present Pay: _____

Name of Distt, Sub. Taluka and Village in which the property is situated	Name and details of property Housing and: Land other Building:	Cost of Construction/ acquirement (and year) when purchased) including of land in case of house	Present Value	If not in own name state in whose name held and his/ her relationship to Govt. servant	How acquired whether by purchase. At lease mortgage, gift or otherwise with date of acquisition & name with detail of persons from whom acquired	Annual Income from property	Remarks
1	2	3	4	5	6	7	8

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



Summary

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



Chapter - 8

Annual Performance Appraisal Report

1. Importance of Annual Performance Appraisal Report-

NIFT have accepted the principal that the confirmation, probation, promotion etc. should be based on the assessment of Confidential dossier/ Performa Appraisal as this has great importance on the efficiency & morale of the official. Writing & Maintenance of APARs, therefore, assumes importance not only in the interest of service but also in the interest of the employee. The Reports are to be written with greatest possible care so that the work, conduct, character, & capabilities of the Officers reported upon can be accurately judged from the recorded opinion.

2. Responsibility for the maintenance of Annual Performance Appraisal Report -

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

3. Period of Reporting :

Time Schedule for	Academic Staff (Calendar Year Reporting)	Administrative Staff (Financial Year Reporting)
Submission of self-appraisal to reporting officer by officer to be reported upon	28th February	31st May
Submission of report by reporting officer to reviewing officer	30th April	31st July
Review of the Report and submission to HO by Reviewing Officer	30th September	30th September

As approved in the 8th Meeting of Standing Committee on EM on 12-07-2011

Academic positions

HO & Centres

S.No.	Designation	Reporting Authority	Reviewing Authority
1.	Sr. Professor ₹ 37400-67000+8900/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
2.	Professor ₹ 37400-67000+8700/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
3.	Chairperson (CP)	Dean	DG
4.	Associate Professor ₹15600-39100+6600/-GP	CP	Centre Director
	In cases, where Associate Professor is Senior to the CP	Dean	DG
5.	Assistant Professor ₹15600-39100+5400/-GP	Centre Coordinator	Centre Director
6.	Centre Coordinator	Centre Director	DG

ADMINISTRATIVE POSITIONS IN CENTRES

Group 'A'			
S.No.	Designation & Pay Band +Grade Pay	Reporting Authority	Reviewing Authority
1	Director ₹37400-6700+8700/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
2	Registrar ₹15600-39100+ 7600/-GP	Centre Director	DG
3	Dy. Registrar (F&A) ₹15600-39100+ 6600/-GP	Director Centre Director (F&A) (Jointly)	DG
4	Executive Engineer ₹15600-39100+ 6600/-GP	Director (Centre)	DG
5	Accounts Officer ₹15600-39100+ 5400/-GP	Dy. Registrar(F&A)	Centre Director
6	Head Resource Centre ₹15600-39100+ 5400/-GP	Registrar	Centre Director
Group 'B'			
7	Assistant Registrar ₹9300-34800+4600/-GP	Registrar	Centre Director
8	Steno Grade - I ₹9300-34800+4600/-GP	Officer to whom reporting	-----
9	Computer Engineer ₹9300-34800+4600/-GP	Registrar	Centre Director
10	Estate Engineer ₹9300-34800+4600/-GP	Executive Engineer	Centre Director
11	Project consultant ₹9300-34800+4600/-GP	Registrar	Centre Director
12	Sr. Assistant ₹9300-34800+4200/-GP	Assistant Registrar	Registrar
13	Sr. Assistant (Accounts) ₹9300-34800+4200/-GP	Accounts Officer	DR(F&A)
14.	Steno Grade- II ₹9300-34800 + 4200/-GP	Officer to whom reporting	-----
15.	Research Assistant ₹9300-34800 + 4200/- GP	Controlling Officer	Registrar
16.	JE Electrical/Civil ₹9300-34800 + 4200/-GP	Estate Engineer	Executive Engineer
Group 'C'			
17.	Steno Grade- III ₹5200-20200 + 2400/- GP	Officer to whom reporting	-----
18.	Assistant Warden ₹5200-20200 + 2400/- GP	Assistant Registrar	Registrar
19.	Assistant ₹5200-20200 + 2400/- GP	Controlling Officer	Registrar
20.	Assistant (Accounts) ₹5200-20200 + 2400/- GP	Accounts Officer	DR (F&A)
21.	Machine Mechanic ₹5200-20200 + 2400/- GP	Controlling Officer	CC
22.	Jr. Assistant ₹5200-20200 + 1900/- GP	Controlling Officer	Registrar
23.	Library Assistant ₹5200-20200 + 1900/- GP	Head Resource Centre	Registrar
24.	Lab Assistant ₹5200-20200 + 1900/- GP	Controlling Officer	CC
25.	Driver ₹5200-20200 + 1900/- GP	Controlling Officer	Registrar
26.	Electrician ₹5200-20200 + 1900/- GP	Estate Engineer	Executive Engineer
27.	Plumber ₹5200-20200 + 1900/- GP	Estate Engineer	Executive Engineer
28.	Attendant ₹5200-20200 + 1800/- GP	Officer Incharge to whom reporting	-----

ADMINISTRATIVE POSITIONS (HEAD OFFICE)

Group 'A'			
S.No.	Designation & Pay Band + Grade Pay	Reporting Authority	Reviewing Authority
1.	Director ₹37400-6700+8700/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
2.	Director (F&A) ₹ 37400-6700+8700/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
3.	Chief Vigilance Officer ₹37400-6700+8700/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
4.	Registrar ₹15600-39100+ 7600/-GP	DG	Committee of Chairman BOG, 1 member of BOG, Joint Secretary (I/c NIFT), Ministry of Textiles and DG-NIFT
5.	Chief Accounts Officer ₹15600-39100+ 7600/-GP	Director (F&A)	DG
6.	Project Engineer ₹15600-39100+ 7600/-GP	Director (F&A)	DG
7.	Deputy Registrar ₹15600-39100+ 6600/-GP	Registrar	DG
8.	Deputy Director (NRC) ₹15600-39100+ 6600/-GP	Dean	DG
9.	Deputy Registrar (F&A) ₹15600-39100+ 6600/-GP	CAO Director (F&A) (Jointly)	DG
10.	Deputy Director ₹15600-39100+ 6600/-GP	Director (HO)	DG
11.	Private Secretary ₹15600-39100+ 5400/-GP	Controlling Officer	-----
12.	Assistant Director ₹15600-39100+ 5400/-GP	Registrar / Director	DG
13.	Hindi Officer ₹15600-39100+ 5400/-GP	Dy. Registrar	Registrar
14.	Assistant Board Secretary and Legal Officer ₹15600-39100+5400/-GP	Registrar	Director
Group 'B'			
15.	Assistant Registrar ₹9300-34800+4600/-GP	Dy. Registrar	Registrar
16.	Stenographer Gr. -I ₹9300-34800+4600/-GP	Officer to whom reporting	
17.	Technical Officer ₹9300-34800+4600/-GP	Project Engineer	Director (F&A)
18.	JE (Electrical) ₹9300-34800+4200/-GP	Controlling Officer	Project Engineer
19.	Sr. Assistant (Accounts) ₹9300-34800+4200/-GP	DR (F&A)	CAO
20.	Stenographer Gr. - II ₹9300-34800+4200/-GP	Officer to whom reporting	-----
21.	Assistant Librarian ₹9300-34800+4200/-GP	Head Resource Centre	DD (NRC)

annual performance appraisal report

S.No.	Designation & Pay Band + Grade Pay	Reporting Authority	Reviewing Authority
22.	Sr. Assistant (Admn.) ₹9300-34800+4200/-GP	Controlling Officer	Registrar
23.	Research Assistant ₹9300-34800+4200/-GP	Controlling Officer	Registrar
		Group 'C'	
24.	Stenographer Gr. III ₹ 5200-20200 + 2400/- GP	Officer to whom reporting	-----
25.	Assistant ₹ 5200-20200 + 2400/- GP	Controlling Officer	Registrar
26.	Assistant (Accts.) ₹ 5200-20200 + 2400/- GP	DR (F&A)	CAO
27.	Junior Assistant ₹ 5200-20200 + 1900/- GP	Controlling Officer	HOD
28.	Drivers ₹ 5200-20200 + 1900/- GP	Technical Officer	Project Engineer
29.	Electrician ₹ 5200-20200 + 1900/- GP	JE (Elec)	Project Engineer
30.	Plumber ₹ 5200-20200 + 1900/- GP	JE	Project Engineer
31.	AC (Technician) ₹ 5200-20200 + 1900/- GP	JE (Electrical)	PE (Building)
32.	Multi Tasking Staff ₹ 5200-20200 + 1800/- GP	Officer incharge to whom reporting	-----

Activity	Unit at Centre	Unit at HO	Primary responsibility	Secondary responsibility
Annual Performance Appraisal Report (For Administrative Staff)	Establishment	Establishment-II	Registrar (Centre)	Registrar(Estt.), HO
Annual Performance Appraisal Report (For Faculty Members)	Establishment	Establishment-II	Registrar (Centre)	Registrar (Estt.), HO

8.1 APAR FORMATS

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

Parameters (for academic responsibility)

1. Academic Deliverance
 - Feedback on faculty seminars
 - Feedback on training Programmes
 - Course feedback by students

2. Curriculum Development
3. Industry Interaction
4. Mentoring
5. Self and Departmental Enhancement
6. Academic Management and Coordination Activities
7. Research/Publication/Design
8. Continuing Education

Parameters (for administrative responsibility)

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

Summary

		HO			Centre		
Activity	Para No.	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Circulation of APAR Formats	8.1	Establishment-I	Asst. Director (Estt.)	Registrar (Estt.)	Estt. & Records	Registrar	Director
Maintenance of APARs	--	Establishment-I	Asst. Director (Estt.)	Registrar (Estt.)	Estt. & Records	Registrar	Director

Chapter - 9 Perquisites

9.1 Expenditure on Residential Telephone/Cellphone

The limit of reimbursement of residential telephone charges including broad band and mobile phone charges has been revised as under w.e.f. 16-10-2008:-

1.	Director/Senior Professor/ Chairperson	Rs. 3200/-	Per month
2.	Professor (having administrative responsibility)	Rs. 3200/-	Per month
3.	Registrar/CAO/PE(Bldg.)	Rs. 2500/-	Per month
4.	Associate Professor (having administrative responsibility)	Rs. 1500/-	Per month
5.	Deputy Registrar & Other equivalent Admn. Officers	Rs. 1500/-	Per month
6.	Asst. Director/ Asst. Registrar/ Other equivalent Admn. Officers	Rs. 800/-	Per month

Order No NIFT/HO/Estt-II/Stand. Comm. of Board(ATR)/2008 dated 21st Oct 2008

Order No.NIFT/HO/EII/Stand.Comm. of Board(ATR)/2008 dated dated 25th Nov 2008

The above limit shall be applicable to those officers who are allowed the reimbursement of Mobile phone charges on need basis, as per the specific order of the Competent Authority and reimbursement shall be on the basis of production of bills. The remaining officers and faculty would continue to draw the reimbursement as per the below mentioned existing rates:

Reimbursement of expenditure on residential telephone calls will be restricted to 650 calls + rental surcharge bimonthly etc., if any provided that the telephone line being claimed for reimbursement is in the Official's (Officers for or above the level of Assistant Registrar in the pay scale of Rs. 9300-34800+4600/- (GP) including deputationists) own name.

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

9.2 Expenditure on Newspaper and Magazines

Reimbursement of expenditure on newspapers/magazines to all NIFT Officials (including deputationists) and all faculty members of

and above the level of AR shall be restricted to Rs.275 (less 10%) on account of purchase of newspapers/magazines by them at their residence.

During the Sabbatical leave the faculty/officials are not entitled for reimbursement of residential telephone/cellphones but are entitled to reimbursement of Newspaper allowance.

(Lr. No. NIFT/HO/Estt/ Clarification(FAC)/06, Dt. 23.5.2007)

9.3 Expenditure incurred on Hospitality

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

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

9.5 Issuance of Brief Case/Bag

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

9.6 Liveries - As per Government of India rules.

9.7 Washing Allowance

Common categories of Group C and D employees who have been supplied with uniforms will be entitle for washing allowance of Rs.60/- per month. No deduction will be made for the period of any leave taken by the employee. Staff who are supplied uniforms/granted washing allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them.

In the event of non receipt of undertaking, further supply of uniforms/payment of washing allowance to be stopped.

9.8 Tuition Fee - As per Government of India Rules.

9.9 Hostel Subsidy - As per Government of India Rules

9.10 Cash Handling Allowance - As per Government of India Rules

9.11 Hire for Local Journey:

The conveyance allowance will be admissible as under:

Gazetted employees:

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

Non Gazetted employees:

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

Conditions:

- a. The total amount of conveyance hire reimbursed in any one month should not exceed Rs.300/- per individual.
- b. The charges reimbursable will be the fare by bus, local train or a combination of them if the places visited are connected by any or a combination of these public conveyances. If, on such routes, any other conveyance is used, reimbursement will be on a certificate that hiring of such a conveyance was necessary in public interest/ due to urgency or the work.
- c. Reimbursement of conveyance hire will be in accordance with the scheduled scale of charges, for the conveyance used.

d. If own conveyance is used, reimbursement is admissible at the rate of mileage allowance under the T.A. Rules.

e. Not admissible when the official is granted any compensatory leave or special remuneration for the duty performed.

f. Admissible in addition to OTA, when recalled from his residence to perform overtime work.

g. Group 'A' Officers are eligible for taxi/scooter/bus fare.

9.12 Over Time Allowance - As per Government of India Rules

9.13 Staff Car - As per Government of India Rules

9.14 Use of Official Vehicle for Private Purpose

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

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

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

Summary

		HO			Centre		
Activity	Para No.	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility	Unit having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Reimbursement of Expenditure on Residential telephone/cell phone	9.1	Admn.-III	Dy. Registrar (Admn.)	Registrar (Admn.)	Admn. & Stores	Registrar	Director
Reimbursement of Expenditure on newspaper & magazines	9.2	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Reimbursement of expenditure on mobile phone facility for official use	9.3	Bldg-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director
Reimbursement of Expenditure incurred on Hospitality	9.4	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Issuance of Brief Case/Bag	9.5	Admn.-II	Dy. Registrar (Admn.)	Registrar (Admn.)	Admn. & Stores	Registrar	Director
Liveries	9.6	Admn.-I	Dy. Registrar (Admn.)	Registrar (Admn.)	Admn. & Stores	Registrar	Director
Washing Allowance	9.7	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Tuition Fee	9.8	Estt.-I	Dy. Registrar (Estt.)	Registrar (Estt.)	Estt. & Records	Registrar	Director
Hostel Subsidy	9.9	Estt-I	Dy. Registrar (Estt.)	Registrar (Estt.)	Estt.& Records	Registrar	Director
Cash Handling Allowance	9.10	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Hire for Local Journey	9.11	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Over Time Allowance	9.12	F&A-I	OSD (A/c)	CAO	F&A-II	Dy. Registrar (F&A)	Director
Staff Car	9.13	Bldg.-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director
Use of official vehicle for Private purpose	9.14	Bldg.-4	TO	PE (Bldg.)	Building Unit	Executive Engineer	Director

CHAPTER - 10
GENERAL SERVICE RULES

GENERAL SERVICE RULES

THIRD EDITION



(Corrected upto 11th May, 2011)

NATIONAL INSTITUTE OF FASHION TECHNOLOGY

GENERAL SERVICE RULES 2004

CHAPTER-I PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

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

2. APPLICATION

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

3. DEFINITIONS

- 1. Unless there is anything repugnant in the subject or context, the terms defined in this chapter are used in the rules in the sense here explained -
 - (a) "Institute" means the National Institute of Fashion Technology with its Head Office at New Delhi, and all its Centres.
 - (b) "Board of Governors" means the Board of Governors of the Institute as constituted under the provisions of NIFT Act, 2006
 - (c) "Chairman" means the Chairman of the Board of Governors of the Institute. Wherever the word "Chairman" appears, the word "Chairperson" may also be used.
 - (d) "Sub Committee of Board of Governors" means the Sub Committee of Board of Governors nominated by the Board of Governors.
 - (e) "Director General" means the Director General of the Institute as per the Rules and Regulations of the Institute.
 - (f) "Director" means the Director(s) of NIFT Campuses including Director(s) of Head Office.
 - (g) "Registrar" means Chief Administrator/Registrar of the Institute.
 - (h) "Appointing Authority", in relation to any post under the Institute, means the authority competent to make appointments to that post.
 - (i) "Faculty" means a full time academic / professional personnel employed by the Institute to impart instruction/ training/ teaching.
 - (j) Part-Time faculty means faculty hired on a part-time basis by the Institute.
 - (k) "Group of posts" means the groups as specified in Chapter-III
 - (l) "Employee" means a person serving the Institute as either permanent / regular or contract employee.
 - (m) "Foreign Service" means service in which an employee of NIFT receives his pay with the approval of the Director General, from any source other than the funds of the Institute. Foreign service also means service in which an employee of

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

(n) "Duty"

(a) duty includes:-

- (i) service as a probationer or apprentice provided that such service is followed by confirmation; and
- (ii) Joining time.

(b) An employee may also be treated on duty during a course of instruction or training.

(o) "Probation" - An employee on probation in a post is one who has been appointed to that post for determining his fitness for eventual substantive appointment to that post.

(p) "Joining time" means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted.

(q) "Officiate" means an employee of the Institute who officiates in a post when he performs the duties of a post on which another person holds a lien. The Institute may, if it thinks fit, appoint an employee of the Institute to officiate in a vacant post on which no other employee of the Institute holds a lien.

(r) "Lien" means the title of an employee to hold on regular basis, either immediately or on the termination of a period or periods of absence, a post, including a tenure post, to which he has been appointed on regular basis and on which he is not on probation.

Provided that the title to hold a regular post shall be subject to the condition that the junior-most person in the grade will be liable to be reverted to the lower grade if the number of persons so entitled is more than the posts available in that grade.

(s) "Deputation" means service for which an employee of NIFT receives, with the approval of the Director General, his pay from any source other than the funds of the Institute. Deputation also means service for which an employee of any other organization is appointed to work with the Institute.

(t) "Pay" means the amount drawn monthly by an employee of the Institute as -

- (i) pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
- (ii) overseas pay, special pay and personal pay; and
- (iii) any other emoluments which may be specially classified as pay by the Board.

(u) "Overseas pay" means pay granted to an employee of the Institute in consideration of the fact that he is serving in a country other than the country of his domicile.

(v) "Special pay" means an addition, of the nature of pay, to the emoluments of a post or of an employee of the Institute, granted in consideration of

- (a) specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility.

(w) "Substantive pay" means the pay other than special pay, personal pay or emoluments classed as pay in Rule 3 (r) to which an employee of the Institute is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

(x) "Presumptive pay of a post", when used with reference to any particular employee, means the pay to which he would be entitled if he held the post substantively and were performing its duties ; but it does not include special pay unless the employee performs or discharges the work or responsibility, in consideration of which the special was sanctioned.

(y) "Personal pay" means additional pay granted to an employee of the Institute to -

- (i) save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (ii) in exceptional circumstances, on other personal considerations.

(z) "Time scale of pay" means

- (a) pay which, subject to any condition prescribed in these rules, rises by periodical increments from a minimum to a maximum. It includes the class of pay hitherto known as progressive.
- (b) Time scales are said to be identical if the minimum, the maximum, the period of increment and the rate of increments of the time scales are identical.
- (c) A post is said to be on the same time-scale as another post on a time -scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility, in a service or establishment or group of establishments, so that the pay of the holder of any particular post is determined by his position in the cadre or class and not by the fact that he holds that post.

(aa) "Leave salary" means the monthly amount paid by the Institute to its employees on leave.

(ab) "Permanent / Regular post" means a post carrying a definite rate of pay sanctioned without limit of time.

(aa) "Temporary post" means a post carrying a definite rate of pay sanctioned for a limited time.

- (bb) "Tenure post" means a permanent post which an individual employee of the Institute may not hold for more than a limited period.

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

- (cc) "Honorarium" means a recurring or non- recurring payment granted to an employee from the funds of the Institute as remuneration for special work of an occasional or intermittent character. This shall also include fee/ consultancy fee for special work such as consultancy, technical assistance etc.
- (dd) "Fee" means a recurring or non- recurring payment made to an employee from a source other than the funds of the Institute whether made directly to the employee or indirectly through an intermediary of the Institute but it does not include unearned income, such as, income from property, dividend and interests on securities and income from literary, artistic, cultural, scientific and technological efforts.
- (ee) "Compensatory allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance but does not include a sumptuary allowance or the grant of free passage by sea to or from any place outside India.
- (ff) "Travelling Allowance " means an allowance granted to an employee to cover the expenses which he incurs in traveling in the interests of the Institute.
- (gg) "Subsistence Allowance" means a monthly allowance made to an employee of the Institute who is not in receipt of pay or leave salary.
- (hh) "Month" means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

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

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

CHAPTER- II

GENERAL CONDITION OF SERVICE

4. CREATION OF POSTS

- (1) The posts in the Institute shall be of the grades and categories as may be specified by the Board of Governors from time to time.
- (2) The Board of Governors may:
 - (a) create any new grade or category of posts; and
 - (b) transfer any category of posts from one grade to another.
 - I. Provided that no permanent post carrying a maximum salary of more than Rs 18,500/- per month shall be created without the prior approval of the Central Government.
 - II. Provided further that the appointment to the post of Director General shall be made with the approval of the Central Government on such terms and conditions as the Central Government may decide;

5. QUALIFICATIONS FOR APPOINTMENT

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

6. AGE

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

- Provided that in the case of a person appointed to a post in grades A & B the age limit of 35 years shall not apply.
- Provided further that in case a higher age limit has been prescribed in the Recruitment Rules, the age limit of 35 years shall not apply.
- Provided further that in the case of SCs/STs and candidates of other special categories, age relaxation, as prescribed from time to time by the Government of India, will be applicable.

7. METHODS OF RECRUITMENT

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

(1) Recruitment to a post under the Institute may be made:

- (i) By Promotion, or
- (ii) By direct recruitment, or
- (iii) By transfer, or
- (iv) On Contract, or
- (v) By appointment on deputation / foreign service terms, as per Government of India's orders / decisions.

(2) MODE OF PROMOTION.

- (i) Appointment to a post in any grade by promotion shall be made, whether in a substantive or officiating capacity, from amongst employees eligible for promotion to the grade as per Recruitment Rules of the Institute.
- (ii) Every appointment by promotion shall be by selection on the recommendation of Selection Committee/ Departmental Promotion Committee (DPC). The members of the DPC for group C and D posts should be nominated by Centre Director **

** Letter No. NIFT/HO/E.II/Mumbai/2008 dated 9th January, 2009

(3) DIRECT RECRUITMENT.

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

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

(4) APPOINTMENT OF EMPLOYEES ON DEPUTATION /FOREIGN SERVICE.

- (a) An employee may be appointed to any post with the approval of a Selection Committee on Foreign Service or Deputation terms on such terms and conditions as the Director General may agree in consultation with the organisation from whom the services are obtained on deputation / Foreign Service terms.
- (b) An appointment can be made under the provision 4(a) to posts required to be filled up by direct recruitment and / or promotion as per the Recruitment Rules whenever required.

(c) The Chairperson of Selection Committee/ DPC or DG, NIFT shall nominate the members for Selection Committee from time to time.

(d) The Selection Committee/Departmental Promotion Committee (DPC) for various administrative, technical and faculty posts shall be as prescribed in the Recruitment Rules.

(e) In the case of Administrative or Technical posts in grades C & D, the Director General shall be competent to constitute a Selection Committee for recruitment.

(f) On the recommendations of the Selection Committee, the appointment is made by the Director General in all cases of employees in grade of A, B,C & D.

8. MEDICAL FITNESS

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

**MEDICAL FITNESS CERTIFICATE
CANDIDATE'S STATEMENT & DECLARATION**

The candidate must fill the details of the Form A before a medical examination by medical officer in any Government hospital. Form B is to be filled by the medical officer. The officer will also certify the fitness of the candidate and attest the photograph of the candidate attached.

FORM A

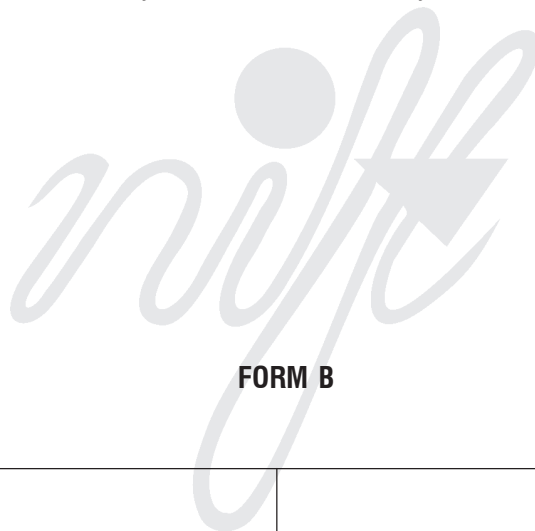
1.	State your name in full (Block letters)	
2.	State your age and place of birth	
3.	Present Residential Address	
4.	Permanent Residential Address	
5.	<p>Details of having suffered from any major illness in last five years. have you ever had Intermittent or any other fever Enlargement or suppression of gland Asthma Heart disease Lung disease Failing attacks Rheumatism Appendicitis? (Give details)</p> <p>Any other disease or accident requiring confinement to bed and medical for surgical treatment? (Give details)</p>	
6.	When you were last vaccinated?	
7.	<p>Have you or any of you near relations been afflicted with Consumption Rheumatism Asthma Epilepsy or mental illness of any kind?</p>	
8.	Have you at any time suffered from any form of nervousness due to over work of any other cause?	
9.	Have you been examined and declared unfit by a Medical Officer/Medical Board, within the last 3 years?	

10.	Furnish the following particulars concerning you family : Father's age and state of health	
	If not alive, father's age at the time of his death and cause.	
	No. of brothers, their ages and state of health	
	Mother's age and state of health	
	If not alive, Mother's age at the time of her death and clause.	
	No. of sisters, their ages and state of health	

Declare all the above answers to be to the best of my belief, true and correct.

Also- solemnly affirm that I have not received a disability certificate on account of any disease of other condition.

Signed in My Presence
Signature of Medical Officer with Stamp



(Candidate's Signature)
in Presence of Medical Officer

FORM B

1.	Candidate's eyesight	
2.	Any known allergies (details)	
3.	Last surgical intervention (if any) with cause/reason	
4.	Any chronic medical condition	
5.	Any congenital medical condition	
6.	Any disability (orthopedic/muscular, nerve etc.)	

ATTESTATION FORM

Affix your latest passport size attested photograph.

Warning :-

1. The furnishing of false information or suppression of any factual information in the attestation form would be a disqualification, and is likely to render the candidate unfit for employment under the Govt.
2. If detained, convicted, debarred etc. subsequent to the completion and submission of this form the details should be communicated immediately to the Union Public Service Commission or the authority to whom the attestation form has been sent earlier, as the case may be, falling which it will be deemed to the suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated.

	SURNAME	NAME
1. Name in full (in block letters) Which aliases, if any please indicate if you have added or dropped in any stage and part of your name or surname.		
2. Present address in full (i.e. Village, Thana and District or House Number/Lane/Street/Road & Town), State		
3. (a) Home address in full (i.e. Village, Thana and District or House Number/Lane/Street/Road & Town & Name of district Headquarters), State (b) Originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

Particulars of places (with periods, of residences) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan particulars of all places where you have resided for more than year after attending the age of 21 years, should be given :-

From	To	Residential Address In full (i.e. Village, Thana and District or House Number/Lane/ Street/Road & Town, State).	Name of the district Headquarters of the place mentioned in the preceding col- umn.

Name	Nationality place by birth and or by domicile birth	Occupation	Present postal address (if dead give last address)	Permanent home address

Father (Name in full) :

Mother :

Wife / Husband :

Brother (s) :

Sister (s) :

5. (a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country.

Nationality (by birth and/or by domicile)	Place of birth	Country in which studying/living with full address.	Uni. Form which studying/living in the country mentioned in previous column.

Nationality :-

Date of Birth (a)
 Present age (b)
 Age at Matriculation (c)

Place of birth, district and State in which situated (a)

District and state to which you belong (b)

District and state to which your father Originally belong (c)

Your religion (a)

Are you a member of a scheduled Caste/Tribe? Answer Yes or No. (b)

Educational qualification showing place of education with years in school and colleges since 15th year of age.

Name of school/college with full address	Date of entering	Date of leaving	Examination passed

Are you holding or have any held an appointment under the Central or State Government or a Semi-Government or a quasi-Govt. body, or an autonomous body or a Public undertaking or a Private firm or Institution if so, give full particulars with date of employment upto date.

Period		Designation emoluments and nature of employment	Full name & address of employer	Reasons for leaving previous services
From	To			

(b) If the previous employment was under the Govt. of India, a State Govt./an undertaking owned or controlled by the Govt. of India or a State Government, an Autonomous body/University/Local body.

If you has left services on giving a months notice under rule 5 of central civil services (Temporary Service), rules 1965, or any similar corresponding rules are any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter etc. the time you have notice of termination of service or at a subsequent date, before your services actually terminated.

2.(1)

Have you even been arrested?

Have you even been prosecuted?

Have you even been kept under detention?

Have you even been drawn?

Have you even been fined by a Court of law?

Have you even been convicted by a Court of law for any offence?

Have you even been debarred from any examined or restricted by any educational Authority/Institution?

Have you even been debarred/disqualified by any Public Service Commission for any of its examination/selection?

(i) Is any case pending against you in any University or any other educational authority Institution at the time of fulfilling up this attestation form? YES/NO

Is any other case pending against you in any court of law at the time of filling up this attestation form? YES/NO

(ii) if the answer to any of the mentioned question is "YES" give full particulars of the case/arrest/detention/fine conviction/sentence/punishment etc. and/or the nature of the pending in the court/university/educational authority etc. at the time of filling up this form?

NOTE:- I Please also see the warning at the top of this Attestation Form

II Specific answers to each of the questions should be given by striking out "YES" or "NO" as the case may be

13. Name of two responsible persons of your locally or two references to whom you are known. 1) _____
2) _____

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances. Which might impair my fitness for employment under government.

Date : _____

Signature of the Candidate

Place : _____

IDENTITY CERTIFICATES

(Certificate to be signed by any of the following)

- Gazetted officers of Central or State Government.
- Members of Parliament of State Legislature belonging to the Constituency where the candidate or his parent/guardian is ordinary reside.
- Sub-Divisional Magistrates/officers.
- Tehsildars or Naib/deputy Tehsildars authorized to exercise magisterial power.
- Principal/Head Master of the recognized School/College.
- Block Development Officer.
- Post-Master
- Panchayat Inspectors

Certified that I have known Shri/Shrimati/Kumari _____ son/daughter of Shri _____ for the last _____ years _____ month and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Place : _____

Signature _____

Date : _____

Designation or Status & Address

TO BE FILLED BY THE OFFICE

Name, Designation and full Address of the appointing authority

Post for which the candidate is being Considered.

Certified that I have known Shri/Kumari _____ son/daughter of Shri _____ for the past _____ Years _____ Months and that to the best of my knowledge and belief he bears a reputed character and has no antecedents which render him unsuitable for Government employment.

Shri/Ms. _____ is not related to me. She/he is an Indian nationality.

Place : _____

Signature _____

Dated : _____

Designation _____

"To be attested by Gazetted Officer"

ATTESTED

Place : _____

Signature _____

Dated : _____

Designation _____

I _____ do swear affirm that I solemnly will be faithful and bear true allegiance to India and to the Constitution of India as by law establishment and that I will carry out the duties of my office loyally, honestly and with impartiality.

"(SO HELP ME GOD)"

(Signature)

DECLARATION

Shri/Smt./kumari _____ declare as under :-

That I am unmarried/a widower/a widow.

That I am married and have only one wife living.

That I am married and have more than one wife living. Application for grant of exemption is enclosed.

That I am married and that during the life time of my spouse I have contracted another marriage. Application for grant of exemption is enclosed.

That I am married and my husband has no other living wife, to the best of my knowledge.

That I have contracted a marriage with a person who has already one wife or more living.

Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Dated : _____

Signature _____

Note :-

* Please delete clauses not applicable.

@ Application in the cases of clauses (i), (ii) and (v).

Details of Family

Name of the Government Servant

Designation

Date of Birth

Date of Appointment

Details of the members of my family as on

Sr.No.	Name of the members of family*	Date of birth	Relationship with the officer	Initials of the head of office	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of Office any addition or alteration. It is certified that dependents mentioned at Sr.No. _____ are fully dependent on me and their source of income is not more than Rs.3500/- per month.

Signature of Government servant

Place :

Dated the

* Family for this purpose means family as defined in Clause (b) of sub-rule(14) or rule 54 of the CCS (Pension) Rules 1972.

Note :- Wife and husband shall include respectively judicially separated wife and husband.

**DECLARATION OF "HOME" STATION FOR THE PURPOSE OF
AVAILING OF LEAVE TRAVEL CONCESSION**

I Shri/Smt./Kum. _____ in the National Institute of Fashion Technology, _____
Centre hereby declare that my permanent home town is _____

Signature _____
Name _____
Designation _____

1. Name in Full (in block letters) :
- Father's Name (in block letters) :
- Husband's Name (in block letters) :
- Nationality (if not a citizen of India
number and date of eligibility
certificate :
- Whether a member of Schedule
Cast/Tribe :
- Date of birth by Christian Era and
wherever possible also in Saka Era
(both in words and figures) :
- Educational Qualification :
- At the time of First Appointment :
- Subsequently acquired :
- Professional & Technical Qualification
not covered by 7 :
- Exact height measurement
(without shoes) :
- Personal mark of Identification :
- Permanent home Address :
- Signature of left thumb impression
of the Govt. Servant (with date) :

Signature & Designation of Attesting

Officer (with date)

(Director Centre)

**DECLARATION IN RESPECT OF FAMILY MEMBERS/DEPENDENTS
FOR THE PURPOSE OF AVAILING LEAVE TRAVEL CONCESSION**

Name of the employee (in capital letters)

Designation

Deptt/Centre

Date of furnishing the declaration

Details of family members :

Sr.No.	Name of the family member/ dependent	Age (years)	Relationship with the employee	Whether residing with the government servant or not

It is certified that the members of the family as shown herein are wholly dependent upon me and that the above information is correct.

(Signature of the employee)

**DECLARATION IN RESPECT OF FAMILY MEMBERS/DEPENDENTS
FOR THE PURPOSE OF MEDICAL ATTENDANCE & TREATMENT**

Name of the employee (in capital letters)

Designation

Deptt/Centre

Date of furnishing the declaration

Details of family members :

Sr.No.	Name of the family member/ dependent	Age (years)	Relationship with the employee	Whether residing with the government servant or not

It is certified that the members of the family as shown herein are wholly dependent upon me and that the above information is correct.

(Signature of the employee)

DECLARATION IN RESPECT OF RESIDENTIAL ADDRESS

1.	Name & designation of the employee (in capital letters)	
2.	Place of posting/headquarters	
3.	Date of furnishing the declaration	
4.	Complete address of residential accommodation	House /Flat No. _____ Plot No. _____ Block No. _____ Sector No. _____ Name of the Housing Society/Colony _____ Town _____ City _____ State _____ Pin Code _____ Telephone _____
5.	Whether the above residential accommodation is OWNED either in the name of the employee or his/her spouse or is a RENTED one :	
6.	If rented, please state : a) monthly rent paid (Rs.): b) residential /mailing address of the house owner from whom the property has been taken on rent:	Rs. _____
7.	Name of the Spouse	
8.	Whether the spouse is employed (Yes/No)	
9.	If spouse is employed, please state the designation of the spouse, name and address of his/her employer with the employer's telephone no.	Designation of Spouse : _____ His/ Her employer's Name : _____ Employer's Address : _____ _____ & Telephone No. _____
10	Whether spouse has been allotted residential accommodation by his/her employer (Yes/No)	
11	If reply to point no.10 is yes, please state complete address of the accommodation allotted to the spouse by his/her employer.	

It is certified that the above information is correct.

Signature of the Employee

DECLARATION AND NOMINATION FORM FOR CPF, INSURANCE & GRATUITY

I _____ hereby nominate the person(s) mentioned below who is/are members(s) of my family to receive the amount that may stand to my credit in the fund, amount of insurance and gratuity as indicated below, in the event of my death before that amount has become payable or having become payable, has not been paid.

Name and full address of the nominee(s) :

Relationship with the Subscriber :

Age of the nominee(s) :

Share payable to each Nominee :

Contingencies on the happening of which
The nomination will become invalid :

Name address & relationship of the
Person(s), if any, to whom the right of
Nominee shall pass in the event of his/her
Predeceasing the subscriber :

If the Nominee is not a member of
the family, indicate the reasons :

Signature of witness

1. _____

2. _____
(Signature of the subscriber)

Name : _____

Designation: _____

Date : _____

Place : _____

* NIFT - HO Letter No. NIFT/HO/E.II/Rectt. Faculty/2010 dated 16th August, 2010.

9. VERIFICATION OF CHARACTER AND ANTECEDENTS.

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

10. PROBATION

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

11. TEMPORARY AND PERMANENT SERVICE

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

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

12. SENIORITY

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

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

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

13) ASSURED CAREER PROGRESSION SCHEME

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

CHAPTER-III

PAY

14. STANDARD PAY BAND/GRADE PAY

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

The Pay Band/ Grade pay for the various posts in the Institute are given below -

ADMINISTRATIVE POSTS

SL. No	DESIGNATION	Pay Band/Grade Pay
(GROUP-A)		
1	Director General	₹ 37400- 67000+10,000(GP)
2	Chief Vigilance Officer	₹ 37400- 67000+8700 (GP)
3	Director	₹ 37400- 67000+8700 (GP)
4	Director (F&A)	₹ 37400- 67000+8700 (GP)
5	Director (IT)	₹ 37400-67000+8700 (GP)
6	Registrar	₹ 15600-39100+7600 (GP)
7	Chief Account Officer	₹ 15600-39100+7600 (GP)
8	Project Engineer	₹ 15600-39100+7600 (GP)
9	Deputy Registrar	₹ 15600-39100+6600 (GP)
10	Deputy Registrar (F&A)	₹ 15600-39100+6600 (GP)
11	Deputy Director (NRC)	₹ 15600-39100+6600 (GP)
12	Executive Director	₹ 15600-39100+6600 (GP)
13	Accounts Officer	₹ 15600-39100+5400 (GP)
14	Head Resource Centre	₹ 15600-39100+5400 (GP)
15	Private Secretary	₹ 15600-39100+5400 (GP)
16	Assistant Director	₹ 15600-39100+5400 (GP)
17	Assistant Board Secretary & Legal Officer	₹ 15600-39100+5400 (GP)
18	Hindi Officer	₹ 15600-39100+5400 (GP)
(Group -B)		
19	Technical Officer	₹ 9300-34800+4600 (GP)
20	Assistant Registrar	₹ 9300-34800+4600 (GP)
21	Steno Grade-1	₹ 9300-34800+4600 (GP)
22	Computer engineer	₹ 9300-34800+4600 (GP)
23	Project Consultant	₹ 9300-34800+4600 (GP)
24	Sr. Assistant	₹ 9300-34800+4200 (GP)
25	Sr. Assistant (Accounts)	₹ 9300-34800+4200 (GP)

26	Steno Grade-II	₹ 9300-34800+4200 (GP)
27	Research Assistant	₹ 9300-34800+4200 (GP)
28	7Assistant Librarian	₹ 9300-34800+4200 (GP)
29	JE (Electrical)	₹ 9300-34800+4200 (GP)
(GROUP -C)		
30	Steno Grade-III	₹ 5200-20200+2400 (GP)
31	Assistant Warden	₹ 5200-20200+2400 (GP)
32	Assistant	₹ 5200-20200+2400 (GP)
33	Assistant (Accounts)	₹ 5200-20200+2400 (GP)
34	Machine Mechanic	₹ 5200-20200+2400 (GP)
35	Jr. Assistant	₹ 5200-20200+1900 (GP)
36	Library Assistant	₹ 5200-20200+1900 (GP)
37	Lab Assistant	₹ 5200-20200+1900 (GP)
38	AC Technician	₹ 5200-20200+1900 (GP)
39	Drivers	₹ 5200-20200+1900 (GP)
40	Electrician	₹ 5200-20200+1900 (GP)
41	Plumber	₹ 5200-20200+1900 (GP)
42	Muti Tasking Staff/Record Keeper	₹ 5200-20200+1800 (GP)

Faculty (Group-A)

1	Senior Professor	₹ 37400-67000+8900 (GP)
2	Professor	₹ 37400-67000+8700 (GP)
3	Associate Professor	₹ 15600-39100+6600 (GP)
4	Assistant Professor	₹ 15600-39100+5400 (GP)

CLASSIFICATION OF POSTS

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

GROUP - A : A post carrying the following Grade Pays ₹10000/-, ₹8900/ and ₹8700/- in the pay scale of ₹37400-67000 in Pay Band - 4 and ₹7600/-, ₹6600/- and ₹5400/- in the pay scale of ₹15600-39100 in PB - 3.-

GROUP-B : A post carrying the following Grade Pays ₹4800/- ₹4600/- and ₹4200/- in the pay scale of ₹9300-34800 in Pay Band-2.

GROUP - C : A post carrying the following Grade Pays ₹2800/- ₹2400/-, ₹2000/-, ₹1900/- and ₹1800/- in the pay scale of ₹5200-20200 in Pay Band -

* Office Order No. NIFT/HO/E.II/6th CPC/2008 dated 16th June, 2009

15. FIXATION OF PAY

(A) The pay of an employee of the Institute, on his/her direct appointment to a post on a time scale of pay, will be fixed at the minimum of the time scale unless the Appointing

Authority decides that he/she shall draw pay at any higher stage as recommended by the Selection Committee.

- Provided that in the case of appointment
- by Promotion; or
- on deputation; or
- to a higher post; or
- of pensioners/ ex - servicemen on re-employment

rules / regulations, orders etc. applicable to the employees of the Government of India shall, mutatis mutandis, apply to the employees of the Institute.

(B) PAY DURING SUSPENSION :

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

(C) DRAWAL OF PAY.

- (i) An employee shall be entitled to the pay of the post to which he/she is appointed from the date on which he/she assumes charge of the post.
- (ii) Pay in respect of any month shall become payable on the last working day of the month.
- (iii) An employee resigning from the service of the Institute without the notice prescribed by the General Service Rules shall not, unless the Appointing Authority directs otherwise, be allowed to draw pay due but not drawn.

Provided that the pay not allowed to be so drawn shall not exceed the total dues recoverable from him/her.

16. ALLOWANCES

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

- (i) Dearness Allowance
- (ii) House Rent Allowance
- (iii) Transport Allowance
- (iv) Cycle Allowance
- (v) Washing Allowance
- (vi) Overtime Allowance
- (vii) Cash Handling Allowance to Cashiers
- (viii) Special Allowance to employees assisting cashiers in bringing cash from banks.
- (ix) Conveyance Hire for local journeys
- (x) Conveyance Allowance
- (xi) Machine Allowance to the employees working on Multipurpose Counter Machines
- (xii) Children's Education Allowance/ Assistance
- (xiii) Daily Allowance.
- (xiv) Special (Duty) Allowance
- (xv) Project Allowances
- (xvi) Travelling Allowances

Travelling Allowances- Entitlement of accommodation

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

Sr. No.	Salary Range	'A' - 1 Class cities	'A' & other Class cities
1.	Grade pay of Rs. 8700/- and above	Air conditioned room in ITDC or equivalent hotels charging the same or lower lodging tariff in any city, subject to a ceiling of Rs.5500/- per day plus taxes if any.	80% of A1 Cities
2.	Grade pay of 5400/- and above but less than 8700/-	Air conditioned room in ITDC or equivalent hotels charging upto Rs.3800/- per day as lodging tariff in any city, plus taxes, if any.	80% of A1 Cities
3.	Grade pay of 4200/- and above but less than 5400/-	Non-air conditioned room in ITDC or any other hotel charging upto Rs.1000/- per day lodging tariff plus taxes if any.	80% of A1 Cities
4.	Grade pay less than 4200/-	Lodging charges upto Rs.600/- per day plus taxes if any.	80% of A1 Cities

* Office Order No. NIFT/HO/E.II/Stand. Comm. Of Board (ATR)/2008 dated 21st October, 2008.

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

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

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

The revised rates of Daily Allowance are as follows:

Sr. No.	Salary range	Dearness Allowance		Local Transport	Composite DA in case of own arrangement	
		A1 Class city	A & other city		A1 Class city	A & other city
1	2	3	4	5	6	7
1.	Grade pay of Rs.8700/- & above	Rs. 600/- per day	Rs.500/- per day	Rs. 500/- without bill or on actual as per bill with a maximum limit of Rs. 1000/-	Rs. 1500/-	Rs. 1250/-
2	Grade pay of Rs.5400/- & above	Rs. 500/- per day	Rs. 400/- per day	Rs.400/- without bill or on actual as per bill with a maximum limit of Rs. 800/-	Rs. 1200/-	Rs.800/-
3	Grade pay of Rs. 4200/- & above but less than Rs. 5400/-	Rs. 400/- per day	Rs. 300/- per days	Rs. 200/- per day without bill	Rs.600/-	Rs.450/-
4	Grade pay below Rs. 4200/-	Rs. 200/- per day	Rs. 150/- per day	Rs. 100/- per day without bill.	Rs. 300/-	Rs.200/-

5. DG/Members of Board shall be entitled to actual of allowances at Sr. No. 1

NIFT - HO letter no. NIFT/HO/E.II/Stand. Comm. Of Board (ATR)/2008 dated 21st October, 2008,

17. HONORARIUM, FEES, SPECIAL ALLOWANCE ETC.

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

18. INCREMENT

Rate of increment in the revised pay structure

The rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. The amount of increment will be added to the existing pay in the pay band.

Date of next increment in the revised pay structure

There will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 months and above in the revised pay structure as on 1st of July will be eligible to be granted the increment unless increment is withheld by the Appointing Authority in the Institute as a Punishment.

(b) STAGNATION INCREMENTS.

- (i) Stagnation increments will be admissible to all employees and other faculty, the maximum of whose pay band does not exceed Rs. 67,000/- and who have been stagnating at the maximum of the pay scale for not less than two years.

Provided that the stagnation increments will not be admissible to those who are drawing a fixed pay.
- (ii) The amount of each stagnation increment will be equal to the rate of increment last drawn by the employees in their respective pay scale and will be treated as "pay" for all purposes.

- (iii) A maximum of three such increments shall be allowed.

(c) ADVANCE INCREMENTS / ADDITIONAL INCREMENTS:

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

The following service shall count for increments in a time- scale of a post:

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

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

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

CHAPTER-IV

WELFARE MEASURES

19. INCENTIVE FOR ACQUIRING HIGHER QUALIFICATIONS.

- (a) An employee other than faculty of the Institute will be eligible for grant of one-time incentive of a lump-sum amount of Rs. 10,000.00 (maximum) if he / she acquires a higher qualification from the recognised institution / Universities in his / her service career.
- (b) The incentive shall be subject to the fulfillment of the following criteria:
- (i) The incentive will not be available if the employee is sponsored by the Institute or he/ she avails of study leave for acquiring the qualification.
 - (ii) No incentive will be admissible if an appointment is made in relaxation of educational qualification. No incentive will be admissible if the employee acquires the requisite qualification for such appointment at a later date.
 - (iii) The incentive will be considered if the acquisition of the qualification is directly related to the functions of

the post held by him / her or to the functions to be performed in the next higher post. There should be direct relation between the functions of the post and the qualification acquired and that it should contribute to the efficiency of the employee.

- (iv) The quantum of lump-sum incentive will be uniform for all posts irrespective of their classification or grade.
- (v) The incentive is admissible only for higher qualification acquired after induction into service.

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

20. INCENTIVE FOR PROMOTING SMALL FAMILY NORMS

As per Government of India Policy.

21. EMPLOYEES GROUP INSURANCE SCHEME

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

CHAPTER- V

JOINING TIME

22. JOINING TIME

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

CHAPTER-VI

LEAVE TRAVEL CONCESSION

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

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

- Encashment of Earned Leave while availing LTC: Will be admissible subject to the following conditions:
- 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 service.
- Will not be deducted while computing the maximum admissible for encashment at the time of quitting service.
- 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.
- Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them.
- NIFT - HO letter no. NIFT/HO/E.II/Kolkata/2008 (Vol.II) dated 16th December, 2008.

Formats for grant of LTC Advance & LTC Claim Bill

APPLICATION FOR GRANT OF L.T.C. ADVANCE

Name of the Government Servant :
 Designation :
 Emp. Code No. :
 Telephone / Intercom No. :
 E-Mail address :
 Date of entering the Central Government Service :
 Pay :
 Whether Permanent or Temporary :
 (a) Home Town as Recorded in the Service Book :
 (b) Nearest Railway Station :
 Whether wife / husband is employed : YES / NO
 & if so whether entitled to L.T.C. : YES / NO
 Whether the concession is to be : YES / NO
 availed for visiting home town, Block Year _____
 and if so Block Year for which L.T.C. is to be availed.
 If the concession is to visit : Place _____
 "ANYWHERE IN INDIA", name the place Block Year _____
 to be visited and Block Year for which L.T.C. is to be availed. :
 Nature of leave from to
 OR
 Proposed date for onward journey & :
 Proposed date for return journey :
 Single Rail/Bus fare from the :
 Headquarter to Home Town/place of visit by shortest route.
 Persons in respect of whom L.T.C. is proposed to be availed :-

Sl. No.	Name	Age	Relationship

Amount of advance required Rs.

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within ten days of receipt of the advance.

In the event of cancellation of the journey or if I fail to produce the tickets within 10 days of the receipt of the advance, I undertake to refund the entire advance in one lumpsum.

Dated : (Signature of the applicant)

* Applicable in case of advance required for family members only.

CHECK LIST (Cash and Accounts Section)

Amount entitled for : Fare Rs. x 2 x (No. of tickets) Reimbursement.

Advance admissible : 90% of the amount i.e. Rs.

Advance of Rs.
may be sanctioned.

Dealing Hand.

Signature of D.D.O.

CHECK LIST FOR ADMINISTRATION

L.T.C. advance to _____

Block Year / Calendar Year :

Home Town / A place anywhere in India :

a) For whom advance is applied for :

b) Total number of persons :

Specific grounds warranting sanction : for both / onwards / return journey of advance under Rule G.F. 235 (2) (iii) (a)

Leave application received : Yes / No

Amount of advance : Rs.

Temporary / Permanent :

If temporary / (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year

We may sanction the advance as per fair sanction letter placed below for approval & signatures of D.D. Admn. Please.

Dealing Hand

(Section Officer)

D.D. (Admn)

FORMAT FOR LTC CLAIM BILL

BILL NO. _____ DATE _____
 LEAVE TRAVEL CONCESSION BILL
 FOR THE BLOCK/CALENDAR YEAR _____ TO _____

PLACE OF VISIT : _____
 NEAREST RAILWAY STATION/BUS STAND : _____

PART - A
 (TO BE FILLED BY THE GOVERNMENT SERVANT)

1. Emp. Code _____ 2. Name _____
3. Designation _____ 4. Pay Scale _____
5. Headquarters _____
6. Leave Details
 - a) Nature of Leave _____ b) Period _____
7. Particulars of members of family in respect of whom the LTC has been claimed

Sl. No.	Name	Age	Relationship
1			
2			
3			
4			
5			
6			
7			
8			

Letter No. NIFT/HO/Estt.II/Forms/08 dated 17th December, 2008

CHAPTER-VII

ADVANCES

24. ADVANCES

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

CHAPTER-VIII

LEAVE RULES

25. LEAVE RULES

- (1) The following kinds of leave will be admissible to the employees of the Institute. The grant of any kind of leave, encashment of leave, leave salary etc. shall be governed by the provisions contained in the Central Civil Services (Leave) Rules, 1972 and the Government of India's decisions/ instructions/orders issued from time to time in this regard.
 - (a) Earned Leave
 - (b) Half pay Leave
 - (c) Commuted Leave
 - (d) Leave not due
 - (e) Extraordinary Leave
 - (f) Maternity Leave
 - (g) Paternity Leave
 - (h) Special Disability Leave
 - (i) Hospital Leave
 - (j) Study Leave (for administrative staff)
 - (k) Study / Sabbatical leave (only for faculty members)(Minutes of the BOG Meeting Held on 12.07.2011)
 - (l) Casual Leave
 - (m) Special Casual leave
 - (n) Leave to female government servant on adoption of child.
 - (o) Child Care Leave

Earned Leave Application Format

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

EMPLOYEE CODE NO. :

NAME OF APPLICANT :

POST HELD :

SECTION/DIVISION :

INTERCOM/TELEPHONE NO. :

BASIC PAY :

HOUSE RENT AND OTHER COMPENSATORY ALLOWANCES DRAWN IN THE PRESENT POST :

NATURE OF LEAVE :

PERIOD OF LEAVE APPLIED

FROM :

TO :

SATURDAY, SUNDAY & HOLIDAY, IF ANY PROPOSED TO BE PREFIXED / SUFFIXED TO LEAVE :

GROUND ON WHICH LEAVE IS APPLIED FOR :

DATE OF RETURN FROM LAST LEAVE & THE NATURE AND PERIOD OF THAT LEAVE :

I PROPOSE/ DO NOT PROPOSE TO AVAIL L.T.C. FOR THE BLOCK YEAR FOR MYSELF :

ADDRESS DURING LEAVE PERIOD :

WHETHER THE FACULTY/STAFF HAS PRIOR COMMITMENT IN NIFT DURING THE PERIOD OF LEAVE, IF YES. GIVE DETAILS :

Signature :

Name :

Designation :

Recommendation of Immediate Superior

Signature

Name:

Designation

Letter No. NIFT/HO/Estt.II/Forms/08 dated 2nd June, 2010

Format for Joining Report
NATIONAL INSTITUTE OF FASHION TECHNOLOGY
JOINING REPORT

I Shri./Smt./Ms. _____ Designation _____ hereby
report myself for duty this day _____ forenoon/afternoon after availing of _____ days of
_____ from _____ to _____.

Signature with Date

Signature of Controlling Officer With Date.

Letter No. NIFT/HO/Estt.II/Forms/08 dated 17th December, 2008

2) STUDY LEAVE POLICY FOR FACULTY OF NIFT

- (i) Permanent faculty members of the Institute, who have completed six years of service, may be granted Study Leave to conduct formal research or advanced studies in India or abroad on a professional and technical subject having a direct and close connection with the academic sphere as a part of academic progression.
- (ii) Study Leave cannot be claimed as a matter of right and grant of study leave shall be with due regard to the exigencies of academic interest of NIFT.
- (iii) The Study Leave will, in normal course, start in tandem with academic Calendar to ensure that academic deliverance does not get affected.
- (iv) Application for Study Leave shall be submitted by the Faculty to the Centre Coordinator at least 3 months prior to the proposed commencement of leave.
- (v) Study Leave will be granted with the specific approval of Director General on the recommendation of a Committee constituted by the Director General for this purpose. The concerned faculty will submit the proposal to Centre Coordinator who will forward the same to the Centre Director. Centre Director will discuss the proposal with the respective Chairperson and subsequently in LASC. If necessary, then the proposal will be forwarded to Head- AA, who is the convener of the committee. The Head-AA will call the meeting of the committee consisting of Dean, Director H.O., concerned Chairperson and Centre Director for reviewing the proposal and give the recommendations to Director General for approval.
- (vi) Further Study Leave shall not be granted until after the expiry of ten (10) years from the date of the faculty member's return from the previous Study Leave/Sabbatical Leave or any other kind of training programme of duration more than a month.
- (vii) A faculty member, who has availed Study Leave may also avail the Sabbatical Leave, if need be. However the total duration of both types of leaves can not be more than three years in entire service period.
- (viii) Care should be taken that number of faculty members given Study Leave, does not exceed 10% of existing faculty strength of each department/centre. However, in special circumstances of the case, Director General may waive off the condition.
- (ix) In computing the length of service, the time during which a person was on probation or on contract or engaged as Research Assistant may be included provided
- (a) The person is a faculty on the date of the application; and
- (b) There is no break in service.
- (x) Study leave shall not be granted to a faculty member who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (xi) Study leave may not be granted more than twice during one's career. The period of Study Leave and Sabbatical Leave combined shall not exceed three years in the entire service span of faculty member.
- (xii) No substitute shall be appointed in the vacancy and the work shall be shared by the other members of the faculty.

- (xiii) During the Study Leave, no facilities of the Institute, including that of assistance of the staff / faculty would be utilized by the faculty members. Any exceptions in this regard would require specific approval of the Director General.
- (xiv) A faculty member shall, during the period of Study Leave, be paid full pay and allowances at the rates applicable to him immediately prior to his proceeding on Study Leave but shall not be entitled to any traveling allowances or any other extra allowances in India or abroad. If, however any faculty member receives any remuneration / honorarium etc. (other than scholarship) from any other source, he/she will surrender such remuneration / honorarium etc. to the Institute.
- (xv) A faculty, who is selected for appointment to a higher posts/grade in NIFT on promotion during study leave, will be placed in that position notionally w.e.f. the date of appointment of his immediate junior to that post/grade. However the actual benefit of pay and allowances on account of such appointment shall be admissible only w.e.f. f his date of joining on the said post on return of leave.
- (xvi) The faculty shall ordinarily be required to meet the cost of fees paid for the study; but in exceptional cases, Director General may sanction grant of such fee.
- (xvii) A faculty member shall not undertake any type of employment in any other organisation in India or abroad during the period of Study Leave; he/she shall, however, be free to receive a scholarship or fellowship from a recognized institute other than his regular employment with the prior approval of the Director General.
- (xviii) A faculty availing of study leave shall undertake that he/she shall serve the institute for a continuous period of double the period of leave or three years which is longer, to be reckoned from the date of his/her resuming duty after expiry of the study leave.
- (xix) No faculty who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Director General who will constitute a Committee to evaluate the request
- (xx) The faculty shall submit six monthly report of progress to Dean(A) who in turn will put up the same to Director General.
- (xxi) After completion of the leave, the faculty member shall submit a formal Degree/Diploma obtained during the period of leave. If by the completion of the leave, a faculty is not able to produce the Degree/Diploma, a letter from the concerned university / institution regarding the exact date for awarding the same is to be submitted by the faculty to Head (AA).
- (xxii) if the faculty resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study/research and thus unable to furnish the certificated as required above shall be required to refund:-
- (i) the actual amount of pay & allowances and other expenses, if any, incurred by NIFT; and
 - (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign government, foundations and Trusts in connection with the course of study
- Together with interest thereon at rates for the time being in force on Government Loan, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise. Such refund shall be not necessary in case of faculty who, after return to duty from study leave is permitted to retire from service on medical grounds.
- (xxiii) Director General, may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, waive or reduce the amount required to be refunded by the Faculty concerned or class of Faculties.
- (xxiv) After the leave has been sanctioned the faculty shall, before availing of the leave, execute a bond in favor of the institute binding him for the fulfillment of the conditions laid down in clause (xvii) to (xxii).
- (xxv) Study leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.
- (xxvi) Provided that where study leave granted has been so cancelled, the faculty may apply again for such leave after two years.
- (xxvii) **COMMENCEMENT AND TERMINATION OF LEAVE:**
- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
 - (b) Sunday or other public holidays may be prefixed as well as suffixed to leave.
- (xxviii) **RETURN TO DUTY ON EXPIRY OF LEAVE:**
- a) Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.
 - b) The sanctioning authority shall have the right to revoke the sanction of leave already given if exigency of work so demand, and the decision of the sanctioning authority shall be final.
 - c) The necessary entries regarding study leave shall be made in the service record of the faculty.

3) SABBATICAL LEAVE POLICY FOR FACULTY OF NIFT

- (i) Permanent faculty members of the Institute, who have completed ten years of service, may be granted Sabbatical Leave for one or more of the following purpose:
- To write textbooks, standards, works and other literature;
 - To have attachment in Industrial concerns and technical departments of Government to gain practical experience in their respective fields;
 - To visit in a University, Industry or Government research laboratories in India and abroad; and
 - Any other purpose for the academic development of the faculty member, as approved by the Board of Governors.
- (ii) Sabbatical Leave cannot be claimed as a matter of right and grant of sabbatical leave shall be with due regard to the exigencies of academic interest of NIFT.
- (iii) The Sabbatical Leave will, normally, start in tandem with Academic Calendar to ensure that academic deliverance does not get affected.
- (iv) Application for Sabbatical Leave shall be submitted by the Faculty to the Centre Coordinator at least 3 months prior to the proposed commencement of leave.
- (v) Sabbatical Leave will be granted with the specific approval of AAC of Board on the recommendation of a Committee constituted by the Director General for this purpose. The concerned faculty will submit the proposal to Centre Coordinator who will forward the same to the Centre Director. Centre Director will discuss the proposal with the respective Chairperson and subsequently in LASC. If necessary, then the proposal will be forwarded to Head (AA), who is the convener of the committee. Head (AA), will call the meeting of the committee consisting of Dean, Director H.O., concerned Chairperson and Centre Director and one subject expert for reviewing the proposal and give the recommendations to Director General for the consideration of AAC of Board.
- (vi) The Sabbatical Leave shall not be granted until after the expiry of ten years from the date of the faculty member's return from the previous Sabbatical/Study Leave or any other kind of training programme of more than one month's duration.
- (vii) A faculty member, who has availed Study Leave may also avail the Sabbatical Leave if need be. However the total duration of both types of leaves can not be more than three years in entire service period.
- (viii) Care should be taken that number of faculty members given Sabbatical Leave, does not exceed 5% of existing faculty strength of department/Centre. However in the special circumstances of the case, Director General may waive off the condition.
- (ix) In computing the length of service, the time during which a person was on probation or on contract or engaged as Research Assistant may be included provided .
- The person is a faculty on the date of the application; and
 - There is no break in service.
- (x) Sabbatical Leave shall not be granted to a faculty member who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of Sabbatical Leave.
- (xi) Sabbatical Leave may not be granted more than once during one's career. The minimum duration of Sabbatical Leave shall be 6 months and shall not exceed three years in the entire service span of faculty member.
- (xii) No substitute shall be appointed in the vacancy and the work shall be shared by the other members of the faculty.
- (xiii) During the Sabbatical Leave, no facilities of the Institute, including that of assistance of the staff / faculty would be utilized by the faculty members. Any exceptions in this regard would require specific approval of the Director General.
- (xiv) A faculty member, during the period of Sabbatical Leave, shall be paid full pay and allowances at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave. But the faculty shall not be entitled to any traveling allowances or any other extra allowances in India or abroad. If, the faculty member receives any remuneration / honorarium (other than scholarship) etc. from any other source, he/she will surrender such remuneration / honorarium etc. to the Institute.
- (xv) A faculty member shall not undertake any kind of employment in any other organisation in India or abroad during the period of Sabbatical Leave; he/she shall, however, be free to receive a scholarship or fellowship other than his regular employment with the prior approval of the Director General.
- (xvi) A faculty availing of Sabbatical Leave shall undertake that he/she shall serve the institute for a continuous period of double the period of leave and at latest 3 years at least to be reckoned from the date of his resuming duty after expiry of the Sabbatical Leave.
- (xvii) The faculty shall submit to the Dean (A), three monthly progress reports about the work carried out during the period. This report shall reach the Dean (A) within 15 days of the expiry of every three months of the Sabbatical Leave. If the report does not reach the Dean (A) within the specified time, leave may be reduced. Dean (A) will put up the progress report before the committee and the minutes of meeting will be put up to Director General for further instruction. If the progress of the faculty is not satisfactory, he may be intimated by the Dean (A) regarding the same and the leave may be cancelled.

- (xviii) No faculty who has been granted Sabbatical Leave shall be permitted to alter substantially the theme of the study without the permission of the Director General who will constitute a committee to evaluate the request.
- (xix) After completion of the leave, the faculty member shall submit a complete report about the work carried out during the leave period and the same will be evaluated by the committee and finally put up before the AAC of BOG for validation. The copy of the report will be kept in Resource Centre after validation for reference.
- (xx) After returning from Sabbatical, it shall be mandatory for the faculty to make a presentation before peer group and before students of their department on the activities undertaken during the leave.
- (xxi) If the faculty resigns or retires from service or otherwise quits service without returning to duty after a period of sabbatical leave or within a period of three years after such return to duty or fails to complete the work or his work is not found upto the mark by the AAC in the validation, he shall be required to refund:-
- (i) the actual amount of pay & allowances and other expenses, if any, incurred by NIFT; and
 - (ii) the actual amount, if any, of the cost incurred by other agencies such as foreign government, foundations and Trusts in connection with the course of study'
- together with interest thereon at rates for the time being in force on Government Loan, from the date of demand, before his resignation is accepted or permission to retire is granted or his quitting service otherwise. Such refund shall be not necessary in case of faculty who, after return to duty from study leave is permitted to retire from service on medical grounds.
- (xxii) Director General may, if it is necessary or expedient to do so, either in public interest or having regard to the peculiar circumstances of the case or class of cases, waive or reduce the amount required to be refunded by the Faculty concerned or class of Faculties.
- (xxiii) After the leave has been sanctioned the faculty shall, before availing of the leave, execute a bond in favour of the institute binding himself/herself for the due fulfillment of the conditions laid down in clause (xv) to (xxi)
- (xxiv) A faculty, who is selected for appointment to a higher posts/grade in NIFT on promotion during sabbatical leave, will be placed in that position notionally w.e.f. the date of appointment of his immediate junior to that post/grade. However the actual benefit of pay and allowances on account of such appointment shall be admissible only w.e.f. his date of joining on the said post on return from leave.
- (xxv) Sabbatical Leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 6 months of its sanction.

(xxvi) Provided that where Sabbatical Leave granted has been so cancelled, the faculty may apply again for such leave after 3 years.

(xxvii) **COMMENCEMENT AND TERMINATION OF LEAVE:**

- (a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- (b) Sunday or other public holidays may be prefixed as well as suffixed to leave

(xxviii) **RETURN TO DUTY ON EXPIRY OF LEAVE:**

- a. Except with the permission of the authority who granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.
- b. The sanctioning authority shall have the right to revoke the sanction of leave already given if exigency of work so demand, and the decision of the Sanctioning Authority shall be final.
- c. The necessary entries regarding the sabbatical leave shall be made in the service record of the faculty.

Note: After returning from Sabbatical leave, it shall be mandatory for the faculty to make a presentation before peer group and before students of their department on the activities undertaken during the leave.

Ref: **Minutes of the BOG Meeting held on 12th July 2011.**

4) CHILD CARE LEAVE

As per BOG's decision taken in its 6th meeting held on 8th June, 2009, total duration of CCL in NIFT should under no circumstances exceed one year. DG-NIFT will be the Competent Authority for approving CCL in NIFT.

5) Leave eligibility of Contract employees:

With reference to NIFT - HO Order No. NIFT/HO/E.II/Standing Comm. Of Board/Meetings/08 dated 14/11/2008, the contract employees serving on Long Term Contracts in the pay scale and adhoc contract employees working on consolidated salary on short term contracts shall be sanctioned only casual leave, restricted holidays and EL earned by them. One day CL for each 1½ months of completed service and 2½ days EL for each month of completed service. They shall not be eligible for any other form of leave.

6) Maternity Leave

With reference to NIFT - HO Order No. NIFT/HO/E.II/Stand. Comm. Of Board/Meeting/08 dated 18/12/2008; only 90 days Maternity leave will be granted to female contract employees and no paternity leave will be granted to the male contract employee.

With reference to NIFT-HO letter no. NIFT/HO/E.II/Mumbai/2009 dated 13/04/2010; the regular/contract employee shall be granted 45 days of special leave in case of miscarriage/abortion.

CHAPTER-IX

RETIREMENT/RESIGNATION/TERMINATION

26. TERMINATION OF SERVICE OF A TEMPORARY EMPLOYEE:

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

27. TERMINATION OF SERVICE OF A PERMANENT EMPLOYEE

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

28. RETIREMENT

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

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

Note: Provided that the intervening period shall be treated as a period spent on duty for all purposes including pay and allowances, if it is specifically held by the authority ordering reinstatement that the premature retirement was itself not justified in the circumstances of the case, or if the order of premature retirement is set aside by a Court of Law.
- (iv) Where the order of premature retirement is set aside by a Court of Law, with specific directions in regard to regulation of the period between the date of premature retirement and the date of reinstatement and no further appeal is proposed to be filled, the aforesaid period shall be regulated in accordance with the directions of the Court.
- (v) Any employee of the Institute may, by giving notice of not less than three months in writing to the appropriate authority, retire from the Institute's service after he/she has attained the age of fifty years, if he is in Group A or Group B service or post, and had entered the Institute's service before attaining the age of thirty - five

years and in all other cases after he has attained the age of fifty - five years:

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

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

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

Note 1: Appropriate Authority means the authority which has the power to make substantive appointments to the post or service from which the employee is required or wants to retire (Appointing Authority in all Grades of A,B,C&D is Director General, NIFT).

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

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

29. VOLUNTARY RETIREMENT

The provisions under the Government of India's rules read with Govt of India's decisions, regarding voluntary retirement of its employees, as amended from time to time, shall apply to the employees of the Institute.

30. RESIGNATION

- (i) A permanent/temporary employee of the Institute may resign from the service of the Institute by giving a notice, in

writing, of three months/one month, addressed to the Appointing Authority.

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

CHAPTER- X MEDICAL ATTENDANCE RULES

31. MEDICAL ATTENDANCE RULES

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

The OPD treatment limit for NIFT employees is as follows

Group A Officials	-Rs. 20,000/- Per annum
Group B Officials	-Rs. 18,000/- Per annum
Group C Officials	-Rs. 16,000/- Per annum
Group D Officials	-Rs. 14,000/- Per annum

The above amount shall be reimbursed quarterly, on the basis of self certification in a prescribed format. The reimbursement shall be restricted to the limits prescribed above. No bills will be required to be produced for OPD treatment. In case of officers who were eligible for CGHS facility and no limit has been prescribed for them, would be required to produce bills if their reimbursement claim exceeds the above prescribed limit.

Order No. NIFT/HO/E.II/Stand. Comm. Of Board (ATR)/2008 dated 20th & 21st October, 2008.

During the period of Sabbatical leave the faculties are entitled for reimbursement of Medical Expenditure incurred by them on OPD treatment.

(Lr. No. NIFT/HO/Estt/clarification(FAC)/06, Dt. 12.7.2007)

- a) In case Husband and wife both working in the institute, any one of them would be entitled to get reimbursement as per his/her entitlement.
- b) An employee of the Institute can opt to avail of the medical facilities of his / her spouse working in other organization, together with other members of his / her family. The benefit of medical facility where the spouse is CGHS beneficiary, will be as per CGHS Rules.
- c) All the members of his/her family can avail of medical facilities under the Institute's rules provided a certificate is produced from the employer of his /her spouse that medical facilities are not either availed of or provided by him/her to the concerned employee.
- d) A declaration stating the names and present age of wife / husband and also the number of children, with their names and present age, should be given in the form prescribed for the purpose. Any subsequent change in the family should be reported immediately.
- e) Medical facilities will be admissible on the same terms to an employee while he/she is on tour or leave outside the city where he/she is posted but within India. In the case of an employee whose family resides outside the city where he/she is posted, a declaration to this effect should be made by the employee.

- f) The employees of the Institute in the Centres outside the city where he/she is posted, will be entitled to the facility of taking medical treatment in any Govt. Hospital subject to the condition that the scale of reimbursement will be as prescribed by the Central Government for its employees with the same pay at the same city.

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

Medical Insurance Cover in lieu of Hospitalisation/indoor treatment

- a) For employees in the Pay Band/Grade Pay with the minimum of which is not less than Rs.15600/- Rs.2.5 lakhs per annum
- b) For employees in the Pay Band /Grade Pay with the minimum of which is less than Rs.15600/- -Rs.1 lakh per annum.

Medical facilities to Contract employees

The Long Term Contract employees of the institute are entitled for medical insurance cover for hospitalization for which the premium amount shall be reimbursed by the institute as per the above entitlement.

The expenditure incurred on maternity related hospitalisation to the contract employees of NIFT at the CGHS rates will be reimbursed as the same is not covered under Mediclaim insurance Facility.

(Lr. No. NIFT/HO/Estt.I/Medical/05, Dt. 27.12.2006)

CHAPTER-XI CONTRIBUTORY PROVIDENT FUND

32. CONTRIBUTORY PROVIDENT FUND.

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

CHAPTER-XII EMPLOYEES GRATUITY SCHEME

33. EMPLOYEES GRATUITY SCHEME

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

CHAPTER- XIII CONDUCT, DISCIPLINE AND APPEAL RULES

34. CONDUCT, DISCIPLINE AND APPEAL RULES.

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

Group of Posts	Minor Penalty	Major Penalty	Appellate Authority	Reviewing Authority
Group-A	DG	DG	Standing Committee of Board on Establishment Matters*	BOG
Group-B	DG	DG	Standing Committee of Board on Establishment Matters*	BOG
Group-C	Director	Director	DG	Standing Committee of Board on Establishment Matters*
Group-D	Director	Director	DG	Standing Committee of Board on Establishment Matters *

* Circular No. NIFT/HO/Bd. Sectt./GSR/2008 dated 24th June, 2008

CHAPTER- XIV OTHER SERVICE MATTERS

35. FORWARDING OF APPLICATION FOR OUTSIDE EMPLOYMENT

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

36. POSTING AND TRANSFER

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

37. TESTS /EXAMINATIONS FOR APPOINTMENT/PROMOTION

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

38. WORKING HOURS

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

39. HOLIDAYS

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

40. MAXIMUM PERIOD OF ABSENCE FROM DUTY

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

41. SERVICE BOOK.

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

42. MAINTENANCE OF ESSENTIAL SERVICE.

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

43. DATE OF BIRTH AND SUBSEQUENT ALTERATION

- (1) Every person newly appointed to a service or post in the NIFT shall, at the time of initial appointment, declare the date of birth by the Christian era with, as far as possible, confirmatory documentary evidence such as a Matriculation Certificate, Municipal Birth Certificate and so on. If the exact date of birth is not known, an approximate date shall be determined in the following manner :
 - (a) If he/she is unable to state his/her exact date of birth but can state the year or year and month of birth, the 1st July or the 16th of the month, respectively, shall be treated as the date of his/her birth.
 - (b) If he/she is only able to state his/her approximate age, his/her date of birth shall be assumed to be the corresponding date after deducting the number

of years representing his/her age from his/her date of appointment.

- (c) When a person, who first entered the military service, subsequently joins civil service, the date of his/her birth for the purpose of civil employment shall be the date stated by him/her at the time of attestation or, if at the time of attestation he/she stated only his/her age, the date of birth shall be deducted with reference to that stage according to (b) above.

(2) ENTRY OF DATE OF BIRTH IN SERVICE RECORDS:

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

(3) SUBSEQUENT ALTERATION OF DATE OF BIRTH :

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

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

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

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

45. OATH OF ALLEGIANCE

- (1) All employees of the Institute are required to take an oath of allegiance to the Constitution of India in the prescribed form and the oath is also to be taken by all new entrants to the Institute. Conscientious objectors to oath-taking

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



(FORM - I)

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

(SO HELP ME GOD)

Name and signature of the employee.

(FORM-II)

FORM OF OATH PROPOSED FOR EMPLOYEES WHO ARE FOREIGN NATIONALS.

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

(SO HELP ME GOD)

Name and signature of the employee

(Form-III)

FORM IN WHICH THE REGISTER IS TO BE MAINTAINED

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

46. AWARDS / REWARDS /PRIZES/ INCENTIVE SCHEME

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

47. (1) AUTHORSHIP OF BOOKS/PERIODICALS ARTICLES

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

- (2) Incentives will be admissible to the faculty members on publication of their paper in the journals of National / International repute recognised by NIFT / presentation of papers at reputed international meets recognised by NIFT. The cost of visit to the conference will also be borne by NIFT in addition to the following incentives:

Selection for Class A Journals: Rs. 10,000/- plus certificate of merit plus entry in service book.

Selection for Class B Journals: Rs. 5,000/- plus certificate of merit plus entry in service book

Selection for Class C Journals: Certificate of merit plus entry in service book

(Circular No. NIFT/HO/ Board Sectt./Misc./08/ dated 19.06.2008)

CHAPTER- XV DUTIES AND RESPONSIBILITIES

48. DUTIES AND RESPONSIBILITIES

- (i) Employees shall diligently and faithfully carry out duties and responsibilities assigned to them by the Institute.
- (ii) Employees shall at all times during the period of their service conduct themselves soberly and carry out diligently all orders and directions given to them by all persons in authority over them and also observe and conform to all rules and regulations of the Institute for the time being in force and improve and further the interest of the Institute to the best of their power, skill and ability.
- (iii) The employees will devote their whole time and attention exclusively to the duties entrusted to them and will not engage themselves to work for any other person or company in any capacity whatsoever nor do any private business or engage in any occupation for gain without the previous permission of the Institute in writing.
- (iv) The spare keys or the duplicate keys of the every room/ cupboard/office etc., shall be deposited in the custody of the Centre Director so that no official hindrance occurs because of want of keys/official space required for official work.

No official/faculty shall carry keys and or other official papers/equipments with them when they proceed on leave. Such key/equipment must be handedover to the person holding charge or in his/her absence to the Centre Director/HOD.

The above are standard Government procedure. In case of any violation of the above NIFT may be constrained to breakopen or otherwise damage locks or property to get access to the official records, in which case official/faculty shall be personally liable for recovery of cost for such official operation besides becoming liable to charges of misconduct.

(Office Order No. NIFT/ Admission/1653(32)/Gen. Instruct./ 08, Dt. 10.6.08)

- (v) All Faculty/Officers and Staff members are to be duty bound to accept official papers at any time. The most stringent action shall be taken against any employees who indulge in such activities like refusing to accept office communication, instructions, files based on personal convenience, irrespective of any excuse or level of seniority.

(Office Order No. NIFT/DG/ ON/09/60, Dt. 26.5.2010)

- (vi) In order to maintain discipline, all NIFT faculty/officials must route their application through proper channel i.e through the Centre Director/Chief Administrative Officers/Registrars/HODs who shall examine the same at their end with reference to the provisions of relevant Rule/Manual before forwarding it to Head Office. Disciplinary action as per provisions of the CCS (Conduct) Rules will be taken against those who violate these instructions.

(Circular No. NIFT/HO/ E.II/Misc/2007, Dt. 19.12.2007)

49. PUNCTUALITY

- i. Faculty and administrative staff under all circumstances, absolutely without any exception report to office either before time or, at the very latest, on time.
- ii. Faculty without exception must be ready for class exactly as per the schedule in their class room.
- iii. Faculty shall not leave NIFT premises for any reason what so ever without previous permission of the Centre Director.
- i. No one shall leave the NIFT premises before the closure of office on any working day.
- ii. All students without exception shall enter the class room and be seated at the time scheduled for the start of the class.
- iii. The door of the class room will be barred against late entry irrespective of the reasons for the delay.
- iv. Attendance shall be taken before the commencement of the class.
- v. Absentees should be marked absent. Attendance sheets should be collected by the administration within five mins. from the commencement of the class, under all circumstances.
- vi. The attendance record of each day shall be seen by the Director/Chief Administrative Officer/ Registrar without any exception and as per standing orders, the attendance displayed at the end of each week punctually on the notice board.

(Circular No. NIL, Dt. 3.8.2009 by the DG)

50. PROCEDURE FOR TAKING PERMISSION FOR NIFT FACULTY/STAFF FOR LEAVING CENTRE/ HEADQUARTER FOR GOING ABROAD WHILE ON LEAVE.

All faculty/staff members should take prior permission from the Competent Authority for leaving centre/headquarter for going abroad while on leave in the prescribed proforma

PROFORMA

(See O.M. No. 11013/7/2004-Estt.(A) dated 5th October, 2004)

1. Name :
2. Designation :
3. Pay :
4. Ministry/Department (Specify
Centre/State/PSU) :
5. Passport No. :
6. Details of private foreign travel to
be undertaken :

Period of Abroad		Name of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel; board/ lodging, visa, misc. etc)	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any, undertaken during the last on year as under item No. 6)

Name:

Designation:

Date:

Letter No 02/NIFT/Estt/Misc./2010 dated 15.03.2010

CHAPTER-XVI

RESIDUARY CONDITIONS OF SERVICE

51. RESIDUARY CONDITIONS OF SERVICE.

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

(a) SPECIAL PROVISION FOR EXISTING EMPLOYEES

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

CHAPTER-XVII

POWER TO RELAX

52. POWER TO RELAX

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

CHAPTER-XVIII

REMOVAL OF DOUBTS

53. REMOVAL OF DOUBTS

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

CHAPTER-XIX

POWER TO AMEND THE RULES

54. POWER TO AMEND, THE RULES

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

CHAPTER-XX

REPEAL AND SAVING

55. REPEAL AND SAVING

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

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

CHAPTER-XXI JURISDICTION

56. JURISDICTION

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

Summary of Unit wise Responsibilities:-

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

Chapter - 11

COMPREHENSIVE TRAINING POLICY

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

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

I. Training Needs of New Appointees

a. Faculty Members

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

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

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

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

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

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

b. Group A Officers

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

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

c. Group B,C and D Officers

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

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

II. Training Needs of Faculty Members

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

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

CP of the Department will identify beforehand:

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

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

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

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

III. Faculty Members and Group A Officers

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

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

A joint Annual Senior Management retreat to Professor and Group 'A' Officers to the level of Directors will be organized for a period of 2 days at an identified location. This will be a NIFT customized mandatory Programme for faculty members of the rank of professors and above and Group A Officers of the rank of Directors and above and will be coordinated by Training Unit of

Establishment Division at Head Office in consultation with Dean (Academics), Head (AA) and Director (HO).

IV. General Conditions:

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

V. Impact assessment and efficacy of Training Programs

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

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

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

Summary of Unit wise Responsibilities:-

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

CHAPTER- 12

ASSURED CAREER PROGRESSION SCHEME

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

For Further Details Lon on to : www.persmin.nic.in

Summary :

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



SECTION - II



MANUAL OF OFFICE PROCEDURE

CHAPTER - 13 INTRODUCTION

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

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

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

CHAPTER - 14 DEFINITIONS

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

1. 'Case' means a current file or a receipt together with other related papers, if any.
2. 'Come-back case' means a case received back for further action such as re-examination or preparing a draft or a summary of the case.
3. 'Correspondence portion' in relation to a file means the portion containing 'receipts' and office copies of 'issue' pertaining to the file including self-contained inter-departmental notes but excluding those recorded on the notes portion of the file itself.
4. 'Current file' means a file action on which has not been completed.
5. 'Dak' includes every type of written communication such as letter, telegram, interdepartmental note, file, fax, e-mail, wireless message which is received, whether by post or otherwise, in any department for its consideration.
6. 'Dealing hand' means any functionary such as lower division clerk, an upper division clerk, an assistant, entrusted with initial examination and noting upon cases.
7. 'Departmental instructions' means instructions issued by a department to supplement or vary the provisions of the Manual of Office Procedure.
8. 'Research Assistant / Sr. Assistant / Assistant / Junior Assistant' means an official within a Unit charged with the responsibility inter alia of maintaining the Unit diary.
9. 'Docketing' means making of entries in the notes portion of a file about the serial number assigned to each item of correspondence (whether receipt or issue) for its identification.
10. 'File' means a collection of papers on a specific subject matter assigned a file number and consisting of one or more of the following parts:
 - (a) Correspondence
 - (b) Notes
 - (c) Appendix to correspondence
 - (d) Appendix to notes
11. 'Final disposal' in relation to a case under consideration means completion of all action thereon culminating, where necessary, in the issue of final orders or final reply to the party from which the original communication emanated.

12. 'Fresh receipt (FR)' means any subsequent receipt on a case which brings in additional information to aid the disposal of a paper under consideration.
13. 'Indexing' in relation to a file means indicating its title under appropriate catchwords arranged in their alphabetical order with a view to facilitate its location in the event of need.
14. 'Index slip' means a card or a paper slip displaying the title of file under a catchword followed by a reference to its file number.
15. 'Issue' means a communication issued in a case.
16. 'Issue of fair communication' includes all stages of action after the approval of a draft ending with dispatch of the signed communication to the addressee, e.g., fair typing, comparing, attaching enclosures, preparing pads for signature, preparing covers, making entries in the dispatch registers and messenger books, affixing stamps, where necessary.
17. 'Note' means the remarks recorded on a case to facilitate its disposal, and includes a summary of previous papers, a statement or an analysis of the questions requiring decision, suggestions regarding the course of action and final orders passed thereon.
18. 'Notes portion' in relation to a file means the portion containing notes or minutes recorded on a case.
19. 'Paper under consideration (PUC)' means a receipt on a case, the consideration of which is the subject matter of the case.
20. 'Postal communication' means a communication dispatched by post and includes telegram.
21. 'Postal dak' means all dak received through Posts offices.
22. 'Receipt' means dak after it has been received by the concerned Unit/officer.
23. 'Record clerk' means a clerk in a Unit responsible inter alia for typing and maintaining index slips and for looking after routine aspects of recording work.
24. 'Recording' means the process of closing a file after action on all the issues considered thereon has been completed, and includes operations like completing references, removing routine papers, revising the file title, changing the file cover, recording rulings (if any) in the Precedent Book, categorising the file and stitching the file.
25. 'Reference folder' in relation to a particular subject means a folder containing copies of relevant rules, orders, instructions, etc., arranged in chronological order.
26. 'Routine note' means a note of a temporary value or ephemeral importance recorded outside the file, e.g., a record of casual discussion or a note on a point of secondary importance intended to facilitate consideration of the case by higher officers.
27. 'Running summary of facts' in relation to a case means a summary of the facts of the case updated from time to time to incorporate significant development as and when they take place. This may be termed 'Self Contained Note' if it figures in the notes portion of the file.
28. 'Standing guard file' on a subject means a compilation consisting of the following three parts:
 - (a) a running summary of the principles and policy relating to the subject with number and date of relevant decisions or orders quoted in margin against each;
 - (b) copies of the decisions or orders referred to, arranged in chronological order; and
 - (c) model forms of communications to be used at different stages.
29. 'Standing note' in relation to a subject means a continuing note explaining, among other things, the history and development of the policy and procedure, designed to serve as:
 - (a) a complete background material for review of the existing policy or procedure;
 - (b) a brief for preparing replies to Parliament questions or notes for supplementaries thereto; and
 - (c) induction or training material.
30. 'Standard process sheet' means a standard skeleton note developed for a repetitive item of work, indicating predetermined points of check or aspects to be noted upon.
31. 'Urgent dak' means dak marked 'immediate' or 'priority', and includes telegrams, wireless messages, telex messages, fax, etc.

CHAPTER - 15 ROLES AND RESPONSIBILITIES

15.1 Role and Responsibilities of Head of Units

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

15.2 Role and Responsibilities of Unit Incharge

- 1- The Unit Incharge of each unit will be responsible for all the matters allocated to the Unit and will report to the DG-NIFT through Head of Unit.
- 2- Each Unit will comprise of a Unit Incharge and a support staff of appropriate level and will function independently as a desk for dealing with all matters allocated to the Unit.
- 3- The Unit Incharge will function from the office area designed for this purpose and maintain all files/ documents and other records in the unit.
- 4- Unit Incharge will be responsible for the efficiency, punctuality and discipline of their respective units and will submit following documents to the Head on periodical basis

1)	Attendance Register	-- on all working days by 9.30 a.m.
2)	Daily worksheet of self	-- before close of the day & support staff
3)	Pendency Statement	-- last working day of the week

- 5- The Units are expected to function effectively with emphasis on efficiency, objectivity, responsiveness, transparency and best practices.
- 6- The Unit Incharge will review the progress of work with reference to work sheet & pendency statement. For this purpose, the Unit Incharge may devise appropriate systems, formats, procedures, within the framework of NIFT policies, guidelines, rules & regulations in consultation with the Head of the Unit.
- 7- Wherever Advisory Committees have been constituted, the matters may be submitted to DG-NIFT through the Advisory Committee for appropriate directions and approval.
- 8- Matters relating to IPR will be routed through IPR Cell, matters relating to Publication, Printing and Website will be routed through Corporate Communication Cell.
- 9- The proposals having financial implications will be routed through Director (F&A).
- 10- The Unit Incharge will maintain a record of their work and submit a half yearly comprehensive report (due on 1st January & 1st July) on the same to DG-NIFT through their Head of Units.

15.3 Functions of various levels of functionaries:

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

A. General Duties -

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

B. Responsibilities relating to Dak -

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

C. Responsibilities relating to issue of draft -

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

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

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

E. Independent disposal of cases -

He should take independently action of the following types-

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;

- (iii) any other action which a Unit Incharge is authorized to take independently.

F. Duties in respect of recording and indexing

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

Research Assistant/ Sr. Assistant/Assistant/Junior Assistant

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

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

Stenographer (Personal Assistant)

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialised. The Personal Assistant will maintain the confidentiality

and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below :-

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

15.4 Responsibilities of the Registrar of NIFT Centres

A comprehensive listing of items of work for which Registrars of NIFT Centres shall be responsible are:

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

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

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

The Registrars will report to DG-NIFT through Directors of respective NIFT Centres.

15.5 Responsibilities of the Deputy Registrars

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

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

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

15.6 Responsibilities of the Dy. Director(NRC)

Management of all NIFT Resource Centres

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

15.7 Responsibilities of the Head Librarian

Management of RC

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

15.8 Responsibilities of the Accounts Officer

1. Preparation of budget.
2. Preparation of Annual Accounts Reports.
3. Preparation of Balance sheet.
4. Preparation of Bank Reconciliation statement.
5. Preparation of Trial Balance.
6. Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund contribution to Provident Fund Office within the stipulated time.
7. Management of financial reporting, cash flow and financial statement.
8. Audit of accounts of from Internal and Statutory Auditors
9. Maintenance of cash-book.
10. Release of all payments (including checking of vouchers & payments).

11. Pursuance of audit objections.
12. Payment and recovery of advances paid to out side parties/staff members.
13. Act as Drawing & Disbursing Officer.
14. Release of Foreign Exchange.
15. Inter branch payment adjustment and reconciliation thereof.
16. Allocation of Budget to NIFT centres.
17. Preparation of Agenda notes for BOG meeting relating to Accounts Section and follow up thereon.
18. Maintenance and monitoring of Project Accounts.
19. Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
20. Ensure amount/fund received from Government/other agencies are properly accounted for.
21. Any other duty/responsibility that may be assigned by the Institute

15.9 Responsibilities of the Assistant Registrars

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

- (xvi) To ensure that cases are not help up at any stage
- (xvii) To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

15.10 Responsibilities of the Senior Assistant/ Assistant

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

15.11 Responsibilities of Private Secretary/Personal Assistant/ Stenographer

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

1. Taking dictation in shorthand and its transcription in the best manner possible.
2. Fixing up of appointments and if necessary canceling them.
3. Screening the telephone calls and the visitors in a tactful manner.

4. Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up.
5. Maintaining in proper order the papers required to be retained by the Officer.
6. Keeping a note of the movement of files, (incoming and out going).
7. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.
8. Carrying out the corrections to the officer's reference books.
9. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.
10. Coordination among the various departments on the action taken points.
11. Drafting replies to routine nature of work.
12. Any other duty/responsibility that may be assigned by the Institute.

15.12 Responsibilities of Research Assistant

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

15.13 Responsibilities of Mechanic

1. Repair & Maintenance o Machines installed in the Department.
2. Preventive Maintenance Records of each & every machine installed in Department

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

15.14 Responsibilities of Library Assistant

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

15.15 Responsibilities of Junior Assistant

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

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

15.16 Responsibilities of Lab Assistant/Demonstrator

1. Maintenance of the infrastructural facilities, equipment & apparatus of the surface Design Lab attached to the TDD department.
2. Ensuring the regular supply of laboratory re-agents, Dyestuff, Chemicals & Samples in order to facilitate the conduct of practical classes on Dyeing, Printing & Finishing.
3. Impart practical training to the students by demonstrating the procedures as pre-briefed by the Senior Faculty.
4. Participate in training programmes organized by professional bodies in the related field and guide the students with the latest innovations

15.17 Responsibilities of Electricians

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

15.18 Responsibilities of Plumber

1. To run operate & maintain the water supply, sewerage, fire fighting installations and solar hot water systems/ installations.
2. To ensure water supply to overhead underground water tanks for water for making drinking, domestic and fire fighting purposes available round the clock.

3. To ensure timely dewatering of storm water/waste sumps.
4. Maintenance of pumping & allied systems, pressure tanks etc. for pumping distribution of water networks for the fire fighting wetrisons sprinkles etc.
5. Running operation & maintenance of pumps for water extraction as borewells, booster pumps etc.
6. To attend to problems in operation/complaints on day to day basis.
7. To attend toe emergency situations/specific requirements of departments or during functions/programmes.
8. To keep minimum stock of consumables for maintenance of running and operators of the water distribution network/fire fighting systems and pumps.
9. To undertake testing of fire fighting equipment from time to time to ensure they are in satisfactory working condition.
10. To carry out preventive maintenance of equipment.
11. To keep check on wastage of water and assist house keeping in keeping toilets/bathrooms fully functional.
4. To ensure presence all the time till officer is in office including after office hours or on holidays etc.
5. To deliver dak/letters to the addressee.
6. To ensure timely opening & closing of officers room/section.
7. To ensure neatness and tidiness in the room of officers & department where staff sit through Housekeeping staff.
8. To assist staff members in stacking/tracing files from the almira or cupboards as per indexing.
9. To ensure proper packing and sealing of documents to be dispatched before handing over to dispatch section.
10. Diary entries of Files & papers
11. Record Management of concerned Department
12. Fax Operations
13. Weeding out Records
14. Photocopying
15. Maintenance of electrical fittings and equipments (by Multi Tasking Staffs who have passed ITI in electrical trade)

15.19 Responsibilities of Staff Car driver

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

15.20 Responsibilities of Multi Tasking Staffs

1. To attend call of officers/staff of respective departments
2. Distribute papers/file marked to respective officer/staff members.
3. To arrange tea/coffee/cold drinks/water from canteen or outside etc. for officers/staff as and when required.

CHAPTER - 16

DAK-RECEIPT, REGISTRATION AND DISTRIBUTION

16.1 Receipt of Dak.-

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

16.2 Acknowledgement of dak .-

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

16.3 Registration of dak.-

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

Department of.....
 Received on.....
 C. R.. No.....
 Sec. Dy. No.....

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

16.4 Distribution of dak .-

- (1) The dak may be distributed and acknowledgement obtained in messenger books or dak register maintained Unit-wise.
- (2) The above procedure will also apply to the dak meant for Officers, which will be acknowledged by their personal staff.
- (3) Urgent dak will be distributed as and when received. Other dak may be distributed at suitable intervals (i. e., 11 a.m.; 2 p.m. and 4 p.m.). Such part of the ordinary dak as is received too late to be included in the last daily round, will be kept ready for distribution early next day. The official in charge of the Dispatch department will ensure:
 - (a) that, as far as possible, sorting, registration and invoicing of dak is completed on the day of its receipt;
 - (b) that, to the extent to which the above work cannot be completed during the day, and without prejudice to the processing of urgent dak, the night duty staff attends to it; and
 - (c) that the total number of receipts pending at the end of the day for sorting, registration and invoicing are noted in a register and the signatures of the night duty staff are obtained on it in token of their having taken custody of these.
- (4) Urgent dak received outside office hours will be sent to the Units concerned if there is staff on duty. In other cases, such dak will be dealt with in accordance with the instructions issued by the department concerned.

CHAPTER - 17

RECEIPTS- SUBMISSION AND DIARISATION

17.1 Perusal and marking of receipts.-

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

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

17.2 Diarising of receipts in Units.-

- (1) Each Unit will maintain a Unit diary (Appendix 2), Devanagri script will be used for diarising Hindi receipts.
- (2) The Research Assistant / Sr. Assistant / Assistant / Junior Assistant will diarise in the Unit diary (Appendix 2) all receipts except the following before they are submitted to the officers concerned or distributed among the dealing hands:
 - (a) receipts which, as a class, are adequately taken care of by a register specially devised for the purpose (e.g. telephone bills which are entered in telephone bill register);
 - (b) receipts which have already been diarised in computer;
 - (c) communications received from Members of Parliament for which a separate register is maintained for watching their disposal
 - (d) unsigned communications (except e-mail) on which no instructions have been recorded by officers and on which no action is to be taken;
 - (e) identical copies of representations, save the one received first;

- (f) post copies of telegrams unless the endorsement contains a message in addition to that contained in the telegrams;
- (g) petty contingent vouchers such as those relating to night duty or overtime claims of the staff, claims for coolie hire or conveyance hire, chits asking for articles of furniture, stationery etc.
- (h) routine acknowledgements;
- (i) casual leave applications;
- (j) copies of miscellaneous circulars, office memoranda, extracts, etc; circulated by any Unit for general information, e.g., orders of general application, telephone lists, notices of holidays, tour programmes, etc; and
- (k) any other types of receipts which under departmental instructions are not required to be diarised.

- (3) Inter-departmental notes, telegrams, or any other category of receipts sought to be distinguished from the rest, may be entered in the Unit diary in red ink.
- (4) Receipts redirected to other Units will also be diarised.
- (5) Papers referred to another department will be diarised each time they are received back. For those referred under diary numbers, however, previous and later entries in the diary will be linked by giving the earlier and the later diary numbers against each entry.
- (6) If a receipt is diarised after a lapse of more than 15 days from the date it bears, the entry regarding date in column 3 of the Unit diary will be circled in red ink.
- (7) The diary number of a receipt will be indicated in the space provided for the purpose in the stamp affixed by the central registry vide para 3(4).
- (8) The Unit Incharges will scrutinise the Unit diaries once a week to see that these are being properly maintained and append his dated initials in token of scrutiny.
- (9) Under the computerised environment, the format of the diary register will be as in Appendix 2. A single diary number will be generated irrespective of where a receipt is diarised. All exclusions mentioned in sub-para (2) above would be applicable. Appropriate codes in Remarks column would indicate the different categories of receipts as well as redirected receipts or receipts diarised after a lapse of more than 15 days from the date it bears, as mentioned in earlier sub-paras. Papers received back from other departments will be diarised and will be linked with previous diary numbers as they can be easily traced electronically. The diary number will be indicated on the receipt as in the manual system. The Unit Incharge will generate a status report of the receipts from computer every week to ensure proper monitoring.

17.3 Diarising of receipts received by officers -

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

17.4 Movement of receipts -

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

17.5 Action by higher officers -

Officers to whom receipts are submitted will:

- (1) go through the receipts and initial them;
- (2) remove receipts which they may like to dispose of without assistance from Unit or to submit to higher officers;
- (3) enter the diary numbers of the receipts removed vide sub-para (2) above on the movement slip; (this will be prepared in the prescribed format in computerised system also)
- (4) where necessary, give directions regarding line of action to be taken on other receipts; and
- (5) return the receipts together with movement slip, if any, to the Unit Incharge for action in terms of paras 5(4) and 5(5) above.

17.6 Allocation of disputed receipts .-

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

CHAPTER - 18 ACTION ON RECEIPTS

18.1 General principles .-

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

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

18.2 Action by dealing hand .-

The dealing hand will:

- (1) go through the receipts and separate urgent receipts from the rest;
- (2) enter the receipts in the assistant's diary (Appendix-4). It is not necessary to maintain it separately in a computerised environment as the system can generate information through query.
- (3) deal with the urgent receipts first; Code indicating the priority may be given in a computerised environment.
- (4) check enclosures and if any found missing, initiate action to obtain it;
- (5) see whether any other unit is concerned with any part or aspect of a receipt and if so, send copies or relevant extracts to that unit for necessary action;
- (6) bring the receipt on to a current file if one already exists or open a new file as per paras 48 and 49 and indicate file No. in column 4 of the assistant's diary. If the current file is under submission, a part file will be opened, which will be subsequently merged with the main file by the dealing assistant when he accesses both. In a computerised environment the relevant file number, whether of existing file or a new file, will be indicated in the relevant column in the diary register itself.
- (7) file papers in accordance with para 27;
- (8) assign the receipt page number (s) and a serial number in terms of paras 29 (1) and 29 (2);

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

18.3 Action by Unit Incharge .-

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

18.4 Examination by Unit. -

When the line of action on a receipt is obvious or is based on a clear precedent or practice, or has been indicated by a higher officer, and a communication has to issue, a draft will be put up without any elaborate note. In other cases, the Unit, while putting up a case, will:

- (1) see whether all the statements, so far as they are open to check, are correct;
- (2) point out mistakes, incorrect statements, missing data or information, if any
- (3) draw attention, if necessary, to the statutory or customary procedure and point out the relevant law and rules;
- (4) furnish other relevant data or information available in the department, if any;

- (5) state the questions for consideration and bring out clearly the points requiring decision;
- (6) draw attention to precedents;
- (7) evaluate relevant data and information; and
- (8) suggest, where possible, alternative courses of action for consideration.

18.5 Standard Process Sheet -

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

18.6 Level of disposal and channel of submission

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

18.7 Examination by Officer

- (1) An Officer will regularly discuss with his staff to decide the course of action to be taken on various cases. Normally a single note will be put up to the decision making level after the line of action is decided.
- (2) For dealing with important problem solving issues, the technique of writing a self-contained note may be used. This involves entrusting an officer or a group of officers with preparing a comprehensive note which will be put

up straight to the decision making level. The note will contain the background to the problem, issues arising out of its precedents, if any, analysis of all relevant facts, and recommendations.

18.8 Deviation from normal procedures or rules -

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

18.9 Running summary of facts -

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

18.10 Guidelines for noting -

- (1) All notes will be concise and to the point. Lengthy notes are to be avoided.
- (2) The verbatim reproduction of extracts from or paraphrasing of the paper under consideration, fresh receipt, or any other part of correspondence or notes on the same file, should not be attempted.
- (3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.
- (4) Any officer, who has to note upon a file on which a running summary of facts is available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.
- (5) Relevant extracts of a rule or instruction will be placed on the file and attention to it will be drawn in the note, rather than reproducing the relevant provisions in the note.
- (6) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained note will be put up with every case submitted to the Minister. Such a note will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any,

consulted in the matter and the point or points on which the orders of the Minister are sought.

- (7) If apparent errors or incorrect statements in a case have to be pointed out or if an opinion expressed therein has to be criticised, care should be taken to couch the observations in courteous and temperate language free from personal remarks.
- (8) When a paper under consideration raises several major points which require detailed examination and respective orders, each point (or group of related points) will be noted upon separately in Unital notes; such notes will each begin with a list of the major point(s) dealt with therein.
- (9) Notes and orders will normally be recorded on note sheets in the notes portion of the file and will be serially numbered. Black or blue ink will be used by all categories of staff and officers. Only an officer of the level of Registrar and above may use green or red ink in rare cases.
- (10) The dealing hand (Research Assistant/Senior Assistant/Senior Assistant (Accounts)/Assistant (Accounts)/Assistant/Junior Assistant) will append his full signature with date on the left below his note. An officer will append his full signature on the right hand side of the note with name, designation and date.
- (11) A note will be divided into serially numbered paragraphs of easy size, say ten lines each. Paragraphs may preferably have brief titles. The first paragraph will give an indication of the evidence and the conclusions reached. The final paragraph should weigh the arguments and make recommendations for action.
- (12) In writing notes the observations made in Appendix 5-'Style in notes and drafts' will be kept in view.
- (13) A small margin of about one inch will be left on all sides (left, right, top and bottom) of each page of the note sheet to ensure better preservation of notes recorded on the files as at times the paper gets torn from the edges making reading of the document difficult. However, notes should be typed/ written on both sides of the note sheet as per instructions of Department of Expenditure.

18.11 Modification of notes or orders.-

- (1) Senior officers should not require any modification in, or replacement of, the notes recorded by their juniors once they have been submitted to them. Instead, the higher officers should record their own notes giving their views on the subject, where necessary correcting or modifying the facts given in earlier notes. In any case, the replacement or modification of the notes which have already been recorded on a file, when the file has been further noted upon by others, should not be permitted.



- (2) Pasting over a note or a portion of it to conceal what has been recorded is not desirable. Where a note recorded in the first instance requires any modification on account of additional facts or any error having come to notice, a subsequent note may be recorded, keeping the earlier note intact.

18.12 Noting on files received from other units -

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

18.13 Aids to processing -

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

The above records will also be maintained in electronic form in a computerised environment.
- (2) Apart from copies of acts, rules, orders and instructions concerning subjects dealt with by it, each Unit is expected to maintain, for ready reference, the Constitution of India

and certain acts, rules and instructions of a general nature, references of most of which have been made in this manual. Each unit is expected to procure an adequate number of copies of these acts, rules and instructions and make them available to all concerned. An illustrative list of such acts, rules and instructions is contained in Appendix 6.

- (3) The documentation-cum-reference system (manual as well as electronic form) will include reference material peculiar to the need of the functional Units and a consciously developed information system to act as an aid to policy formulation, review and operational decisions.

18.14 Oral discussions -

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

18.15 Oral instructions by higher officers -

- (1) Where an officer is giving direction (including telephonic direction) for taking action in any case in respect of matters on which he or his subordinate has powers to decide, he shall ordinarily do so in writing. If, however, the circumstances of the case are such that there is no time for giving the instructions in writing, he should follow it up by a written confirmation at his earliest.
- (2) An officer shall, in the performance of his official duties, or in the exercise of the powers conferred on him, act in his best judgement except when he is acting under instructions of an official superior. In the latter case, he shall obtain the directions in writing wherever practicable before carrying out the instructions, and where it is not possible to do so, he shall obtain written confirmation of the directions as soon thereafter as possible. If the Officer giving the instructions is not his immediate superior but one higher to the latter in the hierarchy, he shall bring such instructions to the notice of his immediate superior at the earliest.

18.16 Confirmation of oral instructions.-

- (1) If an officer seeks confirmation of oral instructions given by his superior, the latter should confirm it in writing whenever such confirmation is sought.

- (2) Receipt of communications from junior Officers seeking confirmation of oral instructions should be acknowledged by the senior officers or their personal staff, or the personal staff of the Minister, as the case may be.

18.17 Filing of papers.-

- (1) Papers required to be filed will be punched on the left hand top corner and tagged onto the appropriate part of the file viz. notes, correspondence, appendix to notes and appendix to correspondence, in chronological order, from left to right.
- (2) Both 'notes portion' and 'correspondence portion' will be placed in a single file cover. Left side of tag in the notes portion will be tagged onto the left side of the file cover and right side of the tag will remain as such i.e., untagged. In the case of correspondence portion, right side of tag will be tagged onto the right side of the same file cover and left side of the tag will remain as such i.e., untagged.
- (3) Earlier communications referred to in the receipt or issue, will be indicated by pencil by giving their position on the file.
- (4) (a) If the file is not bulky, appendix to notes and appendix to correspondence may be kept alongwith the respective note portion or the correspondence portion of the main file if these are considered as integral and important part.
(b) If the file is bulky, separate file covers may be maintained for keeping appendix to notes and appendix to correspondence.
- (5) Routine receipts and issues (e.g., reminders, acknowledgments) and routine notes will not be allowed to clutter up the file. They will be placed below the file in a separate cover and destroyed when they have served their purpose.
- (6) When the 'notes' plus the 'correspondence' portion of a file become bulky (say exceed 150 pages), it will be stitched and marked 'Volume I'. Further papers on the subject will be added to the new volume of the same file, which will be marked 'Volume II', and so on.
- (7) In Volume II and subsequent volumes of the same file, page numbering in notes portion and correspondence portion will be made in continuity of the last page number in note portion/correspondence portion of the earlier volume.
- (8) On top of the first page of the note portion in each volume of the file, file number, name of the Head Office/ Centre, name of unit and subject of the file will be mentioned.

18.18 Arrangement of papers in a case. -

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

- (1) reference books;
- (2) notes portion of the current file ending with the note for consideration;

- (3) running summary of facts;
- (4) draft for approval, if any;
- (5) correspondence portion of the current file ending with the latest receipt or issue, as the case may be;
- (6) appendix to notes and correspondence;
- (7) Standing guard file, standing note or reference folder, if any;
- (8) other papers, if any, referred to, e.g., extracts of notes or correspondence from other files, copies of orders, resolutions, gazettes, arranged in chronological order, the latest being placed on the top;
- (9) recorded files, if any, arranged in chronological order, the latest being placed on the top; and
- (10) routine notes and papers arranged in chronological order and placed in a separate cover.

18.19 Referencing .-

- (1) Every page in each part of the file (viz., notes, correspondence, appendix to notes, and appendix to correspondence) will be consecutively numbered in separate series in pencil on the right top corner. Blank intervening pages, if any, will not be numbered.
- (2) Each item of correspondence in a file, whether receipt or issue, will be assigned a serial number which will be displayed prominently in red ink at the top middle of its first page.
- (3) The paper under consideration on a file will be flagged 'PUC' and the latest fresh receipt noted upon, as 'FR'. In no circumstances, will a slip, other than 'PUC' and 'FR', be attached to any paper in a current file. If there are more than one 'FR' they should be flagged separately as 'FR I', 'FR II', and so on.
- (4) In referring to the papers flagged 'PUC' or 'FR', the relevant page numbers will be quoted invariably in the margin. Other papers in a current file will be referred to by their page numbers only.
- (5) Recorded files and other papers put up with the current file will be flagged with alphabetical slips for quick identification. Only one alphabetical slip will be attached to a recorded file or compilation. If two or more papers contained in the same file or compilation are to be referred to, they should be identified by the relevant page numbers in addition to the alphabetical slip, e.g. 'A/23.n, 'A/17.c, and so on.
- (6) To facilitate the identification of references to papers contained in other files after the removal of slips, the number of the file referred to will be quoted invariably in the body of the note and the relevant page numbers, together with the alphabetical slip attached thereto, will be indicated in the margin. Similarly, the number and date of orders, notifications and the resolutions, and, in the case of acts, rules and regulations, their brief title together with the number of the relevant Unit, rule, paragraph or clause, referred to will be quoted in the

body of the notes, while the alphabetical slips used, will be indicated in the margin.

- (7) Rules or other compilations referred to in a case need not be put up if copies thereof are expected to be available with the officer to whom the case is being submitted. The fact of such compilations not having been put up will be indicated in the margin of the notes in pencil.
- (8) The reference slips will be pinned neatly on the inside of the papers sought to be flagged. When a number of papers put up in a case are to be flagged, the slips will be spread over the entire width of the file so that every slip is easily visible.

18.20 Linking of files -

- (1) If the issues raised in two or more current files are so inter-connected that they must be dealt with together simultaneously, the relevant files will be linked in the manner indicated in (2) below. Such linking may also be resorted to if a paper on one current file is required for reference in dealing with another current file unless a copy of the paper can be conveniently placed on the first file.
- (2) When files are to be linked, strings of the file board of the lower file (but not its flaps) will be tied around the upper file and those of the file board or flap of the upper file tied underneath it in a bow out of the way so that each file is intact with all its connected papers properly arranged on its file board or flap.
- (3) On receipt back after completion of action, the linked files will be immediately delinked after taking relevant extracts and placing them on the linked files, where necessary.
- (4) In a computer environment the file tracking system has the facility for easy linkage of files and its subsequent movement.

18.21 Use of urgency gradings .-

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

CHAPTER - 19 FORMS AND PROCEDURE OF COMMUNICATION

19.1 Forms of written communications and methods of delivery -

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

(1) Letter -

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

(2) Demi-official letter -

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

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

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

(3) Office Memorandum -

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

(4) **Inter-departmental note -**

- (a) This form is generally employed for obtaining the advice, views, concurrence or comments of other departments on a proposal or in seeking clarification of the existing rules, instructions etc. It may also be used by a unit when consulting its attached and subordinate offices and vice versa.
- (b) The inter-unit note may either be recorded on a file referred to another department or may take the form of an independent self-contained note. The subject need not be mentioned when recorded on the file.

(5) **Telegram -**

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

(6) **Fax facility -**

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

(7) **Registered Post/ Registered AD -**

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

(8) **Speed Post -**

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

(9) **Office order -**

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

(10) **Order -**

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

(11) **Notification -**

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

(12) **Resolution -**

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

(13) **Press communiqué/note -**

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

(14) **Endorsement -**

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

(15) **Circular -**

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

(16) **Advertisement -**

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

19.2 Telephonic communications -

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

19.3 Inter-Centre consultation -

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

- (a) Inter-centre references, will normally be made under the directions of an officer not below the rank of Registrar or as may be provided by the NIFT's instructions.

- (b) The points on which the opinion of other centre/HO is sought or which it is desired to bring to their notice should be clearly stated.
- (c) where possible, the drafts of the orders proposed to be issued may also be shown to the HO/centre sought to be consulted.

19.4 Correspondence with Members of Parliament-

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

19.5 Prompt response to letters received -

- (1) Each communication received from the Member of Parliament, a member of the public, a recognised association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- (2) Where (i) delay is anticipated in sending a final reply, or (ii) information has to be obtained from another Ministry or another office, an interim reply will be sent within a month (from the date of receipt) indicating the possible date by which a final reply can be given.
- (3) Where the request of a member of the public cannot be acceded to for any reason, reasons for not acceding to such a request should be given.
- (4) As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

CHAPTER - 20 DRAFTING OF COMMUNICATIONS

20.1 Procedure for drafting -

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

20.2 General instructions for drafting -

- (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.
- (2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.
- (3) Official communications emanating from a department and purporting to convey the views or orders of the Government of India must specifically be expressed to have been written under the directions of Government. This requirement does not, however, imply that each communication should start with the phrase 'I am directed to say' or 'The undersigned is directed to convey', which has the effect of distancing the communicator from the reader at the very outset. A more direct and to-the-point format is to be preferred if some degree of rapport is to be established with the receiver of the communication. The obligatory

requirement can be met in a variety of imaginative ways. For instance, variations of the phrase can be added to the operative part of the letter towards the end as under:

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

or

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

- (4) Communications of some length or complexity should generally conclude with a summary.
- (5) Depending upon the form of communication the subject should be mentioned in it (including reminders).
- (6) The number and date of the last communication in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft.
- (7) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference, e.g., A-11011/5(I)/2001-Est., A-11011/5(II)/2001-Est.
- (8) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should be drawn at appropriate places in the margin for ready reference by the typist, the comparers and the dispatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left of the page thus-`Encl. 3'.
- (9) If copies of an enclosure referred to in the draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.
- (10) If the communication to be dispatched by post is important (e.g., a notice cancelling a license or withdrawing an existing facility) or encloses a valuable document (such as an agreement, service book or a cheque) instructions as to whether it should be sent through registered post or speed post or in an insured cover, will be given on the draft by the Unit Incharge concerned with its issue.
- (11) The name, designation, telephone number, fax number, and e-mail address of the officer, over whose signature the communication is to issue, should invariably be indicated on the draft.

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

20.3 Addressing communications to officers by name-

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

20.4 Drafting of demi-official letters-

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

CHAPTER - 21 ISSUE OF DRAFTS

21.1 Marking of drafts for issue -

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

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

21.2 Fairing of approved drafts -

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

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

21.3 Procedure to be followed in Units :-

- (1) Unit Incharge, while marking the draft for typing and before passing on the file to the Research Assistant / Sr. Assistant / Assistant / Junior Assistant, will ensure that clear indication has been given where copies of any papers contained in any file are to be typed or photocopied or a computer printout taken as enclosure(s).
- (2) The Research Assistant / Sr. Assistant / Assistant / Junior Assistant will:
 - (a) enter the number of the file marked for recording [as per para 41(6)] in column 2 of the 'register for watching the progress of recording' and
 - (b) pass on the file to the typist.
- (3) The approved draft will be fair typed, compared and got signed. General instructions regarding typing given in para 44 will be observed.

- (4) On return of signature pads, the Unit Incharge will see that fair copies have been duly signed by the officer and make sure that corrections, if any, made while signing are carried out in all copies.
- (5) The signed fair copies, together with office copies, drafts and relevant file/files will then be passed on to the Research Assistant / Sr. Assistant / Assistant / Junior Assistant .
- (6) The Research Assistant / Sr. Assistant / Assistant / Junior Assistant will:
 - (a) enter the number of the fair communications and office copies in messenger book; and
 - (b) send the fair communications and office copies, along with messenger book, to the dispatcher of the central issue Unit at appropriate intervals during the day.
- (7) The dispatcher will:
 - (a) remove the fair communications and office copies; and
 - (b) acknowledge receipt in the messenger book.
- (8) In case of urgent communications, dak may be issued directly from the Unit concerned at the discretion of the Unit Incharge.

21.4 General instructions regarding typing

- (1) Urgent drafts will be attended to first.
- (2) Fair copies of all communications will be typed on printed letter heads of suitable sizes. The name of the issuing departments with full address including PIN code, telephone number, telegraphic address, telex code, Fax number and e-mail address if any, will be got printed on the letter heads.
- (3) Fair copies will be typed with single spacing unless otherwise directed.
- (4) The oblique lines drawn in the margin to indicate the number of enclosures to be sent along with the letter will be indicated at the appropriate places.
- (5) Stencils will be cut whenever more than 50 copies of a communication are required.
- (6) The typist will type his initials with date in the left hand bottom corner of the fair copy e.g., RCK/20-05-2001.
- (7) In a computer environment username along with path will be indicated on the fair copy by the typist (except classified documents).

21.5 Marking of drafts :-

- (1) Unit Incharge, while marking the drafts for issue and before passing on the file to the Research Assistant / Sr. Assistant / Assistant / Junior Assistant, will indicate whether fair copies are to be signed by the officer

approving the draft or are to be authenticated for issue by the Unit Incharge of the central issue Units.

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

21.6 Despatch of postal communications

- (1) The Jr. Assistant/Research Assistant / Sr. Assistant / Assistant / Junior Assistant will hand over communications to be sent by post to the Multi Tasking Staff, who will:
- (a) separate those to be sent by foreign post from the rest;
 - (b) paste the telegrams, if typed on plain paper, over the printed form of telegram supplied by the Department of Posts and affix service postage stamps of the appropriate value thereon;
 - (c) if a credit deposit account is maintained for issuing telegrams, affix rubber-stamp indicating the credit deposit account number assigned to the department in the space provided for affixing postage stamps;
 - (d) affix postage stamps of the appropriate value on covers, packets, etc. where necessary after weighing them, using ordinary postage stamps for foreign post and service postage stamps for inland post;
 - (e) where postal franking machines are in use, frank the covers, etc. instead of affixing postage stamps;
 - (f) stamp the covers with a rubber-stamp bearing the name of the department; and
 - (g) return the communications to the dispatcher.

CHAPTER - 22 FILE NUMBERING SYSTEM

22.1 File numbering system -

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

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

- (e) The year of opening of the file (last two digits only)

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

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

Centre	File Code Number
Head Office	1001-2000
Delhi Centre	2001-3000
Kolkata	3001-4000
Mumbai	4001-5000
Bengaluru	5001-6000
Hyderabad	6001-7000
Chennai	7001-8000
Gandhi Nagar	8001-9000
Bhopal	To be filled by Head Office
Bhubaneshwar	To be filled by Head Office
Jodhpur	To be filled by Head Office
Kangra	To be filled by Head Office
Kannur	To be filled by Head Office
Patna	To be filled by Head Office
Rae Bareli	To be filled by Head Office
Shillong	To be filled by Head Office

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

Head Office

Head Office	File Code Number
Director (IT) & MIS Cell	1001-1099
Director (F&A)	1100-1199
Establishment Section	1200-1299
Administration Section	1300-1399
Academic Affairs	1400-1499
Accounts Section	1500-1599
Project Section	1600-1650
Admission Section	1651-1699

Building Section	1700-1799
Dean(AA)	1800-1899
DG Sectt.	1900-1950
Board Secretariat	2750-2850
Bank	1951-1999

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

Delhi Centre

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

22.2 File Register

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

File Register (format)

Department : _____

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

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

22.3 Part file -

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

- (9) A short-term training may be organized for all Record Keepers by this Head Office and the centres.

section to another, the former will promptly transfer all the related records including files, both current and closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files, the endeavor should be close them at the earliest possible stage and to open new files according to the department's/section's own scheme of classification for dealing with the matter further. For convenience both Old and New file number should be clearly indicated on top of the file.

Instructions

- Entries in column (1) -(3) will be made at the time of opening files and those in column (4) and (5) at the time of recording and reviewing them.
 - If as result of the review, a file is marked for further retention, the year of the next review will be indicated in column (5)
 - When a file is transferred to the departmental record from or to another section/department, the fact for such transfer and the relevant date will be indicated in column (5).
 - Similarly, when the file is marked for destruction, an entry regarding the fact and the year of destruction will be made in this column.
- (8) Transfer, reconstruction and renumbering of files - whenever work is transferred from one department/

CHAPTER - 23 RECORDS MANAGEMENT

23.1 Activities involved in records management-

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

23.2 Stage of recording -

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

23.3 Procedure for recording -

(1) Action for Recording:

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

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

(2) Action on Recorded Files

The record clerk will thereafter:

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

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

23.4 Categorisation of records -

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

- (1) Category 'A' meaning 'keep and microfilm' -This categorization will be adopted for:
 - (a) files which qualify for permanent preservation for administrative purposes (vide part 'A' of (Appendix 11) and which have to be microfilmed because they contain:
 - (i) a document so precious that its original must be preserved intact and access to it in the original form must be restricted to the barest minimum; or
 - (ii) material likely to be required for frequent reference by different parties.
 - (b) files of historical importance such as those listed in Part 'B' of (Appendix 11).
- (2) Category 'B' meaning 'keep but do not microfilm'-This category will cover files required for permanent preservation for administrative purposes, such as those listed in part 'A' of (Appendix 11). It will, however, exclude the nature of material falling under the category described in (i) or (ii) of sub-para (1) (a) above and therefore need not be microfilmed.
- (3) Category 'C' meaning 'keep for specified period only'-This category will include files of secondary importance and having reference value for a limited period not exceeding

10 years. In exceptional cases, if the record is required to be retained beyond 10 years it will be upgraded to B category.

23.5 Stage of indexing -

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

23.6 Manner of indexing -

- (1) While preparing a file for record (vide para 57) the dealing hand or the desk assistant will underline:
 - (a) the 'index head', i.e., the standard head or the most important catch-word in the standard head which will naturally occur to any official searching for the file and which will determine the position of the relevant index slip in the consolidated index; and
 - (b) the 'index sub-head', i.e. the catch word or catch-words in the standard sub-heads and/ or the 'content' of the title which will give a further and more specific clue to the file under search.
- (2) Where the functional filing system is followed, files need not be indexed under the basic, primary, secondary and tertiary heads for which the classification scheme itself will provide the master index. However, such files will have to be indexed under the catch-words used in the content part of the title which falls outside the standardised headings.
- (3) After index heads and sub-heads in the title have been approved by the Unit Incharge/desk functionary, the record clerk/desk assistant will:
 - (a) type out, in duplicate, as many index slips as there are index heads and sub-heads underlined in the title;
 - (b) distinguish the index heads from the sub-heads by typing the former in capital letters;
 - (c) indicate at the top of the index slips all the heads and sub-heads mentioned in the title, one below the other, followed by the complete title of the file and the file number ;
 - (d) allot a pair of slips to each index head and sub-head by scoring out entries relating to the others;
 - (e) arrange the index slips in two sets, one in alphabetical order of the heads/sub-head for use in the Unit, and the other in the sequence of file numbers for the use of the compiler of the departmental index;
 - (f) keep each set of a paper index slips in separate spring clip folders for each year; and
 - (g) indicate the date of indexing on the file cover and initial it in the space provided for the purpose.

(4) Index slips will normally be typed on good quality paper. In the case of important files requiring frequent and urgent reference, however, card indexes could also be prepared. Even here, the duplicate set meant for incorporation in the departmental index will be typed on good quality paper. Card indexes, where maintained, will be kept according to an alphabetical order of their respective catch-words, in a single series for all the years. Each department will issue departmental instructions specifying the categories of files in respect of which card indexes will be maintained.

(5) To ensure consistency and facilitate consolidation of departmental index, files relating to parliamentary business will be indexed not only under the appropriate standard heads and sub-heads but also, under the nature of such business, e.g. parliament questions, cut-motion, resolutions etc.

23.7 Custody of index slips -

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

23.8 Compilation of departmental index -

- (1) The index slips pertaining to files relating to a year will be sent to the compiler of the departmental index one year after the close of the year to which they relate. If some files of that year still remain current even at the time of sending the index slips as envisaged above, the dealing hand with the approval of the Unit Incharge will prepare index slips in respect of such files as are likely to be retained for 10 years or more from the date of recording. These will also be added to the set of slips being sent to the compiler of the departmental index.
- (2) The compiler of the departmental index will:
 - (a) edit the index slips by:
 - (i) allowing the full title to appear only on the main index slips, i.e. those indexed under the index heads; and
 - (ii) scoring out the title on the subsidiary index slips, i.e. those indexed under the index sub-heads and giving a cross reference to the relevant index head;
 - (b) arrange the index slips received from different Units, in alphabetical order in a single series for the department as a whole; and
 - (c) arrange for the printing or cyclostyling of the consolidated departmental index for each year.

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

23.9 Record Retention Schedule -

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

23.10 Custody of records -

- (1) Recorded files will be kept serially arranged in the Units/desks concerned for not more than one year, after which they will be transferred to the departmental record room. For files due for such transfer the register at will be consulted.
- (2) In the event of transfer of work from one Unit to another, the relevant files also will be transferred, after being listed in duplicate. One copy of this list will be retained by the Unit taking over the files for its record and the other acknowledged and returned to the Unit transferring them.
- (3) Files transferred by a Unit to the departmental record room will be accompanied by a list of files in duplicate. The departmental record room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, to the Unit concerned. In the record room, these lists will be kept Unit-wise in separate file covers.
- (4) The departmental record room will maintain a record review register in which a few pages will be allotted for each future year. Class `C' files marked for review in a particular year will be entered in the pages earmarked for that year in the register.
- (5) Record rooms will be properly ventilated, with adequate lighting and fire-safety equipment and avoid exposure to

moisture. The records will be arranged serially Unit-wise and will be regularly dusted. For proper preservation the records will be periodically fumigated and moth-balls will be used.

- (6) In a computerized environment, it would be useful to maintain list of records in electronic form, in the Departmental Record Room.

23.11 Review and weeding of records -

- (1) A category 'C' file will be reviewed on the expiry of the specified retention period and weeded out unless there are sufficient grounds warranting its further retention. Justification for retaining a file after review will be recorded on the file with the approval of branch officer/divisional head concerned. Retention after a review will be for a period not exceeding ten years, including the period already retained. If a file was originally retained for a period of 10 years, any further retention will require up-gradation of the category.
- (2) Category 'A' and category 'B' files will be reviewed on attaining the 25th year of their life in consultation with the National Archives of India. In these reviews, the need for revising the original categorization of category 'B' files may also be considered.
- (3) The year of review of category 'C' files be reckoned with reference to the year of their closing and that for category 'A' and category 'B' files with reference to the year of their opening.
- (4) Beginning in January each year, the departmental record room will send to the Units/desks concerned the files due for review in that year, together with a list of files in the form specified, in four lots-in January, April, July and September.
- (5) Files received for review will be examined by, or under the direction of, the Unit Incharge or the unit functionary concerned and those files which are no longer required will be marked for destruction. Other files may be marked for further retention vide sub-para (2) & (3). It may, however, be ensured that in case an inquiry has been initiated departmentally or by a Commission of Inquiry or as a result of Court proceedings having a bearing on the subject matter contained in the files/documents concerned or the files/documents which are required in connection with the implementation of order/judgement of any court of law, such files/documents will not be destroyed, even if, such files/documents have completed their prescribed life as per the Record Retention Schedule.
- (6) After review the record clerk/desk assistant will make entries of revised categorization/retention period in the file registers and return them to the departmental record room along with the list after completing column 3 thereof.
- (7) The departmental record room, under the supervision of Centre Registrar, will:

- (a) transfer category 'A' and category 'B' files surviving the review undertaken at the 25th year of their life vide sub-para (3) above, to the National Archives;
- (b) in the case of other files:
 - (i) destroy those marked for destruction, after completing column 4 of the list of files and
 - (ii) restore the rest i.e. those marked for further retention, to the departmental record stacks after making the required entries in the record review register in the case of category 'C' files;
- (8) Records not falling within the definition of file, e.g., publications, spare copies of circulars, orders, etc., will also be subjected to periodic reviews at suitable intervals and those no longer needed should be weeded out. To facilitate such reviews each Unit will maintain a register in the form specified.
- (9) Considering the urgency to reduce the volume of records now being retained without any significant need for their retention, the following measures may be taken in the Ministries/Departments:-
 - (a) Each Centre Registrar may review every quarter the state of indexing/recording/review/weeding out of files in his wing and allot time bound tasks towards this and to the members of the staff;
 - (c) Inspecting officers may be asked to pay special attention to the stage of Records Management in the Units during their inspections.
- (10) The following manner of Weeding/Destruction of records will be adopted:
 - (a) Routine files/records will be manually torn into small pieces and disposed.
 - (b) Classified files/records will be destroyed by use of shredder, and
 - (c) Secret files/records will also be incinerated after being shredded as per provision under 'Departmental Security Instructions' issued by the Ministry of Home Affairs.
- (11) In the process of recording, reviewing & weeding the files, the concerned department shall maintain a register wherein all the activities undertaken by the department in the said process shall be recorded.

23.12 Records maintained by officers and their personal staff -

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

23.13 Requisitioning of records -

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

CHAPTER - 24

CHECKS ON DELAYS

24.1 Time limits -

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

24.2 Handling of Public/Staff Grievances -

- (1) All officers of the level of Centre Registrar will redress public grievances pertaining to the divisions under their charge. They will view public grievances with sympathy and make special efforts to decide on such cases expeditiously.
- (2) Each Centre will set up Internal Grievance Redress Machinery for public as well as staff.
- (3) A senior officer of the level of Centre Registrar should be designated Public Grievances Officer. An officer of the level of Dy. Registrar/Assistant Director should be designated as the Staff Grievance Officer.
- (4) The name, designation, room number, telephone number, etc., of the Public Grievance Officer should be displayed prominently at the Centre Reception and some other convenient place in the office building of Centre so that the public are made fully aware of it.
- (5) Every Wednesday of the week should be observed strictly as a meetingless day. The Public Grievance Officer and other officers of the level of Registrar and above should remain in their offices during specified hours (1000 hours to 1300 hours) on every Wednesday to receive and hear grievances of the members of the public.
- (6) The receptionists, security personnel and peons will be given suitable instructions about the meetingless day so as to allow the members of the public to meet officers on that day without prior appointment.
- (7) A locked complaint box will be placed at the centre Reception for convenient registration of complaints by members of the public which must be opened by the designated officer at regular intervals.
- (8) In the interest of expeditious disposal of grievances the Public Grievance Officer will be empowered to call for papers/

documents of cases pending for more than three months and take decisions with the approval of the Director Centre.

- (9) (a) Each grievance petition will be acknowledged within 15 days. Even if no action is warranted on a petition, a reply intimating the stand of the organisation must be sent to the petitioner.
- (b) Time limits will be fixed for disposal of various types of public/Staff grievances which are handled in the unit with due regard to the minimum time needed for each type, through departmental instructions.
- (c) While sending replies communicating final decision rejecting a grievance petition, the reason or the rule(s) under which it has been rejected will be communicated to the petitioner alongwith details of the appellate authority wherever applicable.
- (10) The record of grievances will be retained in the computer for one year after the date of final disposal of the grievances.

24.3 Weekly arrear statement -

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

- (5) The Unit Incharge will watch the progress of work in the Unit and, where necessary, give suitable directions for expeditious handling of delayed receipts/cases.
- (6) On receipt back in the Unit action will be taken as per directions.

24.4 Monthly statement of cases pending disposal for over a month -

- (1) Every Unit will prepare, each month, a statement indicating briefly the position of each case pending disposal for over a month.
- (2) On the last working day of each month, the Research Assistant / Sr. Assistant / Assistant / Junior Assistant will:
 - (a) go through the case sheets (Appendix 14) of pending cases for the preceding month and indicate the latest position of each case included in column 2 of the statement;
 - (b) prepare fresh case sheets for cases opened during the preceding month but not yet finally disposed of, by completing columns 1 and 2 of the form and top fixed entries; and
 - (c) hand over the case sheets to the dealing hands concerned.
- (3) The dealing hand will:
 - (a) scrutinise entries in the first two columns of the case sheets;
 - (b) draw a red line across case sheets of cases that have been finally disposed of or transferred to call book ; and
 - (c) return the case sheets to the Research Assistant / Sr. Assistant / Assistant / Junior Assistant by the 2nd of the month following that to which the statement relates.
- (4) The Research Assistant / Sr. Assistant / Assistant/ Junior Assistant will:
 - (a) remove the case sheets of files that have been finally disposed of or transferred to call book for being kept in a separate folder;
 - (b) arrange the remaining case sheets in chronological order of the dates of the commencement of cases, the latest being on top;
 - (c) place the case sheets in a file cover marked `Monthly statement of cases pending disposal for over a month';
 - (d) prepare in duplicate a numerical abstract in the form at Appendix 15; and
 - (e) submit the monthly statement and the two copies of the numerical abstract to the Unit Incharge by the 3rd of the month.

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

24.5 Monthly progress reports of recording and review of files-

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

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

24.6 Watch on disposal of communications received from VIPs-

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

24.7 Monitoring of Court cases:-

- (1) The Personal Assistant of each Registrar will maintain a separate register of Court Cases from the date of filing the petition/ application in Court in the form given in Appendix 17. The serial number at which a petition is entered in the register will be prominently marked on the petition/application together with its date of registration
- (2) To keep a watch on status of Implementation of Court/CAT judgements/orders, each unit will:
 - (a) maintain a register as in form specified; and
 - (b) mark out prominently those Court cases finally implemented by rounding off the serial numbers of the register in red ink and give date of implementation of Court orders.

- (3) If for any reason Court case is received by a unit without being registered in the personal Unit of the Centre Director/ Registrar, immediate steps will be taken to get it registered there.
- (4) On the 1st & 15th day of each month, each Unit will submit the register along with the reports in the form specified to the Centre Director/Registrar. The report, with the remarks of Centre Director/ Registrar, will be submitted to the Director/Joint-Secretary and register will be returned to the Unit.
- (5) The personal assistant of the /Registrar will check whether all the Court cases entered in its register figure in the reports sent by the Units. If any discrepancy is found, it should be reconciled. Thereafter, the report will be submitted to the Director for scrutiny and for such other action as he may consider appropriate.

24.8 Register of Parliamentary Assurances -

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

24.9 Check-list of periodical reports -

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

dispatched the relevant entry in the date column of the appropriate check-list will be rounded off in red ink.

24.10 Review of periodical reports/returns -

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

24.11 Responsibility of expeditious disposal of work-

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

CHAPTER - 25

INSPECTIONS

25.1 Purpose and periodicity -

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

25.2 Inspecting authorities -

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

25.3 Inspection programme -

- (1) The Head Office MIS Unit will draw up in advance every year, for the approval of the DG, a monthly programme of inspection of Centre Units to be undertaken during the following year, indicating the names of the inspecting officers and the months in which the inspections would be carried out.
- (2) The programme will also include a few Units to be inspected by the officer in charge of the Establishment Department.
- (3) The Head Office Internal Work Study Unit will also arrange for a joint inspection of record room by an officer of the Establishment Department

- (4) At the end of every quarter, the Head Office MIS Unit will submit to the DG, a report indicating whether the programme of inspections for the previous quarter was carried out.

25.4 Inspection report -

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

25.5 Supplementary inspection -

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

CHAPTER - 26

MISCELLANEOUS

26.1 Annual Action Plan

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

26.2 Official language for purposes of Government work :-

- (1) In accordance with the provisions of Article 343 of the Constitution, Hindi became the official language of the Union with effect from the 26th January, 1965. However, the Official Languages Act, 1963 permits the continued use of English for specified purposes of Government work subject to certain conditions. The Official Languages Rules, 1976 have been framed under the Official Languages Act, 1963. Instructions are issued from time to time by the Department of Official Languages to ensure compliance with them. Each year an annual programme of action is also issued.
- (2) Each Centre is expected to ensure that the provisions of the abovementioned Act, Rules and instructions issued thereunder as well as the annual programme of action as prepared by the Department of Official Languages are strictly observed. In particular the following should be ensured:-
 - (a) Communications to the offices of State Governments and the Administration of the Union Territories or persons residing in Region (A) i.e. Bihar, Chattisgarh, Haryana, Himachal Pradesh, Jharkhand, Madhya Pradesh, Rajasthan, Uttaranchal and Uttar Pradesh, as well as the Union Territories of Delhi and Andaman & Nicobar Islands, and in Region (B) i.e. Gujarat, Maharashtra and Punjab as well as the Union Territory of Chandigarh as defined in sub-rules (2)(f) and (g) of the Official Languages Rules 1976, shall be made in Hindi. In case a person responsible for drafting a letter does not have sufficient knowledge of Hindi the draft prepared by him in English will be translated into Hindi and the letter will be issued in Hindi.

- (b) Communications to the offices of the remaining States and Union Territories as well as persons residing therein may be made in English.
- (c) Correspondence with Central Government offices located in all regions shall be made in Hindi in the proportions as fixed in the Annual Programme issued by the Department of Official Languages.
- (d) All communications received in Hindi, irrespective of their source, shall be replied to in Hindi.
- (e) For noting as well as drafting purposes other than those specified herein before an official is permitted to use Hindi or English, according to his convenience.
- (f) An official who does not possess working knowledge of the language used in a case, is provided with a translation or a precise thereof in the language he knows and employs for the purpose of Government work.
- (g) **Both Hindi and English are used for:-**
 - (i) Resolutions, general orders, rules, administrative and other representations, notifications and press communiqués;
 - (ii) Administrative and other reports and officials papers laid before a House of Parliament; and
 - (iii) Contracts and agreements executed as well as licenses, permits, notices and form of tenders.

26.3 Compilation/consolidation of orders/instructions:-

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

26.4 Review of rules, regulations and manuals:-

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

APPENDICES

APPENDIX 1

Dak Register

[Vide para 3(6)]

Date

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

APPENDIX 2

Unit/Desk Diary for Receipts

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

Date

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

INSTRUCTIONS

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

APPENDIX 3

Personal Unit Diary

[Vide para 7(1)]

Date

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

INSTRUCTIONS

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

APPENDIX 4

Assistant's Diary

[Vide Para 12(2)]

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

INSTRUCTIONS

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

APPENDIX 5

STYLE IN NOTES AND DRAFTS

[Vide paragraph 20(12)]

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

- (1) "Information" is singular. If information is called for on many points, it does not become "Informations:"
- (2) The words "Proximo", "Idem" and "Ultimo" should be avoided. They are not necessarily even abbreviations and they possess no other recommendations. On the contrary, they lead to confusion and one has to take the trouble of looking at the date of the letter to find out what they mean. The names of the months must be used instead.
- (3) "The same" must not be used instead of "it" or some other simple word.
- (4) Such needlessly formal words as "therein" and "thereon" should not be used instead of "in it" or "on it".
- (5) The preference for passive verbs over active verbs generally make the style vague and clumsy, as "It is understood" for "I do not understand" or "The date of issue of the order should be reported by him" for "he should report when he issues the order".
- (6) A simple or short word is to be preferred in place of a long phrase. Examples of needless verbosity are preference of "make the assessment" to "assess", "purchase", to "buy", "commence" to "begin" and "omitted to" or "failed to" to the simple "did not" (the two latter ones are very common); "make enquires" for "enquire"; "building purposes" for "buildings". Where "omit" by itself is proper and sufficient. The love of such redundant phrases is displayed as "has been omitted to be entered in the register" instead of "has been omitted from the register". Another widespread error is the use of "for being" instead of "to be" and "for doing" instead of "to do" and "returned for being stamped" instead of "to be stamped". If the Secretary orders that an assistant should be punished "for being corrupt" it does not mean "in order to make him corrupt".
- (7) Foreign or classical words and expressions should be avoided as far as possible; vernacular words should only be used when their meaning cannot be expressed equally well in English.
- (8) Short sentences should be preferred to long ones "Director's/Registrar's attention is invited to O.M..... He is requested .." is better than "The Secretary's attention is invited to O.M..... and he is requested". "In case in which" is a clumsy phrase for which "when", "where" or "if" can usually be substituted. The word "necessary" is usually superfluous in such phrases as "the necessary entries", "the necessary corrections", "the necessary instructions", etc.
- (9) The phrase "do the needful" should never be used. Either state definitely what is to be done or say "do what is necessary". The word "avail" is very awkward one, as it is reflexive and also takes "of" after it. It is better avoided. Moreover, if you do use it, you must not say "the leave was availed of" or "I availed of the leave", still less "he is permitted to avail the holidays". You must say "I availed myself of the leave" and so on. But why not simply say "took the leave"? "Available" also is a bad word. A register "not readily available" may mean anything, for example, that it was needed for reference by one of the members, or had been sent somewhere out of the office, or was locked up and the key was elsewhere. It is very annoying to have one's work increased by having to send a note back to ask what it means.
- (10) Split infinitives should be avoided. Write "Kindly to state" and not "to kindly state". A very common and equally objectionable feature of official communications is a similar splitting of other verbal phrases. For instance, "The Deputy Commissioner will, in the circumstances now stated, be requested" is not good English. It is quite as easy to say "In the circumstances now stated, the Deputy Commissioner will be requested to.....".
- (11) Do not write "marginally noted" which could only mean "having marginal notes". Write "noted in margin". Similarly "Plan marked" could only mean "marked with plans" (Compare "pock-marked"), and "plaint mentioned" neither does nor possibly could mean anything.
- (12) Instead of such a phrase as "the figures for 1949, 1950 and 1951 were 256, 257 and 348 respectively" which is confusing, write "the figure for 1949 was 256, that for 1950 was 257 and that for 1951 was 348". This is a little, if at all, longer and is perfectly clear. "Former" and "latter" should also be avoided as they are constant sources of confusion.
- (13) Do not ride any phrase to death. Some persons begin every letter with the phrase "with reference to", It is better to vary the phrase so as to make it definite. Say "In reply to", "As directed in" and so on; or begin in narrative form "In their order..... Government directed.....". Avoid the phrase "with advertence to".
- (14) In ordinary English "in case" does not mean the same as "if" "I shall take my umbrella in case it rains" means "so as to be prepared for rain". Nor does "as well as" mean the same as "and". It is much more emphatic. It would be absurd to say "a man was 5 feet 8 inches high as well as 21 years of age", but you might well say that "he was a good painter as well as a remarkable musician".

- (15) The fondness for writing "as well as" for "and" and "in case" for "if" presumably arises from the fondness of the users for a longer expression. "In case if" is a stage further on the downward path. "I am unable to" for "I cannot" and "hand over" for "give" are other common examples of the preference for the longer phrase. "By the time" is sometimes wrongly used for "then". "By that time" is sometimes wrongly used for "then". "By that time" is means "then". "By the time that" means "when". Always as definite as possible.
- (16) "As such" is often misused. It is correct to say "Mr. A was then the Superintendent and as such was bound to report-"but "Mr. A was not then the Superintendent and as such he is not to be blamed" is meaningless. "While such being the case" is a familiar embellishment of criminal complaints, etc. "While" is here redundant.
- (17) Tenses and moods are misused in almost every note or draft. The misuse of "had" is one of the commonest errors. The pluperfect "had" is rightly used to emphasize the priority of one event in the past to another. It is correct to say "I had gone to bed when the house caught fire" but senseless to say "I had gone to bed at 10 O'clock last night" ("I went" is correct)-unless the meaning is that you had gone to bed before 10 O'clock. The present tense is wrongly used for the incomplete perfect, as in "I am record-keeper from 1906." "I have been record-keeper since 1906" is correct. "Government press for a reply" should be "Government are pressing for a reply". "The following men now act" is wrong. It should be "are now acting". "Act" means "usually act" or "habitually act"; "are acting" emphasizes the fact that they are doing so now.
- (18) "Must have" is sometimes misused for "should have" or "ought to have". "Must have done it" means that he certainly has done it. It is not to be used to mean that he has not done it but should have. "Till" is commonly misused in a way that it is positively misleading. "No reply was received till January last" implies that a reply was received on January 1st but it is erroneously used to mean that even on January 1st no reply had been received. To convey this latter meaning "up to" with the pluperfect is the correct English-"Up to January 1st, I had received no reply".
- (19) Distinguish "all the stamps have not been punched" which is ambiguous from "Not all the stamps have been punched" or "the stamps have not all been punched", which mean that some have been punched and some not. These phrases are commonly confused. "He has yet to collect Rs. 1,000", is not ordinarily modern English. "Still has" is correct. "Yet" may be used with a negative, e.g., "has not yet applied" and is only used with a positive a verb in special phrases such as "I have yet to learn".
- (20) "So" is not equivalent to "very". It is sometimes written "the peon is so impertinent" "I warned him so many time" meaning "very impertinent", "very often". "Not so bad" means "rather goods", but this is a colloquial phrase. Similarly, "too" has generally a relative sense, that is, it implies exacts relatively to a certain standard or object not absolute intensity so to speak (except in a few colloquial phrases such as "it is too bad"); but it is commonly written "it is too hot" meaning "it is very hot".
- (21) The verb "to hope" implies pleasurable anticipation. It is used sometimes instead of a natural word such as "think", and thereby producing comically inappropriate phrases such as "I hope your honour is ill". Omission of articles (a, an, the) i a common fault. It is permissible in a telegram for reasons of economy-not elsewhere. But articles must be used correctly. The statement "appellant is the inhabitant of Jaipur," implies that there is only one inhabitant. "An inhabitant of Jaipur" is correct "This is serious omission" should be "This is a serious omission".
- (22) "As to" is common redundant form e.g. "The Deputy Commissioner is directed to report as to whether","whether" alone is sufficient. So also "as against"or"as compared with" are commonly used in comparing figures, where "against" or "compared with" are sufficient and correct. It is correct to say "as compared with last harvest, the yield was poor", but not the "yield was 4 rupees as compared with 8 rupees last year". "As" mean, nothing in the latter phrase.
- (23) Pseudo-accuracy account for much unnecessary verbiage. "It any" is a common example of this fault. It is quite unnecessary to say "The Deputy Commissioner is requested to report the number of cases if any". If there are none, the Deputy Commissioner will say so. In the same way it is unnecessary to say "The Deputy Commissioner is requested to report whether it is advisable or not to".... The use of the word "ask" instead of "order" or "direct" produces a curiously important effect when a lower subordinate is referred to. "The S.D.O. may be asked to report" sounds silly.
- (24) On the other hand, the use of such phrases as "at all", "in spite of" sometime sounds needlessly discourteous as well as unidiomatic. "In spite of there reminders the Deputy Commissioner has not at all cared to reply" is rude as well as un-English "It will be enough if the Deputy Commissioner...." is not English. The more appropriate phrase is "the Deputy Commissioner need only". Avoid pretentious words such as "penultimate". "Last but one" is quite good enough.
- (25) "I am directed to request that you will be so good as to furnish me with information as to whether" is the sort of stuff that we come across frequently. "I am directed to enquire whether" means exactly the same and is not unduly curt. Never use several words where one will do. Do not write "make an application" but "apply" or "a liable of the value of fifty paise only" instead of "a fifty paise stamp". Addition of the word "only" after any sum of money is in place in a bill or cheque not elsewhere.
- (26) "In this connection" at the beginning of a sentence is a favourite bit of hackneyed padding. It means nothing at all. "In returning herewith" a favourite but inappropriate type of opening phrase. It is often aggravated by making the subject of the main sentence different from the implied subject of "returning" or by changing to the passive construction. You can say "In returning...I am directed to point out". You must

not say "In returning herewith the statement received with his letter...the Deputy Commissioner is informed". But this is quite common. On the other hand, such phrases as "Turning to paragraph...it may be observed" and so on ("Regarding", "Concerning", "Considering", etc.), are unobjectionable though "Turning to paragraph 1" is no doubt more strictly correct.

- (27) A needless anxiety to avoid repetition gives rise to various faults. Sometimes, instead of repeating a man's name, an assistant will say "the individual" which is not good English. The use of "former and latter", "respectively" and "the same" have been mentioned already and also come under this head.
- (28) The words "Comprise", "compose" and "consists" are confused with each other. It is written "the land comprises of 3 plots" or "is comprised of". The correct forms are "the land comprises consists of is composed of three plots". It is also written "the old building was substituted by a new one". You can say "a new building was substituted for the old one" "or" "the old building was replaced by a new one". "Dispose it off" is a common error for "dispose of it", also "tear off" for "tear up" and "stick up" for "stick in" (You can stick a thing "up" on a wall of course but not "up" in a book). "Stick up too" is used for "Stick to" itself a slang phrase. "He stuck up to the agreement" is wrong. It is also written "slips have been pasted" and the "papers have been stitched" whereas "pasted in" and "stitched (or preferable 'Sewn') together" are correct.
- (29) "Agree" and "tally" cannot be used actively. Figures may agree or tally. You cannot "agree" figures or "tally" them. Generally use unpretentious words rather than pompous ones. "I went to camp" not "I proceeded", "live" or "dwell", not "reside". "Instead of" is much more usual in ordinary English than "in lieu of", which is a phrase used mainly in legal documents. "Stamp" is the ordinary English not "label"; and "Envelope" or "letter" not "cover".
- (30) You cannot say "He told expressed that he was unwilling". It must be he told me that he was unwilling", "he expressed his unwillingness", "he expressed himself strongly. "Enough of money" is not good English. Say "enough money"; "of follows "enough" when for any reason it is necessary to use "enough" as a substantive, e.g. "I have had enough of this" "I don't know enough of the language, to..." but "I know enough English to...". "None" for "no one" is obsolete or poetical. Do not write "None made any offer" but "no one made any offer". Do not say "it is not used by any" but "but it is not used by anyone". Do not say "this is known to all" but "everyone knows this". "There is no use of sending" is wrong. It should be "it is no use sending", "it is no use to send" or "there is no use in sending".
- (31) Do not qualify expressions, needlessly. To do so produces flabby style. Words like "it seems" and "it appears" are used when there is really no doubt. "He was absent in his house" meaning that he was elsewhere than in his house, is a contradiction in terms. "Absent from" is correct, but the ordinary English would be "he was not at home", or simply "he was away" or "was out". "Also" is misused with negatives.

"He did not address the letter and did not also stamp it" should be "nor did he stamp it".

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

APPENDIX 6

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

[Vide para 23(2)]

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



APPENDIX 7

Specimen forms of Communications

(Vide para 32)

(1) Letter (with endorsement)

No.
NIFT
HO, New Delhi

New Delhi, the..... (Date)

To

Subject :

Sir,

With reference to your letter No. datedon the subject cited above

Yours faithfully,

@Sd/-
(A.B.C.)

Tele : No.

(Endorsement)

No.

Copy forwarded for information/necessary action to :

(1)

(2)

(A.B.C.)

Tele : No.

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

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

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

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

(2) Demi-Official letter

XYZ,

Tele : No.

D.O. No.
(NIFT Centre)

New Delhi the

2006

My dear/Dear Shri

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

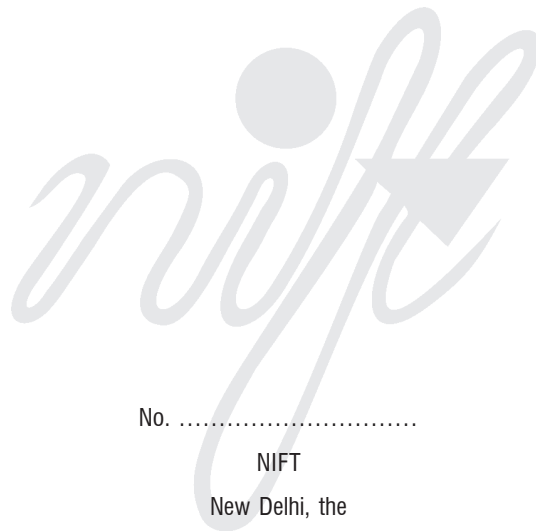
I should be grateful if you would let me have your comments as soon as possible. I may add that we intend circulating the drafts scheme formally to all departments in due course for their comments.

With regards.

Yours sincerely

(X,Y,Z)

A.B.C.,
Director/ Registrar
NIFT



(3) Office Memorandum

No.

NIFT
New Delhi, the

OFFICE MEMORANDUM

Subject :

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

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

(A.B.C.)

Director/ Registrar

Tele. No. -

To

NIFT Centre

(4) Inter-departmental note

NIFT Centre

Subject :

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

(X.Y.Z.)

Director Registrar/Dy. Registrar/Astt. Director
Tele. No.....

Receiving Centre Name & Address

Sending Centre Name & Address

(5) Office Order

Specimen - I

No

NIFT
Head Office/Centre
New Delhi, the 2006

OFFICE ORDER

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

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

(A.B.C.)

Officer

Copy to :

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

Specimen - II

No
NIFT
Head Office/Centre
New Delhi, the 2006
OFFICE ORDER

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

(A.B.C.)
Officer

Copy to :-

(6) Order

No
NIFT
Head Office/Centre
New Delhi, the 2006
ORDER

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

2. Shri is hereby given an opportunity to make such representation as he may wish to make against the proposal.
- 3.
- 4.

(D.E.F.)
Officer

Tel, No.

To

Shri L.D.C.

APPENDIX 8

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

[Vide para 48(3)]

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

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

Entries in each list of standardised heads (viz. Under basic heads, primary heads, secondary heads, tertiary heads and so on) may be arranged in alphabetical order, if any other type of sequence has not been followed.
8. Identification of basic heads - If the number of basic heads be large, each may be identified by a group of 2 to 3 letters phonetically selected. If it be small not exceeding 10, they may be identified by assigning consecutive Roman numerals to them.
9. Identification of primary heads - Next, the primary heads will each be identified by a group of 2-digit Arabic numerals beginning with 11 and continuing in consecutive order upto 99.
10. Identification of secondary and tertiary divisions - Similarly, each secondary head, as also each tertiary head, will be identified by a group of 2-digit Arabic numerals beginning with 11 and going upto 99.
11. Deviations - If the subjects be simple relating to a fresh or recent activity, they may well be covered by one list of primary heads alone or by a two-level list of primary heads and secondary heads. Each primary heads or secondary head could then be identified as in 8 and 9 above.

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

If nothing suggests, it may be temporarily placed in the list of primary headings as the last item.
13. File code - The file may then be assigned an alphanumeric code symbol composed in the following sequence :-
 - (i) a single letter or a group of 2-3 letters, or a Roman numeral representing the basic head followed by a hyphen as the separator;
 - (ii) a 2-digit group of Arabic numerals representing primary head followed by zero as the separator;
 - (iii) a 2-digit group of Arabic numerals identifying the secondary head followed by a slant stroke as the separator;
 - (iv) serial number of the file opened during the year under the secondary head, followed by a slant stroke as the separator;

(v) a 2-digit number representing the year, followed by a hyphen as the separator;

(vi) a group of abbreviating letters representing the Unit.

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

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

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

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

15. File title. - A complete title of the file will normally consist of the appropriate standardised heads (from the 'basic' head downwards each separated by a hyphen) followed by a very

brief content to describe the particular question issue, event, person, thing, place, etc. involved. The basic head, however, need not form part of the title, when -

(a) the total number of such heads is small and from their identifying Roman numerals, they can easily be known; or

(b) the basic head is identified by a letter or a group of letters phonetically selected.

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

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

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

APPENDIX 9

File Register

[Vide para 51]

STANDARD HEAD NO

STANDARD HEADING

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

Instructions

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

D.R.R.

M.H.A

6-1-2001

16-2-2001

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

Appendix 10

File Movement Register

[Vide para 54]

File No.

SUBJECT _____

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

Space for recording movements of part files

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

DS(N)
 01.01.2001

MHA
 24.01.2001

APPENDIX 10 - contd.

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

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

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

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

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

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

APPENDIX 11

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

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

A - Records of value for administrative purposes

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

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

B - Records of Historical importance

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

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

important that a complete set of papers be kept only by the departments mainly concerned - usually the one providing secretariat.

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

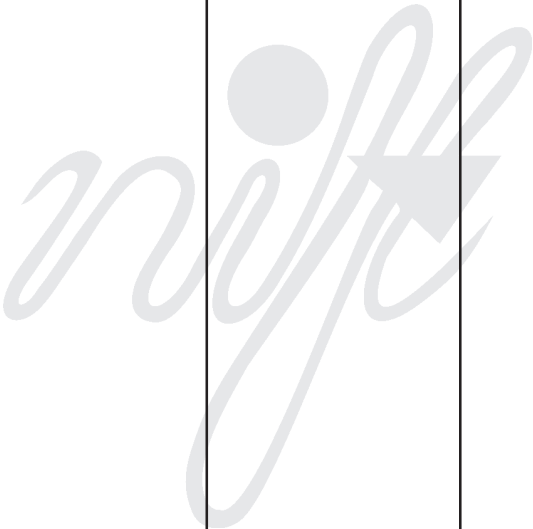
APPENDIX 12

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

[Vide para 70(1)]

Name of Unit/Desk.....

Week ending.....

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

APPENDIX 13

Weekly Arrear Statement Consolidated form for the Unit as a whole

[Vide para 70(3)]

Name of Unit.....

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

APPENDIX 14

Case Sheet

[Vide para 71(2)(a)]

File/Diary No.....

Date of commencement.....

Subject.....

Month ending	With whom pending and since when	Reasons for delay	Remarks of Registrar and higher officers
1	2	3	4

INSTRUCTIONS

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

APPENDIX 15

Numerical abstract of cases pending disposal for over a month

[Vide para 71(4)(d)]

Unit/desk.....

Year.....

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

APPENDIX 16

Consolidated numerical abstract of cases pending disposal for over a month

[Vide para 72]

Ministry/Department of.....

Month ending.....

Unit	Number of cases (other than those transferred to call book) pending disposal						Number of cases transferred to call book	Variation from previous month	
	between 1 & 3 months	between 3 & 6 months	between 6 months	between 1 & 2 years	over 2 years	Total of cols. 2-6		in the case of col.7	in the case of col. 8
1	2	3	4	5	6	7	8	9	10

APPENDIX 17

Details of Pending Court Cases

[Vide para 74(1)]

Sl. No.	Petition / OA No. with date	Name of Court	Major issues involved	Date on which Counter Affidavit was filed	Date of filing subsequent affidavits, if any	Present Status of the case
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Chapter - 27

Record Retention Schedule

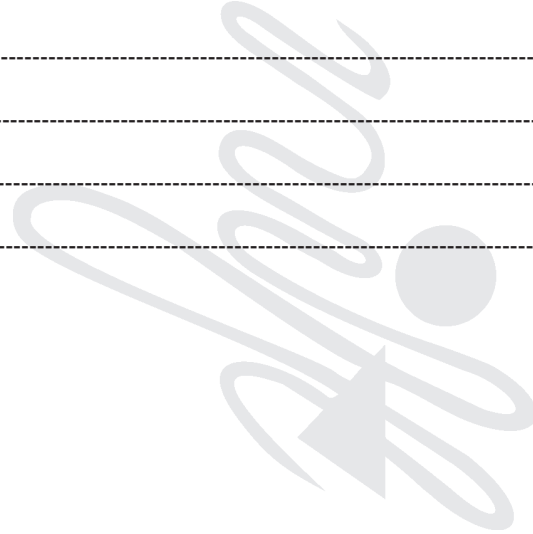
INSTRUCTIONS

1. The schedule follows the classification, arrangement and numbering scheme adopted for the functional file index for establishments and house-keeping work.
2. Categorisation of records have been done in accordance with Manual of Office Procedure (CSMOP). Wherever necessary reference has been made to General Financial Rules (GFR). Both GFR Appendix 13 and MOP have been incorporated as annexes.
3. Those items of the functional file index, for which it has not been possible to prescribe rigid retention periods, have been omitted from this schedule.
4. Where necessary, additional main heads and sub-heads have been opened under the appropriate 'group headings' and 'main heads' respectively.
5. Retention periods for records (other than files) e.g. registers, for which no files are to be opened and which, therefore, are not covered by the functional file index, have been shown under the appropriate group headings at the end.
6. Retention periods for records common to all departments, but not relating to establishment and house-keeping work, and therefore not covered by the functional file index, have been shown at the end of the schedule.
7. Unless otherwise stated the records described in column 2 of the schedule refer to files. Where necessary, other ancillary records pertaining to such files like mortgage deeds or bonds, nomination form, etc. would have to be retained as specifically indicated in column 4 against the relevant items.
8. The retention period specified in column 3, in the case of a file, is to be reckoned from the year in which the file is closed (i.e. action thereon has been completed) and not necessarily from the year in which it is recorded.
9. In the case of records other than files, for example, registers, the prescribed retention period will be counted from the date on which it has ceased to be current.
10. If a record relates to two or more subjects for which different retention periods have been prescribed, it will be retained for the highest of such periods.
11. In exceptional cases, i.e. if the record has certain special features or such a course is warranted by the peculiar needs of the department, the record may be retained for a period longer than that specified in the schedule, in no case, however, will a record be retained for a period shorter than that prescribed in the schedule.
12. If a record is required in connection with the disposal of another record, the former will not be weeded out until after all the issues raised on the latter have been finally decided, even though the retention period marked on the former may have expired in the meantime. In fact, the retention periods initially marked on such records should be consciously reviewed and, where necessary, revised suitably.

TABLE OF CONTENTS

Page No.

PART I-	Records relating to establishment and house-keeping work -----	
A	Establishment -----	
AA	Academics-----	
B	Welfare -----	
C	Vigilance -----	
D	Common office services -----	
E	Hindi -----	
F	Finance, budget cash and accounts -----	



A- ESTABLISHMENT

Page

11.	Creation and classification of posts	
12.	Recruitment	
14.	Scheduled castes and Scheduled tribes	
15.	Retrenchment	
16.	Verification/re-verification of character and antecedents	
17.	Medical examination	
19.	Personal files (Gazetted)	
20.	Personal files (non-gazetted)	
21.	Service records	
22.	Postings and transfers	
23.	Seniority	
24.	Leave (other than study leave & casual leave).....	
25.	Casual leave (including special leave)	
26.	Pay/special pay	
27.	Allowances	
28.	Confidential/assessment report	
29.	Increment	
31.	Probation/confirmation	
32.	Promotion/reversion	
33.	Training/scholarships/fellowships in India and abroad	
34.	Departmental examinations	
35.	Deputations and delegations	
36.	Delegation of powers	
37.	Honorary/awards	
38.	Pension/retirement	
39.	Resignation	
40.	Extension of service	
41.	Re-employment	
43.	Nomination of employees	
44.	Forwarding of applications	
45.	Study leave	
46.	No objection certificate (for registration with employment exchange)	
47.	Review for determining suitability of employees for continuance in service	
48.	Review of cadres/services	
49.	No objection certificate for issue of passport, arms license etc. to government servants	
	Records other than files	

Part I-Records relating to establishment and house-keeping work

A-ESTABLISHMENT

Description of Records

Main Head	Sub Head	Retention Period
1	2	3
11. Creation and classification of posts	11. Continuance/abolition/revival of posts	C-3
	12. Conversion of temporary posts into permanent ones	C-10
	13. Creation of posts	C-10
	14. Revision of scales of pay	C -10
	15. Upgrading of posts	C-10
	16. Re-designation of Posts	C-10
	17. Plan/non-Plan posts	C-3
12. Recruitment	11. Recruitment (general aspects) including provisions of the Constitution	C-5
	12. Appointment of dependents of deceased employees	C-5
	13. Appointment of honorary workers	C-10
	14. Appointment of non-Indians.	C-10
	15. Estimate (annual) of vacancies	C-3
	16. Employment priorities and maintenance of roster	(a) C-10 in respect of Scheduled Castes/ Tribes. (b) C-5 in the case of others
	17. UPSC (Exemption from Consultation) Regulations	--
	18. Framing of recruitment rule	--
	19. Notification to and release of vacancies by	C-3
	(i) Local employment exchange	
	(ii) D.G.E. & T	
	20. Nomination of candidates by local employment exchange and their selection	C-3
	21. Recruitment through Employment exchange (general aspects)	

Main Head	Sub Head	Retention Period
1	2	3
	22. Recruitment through Ministry of Personnel, Public Grievances and Pensions	
	23. Recruitment by Ministries	
	24. Recruitment from open market, including advertisement and inviting of applications	C-10
	25. Recruitment through UPSC including requisitions for recruitment and recommendations of UPSC	
	(i) Group A	
	(ii) Group B	
	26. Recruitment otherwise than through UPSC	C-10
	27. Reservation in services:	
	(a) Scheduled castes/ Scheduled Tribes	C-10
	(b) Others	C-5
	29. Return regarding appointment and promotion made without consultation with UPSC	C-1
	31. Selection Committees for recruitment of personnel:	
	(a) Constitution	C-3; or C-1
	(b) Proceedings	C-3.
	32. Relaxation of age/educational qualifications	C-3
	33. Condonation of break in service	C-3
	35. Engagement of casual labour	C-3; or C-1
14. Scheduled Castes and Scheduled Tribes	11. Representation in posts and services	
	- policy and implementation of safeguards	--
	12. Reservation of vacancies (including grouping of posts, and exclusion of posts from reservation order)	C-6 C-5
	13. De-reservation of vacancies	--
	15. Complaints from associations regarding non-observance of reservation in services	C-3

Main Head	Sub Head	Retention Period
1	2	3
	16. Annual statement regarding representation of Scheduled Castes/ Scheduled Tribes	C-1
15. Retrenchment	11. General principles	--
	12. Group A to D	C-3
16. Verification/re-verification of character and antecedents	11. Rules (General aspects)	--
	12. Group A to D	C-1
17. Medical examination	11. Rules (General aspects)	
	12. Group A to D	C-1
19. Personal files	11. Gazetted Officers	C-5
	12. Correspondence regarding requisition, transfer, return etc	C-1
20. Personal files	11. Non Gazetted Officers	C-5
	12. Correspondence regarding requisition, transfer, return etc	C-1
21. Service records	11. History of services	C-5
	12. Group 'A'	C-5
	13. Group 'B'	C-5
	15. Change in name of a government servant	C-3
	16. Alteration in the date of birth	C-3
	17. Change in qualification of government servant	C-3
	18. Civil list, gradation/seniority list:	
	(a) In the case of departments preparing and bringing out the compilation.	C-3
	(b) In the case of other departments, (i.e those supplying information for such compilation)	One year after issue of relevant compilation
	19. Verification of age and educational qualifications	C-1
	20. Admission of previous service not supported by authenticated service record, e.g. through collateral evidence	C-3
	22. Nomination relating to family pension and DCR gratuity	C-1
	23. G. P. Fund nomination	C-1

Main Head	Sub Head	Retention Period
1	2	3
22. Postings and transfers	11. General aspects	--
	12. Group A to D	(a) If involving change of office : C-3 (b) In other cases : C-1
23. Seniority	11. General principles	--
	12. C.S.S. Rules	(a) Permanent in the case of department issuing the rules, orders etc; other departments need keep only the standing orders and instructions, weeding out the superseded ones as and when they become obsolete.
	13. C.S.S.S. Rules	
	14. C.S.C.S. Rules	(b) Fixation of seniority in individual cases: C-5
	15. War service Rules (lien & seniority)	
	16. Established organized services	
	17. Political sufferers	
	18. Representations	C-5
24. Leave (other than study leave and casual leave)	11. Rules (general aspects)	--
	12. Group A to D	C-3
25. Casual leave (including special leave)	11. Rules (general aspects)	--
	12. Group A to D	(a) Casual leave : To be destroyed at the end of the year (b) Special casual leave: C-1
26. Pay/special pay	11. Rules (general aspects)	--
	12. War service (Rules)	--
	13. Political sufferers (Rules)	--
	14. Group A to D	C-3 or one year after completion of audit, whichever is later.
27. Allowances	11. Rules (general aspects)	--
	12. Children's Education Allowance (CEA) Rules (general aspects)	--
	13. Claims regarding CEA	
	14. D.A., H.R.A. & C.C.A.	

Main Head	Sub Head	Retention Period
1	2	3
	15. Deputation (duty) allowance	
	16. Overtime allowance	C-3; or one year after completion of audit, whichever is later
	17. Traveling allowance	
	18. Washing allowance	
	19. Educational concessions for children of political sufferers	
	20. Air travel by non-entitled personnel	C-1
	21. Grant of non-practicing allowance	C-3
	21. (a) Grant of Risk allowance	
28. Confidential/assessment report	11. Rules (general aspects)	--
	12. Recording of confidential reports in respect of Group 'A' to 'D' Officials	C-1
	13. Communication of adverse entries	C-3
	14. Representation for expunction of adverse entries	C-3
29. Increment	11. Rules (general aspects)	--
	13. Withholding of increments	C-10; or C-3
	14. Representations and petitions	C-3
31. Probation/confirmation	11. General principles (Probation)	--
	12. Rules (Confirmation)	--
	13. Confirmation/extension of probation of Group A	C-5
	14. Confirmation/extension of probation of Group B.	
	15. Confirmation of Group B (non- gazetted) staff), C and D staff	
	16. Confirmation in ex-cadre posts	
	17. Representations and petitions	
32. Promotion/reversion	11. General principles	--
	12. Departmental Promotion Committee	(a) Constitution : C-3 (b) Proceedings : C-5

Main Head	Sub Head	Retention Period
1	2	3
	13. Group 'A' to 'D'	C-5
	14. Representations and petitions	C-3
33. Training/scholarships/ fellowships in India and abroad	11. Diploma course in public administration in the Indian Institute of Public Administration	C-1 & C-3
	12. Executive training of officers in the states	
	13. Refresher course at the National Academy of Administration at Mussoorie	
	14. Training in Accountancy	
	15. Training of Assistants (direct recruits) at the Institute of Secretariat Training and Management	
	16. Training in Hindi/English stenography	
	17. Training in Hindi/English typewriting	
	18. Training of LDCs (direct recruits) at the Institute of Secretariat Training and Management	
	19. Training of officers at the Administrative Staff College at Hyderabad	
	20. Training for stenographers (direct recruits) at the Institute of Secretariat Training and Management	
	21. Training in O & M /work study	
	22. Training abroad	
34. Departmental examinations	11. Framing of rules	--
	12. Holding of examinations	C-3
	13. Results-declaration of	C-3
	14. Representations and petitions	C-3
35. Deputations and delegations	11. Rules regarding deputation, including deputation on foreign service in India and abroad.	-- --
	12. Delegation in India/abroad	C-3
	13. Deputation of A.I.S. officers.	C-3

Main Head	Sub Head	Retention Period	
1	2	3	
	14. Deputation of C.S.S. officers		
	15. Deputation of C.S.S.S. officers		
	16. Deputation of C.S. C.S. officers		
	17. Organised services		
36. Delegation of powers	11. Rules (general aspects)	--	
	12. F. R. & S. R.	--	
	13. Delegation of Financial Power Rules, 1958	--	
	14. Civil Service Regulations	--	
	15. Grant of ex-officio status	--	
37. Honorarium/ awards	11. Rules (general aspects)		
	12. Group A to D	C-3	
38. Pension/ retirement	11. Rules and orders (general aspects)	--	
	12. Group A to D	(a) Pre-verification of pension cases	C-3
		(b) Invalid pension	Till the youngest son / daughter
		(c) Family pension	attains majority or 5 years
		(d) Other pension	whichever is later.
		(e) Gratuity	C-5
		(f) Commutation of pension	C-15
39. Resignation	11. Rules and orders (general aspects)	--	
	12. Group A to D	C-1	
40. Extension of service	11. Rules and orders (general aspects)	--	
	12. Group A to D	C-1 after retirement	

Main Head	Sub Head	Retention Period
1	2	3
41. Re-employment	11. Rules and orders (general aspects)	
	12. Group A to D	C-1
43. Nomination of employees	11. General aspects	--
	12. Census operations	C-1
	13. Committees, working groups, etc.	--
	14. Election work	C-1
	15. Invigilation	C-3
44. Forwarding of applications	11. General aspects	--
	12. For examinations	C-1
	13. For posts	
45. Study leave	11. Rules (general aspects)	--
	12. Group A to D	C-1
46. No objection certificate (for registration with Employment Exchange Organization)	11. General aspects	--
	12. Issue of N.O.C.	C-1
47. Review for determining suitability of employees for continuance in service	11. General aspects	--
	12. Group A to D	(a) If it results in pre-mature retirement : C-3 (b) It results in continued retention in service: C-1
48. Review of cadres/ services	11. General aspects	--
	12. Combination of cadres/services	Permanent
	13. Separation of cadres/services	Permanent
49. No objection certificate for issue of passport, arms licenses etc. to govt. servants	11. General aspects	--
	12. Issue of passport	C-5
	13. Issue of arms licenses	

RECORDS OTHER THAN FILES

S.No.	Description of Record	Retention Period
1	Establishment/Sanction Register	Permanent
2	Rosters for Scheduled Castes and Scheduled Tribes	C-10
3	Register of oath/affirmation of allegiance to the Constitution	C-3
4	Service book of : (a) officials entitled to retirement/terminal benefits (b) other employees	C-3
5	Confidential reports/character Rolls (a) after retirement (b) after death (c) after resignation/ discharge from service	C-5 C-3 C-5
6	Answer books of departmental examinations/tests Leave account of : (a) officials entitled to retirement/terminal benefits (b) other employees	C-3 after issue of final pension/ gratuity payment order. C-1 from the date of declaration of results.
7	Casual leave account Special	To be destroyed at the end of the year
8	casual leave register	C-1
9	Register of delegations to international Organisations	C-10



AA-ACADEMICS

10A.	Students' Record	C-5
10B.	Mark sheets	C-5
10C.	Academic Performance	C-5
10D.	Curriculum	C-5
10E.	Diploma Project	C-5
10F.	Internship Report	C-5
10G.	Guest faculty Payment File	C-5



B-WELFARE

11. General staff welfare measures
12. Departmental council/office council
13. Grants-in-aid
14. Co-operative societies
15. Central Secretariat Library
16. Suggestions schemes
17. Departmental canteen
18. Benevolent fund



B - WELFARE
Description of Records

Main Head	Sub Head	Retention Period
1	2	3
11. General staff welfare measures	11. Broad aspects	--
	12. CSS (Recognition of Service Association) Rules	--
	13. Recognition of Association (individual cases)	Permanent
12. Departmental council/ office council	11. General aspects/ instructions	--
	12. Departmental Council-constitution	C-1
	13. Office Council- constitution	
	14. Meetings of Departmental Council	
	15. Meetings of Office Council	
	16. Meetings of Regional Council	
	17. Staff Union/Association	
	(a) Recognition	
	(b) Representations Permanent	
13. Grants-in-aid	11. General aspects	--
	12. Grant for sports and other cultural activities	C-3;
	13. Submission of annual accounts	
14. Co-operative Societies	11. Rules and bye-laws (general aspects)	--
	12. Election of office bearers	C-1
	13. Meetings of co-operative societies	C-1
	14. Recovery of contribution and loans	C-1
15. Central Secretariat Library	11. General aspects	--
	12. Membership application	C-1
16. Suggestions Scheme and Award Schemes	11. General aspects	
	13. Departmental Committee:	
	(a) Constitution	C-3

Main Head	Sub Head	Retention Period
1	2	3
	(b) Proceedings	C-1
	13(b) Apex Committee	
	(a) Constitution	C-3
	(b) Proceedings	C-3
	14. Suggestions/employees' performance:	
	(a) those rewarded	C-3
	(b) those not accepted	C-1
17. Departmental canteens	11. General aspect/Instructions	--
	12. Subsidy & grants and maintenance of accounts	C-3
	13. Purchase of crockery/cutleries/plates/Furnitures	C-3
	14. Fixation of prices of the eatable items of the canteen.	C-3
18. Benevolent Fund	11. General aspects	--
	12. Maintenance of accounts	C-3
	13. Collection of contribution & sanction of loans	C-3
	14. Committee meetings & related matters	C-1

C-VIGILANCE

Page

11. Central Civil Services (Classification, Control and Appeal) Rules- Clarification and interpretation of
12. All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of
13. Complaints
14. Disciplinary proceedings
15. Prosecutions
16. Appeals
17. Petitions
18. Court cases
19. Central Civil Services (Conduct) Rules - 1964 - Clarification and interpretation of
20. All India Services (Conduct) Rules, 1954 - Clarification and interpretation of
21. Central Civil Services (Safeguarding of National Security) Rules, 1953 - Clarification and interpretation of
22. Employment of dependents in private firms/foreign missions in India
23. Participation in Politics
24. Radio broadcast, contribution of articles, editing or managing of newspapers, publications
25. Evidence before committee of enquiry
26. Subscriptions
27. Gifts
28. Private trade or employment
29. Movable/immovable property
31. Vigilance Administration
32. Prosecution of further studies
33. Membership of Territorial army, Auxiliary Air Force and Naval Reserve
34. Vigilance Clearance

C-VIGILANCE

Description of Records

Main Head	Sub Head	Retention Period
1	2	3
11. Central Civil Services (Classification, Control & Appeal) Rules-Clarification and interpretation of	11. General notifications	--
	12. Schedule regarding Appointing Authority, Disciplinary Authority and Appellate Authority	--
	13. Regarding charge sheets, documentary evidence, Enquiry Officer, examination of witnesses and show-cause notices	--
	14. Regarding penalties	--
	15. Regarding consultation with UPSC	--
	16. Regarding appeals and petitions	--
	17. Regarding suspension and subsistence allowance	--
12. All India Services (Discipline and Appeal) Rules, 1955- Clarification and interpretation of	11. General	--
	12. Regarding Rules 1 to 7	--
	13. Regarding Rules 8 to 11	--
	14. Regarding Rules 12 to 18	--
	15. Regarding Rules 19 to 23	--
13. Complaints	11. Group A to D	C-3
	12. General-against two or more classes	
14. Disciplinary proceedings	11. Group A to D	C-3
	12. Joint enquiry	
15. Prosecutions	11. Group A to D	C-3
	12. Joint enquiry	
16. Appeals	11. Group A to D	C-3

Main Head	Sub Head	Retention Period
1	2	3
17. Petitions	11. Group A to D	C-3
18. Court cases	11. Group A to D	C-3
19. Central Civil Services (Conduct) Rules, 1964- Clarification and interpretation of	11. General notifications	--
	12. Regarding Rules 1 to 25	
20. All India Services (Conduct) Rules, 1954- Clarification and interpretation of	11. General notifications	--
	12. Regarding Rules 1 to 20	
21. Central Civil Services (Safeguarding of National Security) Rules, 1953- Clarification and interpretation of	11. General notifications	--
	12. Regarding Rules 1 to 7	
22. Employment of dependents in private firms/foreign missions in India	11. Intimation	C-3
	12. Sanction	
23. Participation in politics	11. Intimation	C-3
24. Radio broadcasts, contribution of articles, editing or managing of newspapers, publications	11. Sanction	C-3
25. Evidence before Committee of Enquiry	11. Sanction	C-3
26. Subscriptions	11. Sanction	C-3
27. Gifts	11. Intimation	C-3
28. Private trade employment	11. Sanction	C-3
29. Moveable /immovable property	11. Property returns (general aspects)	--
	12. Returns of Group A to D	C-3
	13. Intimation	
	14. Sanction	
31. Vigilance Administration	11. General aspects	--
	12. Acts, rules, manuals	--
	13. Vigilance set-up	--

Main Head	Sub Head	Retention Period
1	2	3
	14. Meetings	C-1
	15. Appointment of vigilance officers in Ministries/ departments	C-3
	16. List of officers of doubtful integrity	C-10
	17. Cases of difference of opinion with Central Vigilance Commission	C-10
	17(a) Cases of difference of opinion with other Constitutional Bodies	
	18. Granting of vigilance clearance in respect of different classes of officers and the staff:	C-3
	19. Annual Reports of CVC	C-5
32. Prosecution of further studies	11. General aspects	--
	12. Permission	C-3
33. Membership of Territorial Army, Auxiliary Air force and Naval Reserve	11. General aspects	--
	12. Permission	C-3

D-COMMON OFFICE SERVICES

- 11. Working environment -----
- 12. Furniture -----
- 13. Stationery and forms -----
- 14. Office equipment including electrical and mechanical appliances and other miscellaneous stores -----
- 15. Liveries -----
- 16. Black-listing of firms/contractors -----
- 17. Contractors for supplies -----
- 18. Telephones and Internet Services -----
- 19. Staff car -----
- 20. Unserviceable, obsolete and surplus articles -----
- 21. Maintenance of records -----
- 22. Printing and binding -----
- 23. Library -----
- 24. Care-taking arrangements -----
- 25. Security -----
- Records other than files -----

D-COMMON OFFICE SERVICES

Description of Records

Main Head	Sub Head	Retention Period
1	2	3
11. Working environment	11. Rules (general aspects)	--
	12. Provision of air -conditioners/ desert coolers/Gulmarg	(a) Procurement through CPWD : C-1 (b) Purchase/ hiring : C-3 or one year after completion of audit, whichever is later.
	13. Provision of fans	
	14. Provision of Khas tatties	
	15. Waterman engagement of during summer season	C-3
	16. Provision of Surahis	
	17. Provision of heaters	C-3
	18. Provision of coal to Group D	
	19. Provision of glass tumblers and jugs	
	20. Maintenance of air-conditioners, fans, heaters etc.	
12. Furniture	11. Rules for purchase, hire, condemnation (general aspect)	--
	12. Condemnation/ disposal of unserviceable articles	C-3
	13. Hiring/purchase	
	14. Maintenance and repairs	
	15. Physical verification	
13. Stationery and forms	11. Rules for procurement (general aspects)	--
	12. Indent for forms on Controller of stationery	C-1
	13. Indent for stationery on Controller of stationery	C-1
	14. Local purchase	C-3
	15. Supply of stationery	C-1
	16. Physical verification	C-3

Main Head	Sub Head	Retention Period
1	2	3
14. Other Office machines including Electronic/Computer items	11. Rules for procurement/disposal (general aspects)	--
	12. Condemnation and disposal	C-3
	13. DGS & D rate contracts	--
	14. Hiring C-3	
	15. Purchase	
	16. Repairs and maintenance and bills thereof	
	17. Physical verification	
21. Office equipment including electrical and mechanical appliances and other miscellaneous stores	11. Rules (general aspects)	--
	12. Condemnation and disposal	C-3
	13. Purchase	
	14. Repairs and maintenance	
	15. Physical verification	
	16. Electric clocks and call-bells (procurement and maintenance)	
22. Liveries	11. Rules (entitled personnel and the scale of items of liveries)	--
	12. Procurement of material	C-3
	13. Stitching and tailoring	
	14. Supply of shoes and chappals	
	15. Return, renewal, surrender and withdrawal	
23. Black-listing of firms/ contractors	11. Circulars (general aspects)	--
	12. Individual cases	C-3
24. Contractors for supplies	11. Approved list	--
	12. Registration	C-3
	14. Waiver/reduction of penalty or condonation of irregularity	C-3
25. Telephones	11. Office telephones installation and shifting of - telephone bills	C-3
	12. Residential telephones- installation of- telephone bills	
	13. Repairs and maintenance	

Main Head	Sub Head	Retention Period
1	2	3
	14. Internet Services	
26. Staff car	11. Rules (general aspects)	--
	14. Non-official journeys	C-3
	15. Purchase of P.O.L./ accessories	
	16. Servicing, repairs and replacement of parts and relevant correspondence	
27. Unserviceable, obsolete and surplus articles	11. Rules (general aspects)	--
	12. Approved list of auctioneers	C-3
	13. Engagement of auctioneers and notice of auction	--
28. Maintenance of records	11. Rules for review of records (general aspects)	--
29. Printing and binding	11. Rules for printing and binding (general aspects)	--
	12. Correspondence relating to printing and binding	C-3
30. Library	11. Ordering and receipt of books (other than government publications)	C-3
	12. Ordering and receipt of periodicals	
	13. Purchase of government publications	
	14. Lending, transfer (requisition, reminder etc.)	C-1 & C-3
	16. Binding of books	C-3
	17. Selection Committee for books One year after completion of audit & C-1	--
	18. Write off of books	--
	19. Auction Newspapers/ journals	One year after the completion of audit
	20. Membership of Library association	One year after the completion of audit
31. Care-taking arrangements	11. Allocation of work among sweepers, farashes and chowkidars	One year after the allocation order ceases to be in force.
	12. White-washing - arrangements thereof	C-3
32. Security	11. Rules (general aspects)	--
	12. Confidential and secret box	C-3
	13. Duplicate keys : maintenance thereof	
	15. Issue of identity cards-correspondence thereof	C-1
	16. Loss of identity cards	
	17. Temporary passes arrangements	

RECORDS OTHER THAN FILES

S.No.	Description of Record	Retention Period
1	Staff car log book	C-3
2	Stock register	
3	Railway receipt register	
4	Shorthand notebook distribution register	C-1
5	Library accession register	Permanent
6	Departmental security seals register	Permanent
7	Register of identity cards	Permanent
8	Register of CGHS identity cards	Permanent
9	Register of spare copies of classified documents	Permanent
10	Telephone bill (including trunk call) register	C-3
11	Index Cards	Permanent
12	Library Bulletin	C-1

E-HINDI

11. Progressive use of Hindi in government offices -----
12. Hindi Teaching Scheme.-----
13. Translation into Hindi -----



E-HINDI

Description of Records

Main Head	Sub Head	Retention Period		
1	2	3		
11. Progressive use of Hindi in government offices	11. General aspects and Hindi Committees.	--		
	11. (a) Hindi workshop			
	(b) Hindi week	C-3		
	12. Circulation of orders	To be destroyed at the end of the year.		
	13. Registration of telegraphic address in Hindi	C-1		
	14. Periodical reports regarding use of Hindi for official purposes	C-3		
	15. Constitution of Hindi Committee	C-5		
	16. Meeting and Follow up action of Hindi Committee	C-3		
	12. Hindi Teaching Scheme	11. General aspects and Hindi Committees	--	
		12. Training programme	C-1	
		13. Examinations	(a) Applications: C-1 (b) Results: C-5 for departments conducting the examination, C-1 for other departments.	
		14. Grant of advance increments	C-3	
		15. Grant of awards	a) For departments making the award : C-3 or one year after completion of audit, whichever is later. (b) For departments in which the recipient is employed: C-1	
		16. Conduct of Hindi competition	C-5	
		13. Translation into Hindi	11. Books, reports, periodicals etc.	C-3

F-FINANCE, BUDGET, CASH AND ACCOUNTS

Page

11. Creation of posts
12. Pay
13. Special pay
14. Allowances
15. Increments
16. Deputations and delegations
17. Delegation of powers
18. Honorarium
19. Pension/ gratuity
20. Budget estimates/ revised estimates
21. Expenditure statements
22. Reconciliation
23. Re-appropriation
24. Supplementary grants
25. Accounts and audit
26. Advances
27. Payments and recoveries
28. Budget Estimates for five year plans
- Records other than files

F-FINANCE, BUDGET, CASH AND ACCOUNTS

Description of Records

Main Head	Sub Head	Retention Period
1	2	3
11. Creation of posts	11. Continuance of posts	C-3
	12. Creation of posts	C-10
	13. Revision of scales of pay	--
	14. Upgrading of posts	C-10
	15. Conversion of temporary posts into permanent ones	
12. Pay	11. Rules (general aspects)	--
	12. Group A to D	C-3
13. Special pay	11. Rules (general aspects)	--
	12. Group A to D	C-3
14. Allowances	11. Rules (general aspects)	--
	12. Children's Education Allowance	C-3
	13. City Compensatory Allowance	
	14. Daily Allowance	
	15. Dearness Allowance	
	16. Deputation Allowance	
	17. House Rent Allowance	
	18. Overtime Allowance	
	19. Travelling Allowance	
	20. Washing Allowance	
15. Increments	11. Rules (general aspects)	--
	12. Advance increments	C-3
	14. Withholding of increments	C-10 or C-3 after the final disposal of appeal or final judgment under the normal course of law, whichever is later.

Main Head	Sub Head	Retention Period
1	2	3
16. Deputations and delegations	11. Rules regarding deputation on foreign service in India	--
	12. Rules regarding deputation abroad	--
	13. Deputation on foreign service	C-3
	14. Deputations abroad	C-3, plus the period of deputation
17. Delegation of powers	11. Civil Service Regulations	--
	12. Delegation of Financial Powers Rules, 1958	--
	13. FR & SR	--
	14. GFR	--
	15. Central Treasury Rules	--
	16. Central Public Works Accounts Code	--
	17. Declaration of officers as Head of Department	--
18. Honorarium	19. Declaration of officers as Controlling and Drawing & Disbursing officers	C-3
	11. Rules (general aspects)	--
19. Pension/ Gratuity	12. Group A to D	C-3
	11. Rules (general aspects)	--
20. Budget estimates/ revised estimates	12. Group A	C-3, C-5 & C-15
	11. Demand No.	C-3
	12. Demand No.	
21. Expenditure statements	13. Demand No.	
	11. Demand No.	01 Year
	12. Demand No.	
22. Reconciliation	13. Demand No.	
	11. Demand No.	01 Year
	12. Demand No.	

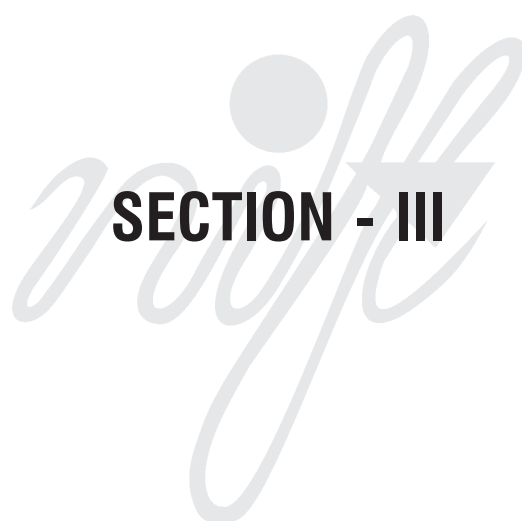
Main Head	Sub Head	Retention Period
1	2	3
23. Re-appropriation	13. Demand No.	
	11. Demand No.	C-3
	12. Demand No.	
24. Supplementary grants	13. Demand No.	
	11. Demand No.	C-3
	12. Demand No.	
25. Accounts and audit	13. Demand No.	
	11. Audit objection and audit paras	C-3
	12. Estimates Committee:	C-10
	13. Local audit (annual)	C-3
	15. Public Accounts Committee	C-10
	17. Appropriation Accounts	C-3
26. Advances	18. Accounts classification opening of new heads	--
	11. Car Advance Rules	C-1
	12. Conveyance Advance Rules	
	13. Cycle Advance Rules	
	14. Festival Advance Rules	
	15. GPF Final Withdrawal Rules	
	16. GPF Advance Rules	
	17. House Building Advance Rules	
	18. Motor Cycle/ Scooter Advance Rules	
	19. Pay Advance Rules	
	20. TA Advance Rules	
21. Travel Concession Rules		
22. Other Advances Rules		
23. Grant of Car Advances		

Main Head	Sub Head	Retention Period
1	2	3
	24. Grant of Conveyance Allowance	
	25. Grant of Cycle Advance	
	26. Grant of Festival Advance	
	27. Grant of Final Withdrawal from GPF	
	28. Grant of GPF Advance	
	29. Grant of House Building Advance	
	30. Grant of Motor Cycle/Scooter Advance	
	31. Grant of Pay Advance	
	32. Grant of TA Advance	
	33. Grant of LTC Advance	
	34. Grant of other Advances	
27. Payments and recoveries	11. Air passage bills	C-3
	12. Cancellation charges	
	13. Contingent expenditure	
	14. Electric charges- recovery	C-1
	15. GPF annual statements	
	16. GPF- membership	
	17. Grants-in-aid-contributions and donations	C-3
	18. Hospitality fund	
	19. House rent and other allowances	C-5 after the settlement of case or one year after audit which- ever is later.
	20. Last Pay Certificate	
	22. Pay claims	
	23. Permanent Imprest	C-3
	24. Refunds	C-3
	25. Refreshment bills	
	26. Rent demand statements	C-1

Main Head	Sub Head	Retention Period
1	2	3
	27. Service postage stamps	C-3
	28. TA/Transfer TA claims	
	29. Water charges- recoveries	C-1
	30. Reimbursement of legal expenses	C-3
	31. Reimbursement of tuition fees	
	32. Acceptance of credits/debits	
	33. Adjustment of missing credits in GPF account	C-1
	35. Financing of insurance policies from GPF account	
	36. Arrear claims (including sanction for investigation, where necessary)	C-3
	37. Postal life Insurance	
	38. Write-off of losses	C-3
	39. Expenditure sanction	
	40. Surety bond executed in favour of temporary or a retiring Govt. staff.	C-3 after the bond ceases to be enforceable.

RECORDS OTHER THAN FILES

S.No.	Description of Record	Retention Period
1	Civil credit notes (Form S. 142) and stock register thereof	C-3
2	Register of monthly expenditure (Form GFR 9)	01 year
3	Register for watching progress of expenditure (Form GFR 11)	01 year
4	Register for watching progress of expenditure on local purchase of stationery	C-3
5	Register for reconciliation of accounts	01 Year
6	Cash Book	C-10
7	Cash receipts (Form TR 5), counterfoils and stock register.	C-3
8	Petty vouchers not furnished to audit	C-3
9	Appropriation Accounts	C-3
10	Pay Bill Register	C-35
11	Office copies of establishment pay bills and related schedules (in respect of period for which Pay Bill Register is not maintained)	C-35
12	Schedules to the establishment pay bills for the period for which Pay Bill Register is maintained	C-3
13	Acquittance roll	C-3
14	Postal life Insurance register	C-3
15	Increment register	C-1
16	Increment list	C-3



SECTION - III

DELEGATION OF POWER

The power delegated under H.O circular no. 1509/Acct.HO/Cir-Order/05 dated 11-July-2008 are shown below :-

DELEGATION OF POWERS TO F & AC

S.No.	NAME OF THE ITEM	POWERS TO F& AC
1.	Hiring of Accommodation for long term consultant only.	Full powers to hire office / residential accommodation
2.	Purchase of equipment	Powers to purchase equipments of value exceeding Rs.10 lakhs on any one item on each occasion subject to the condition that Institute's purchase procedure shall be followed and subject to budgetary provisions.
3.	Write off	All proposal for write off
4.	Fellowships	Full powers for award of fellowships to NIFT students.
5.	Engagement of Consultant	Full Powers.
6.	Disposal of surplus stores	Disposal of stores of book value beyond Rs.5 lakhs
7.	Any other administrative / Establishment matter requiring special consideration / dispensation.	Full powers.

DELEGATION OF POWERS TO A.A.C.

S.No.	NAME OF THE ITEM	POWERS TO A.A.C.
1.	Administration of NIFT Development Fund	Full powers as per guidelines approved by the Board.

DELEGATION OF POWERS TO DIRECTOR GENERAL, NIFT

S. NO.	AREA OF DELEGATION	DELEGATED POWER OF THE DIRECTOR GENERAL
	ADMINISTRATIVE AND FINANCIAL	
1.	Grant of regular increments	Full powers
2.	Grant of special pay / special allowance / personal pay / personal allowance	Full powers in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the grade pay of the employee upto a maximum ceiling of Rs.2500/- p.m.
3.	To act as Controlling Officer in respect of pay and allowances of the employees of the Society as per rules	Full Powers
4.	Fixation of Pay	Full Powers
5.	Grant of T.A including advance TA and to act as Controlling Officer for T.A claims.	Full Powers
6.	Sanction of Festival Advance	Full Powers
7.	Sanction of Festival, Fan, Bicycle & Flood Advance	Full Powers
8.	Grant of honorarium or reward	To grant honorarium or reward for a specially meritorious work. The total amount of such honorarium or rewards granted in a financial year shall not exceed Rs.5,000/-
9.	To fix installments for recovery of over payment of salary and allowance	Full powers subject to GOI rules.
10.	Grant of advance of Pay and lead salary advance	Full Powers
11.	Sanctioning of expenses on honorarium for visiting Faculty as per rules.	Full Powers
12.	Officiating appointment against leave vacancies	Full powers against sanctioned posts
13.	Authorizing Tour	1) Within India - Full powers to authorise travels in accordance with the rules of the Institute including self on the Institute's work / business or for delivering lectures, attending seminars / symposium / conferences, professional / technical courses etc. on behalf of the society. 2) Outside India- Full powers to authorise travels in accordance with the rules of the Institute excluding self on the Institute's work / business or for delivering lectures, attending seminars / symposium / conferences, professional / technical courses etc. on behalf of the society.
14.	Authorising Deputation within India or training	Full powers, except of long term training for Foreign Service / Deputationists.
15.	Grant of T.A. to candidates called for interview	Full powers to grant T.A. subject to the policy approved by the Board.

16.	Authorising employees to travel by a Class/ mode higher than that authorised under the Institute's T.A. rules in special circumstances.	Full powers subject to justification on case to case basis.
17.	Cancellation charges in respect of air / rail and hotel bookings etc.	Full powers to incur expenditure on such cancellations necessitated by exigencies of Institute's business or other exceptional circumstances, such as sudden illness, sickness, bereavement, etc. of the employee concerned.
18.	Sanction of permanent advance / imprest.	Full powers as per GSR/Govt. Rules.
19.	Hiring of accommodation etc.	Full Powers to hire office / Academic Accommodation and Hostels Accommodation subject to requirements already budgeted for and after following prescribed procedure.
20.	To fix rent for shops, land and business premises.	Full powers
21.	Additions to leased building including renovation	Full powers within terms of such lease/s.
22.	Grant of advance for medical treatment.	Full powers as per rules.
23.	Reimbursement of medical expenses.	Full Powers
24.	Reimbursement of medical expenses in case of hospitalization	Full Powers
25.	Insurance of property / Assets of the Institute.	Full powers.
26.	Execution of instruments, deeds, leases, contracts etc.	Full powers to execute contracts, deeds, instruments and insurance of property and in particular - (a) All service agreements, (b) leases of houses, lands or other immovable property and (c) agreements, deeds etc. for lending / borrowing.
27.	Appointment of Solicitors and Advocates and sanction of legal charges.	Full powers to meet legal charges including reimbursement of legal expenditure incurred by the employees of the Institute in cases arising out of the official duties. Exercise of powers will be subject to scales of charges not being higher than the rates prescribed by the High Court / Supreme Court Rules. If the fees quoted are higher than the fees prescribed by the corresponding High Court / Supreme Court rules, justification for the same should be recorded.
28.	Grant of leave	As per GSR
29.	Revocation of / recall from leave	Full powers
30.	Working days and weekly off days in respect of staff operational	Full powers
31.	Investigation of arrear claims	Full powers
32.	Authorising handing over / taking over of charge away from Headquarters	Full powers, subject to exiguous.

33.	Grant or permit acceptance by the Institute's / employees of honorarium / fees / towards and permit acceptance by employees of such employment plus allowances in addition to pay and allowances from the Institute.	Full powers as per Consultancy Policy.
34.	Powers to make and give receipts, releases and other discharges for money payable to the Institute and for the claims and demands of the Institute.	Full powers
35.	Powers to determine from time to time who shall be entitled to sign on Institute's behalf, bills, notes, receipts, acceptances, endorsements, cheques, dividends, warrants, releases and Contracts.	Full powers
36.	a) To act as Controlling Officer for the Institute's vehicles / machinery to incur expenditure on their installation, repairs & maintenance to fix hire charges for their use and sanction reduction/permission where necessary. b) Incurring of expenditure on repairs & maintenance of Institute's vehicles	Full powers Full Powers
37.	Maintenance of and repairs to office furniture and equipments and residential furniture and equipments, where necessary	Full powers subject to budgetary provision following purchase procedure
38.	Advertisement Charges	Full powers subject to budgetary provision
39.	Printing and Bindings	Full powers subject to budgetary provision
40.	Other contingent Charges	Full powers subject to budgetary provision
41.	To award contracts for loading, unloading, handling, transport etc. and to incur expenditure thereon.	Full powers
42.	Sanction of claims for demurrages/ wharfages	Full powers subject to detailed justification on a case to case basis.
43.	Sanction of expenditure on ceremonial occasions / promotional purposes.	Full powers with budgetary provisions.
44.	Hospitality	Full Powers to incur expenditure on official guests within the budgetary provisions
45.	Liveries	Full powers to sanction issue of liveries to eligible employees and to waive return of liveries/recovery of cost thereof in special circumstances.
46.	Extent of compensation to employees as per statutory rules/orders	Full powers
47.	Incurring of expenditure on immediate safety of employees, plant, machinery etc. within works premises and townships	Full powers

48.	Payment of stipend, T.A. etc. to trainees, apprentices etc.	Full powers as per rules.
49.	Membership of organizations	Full powers regarding enrolment of the Institute as a member of the organizations connected with matters of interest to the Institute
50.	Recognition of Staff Union	Full powers
51.	Expenditure on gifts for visiting dignitaries.	Powers to incur expenditure on gifts upto Rs.5,000/- on each occasion.
52.	Appointment of Visiting Faculty or part time faculty / staff.	Full powers subject to observations of contractual requirements.
53.	Day to day administration of the Institute	Full powers to decide on matters concerning employees including faculty, students and academic affairs as per rules.
54.	Sanction for purchase of: (a) Raw Materials (b) Spares and Tools (c) Stationery & Other stores (d) Furniture and fixtures (e) Books and Periodicals (f) Vehicles (g) Office equipment (h) Miscellaneous items and any other consumables items.	Full powers subject to the Institute purchase procedure shall be followed in respect of those classes of stores which are mentioned therein. As per project policy in case projects subject to budgetary provisions.
55.	Purchase of equipment, furniture and fixtures and vehicles	Powers to purchase equipments of value not exceeding Rs. 10 lakhs on any one item on each occasion subject to the condition that Institute's purchase procedure shall be followed and subject to budgetary provisions.
56.	Purchase of Books	Full Powers
57.	Maintenance & repairs of office equipments and petty repairs and works to building where necessary	Full Powers
58.	Acceptance of tenders when open tenders are invited and more than one valid tender is received or on the basis of DGS& D rates contract	Full Powers subject to administrative approval of appropriate authority.
59.	Acceptance of standardized supplies under the DGS&D contract supplies from manufacturers/ wholesalers at list prices or supplies from Govt./ Public Sector will be procured without quotations.	Full powers
60.	Power to sanction expenditure for tender, recruitment and advertisement	Full Powers
61.	Entering into contracts/agreements	Full powers to enter into contracts/agreements on behalf of the Institute provided that where foreign collaboration is involved budgetary control on foreign exchange have to be adhered to and prior approval of Board of Governors/Standing Committee and the Government of India shall be obtained as per rules regulations and provided further that the details of all signed contracts be presented to the Board for information/confirmation.
62.	Power to sanction scholarship	Full powers subject to policy.

63.	Power to hire conveyance	Full powers
64.	Advertisement	Full Powers
65.	Expenses on Statutory payments	Full Powers
66.	Expenditure on approved capital items such as machinery, equipments, furniture, building projects etc.	Full powers
67.	Sponsored Projects	Full powers in accordance with approved budget of the project.
68.	Outside assignments/ consultancies by faculty members	Full powers to approve outside consultancies by NIFT faculty with or without remunerations, as per policy.
69.	Expenditure on postage/ stamps / courier charges	Full powers
70.	Approval for deputation of faculty & staff of the institution.	Full powers as GOI Rules.
71.	Disposal of Stores	Disposal upto the book value of Rs.5 lakhs in each case, as per policy.
72.	Residuary Powers	All powers available to the Heads of the Departments under various Govt. Rules shall be exercised by the Director General, NIFT.

SUB DELEGATION OF POWERS BY DG TO SUBORDINATE OFFICERS IN NIFT HEAD QUARTER

S. NO.	AREA OF DELEGATION	EXTENT OF DELEGATION	TO WHOM DELEGATED
1.	Grant of regular increments	Group C & D Employees	Registrar (Estt.)
2.	To fix installments for recovery of over payment of salary and allowance	Full powers in respect of C&D staff of Headquarter as per Rules / Guidelines issued by Headquarter.	Registrar (Estt.)
3.	To act as Controlling Officer in respect of pay and allowances of the employees of the Society as per rules.	Full powers in respect of employees for Headquarter other than self.	Director (F & A)
4.	Grant of T.A. including advance TA and to act as Controlling Officer for T.A. claims.	Full powers in respect of employees for Headquarter other than self.	Director (F & A)
5.	Cancellation charges in respect of air / rail and hotel bookings etc.	Full powers to incur expenditure on such cancellations necessitated by exigencies of Institute's business or other exceptional circumstances such as sudden illness, sickness, bereavement, etc. of the employee concerned of HQ.	CAO
6.	Sanction of Festival Advance	As per residuary powers in respect of employees of HQ.	Director (F & A)
7.	Reimbursement of medical expenses.	As per residuary power in respect of employees of HQ.	CAO
8.	Insurance of property / Assets of the Institute.	Full powers subject to provisions of GFR and guidelines issued by HQ.	Director (F&A)
9.	Execution of instruments, deeds, leases, contracts etc.	Full powers to execute all service agreements in respect of HQ subject to provision of GFR and guidelines issued by HQ.	Director (F & A)
10.	Grant of leave	As per residuary power in respect of C&D employees of HQ.	Registrar (Estt.)
11.	Revocation of / recall from leave	As per residuary power in respect of C&D employees of HQ.	Registrar (Estt.)
12.	Working days and weekly off days in respect of operational staff	Full powers in respect of operational staff at HQ.	Project Engineer
13.	a) To act as Controlling Officer for the Institute's vehicles/ machinery to incur expenditure on their installation, repairs & maintenance	Full powers in respect of HQ. subject to provision of GFR & guidelines issued by HQ.	Director (F&A)

	b) Incurring of expenditure on repairs & maintenance of Institute's Vehicles	Full powers in respect of HQ. subject to provision of GFR & guidelines issued by HQ.	Director (F&A)
14.	Repairs & Maintenance of office furniture and equipments, where necessary	Full powers subject to budgetary provisions and following purchase procedures.	Director (F&A)
15.	Printing and Bindings	Upto Rs.10,000/- per order in each case subject to budgetary provisions and following procedures and not exceeding Rs.50,000/- per year.	Director (F & A)
16.	Other contingent Charges	Rs.1,000/- in each case subject to following the Rules & guidelines issued by HQ.	Registrar (Admin.)
17.	To award contracts for loading, unloading, handling, transport etc. and to incur expenditure thereon.	Upto Rs.5,000/- per case and not exceeding Rs.25,000/- per annum subject to following the set procedures and budget provisions.	Registrar (Admin.)
18.	Sanction of expenditure on ceremonial occasions/promotional purposes	Upto Rs. 50,000/- in each case and maximum of Rs. 1,00,000/- per year	Director (F & A)
19.	Hospitality expenses	Upto Rs. 1000/- in each case on hospitality of official guests subject to a maximum of Rs. 6000/- per annum	Registrar (Admin.)
20.	Liveries	Full powers to sanction issue of liveries to eligible employees and to waive return of liveries/recovery of cost thereof under unavoidable circumstances as per Rules & Guidelines issued by the HQ	Director (F & A)
21.	Purchase of equipment against DDF and Project	Full powers to purchase equipment of value not exceeding Rs. 50,000/- on any one item subject to Purchase Procedures from the funds available in the DDF. In the case of purchases for projects where the entire cost of the purchase is borne from the project funds, the value of no single item in the purchase order should exceed Rs.50,000/-	Director (F & A)
22.	Acceptance of standardised supplies under the DGS&D contract supplies from manufacturers/ wholesalers at list prices or supplies from Govt./ Public Sector will be procured without quotations.	Full power subject to purchase procedures.	Director (F & A)
23.	Power to hire conveyance	Upto Rs.15,000/- per month subject to the budget provisions each year and subject to following the procedures prescribed	Director (F & A)
24.	Expenses on Statutory Payments	Full powers : Electricity - as per bill, Telephones/ Fax:- As per bill, subject to certification of all calls were for official used only and personal calls if any are paid for. House Rent, Taxes, Services Charges etc.- As per legal obligation subject to the budget provisions each year and subject to following the procedures prescribed	Director (F & A)

25.	Expenditure on postage/ stamps / courier charges	Rs.5,000/- per occasion upto Rs.10,000/- per month.	Director (Admin.)
26.	Purchase of consumables items including tool kits	Rs. 5,000/- in each case	Director (Admn.)
27.	Maintenance of and repair to office furniture & equipments and residential furniture and equipments, buildings including spares and tools where necessary	Rs. 5000/- per month for emergent case only	PE Building
28.	Project Expenses	Rs. 5000/- in each case of expenditure for HO Project.	AD Project
29.	Expenditure on Hospitality at HO	Up to Rs.10,000/- on one occasion with over all limit of Rs.1,00,000/- per annum. For hospitality like arranging tea, and lunch etc. Approved vide BOG meeting held on 25/8/2010 agenda item no.1105	Director (Admn.)
30.	Residuary Powers	All powers available to Heads of the offices under various Govt. Rules shall be exercised by Director (F & A)/ Registrar (Estt.) / Registrar (Admn.) / CAO as the case may be in NIFT Headquarters.	Director (F & A)/ Registrar (Estt./Admn.)/ CAO

REVISED SUB-DELEGATION OF POWERS TO DIRECTORS - NIFT CENTRES D.G'S ORDER NO.NIFT/DR(F&A)/DOP/2005 DATED 28.1.2008

Sub-Delegation' of Powers

In exercise of the powers available to the Director General for sub-delegation of all or any of the powers vested with the Director General. The BOG in its meeting dated 05.02.1988, subject to ultimate control and authority being retained by the Director General, the Director General is pleased to sub-delegate the powers as approved by BOG in its meeting held on 18th December 2007 to the Subordinate Officers In NIFT HO, Registrars of NIFT Centers and Directors, NIFT Centers respectively for the effective running of the Institute.

The Officers will exercise the powers within the delegated authority subject to

- Standing orders, policy directives and explicit and duly approved budget and any other instructions issued from time to time
- Subject to such specific rules as are prescribed, power to sanction expenditure and authorize disbursement shall be exercised within the allocation made for specific purposes in the approved budget.

- Full powers to incur expenditure subject to budget provisions in all cases which are obligatory under various statutory Acts or any Regulations rule or service rules or any order made there under.
- Proposals with financial implications shall be examined by the finance division of the Institute.

The expenditure should be incurred judiciously keeping in view the instructions of economy and control on expenditure and various provisions contained in GFR and DFPR and other Govt. guidance on the subject.

This is in supersession of all previous orders on the subject as well circular circulated vide Office letter No. NIFT/DR/(F&A)/(DOP)/2005 dated 4th January 2006.

Sr. No	AREA OF DELEGATION	DELEGATION/SUB DELEGATION OF POWERS TO DIRECTORS IN CENTRES
	ADMINISTRATIVE AND FINANCIAL	DIRECTORS (IN CENTRES)
1	Fixation of pay	Full powers in relation to post carrying pay scale below Rs.9300-34800 (subject to availability of posts in the set up approved by NIFT, Headquarter and subject to GSR, NIFT and specific instructions of Headquarter. All matters to be decided in consultation with Finance & Accounts.
2	Grant of regular increments of Group B Officers	Same in respect of Group B officers only.
3	Grant of advance of pay and leave salary advance.	Full powers in relation to post carrying pay scale below Rs. 9300-34800 (subject to availability of posts in the set up approved by NIFT, HQ and subject to GFR, NIFT and specific instructions of HQ all matters to be decided
4	To fix installments for recovery of over payment of salary and allowance	Full powers in respect of C&D staff of Centre as per Rules / guidelines issued by HQ.
5	Sanctioning of expenses on honorarium for visiting Faculty as per Rule	Full powers subject to budgetary provision & reporting to Headquarter
6	To act as Controlling Officer in respect of pay and allowances of the employees as per rules.	As per Residuary Powers in respect of Centers
7	Authorizing Tour	Within India only - Full powers to authorize travels in accordance with the rules, of the Institute's employees excluding himself / herself within India on the Institute's work / business or for delivering lectures, attending seminars symposium / conferences, professional / technical courses etc. on behalf of the society subject to budgetary ceiling and quarterly reporting to HQ.
8	Grant of T.A including advance TA and to act as Controlling Officer.	As per Residuary Powers in respect of Centers
9	Cancellation charges in respect of air / rail and hotel bookings etc.	Full powers to incur expenditure on such cancellations necessitated by exigencies of Institute's business or other exceptional circumstances such as sudden illness, sickness, bereavement, etc. of the employee concerned of their centre.
10	Sanction of Festival Advance	As per residuray powers in respect of C&D employees.
11	Hiring of hotel accommodation etc.	Full powers to hire accommodation for hostel only provided that no subsidy is available to Hostel after accounting opportunity cost of all inputs and subject to quarterly reporting to HQ
12	Reimbursement of medical expenses in case of hospitalization	Full Powers for B, C & D employees.
13	Insurance of property / Assets of the Institute	Full powers subject to provisions of GFR and guidelines issued by HO and monthly reporting to HQ.

14	Execution of instruments, deeds, leases, contracts etc.	Full powers to execute all service agreements in respect of Centre subject to provision of GFR and guidelines issued by HQ and monthly reporting to HQ.
15	Appointment of Solicitors and Advocates and sanction of legal charges.	Fees not exceeding RS.10,000/- for a case (to engage- solicitors/ legal consultants for specific litigation) subject to the budget provision each year and subject to following the procedure prescribed
16	Grant of leave	Full powers in respect of B officers. For Group C&D employees powers delegated to Registrar
17	Revocation of / recall from leave.	Full powers in respect of B officers.
18	Working days and weekly off days in respect of operational staff	Full powers in respect of employees of Centres subject to guidelines issued by HQ.
19	a) To act as Controlling Officer for the Institute's vehicels / machinery to incur expenditure on their installation, repairs & maintenance to fix hire charges for their use and sanction reduction/permission where necessary b) Incurring of expenditure on repairs & maintenance of Institute's Vehicles	a) Full powers subjec to provisions of GFR & guidelines issued by HQ. b) Full powers subject to provision of GFR & guidelines issued by HQ.
20	Maintenance and repairs of furniture & equipments and residential furniture & equipments, Building including spares & tools where necessary	Full powers subject to budget provision
21	Printing & Binding	Upto RS.10,000/- per order in each case subject to budgetary provisions and following laid down procedures and not exceeding RS.50,000/- per year.
22	To award contracts for loading, unloading, handling, transport etc. and to incur expenditure thereon.	Full powers after following laid down procedures and guidelines issued by HO. subject to budget provisions
23	Sanction of expenditure on ceremonial occasions / promotional purposes	Upto RS. 50,000/- in each case and maximum of RS.1,00,000/ per year
24	Hospitality	Power to incur expenses on hospitality for official guests upto Rs.5000/- on one occasion provided the total expense on this account does not exceed Rs.50,000/- per annum
25	Incurring of expenditure on immediate safety of employees ,plant & machinery etc. within works premises and Campuses	Full powers depending on the justification of the case and recommendation of Committee
27	Payment of stipend, T.A. etc. to trainees apprentices etc.	Full powers as per rules & guidelines issued by HO.
28	Expenditure on gifts for visiting dignitaries	Powers to incur expenditure on gifts up to Rs. 2,000/- on each occasion subject to budgetary ceiling
29	Sanction for purchase of : (a) Raw Materials (b) Spares and Tools (c) Stationery & Other stores (d) Furniture and fixtures (e) Books and Periodicals (f) Vehicles (g) Office equipment (h) Miscellaneous items and any other consumable items.	Full powers to follow purchase procedures and budgetary provisions provided no single items in the PO is above Rs. 25,000/-. In case of purchases for projects where the entire cost of the purchase is borne from the project funds, the value of no single item in the purchase order should exceed Rs. 50,000/- and in conformity with project policy.

30	Purchase of Books	Full powers upto Rs. 10, 000/--, subject to budgetary provisions.
31	Purchase of equipment, Furniture & fixtures and Vehicles	Full powers to purchase equipment of value not exceeding RS.2,00,000/- on any one item on each occasion subject to the condition that institute Purchase Procedures shall be followed and subject to budgetary provision
32	Acceptance of standardized supplies under the DGS&D contract supplies from manufacturers wholesalers at list prices or supplies from Govt./ Public Sector Will be procured without quotations.	Full power subject to budgetary provisions
33	Entering into contracts/agreements	Full powers (for routine services such as cleaning, security gardening, canteen etc.) subject to competitive bids and subject to budget provisions and subject to following prescribed procedures & guidelines issues by HQ.
34	Power to sanction expenditure for tender, recruitment and advertisement	Up to Rs. 25,000/- per month subject to budget provisions / each year and subject to following procedure prescribed
35	Power to sanction scholarship	Full powers subject to Budget Provision
36	Power to hire conveyance	Upto RS. 25,000/- per month subject to the budget provisions each year and subject to following the procedures prescribed
37	Advertisement	Full powers subject to budgetary provisions
38	Expenses on Statutory payments	Full powers subject to budgetary provisions
39	Expenditure on postage / stamps / courier charges	Full powers subject to budget ceiling
40	Purchase of consumable items including tool kits	Upto Rs. 20,000/- at a time subject to the budget provisions each year and subject to following the procedure prescribed
41	Purchase of consumable items including tool kit	Upto Rs.20,000/- at a time subject to the budget provisions each year and subject to following the procedure prescribed.
42	Disposal of Stores	Upto the book value of Rs. 1 lakh in each case as per the disposal policy.
43	Grant of honorarium or reward	Upto Rs. 2,500/- per annum subject to budgetary provision
44	Delegation of Powers to Director for works of repair and Maintenance of building, equipments office furniture fixture, at centres	Rs. 2.00 lakhs on each occasion & maximum of Rs. 10.00 lakhs per annum under each category may also be added.
45	Extent of compensation to employees as per statutory rules/orders	Full Powers as per rules
46	Residuary Powers	All powers available to Heads of the offices under various Govt. Rules shall be exercised by Directors in NIFT Centres
		Approved by BOG meeting held on 19/12/2007 vide agenda item no. 3005.

SUB - DELEGATION OF POWERS TO REGISTRARS & OTHER OFFICER NIFT CENTRES

S No.	AREA OF DELEGATION	DELEGATION/SUB DELEGATION OF POWERS TO REGISTRARS AND OTHER OFFICER NIFT CENTRES
1	Hospitality and Entertainment expenses	Power to incur expenses upto Rs.1,000/- in each case on hospitality of official guests subject to a maximum of Rs.6,000/- per annum
2	Expenditure on postage stamps / courier charges	Rs. 5,000/- per occasion upto Rs 10,000/- per month subject to budgetary provision.
3	Purchase of consumable items & tool kits	Upto RS. 10,000/- in each case subject to budgetary provision.
4	Maintenance of and repairs to office furniture and equipments and residential furniture and equipments, Buildings including spares and tools where necessary	Upto Rs. 5,000/- per month for emergent cases only (EE)
5	Grant of regular increments	Group C & D employees
6	Release of Annual increment	Full powers in respect of C & D staff of centres.
7	Sanction of Festival, Fan, Bicycle & Flood Advance	As per residuary powers.
8	Reimbursement of medical expenses	As per residuary powers.
9	Liveries	Full powers to sanction / issue of liveries to eligible employees and to waive return of liveries/ recovery of cost thereof under unavoidable circumstances as per Rule & Guidelines issued by the HQ
10	Grant of leave	Full powers in respect of C&D employees
11.	Revocation / recall from leave	Full powers in respect of C&D employees

Sub Delegation Power to Centre Director on Service Matters :

NIFT/HO/E-II/Delegation of works.2010 dated 15/12/2010

1. In pursuance of the decision of the Board of Governors taken in it's 12th meeting held on 26th November, 2010, vide agenda item no. 1206 the Centre Director/Director, Head Office have been delegated powers to deal with the following service matters of Group 'A' & 'B' officers/faculty at Centres and Head Office except Director/Registrar/ Chairpersons/ Group 'A' officer/faculty in Head Office:

- (i) Sanction of Leave of all kind except Sabbatical leave, EOL
- (ii) Reimbursement of medical claim and medical Insurance claims.
- (iii) Remittance of leave Salary & Pension Contribution of deputationists.

- (iv) Sanction of Leave Travel Concession (by apex fare)(LTC) advance/ settlement/ Leave encashment
- (v) Matter related to routine pay fixations.
- (vi) Settlement of Transfer TA
- (vii) Completion of service records including verification of character and antecedent from concerned authorities.
- (viii) Grant of annual increments and incentive for family planning
- (ix) Court Cases (under intimation to HO)
- (x) RTI matters
- (xi) Maintenance & updation of service book/record

2. The Director{HO} is also delegated the above powers in respect of Group C & D officials in NIFT,-Head Office for dealing with the above service matters.

3. The other work related to service matters such as recruitment promotion, transfer/posting, extension of - contracts/deputations, disciplinary matters, maintenance and completion of ACRs, permission for going abroad, sanction of HBA, forwarding of applications outside NIFT, acceptance of resignations. grant of special pay, grant of sabbatical leave, permission for presentation of papers etc, shall continue to be handled by Head Office.

3. Concurrence of proposals relating to Works

Broadly the following points should be kept in view while giving concurrence to the proposals relating to works after verifying that Budget exists and funds available:

- a. Whether the existing procedures have been followed.
- b. Whether the proposal comes within the delegated powers of the approving authority.
- c. Whether the nature of tender is open, limited or single-whether approval of the competent authority where-ever necessary has been obtained before floating the tender.
- d. In case of limited tenders whether selection of parties has the approval of the competent authority whether the credentials of the parties considered under the limited tender enquiries have been examined and found to be in order.
- e. Whether reasonable time limit, extension of time limit has been considered in the tender enquiry-in case of short tender whether specific approval of the competent authority has been obtained.
- f. Whether the tenders were opened by a committee duly approved including a Finance representative.
- g. Whether comparative statement has been prepared in the prescribed format of the Company.
- h. Whether Finance vetting where required exists on the comparative statement.
- i. Whether the tender has been processed by a committee duly approved by the competent authority where prescribed.
- J. Whether earnest money has been deposited by the party.
- k. Whether notice inviting tender has been duly prepared and vetted by Finance where prescribed before issue.
- l. Whether any advance considered in the proposal is fully guarded against proper security and approved by competent authority-whether recovery schedule has been appropriately considered so as to ensure full recovery before completion of the work.
- m. In respect of machinery advance against hypothecation of assets it may be ensured that appropriate steps have been taken by the sanctioning authority to ensure that the machineries brought to site are in running condition to the entire satisfaction of the engineer-in-charge and the same are free from any charge or encumbrances and are properly insured. The advance in any case should not be more than the value of assets to ensure full security of the advance.

- n. Whether the rates offered by the contractors have been checked by the Engineer-in-charge and certified as reasonable.
- o. Whether escalations, if any, considered in the proposal are clear with specific formula as may be acceptable in order to avoid any ambiguity in future.
- p. Whether turn over tax etc., if any applicable has been considered. Execution of Contract Agreement or Award of Work should be done before commencement of the work.
- r. Any other point that may come to notice during scrutiny.

In case any procedural shortcomings and / or any deficiency in respect if any important points as referred to above are noticed, the same may be suitably highlighted while giving concurrence to the proposal.

In pursuance of the observation of the board of governors on the standing operating procedure for the construction projects taken on in its 13th meeting held on 18th March, 2011 agenda items no. 1317 is as follows:

Standard Operating Procedure for Construction Project.

1. The necessity of requirement for a construction project may be analyzed with justification and rough estimates approved by the Director of the center.
2. Land should be available for the project with status of statutory approvals.
3. The Proposal of Project should be technically examined by the engineering authorities of the center.
4. The proposal should be submitted to building Deptt. of Head Office with rough estimates for their recommendations.
5. The recommendation of building Deptt. of Head Office are further required to ascertain the availability of funds.
6. The proposal may be submitted to DG for consideration / approval in principal.
7. The approval is further required by the FC/BOG.
8. The DPR is to be prepared by the center as follows.
 - a) Preparation of design and building plan.
 - b) Approval of building plan by local authorities
9. Analysis of DPR by the Building Deptt of Head Office
10. Analysis of DPR for financial inputs by Finance Deptt of Head Office
11. Approval of Draft DPR by DG NIFT for submission to FC / BOG for approval.
12. The selection of mode and agency for construction and MOU may also be approved by the DG/FC/BOG as per proposal of the center dully recommended by Building and Finance Deptt.

13. Phasing of expenditure in construction year wise/quarter wise if required.
14. MOU to be finalized with construction agency by the centre.
15. Transfer of fund to centers by Head Office.
16. Release of funds as per MOU by the centre
17. Monitoring of progress of work by the centre Director and Building Deptt Head office in terms of MOU and report of progress to be sent to Building Deptt Head Office highlighting delay in execution of work, if any, with reasons for the same.
18. The monthly expenditure report of the project may be monitored by the centre Director to keep a watch over expenditure on the project.
19. Payment to the agency for the project should be released by the centre after verifying the completion of physical status of the project.
20. The building Deptt of H.O. to monitor the progress and submit the report to DG, NIFT, in case of any slow progress the matter would be taken up with the construction agency and remedial measures would be taken.
21. Utilization certificates may be furnished by the Centre in the form of GFR 19-A at the end of the year to Head Office.

Release of Funds on works (D.G's circular no.1551(150)/NIFT/DR/Release of fund/10-11 dated 24th November,2010

Before transferring any funds for any projects, it must be ensured that the project has been approved by the Competent Authority, necessary formalities with local authorities have been completed, and adequate funds are available for the completion of the project.

CVC Guidelines for Mobilization Advances: as communicated by Vigilance Division(HO) vide latter no.01/30/2009-Vig./557 dated 8/3/2011

The various guidelines/ circulars/Office Memorandum issued by the Central Vigilance Commission on account of Mobilization of Advance are as follows:

**No. 4CC - I - CTE-2
Government of India
Central Vigilance Commission
(CTEs Organisation)**

Satarkta Bhawan,
I.N.A Colony,
New Delhi - 10023
Dated : 08.06.2004

OFFICE MEMORANDUM

Mobilization Advance

In order to address the problem of misuse of mobilization advance provision in the civil and other works, the Commission had issued an O.M. dt. 8.12.1997 for grant of interest bearing 'Mobilization Advance' in selected works. In view of references from certain organizations on this issue, the Commission has reviewed the issue and it has been decided to modify and add the following provisions in the existing O.M. This may be read as addendum to the Commission's O.M. dt. 8.12.1997.

- (i) If the advance is to be given, it should be expressly stated in the NIT/ Bid Documents, indicating the amount, rate of interest and submission of BG of equivalent amount.
- (ii) The advance payment may be released in stages depending upon the progress of the work and mobilization of required equipments etc.
- (iii) There should be a provision in the contract for adjustment of advance progressively even as the bills are cleared for payment.



Annexure - 2 : NIFT Act, 2006



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II — खण्ड 1

PART II — Section 1

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।
Separate paging is given to this Part in order that it may be filed as a separate compilation.

MINISTRY OF LAW AND JUSTICE

(Legislative Department)

New Delhi, the 14th July, 2006/Asadha 23, 1928 (Saka)

The following Act of Parliament received the assent of the President on the 13th July, 2006, and is hereby published for general information:—

THE NATIONAL INSTITUTE OF FASHION TECHNOLOGY ACT, 2006

No. 28 of 2006

[13th July, 2006]

AN ACT to establish and incorporate the National Institute of Fashion Technology for the promotion and development of education and research in fashion technology and for matters connected therewith and incidental thereto.

BE it enacted by Parliament in the Fifty-seventh Year of the Republic of India as follows:—

CHAPTER I

PRELIMINARY

- (1) This Act may be called the National Institute of Fashion Technology Act, 2006.
- (2) It shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint and different dates may be appointed for different provisions of this Act.

Short title and commencement.

Definitions.

2. In this Act, unless the context otherwise requires, —

(a) "appointed day" means the date of establishment of the National Institute of Fashion Technology under sub-section (1) of section 3;

(b) "Board" means the Board of Governors of the Institute constituted under sub-section (3) of section 3;

(c) "Chairperson" means the Chairperson of the Institute nominated under clause (a) of sub-section (3) of section 3;

(d) "Director-General" means the Director-General of the Institute appointed under section 15;

(e) "fashion" includes a popular trend or a lifestyle, specially in styles of dress and ornament or manners of behaviour or the business of creating, promoting or studying styles in vogue or the designing, production and marketing of new styles of goods such as, clothing, accessories, craft and cosmetics; and the words "fashion technology" with their grammatical variations and cognate expressions, shall be construed accordingly;

(f) "Fund" means the Fund of the Institute to be maintained under section 19;

(g) "Institute" means the National Institute of Fashion Technology established under sub-section (1) of section 3;

(h) "Institute Campus" means an Institute Campus located at New Delhi, Gandhinagar, Chennai, Mumbai, Hyderabad, Bangalore, Kolkata or any other place in India or abroad as may be decided by the Board of Governors;

(i) "Senate" means the Senate of the Institute referred to in section 12;

(j) "Society" means the National Institute of Fashion Technology, New Delhi registered as a society under the Societies Registration Act, 1860;

(k) "Statutes" and "Ordinances" mean respectively the Statutes and the Ordinances of the Institute made under this Act.

21 of 1860.

CHAPTER II

THE INSTITUTE

Establishment
of the Institute.

3. (1) With effect from such date as the Central Government may, by notification in the Official Gazette appoint, the National Institute of Fashion Technology shall be established as a body corporate by the name aforesaid.

(2) The Institute shall have perpetual succession and a common seal with power, subject to the provisions of this Act, to acquire, hold and dispose of property and to contract, and shall, by that name, sue or be sued.

(3) The Institute shall consist of the Board of Governors having the following persons, namely:—

(a) a Chairperson, who shall be an eminent academician, scientist or technologist or professional, to be nominated by the Visitor;

(b) three Members of Parliament, two from Lok Sabha to be nominated by the Speaker of Lok Sabha and one from Rajya Sabha to be nominated by the Chairman of Rajya Sabha;

(c) the Director-General of the Institute, *ex officio*;

(d) the Financial Adviser of the Ministry or Department in the Government of India dealing with the National Institute of Fashion Technology, *ex officio*;

(e) the Joint Secretary, in the Ministry or Department in the Government of India dealing with the National Institute of Fashion Technology, *ex officio*;

(f) the representative of the Ministry or Department in the Government of India dealing with higher education to be nominated by the Secretary of that Ministry or Department, *ex officio*;

(g) five persons to be nominated by the Central Government, representing the States in which the campus of the Institute is located, from amongst persons who are academicians or industrialists of repute engaged in area of fashion technology; and

(h) two eminent experts in fashion technology, one of whom shall be an educationist, to be nominated by the Visitor on the recommendations of the Central Government.

(4) The term of office of the Chairperson and other members of the Board other than *ex officio* members thereof shall be three years and they shall be entitled for such allowances as may be determined by the Central Government.

(5) The term of office of members of the Board nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he has been nominated.

(6) The Board shall meet at least four times in a year at such place and time and observe such rules of procedure in regard to the transaction of business at its meetings as may be determined by the Board.

(7) It is hereby declared that the office of member of the Board of Governors shall not disqualify its holder for being chosen as, or for being, a member of either House of Parliament.

4. On and from the appointed day, subject to the other provisions of this Act, all properties which had vested in the Society, immediately before the commencement of this Act, shall on and from such commencement, vest in the Institute. Vesting of properties.

5. On and from the appointed day —

(a) any reference to the Society in any contract or other instrument shall be deemed as a reference to the Institute; Effect of incorporation of Institute.

(b) all the rights and liabilities of the Society shall be transferred to, and be the rights and liabilities of, the Institute; and

(c) every person employed by the Society, immediately before the appointed day, shall hold office or service in the Institute by the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, provident fund and other matters as he would have held the same, if this Act had not been passed, and shall continue to be so, unless and until his employment is terminated or until such tenure, remuneration, terms and conditions are duly altered by the Statutes:

Provided that if the alteration so made is not acceptable to such employee, his employment may be terminated by the Institute in accordance with the terms of the contract with the employee or, if no provision is made therein in this behalf, on payment to him by the Institute of compensation equivalent to three months' remuneration in the case of permanent employee and one month's remuneration in the case of other employee.

6. The functions of the Institute shall be —

(i) to nurture and promote quality and excellence in education and research in area of fashion technology; Functions of Institute.

(ii) to lay down courses leading to graduate and post-graduate degrees, doctoral and post-doctoral courses and research in area of fashion technology;

(iii) to hold examinations and grant degrees in area of fashion technology;

(iv) to confer honorary degrees, awards or other distinctions in area of fashion technology;

(v) to cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Institute by exchange of faculty members and scholars and generally in such manner as may be conducive to their common objective;

(vi) to conduct courses for teachers, fashion technologists and other professionals;

(vii) to undertake research and studies in area of fashion technology and application thereof, particularly concerning the integration of locally produced materials, the requirements of mass production, improved quality and design and international marketing;

(viii) to collect and maintain literature and materials available in area of fashion technology so as to develop a modern information centre within the country;

(ix) to create a central faculty of fashion technology resource and analysis for use by the researchers;

(x) to have a centre to experiment and innovate and to train persons in the area of fashion technology;

(xi) to develop an international centre for creation and transmission of information in the area of fashion technology, with focus on educational, professional and industrial commitments;

(xii) to develop a multi-disciplinary approach in carrying out research and training in area of fashion technology so that the larger interests of the profession, academia and fashion industry are better served;

(xiii) to organise national or international symposia, seminars, conferences and exhibitions in selected area of fashion technology, from time to time;

(xiv) to arrange courses catering to the special needs of the developing countries;

(xv) to act as a nucleus for interaction between academia and industry by encouraging exchange of fashion technologists and other technical staff between the Institute and the industry and by undertaking sponsored and funded research as well as consultancy projects by the Institute;

(xvi) to provide technical assistance to artisans, craftsmen, manufacturers, designers and exporters of fashion products; and

(xvii) to carry out any other activity in the area of fashion technology not specifically listed above.

Powers of Board.

7. (1) Subject to the provisions of this Act, the Board, under overall control of the Central Government, shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers not otherwise provided for by this Act, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate.

(2) Without prejudice to the provisions of sub-section (1), the Board shall —

(a) take decisions on questions of policy relating to the administration and working of the Institute;

(b) take decisions on the establishment of new campuses of the Institute at any location in India or abroad;

(c) fix, demand and receive fees and other charges;

(d) establish, maintain and manage halls and hostels for the residence of the students;

(e) supervise and control the residence and regulate the discipline of students of the Institute and to make arrangements for promoting their health, general welfare and cultural and corporate life;

(f) institute academic and other posts and to make appointments thereto (except in the case of the Director-General);

(g) frame Statutes and Ordinances and to alter, modify or rescind the same;

(h) institute and award fellowships, scholarships, prizes and medals;

(i) consider and pass resolutions on the annual report, the annual accounts and the budget estimates of the Institute for the next financial year as it thinks fit together with a statement of its development plans;

(j) receive gifts, grants, donations or benefactions from the Government and to receive bequests, donations and transfers of movable or immovable properties from the testators, donors or transferors, as the case may be; and

(k) do all such things as may be necessary, incidental or conducive to the attainment of all or any of the aforesaid powers.

(3) The Board shall have the power to appoint such committees, as it considers necessary for the exercise of its powers and the performance of its duties under this Act.

(4) Notwithstanding anything contained in sub-section (2) of section 3, the Board shall not dispose of in any manner any immovable property without the prior approval of the Central Government.

(5) The Central Government may appoint one or more persons to review the work and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Central Government may direct.

(6) Upon receipt of any such report, the Central Government may take such action and issue such directions as it considers necessary in respect of any of the matters dealt with in the report and the Institute shall be bound to comply with such directions.

(7) The Visitor shall have the power to remove the Chairperson or other members of the Board nominated by him, on the recommendations of the Central Government.

(8) The Central Government shall have the power to remove other members, if it considers it appropriate to do so.

(9) No Chairperson or member shall be removed under sub-section (7) or sub-section (8) unless he has been given a reasonable opportunity of being heard in the matter.

8. (1) The Institute shall be open to persons of either sex and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers or workers or in any other connection whatsoever.

Institute be open to all races, creeds and classes.

(2) No bequest, donation or transfer of any property shall be accepted by the Institute, which in the opinion of the Board involves conditions or obligations opposed to the spirit and object of this section.

9. All teaching at the campuses of the Institute shall be conducted by or in the name of the Institute in accordance with the Statutes and the Ordinances made in this behalf.

Teaching at Institute.

10. The President of India shall be the Visitor of the Institute.

Visitor.

11. The following shall be the authorities of the Institute, namely:—

Authorities of Institute.

(a) a Board of Governors;

(b) a Senate; and

(c) such other authorities as may be declared by the Statutes to be the authorities of the Institute.

12. The Senate of the Institute shall consist of the following persons, namely:—

Senate.

(a) the Director-General, *ex officio* who shall be the Chairperson of the Senate;

(b) all Institute Campus Directors and Senior Professors;

(c) three persons, not being employees of the Institute, to be nominated by the Chairperson in consultation with the Director-General, from amongst educationists of repute, one each from the fields of science, engineering and humanities and one of them shall be either from the Scheduled Castes or the Scheduled Tribes;

(d) one alumnus of the Institute to be nominated by the Chairperson in consultation with the Director-General by rotation; and

(e) such other members of the staff as may be laid down in the Statutes.

13. Subject to the provisions of this Act, the Statutes and the Ordinances, the Senate of the Institute shall have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes.

Functions of Senate.

Functions,
powers and
duties of
Chairperson.

14. (1) The Chairperson shall ordinarily preside at the meetings of the Board and at the Convocations of the Institute.

(2) The Chairperson shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes.

Director-
General.

15. (1) The Director-General of the Institute shall be appointed by the Board with the prior approval of the Central Government for a tenure of three years.

(2) The Director-General shall be the principal executive officer of the Institute and shall be responsible for the proper administration of the Institute and for imparting of instruction and maintenance of discipline therein.

(3) The Director-General shall submit annual reports and accounts to the Board.

(4) The Director-General shall exercise such other powers and perform such other duties as may be assigned to him by this Act, Statutes and Ordinances.

(5) The Central Government shall have the power to remove the Director-General before the tenure of three years, if it considers it appropriate to do so.

Registrar.

16. (1) The Registrar of the Institute shall be appointed on such terms and conditions as may be laid down by the Statutes and shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge.

(2) The Registrar shall act as the Secretary of the Board, the Senate and such committees as may be prescribed by the Statutes.

(3) The Registrar shall be responsible to the Director-General for the proper discharge of his functions.

(4) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by this Act or the Statutes or by the Director-General.

Powers and
duties of
other
authorities
and officers.

17. The powers and duties of authorities and officers, other than those hereinbefore mentioned, shall be determined by the Statutes.

Grants by
Central
Government.

18. For the purpose of enabling the Institute to discharge its functions efficiently under this Act, the Central Government may, after due appropriation made by Parliament by law in this behalf, pay to the Institute in each financial year such sums of money and in such manner as it may think fit.

Fund of
Institute.

19. (1) The Institute shall maintain a Fund to which shall be credited —

(a) all moneys provided by the Central Government;

(b) all fees and other charges received by the Institute;

(c) all moneys received by the Institute by way of grants, gifts, donations, benefactions, bequests or transfers; and

(d) all moneys received by the Institute in any other manner or from any other source.

(2) All moneys credited to the Fund shall be deposited in such banks or invested in such manner as the Institute may, with the approval of the Central Government, decide.

(3) The fund shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its duties under this Act.

Setting up of
endowment
fund.

20. Notwithstanding anything contained in section 19, the Central Government may direct the Institute to —

(a) set up an endowment fund and any other fund for specified purpose; and

(b) transfer money from its Fund to endowment fund or any other fund.

21. (1) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance-sheet, in such form as may be specified, in accordance with such general directions as may be issued by the Central Government in consultation with the Comptroller and Auditor-General of India.

Accounts
and audit.

(2) The accounts of the Institute shall be audited by the Comptroller and Auditor-General of India and any expenditure incurred by him in connection with such audit shall be payable by the Institute to the Comptroller and Auditor-General of India.

(3) The Comptroller and Auditor-General of India and any person appointed by him in connection with the audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor-General of India, generally has in connection with the audit of the Government accounts, and, in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Institute.

(4) The accounts of the Institute as certified by the Comptroller and Auditor-General of India or any other person appointed by him in this behalf, together with the audit report thereon shall be forwarded annually to the Central Government and that Government shall cause the same to be laid before each House of Parliament.

22. (1) The Institute shall constitute, for the benefit of its employees, including the Director-General, in such manner and subject to such conditions as may be prescribed by the Statutes, such pension, insurance and provident funds as it may consider necessary.

Pension and
provident
fund.

19 of 1925. (2) Where any such provident fund has been so constituted, the Central Government may declare that the provisions of the Provident Funds Act, 1925 shall apply to such fund as if it were a Government Provident Fund.

23. All appointments of the staff of the Institute, except that of the Director-General, shall be made in accordance with the procedure laid down in the Statutes by—

Appointment.

(a) the Board, if the appointment is made on the academic staff in the post of Assistant Professor or above or if the appointment is made on the non-academic staff in any cadre, the maximum of the pay-scale for which is the same or higher than that of Assistant Professor; and

(b) the Director-General, in any other case.

24. Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely:—

Statutes.

(a) the formation of departments of teaching;

(b) the institution of fellowships, scholarships, exhibitions, medals and prizes;

(c) the classification, the method of appointment and the determination of the terms and conditions of service of officers, teachers and other staff of the Institute;

(d) the reservation of posts for the Scheduled Castes, the Scheduled Tribes and other backward categories of persons as may be determined by the Central Government;

(e) the constitution of pension, insurance and provident funds for the benefit of the officers, teachers and other staff of the Institute;

(f) the constitution, powers and duties of the authorities of the Institute;

(g) the establishment and maintenance of halls and hostels;

(h) the manner of filling up of vacancies among members of the Board;

(i) the authentication of the orders and decisions of the Board;

(j) the meetings of the Senate, the quorum at such meetings and the procedure to be followed in the conduct of their business; and

(k) any other matter which by this Act is to be or may be prescribed by the Statutes.

Statutes
how made.

25. (1) The first Statutes of the Institute shall be framed by the Board with the previous approval of the Visitor and a copy of the same shall be laid as soon as may be before each House of Parliament.

(2) The Board may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter in this section provided.

(3) Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the previous approval of the Visitor who may assent thereto or withhold assent or remit it to the Board for consideration.

(4) A new Statute or a Statute amending or repealing an existing Statute shall have no validity unless it has been assented to by the Visitor.

Ordinances.

26. Subject to the provisions of this Act and the Statutes, the Ordinances of the Institute may provide for all or any of the following matters, namely:—

(a) the admission of the students to the Institute;

(b) the reservation for the Scheduled Castes, the Scheduled Tribes and other backward categories of persons;

(c) the courses of study to be laid down for all degrees, diplomas and certificates of the Institute;

(d) the conditions under which students shall be admitted to the degree, diploma and certificate courses and to the examinations of the Institute and award of degrees, diplomas and certificates;

(e) the conditions for award of fellowships, scholarships, exhibitions, medals and prizes;

(f) the conditions and mode of appointment and duties of examining body, examiners and moderators;

(g) the conduct of examinations;

(h) the maintenance of discipline among the students of the Institute;

(i) the fees to be charged for courses of study in the Institute and for admission to the examinations of degrees, diplomas and certificates of the Institute;

(j) the conditions of residence of students of the Institute and the levying of the fees for residence in the halls and hostels and other charges; and

(k) any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

Ordinances
how made.

27. (1) Save as otherwise provided in this section, Ordinances shall be made by the Senate.

(2) All Ordinances made by the Senate shall have effect from such date as it may direct, but every Ordinance so made shall be submitted, as soon as may be, to the Board and shall be considered by the Board at its next succeeding meeting.

(3) The Board shall have power by resolution to modify or cancel any such Ordinance and such Ordinance shall from the date of such resolution stand modified accordingly or cancelled, as the case may be.

Tribunal of
Arbitration.

28. (1) Any dispute arising out of a contract between the Institute and any of its employees shall, at the request of the employee concerned or at the instance of the Institute, be referred to a Tribunal of Arbitration consisting of one member appointed by the Institute, one member nominated by the employee and an umpire appointed by the Visitor.

(2) The decision of the Tribunal of Arbitration shall be final and shall not be questioned in any court.

(3) No suit or proceeding shall lie in any court in respect of any matter which is required by sub-section (1) to be referred to the Tribunal of Arbitration.

(4) The Tribunal of Arbitration shall have power to regulate its own procedure.

(5) Nothing in any law for the time being in force relating to arbitration shall apply to arbitration under this section.

CHAPTER III

MISCELLANEOUS

29. No act of the Institute or Board or Senate or any other body set up under this Act or the Statutes, shall be invalid merely by reason of—

(a) any vacancy in, or defect in the constitution thereof; or

(b) any defect in the election, nomination or appointment of a person acting as a member thereof; or

(c) any irregularity in its procedure not affecting the merits of the case.

Acts and proceedings not to be invalidated by vacancies, etc.

30. Notwithstanding anything contained in this Act, whenever the Institute receives funds from any Government, the University Grants Commission or any other agency including industry sponsoring a research scheme or a consultancy assignment or a teaching programme or a chaired professorship or a scholarship, etc., to be executed or endowed at the Institute:—

Sponsored schemes.

(a) the amount received shall be kept by the Institute separately from the Fund of the Institute and utilised only for the purpose of the scheme; and

(b) the staff required to execute the same shall be recruited in accordance with the terms and conditions stipulated by the sponsoring organisations:

Provided that any money remaining unutilised shall be transferred to the endowment fund created under section 20 of this Act.

31. The Institute shall have the power to grant degrees, diplomas, certificates and other academic distinctions under this Act, which shall be equivalent to such corresponding degrees, diplomas, certificates and other academic distinctions granted by any University or Institute established or incorporated under any other law for the time being in force.

Power of Institute to grant degrees, etc.

32. (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provision or give such direction not inconsistent with the purposes of this Act, as appears to it to be necessary or expedient for removing the difficulty:

Power to remove difficulties.

Provided that no such order shall be made after the expiry of two years from the appointed day.

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament.

33. Notwithstanding anything contained in this Act —

Transitional provisions.

(a) the Board of Governors of the Society functioning as such immediately before the commencement of this Act shall continue to so function until a new Board is constituted for the Institute under this Act, but on the constitution of a new Board under this Act the members of the Board holding office before such constitution shall cease to hold office; and

(b) until the first Statutes and the Ordinances are made under this Act, the rules and regulations, instructions and guidelines of the Society as in force, immediately before the commencement of this Act, shall continue to apply to the Institute in so far as they are not inconsistent with the provisions of this Act.

Statutes and Ordinances to be published in the Official Gazette and to be laid before Parliament.

34. (1) Every Statute or Ordinance made under this Act shall be published in the Official Gazette.

(2) Every Statute or Ordinance made under this Act shall be laid, as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the Statute or Ordinance or both Houses agree that the Statute or Ordinance should not be made, the Statute or Ordinance shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that Statute or Ordinance.

(3) The power to make Statutes or Ordinances shall include the power to give retrospective effect from a date not earlier than the date of commencement of this Act to Statutes or Ordinances or any of them but no retrospective effect shall be given to any Statute or Ordinance so as to prejudicially affect the interests of any person to whom such Statutes or Ordinances may be applicable.

K.N. CHATURVEDI,
Secy. to the Govt. of India.

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान अधिनियम, 2006

(2006 का अधिनियम संख्यांक 28)

[13 जुलाई, 2006]

फैशन प्रौद्योगिकी में शिक्षा और अनुसंधान के संवर्धन और विकास
के लिए राष्ट्रीय फैशन प्रौद्योगिकी संस्थान की स्थापना
और निगमन के लिए तथा उससे संबंधित
और उसके आनुषंगिक
विषयों के लिए
अधिनियम

भारत गणराज्य के सत्तावनवें वर्ष में संसद द्वारा निम्नलिखित रूप में यह अधिनियमित हो:—

अध्याय 1

प्रारंभिक

- (1) इस अधिनियम का संक्षिप्त नाम राष्ट्रीय फैशन प्रौद्योगिकी संस्थान अधिनियम, 2006 है।
- (2) यह उस तारीख को प्रवृत्त होगा जो केंद्रीय सरकार, राजपत्र में अधिसूचना द्वारा, नियत करे और इस अधिनियम के भिन्न-भिन्न उपबंधों के लिए भिन्न-भिन्न तारीखें नियत की जा सकेंगी।

संक्षिप्त नाम और
प्रारंभ।

परिभाषाएं।

2. इस अधिनियम में, जब तक कि संदर्भ से अन्यथा अपेक्षित न हो,—

(क) "नियत दिन" से धारा 3 की उपधारा (1) के अधीन राष्ट्रीय फैशन प्रौद्योगिकी संस्थान की स्थापना की तारीख अभिप्रेत है;

(ख) "बोर्ड" से धारा 3 की उपधारा (3) के अधीन गठित संस्थान का शासक बोर्ड अभिप्रेत है;

(ग) "अध्यक्ष" से धारा 3 की उपधारा (3) के खंड (क) के अधीन नामनिर्देशित, संस्थान का अध्यक्ष अभिप्रेत है;

(घ) "महानिदेशक" से धारा 15 के अधीन नियुक्त, संस्थान का महानिदेशक अभिप्रेत है;

(ङ) "फैशन" के अंतर्गत, प्रचलित प्रवृत्ति या जीवन शैली, विशेषतः पोशाक और आभूषण की शैलियां या व्यवहार के शिष्टाचार या लोकप्रिय शैलियों का सृजन, संवर्धन या अध्ययन का कारखार या माल, वस्त्रों, उपसाधनों, शिल्प और प्रसाधन सामग्रियों जैसी नई शैलियों का डिजाइन करना, उत्पादन और विपणन करना भी है; और "फैशन प्रौद्योगिकी" शब्दों का अर्थ उसके व्याकरणिक रूपभेदों और सजातीय पदों के अनुसार लगाया जाएगा;

(च) "निधि" से धारा 19 के अधीन रखी जाने वाली संस्थान निधि अभिप्रेत है;

(छ) "संस्थान" से धारा 3 की उपधारा (1) के अधीन स्थापित राष्ट्रीय फैशन प्रौद्योगिकी संस्थान अभिप्रेत है;

(ज) "संस्थान कैम्पस" से नई दिल्ली, गांधी नगर, चेन्नई, मुम्बई, हैदराबाद, बंगलौर, कोलकाता या भारत में किसी अन्य स्थान पर या विदेश में अवस्थित ऐसा कोई संस्थान कैम्पस, जो शासक बोर्ड द्वारा विनिश्चित किया जाए, अभिप्रेत है;

(झ) "सिनेट" से धारा 12 में निर्दिष्ट संस्थान की सिनेट अभिप्रेत है;

(ञ) "सोसाइटी" से सोसाइटी रजिस्ट्रीकरण अधिनियम, 1860 के अधीन सोसाइटी के रूप में रजिस्ट्रीकृत राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, नई दिल्ली अभिप्रेत है; 1860 का 21

(ट) "परिनियम" और "अध्यादेश" से इस अधिनियम के अधीन बनाए गए संस्थान के क्रमशः परिनियम और अध्यादेश अभिप्रेत हैं।

अध्याय 2

संस्थान

संस्थान की स्थापना।

3. (1) ऐसी तारीख से, जो केंद्रीय सरकार, राजपत्र में अधिसूचना द्वारा, नियत करे, राष्ट्रीय फैशन प्रौद्योगिकी संस्थान के पूर्वोक्त नाम का एक निगमित निकाय स्थापित किया जाएगा।

(2) संस्थान का शासक उत्तराधिकार और सामान्य मुद्रा होगी और इस अधिनियम के उपबंधों के अधीन रहते हुए, संपत्ति का अर्जन, धारण और व्ययन करने और संविदा करने की शक्ति होगी तथा उक्त नाम से वह वाद लाएगा और उस पर वाद लाया जाएगा।

(3) संस्थान शासक बोर्ड से मिलकर बनेगा, जिसमें निम्नलिखित व्यक्ति होंगे, अर्थात्:—

(क) एक अध्यक्ष, जो विख्यात शिक्षाविद्, वैज्ञानिक या प्रौद्योगिकीविद् या वृत्तिक होगा, जिसे कुलाध्यक्ष द्वारा नामनिर्देशित किया जाएगा;

(ख) तीन संसद सदस्य, जिनमें से दो लोक सभा के अध्यक्ष द्वारा लोक सभा से और एक राज्य सभा के सभापति द्वारा राज्य सभा से नामनिर्देशित किया जाएगा;

(ग) संस्थान का महानिदेशक, पदेन;

(घ) भारत सरकार के राष्ट्रीय फैशन प्रौद्योगिकी संस्थान से संबंधित मंत्रालय या विभाग का वित्तीय सलाहकार, पदेन;

(ड) भारत सरकार के राष्ट्रीय फैशन प्रौद्योगिकी संस्थान से संबंधित मंत्रालय या विभाग का संयुक्त सचिव, पदेन;

(च) भारत सरकार के उच्चतर शिक्षा से संबंधित मंत्रालय या विभाग का प्रतिनिधि जो उस मंत्रालय या विभाग के सचिव द्वारा नामनिर्देशित किया जाएगा, पदेन;

(छ) उन राज्यों का प्रतिनिधित्व करने वाले जिनमें संस्थान का कैंपस अवस्थित है, उन व्यक्तियों में से, जो शिक्षाविद् हैं या फैशन प्रौद्योगिकी के क्षेत्र में लगे हुए प्रतिष्ठित उद्योगपति हैं, केंद्रीय सरकार द्वारा पांच व्यक्ति नामनिर्देशित किए जाएंगे; और

(ज) फैशन प्रौद्योगिकी में दो विख्यात विशेषज्ञ, जिनमें से एक शिक्षाविद्, केंद्रीय सरकार की सिफारिशों पर कुलाध्यक्ष द्वारा नामनिर्देशित किया जाएगा।

(4) अध्यक्ष और पदेन सदस्यों से भिन्न, बोर्ड के अन्य सदस्यों की पदावधि तीन वर्ष होगी और वे ऐसे भत्तों के हकदार होंगे, जो केंद्रीय सरकार द्वारा अवधारित किए जाएं।

(5) आकस्मिक रिक्ति भरने के लिए बोर्ड के नामनिर्देशित सदस्यों की पदावधि उस सदस्य की शेष पदावधि तक बनी रहेगी जिसके स्थान पर वह नामनिर्देशित किया गया है।

(6) बोर्ड का अधिवेशन वर्ष में कम से कम चार बार ऐसे स्थान और समय पर होगा और वह अपने अधिवेशनों में कारबार के संव्यवहार की बाबत प्रक्रिया के ऐसे नियमों का पालन करेगा, जो बोर्ड द्वारा अवधारित किए जाएं।

(7) यह घोषित किया जाता है कि शासक बोर्ड के सदस्य का पद उसके धारक को संसद के किसी भी सदन का सदस्य चुने जाने या उसका सदस्य होने के लिए निरहित नहीं करेगा।

4. नियत दिन से ही, इस अधिनियम के अन्य उपबंधों के अधीन रहते हुए, सभी संपत्तियां जो इस अधिनियम के प्रारंभ से ठीक पूर्व सोसाइटी में निहित थीं, ऐसे प्रारंभ से ही संस्थान में निहित हो जाएंगी।

संपत्तियों का निहित होना।

5. नियत दिन से ही,—

संस्थान के निगमन का प्रभाव।

(क) किसी संविदा या अन्य लिखत में सोसाइटी के प्रति निर्देश के बारे में यह समझा जाएगा कि वह संस्थान के प्रति निर्देश है;

(ख) सोसाइटी के सभी अधिकार और दायित्व संस्थान को अंतरित हो जाएंगे और वे उसके अधिकार और दायित्व होंगे; और

(ग) नियत दिन से ठीक पहले सोसाइटी द्वारा नियोजित प्रत्येक व्यक्ति अपना पद या सेवा, संस्थान में उसी सेवाधृति के अनुसार, उसी पारिश्रमिक, उन्हीं निबंधनों और शर्तों पर तथा पेंशन, छुट्टी, उपदान, भविष्य-निधि और अन्य मामलों के बारे में उन्हीं अधिकारों और विशेषाधिकारों पर धारण करेगा जैसे कि वह उस दशा में धारण करता जिसमें यह अधिनियम पारित नहीं किया जाता और तब तक इसी प्रकार धारण करेगा जब तक उसका नियोजन समाप्त नहीं कर दिया जाता है या जब तक उसकी सेवाधृति, पारिश्रमिक, निबंधन और शर्तें परिणियमों द्वारा सम्यक्तः परिवर्तित नहीं कर दी जाती हैं:

परंतु यदि इस प्रकार किया गया परिवर्तन ऐसे कर्मचारी को स्वीकार्य नहीं है तो उसका नियोजन संस्थान द्वारा कर्मचारी से की गई संविदा के निबंधनों के अनुसार समाप्त किया जा सकता है या, यदि उसमें इस निमित्त कोई उपबंध नहीं किया गया है तो स्थायी कर्मचारी की दशा में तीन मास के पारिश्रमिक के बराबर और अन्य कर्मचारी की दशा में एक मास के पारिश्रमिक के बराबर प्रतिकर देकर संस्थान द्वारा समाप्त किया जा सकेगा।

6. संस्थान के निम्नलिखित कृत्य होंगे,—

संस्थान के कृत्य।

(i) फैशन प्रौद्योगिकी के क्षेत्र में शिक्षा और अनुसंधान में क्वालिटी और विशिष्टता को विकसित करना और उनका संवर्धन करना;

(ii) फैशन प्रौद्योगिकी के क्षेत्र में स्नातक और स्नातकोत्तर डिग्रियों, डाक्टरेट और पोस्ट डाक्टरेट पाठ्यक्रमों और अनुसंधान के लिए पाठ्यक्रम अधिकथित करना;

- (iii) फैशन प्रौद्योगिकी के क्षेत्र में परीक्षाएं आयोजित करना और डिग्रियां प्रदान करना;
- (iv) फैशन प्रौद्योगिकी के क्षेत्र में मानद डिग्रियां, पुरस्कार या अन्य विशिष्टियां प्रदान करना;
- (v) विश्व के किसी भाग में ऐसी शैक्षिक या अन्य संस्थाओं के साथ, जिनके उद्देश्य पूर्णतः या भागतः संस्थान के उद्देश्यों के समरूप हैं, संकाय के सदस्यों और विद्वानों का आदान-प्रदान करके और साधारणतया ऐसी रीति से, जो उनके समान उद्देश्य के लिए सहायक हों, सहयोग करना;
- (vi) अध्यापकों, फैशन प्रौद्योगिकीविदों और अन्य वृत्तिकों के लिए पाठ्यक्रम संचालित करना;
- (vii) फैशन प्रौद्योगिकी और उसके उपयोग के क्षेत्र में, विशिष्टतः स्थानीय रूप से उत्पादित सामग्री, थोक उत्पादन की अपेक्षाओं, उन्नत क्वालिटी और डिजाइन तथा अंतरराष्ट्रीय विपणन के एकीकरण से संबंधित, अनुसंधान और अध्ययन करना;
- (viii) फैशन प्रौद्योगिकी के क्षेत्र में उपलब्ध साहित्य और सामग्री का संग्रह करना और उसे बनाए रखना जिससे देश के भीतर आधुनिक सूचना केन्द्र विकसित किया जा सके;
- (ix) अनुसंधानकर्ताओं के उपयोग के लिए फैशन प्रौद्योगिकी संसाधन और विश्लेषण के केन्द्रीय संकाय का सृजन करना;
- (x) फैशन प्रौद्योगिकी क्षेत्र में प्रयोग करने और नव परिवर्तन लाने के लिए तथा व्यक्तियों को प्रशिक्षित करने के लिए एक केन्द्र रखना;
- (xi) फैशन प्रौद्योगिकी के क्षेत्र में, शैक्षिक, वृत्तिक और औद्योगिक वचनबद्धताओं पर केन्द्रीभूत करते हुए, सूचना के सृजन और पारेषण के लिए एक अंतरराष्ट्रीय केन्द्र का विकास करना;
- (xii) फैशन प्रौद्योगिकी के क्षेत्र में अनुसंधान करने और प्रशिक्षण को कार्यान्वित करने में बहुविषयी अभिगम का विकास करना जिससे कि वृत्ति, अकादमी और फैशन उद्योग के व्यापक हित को बेहतर ढंग से लाभ पहुंचाया जा सके;
- (xiii) फैशन प्रौद्योगिकी के चुने हुए क्षेत्रों में समय-समय पर राष्ट्रीय या अंतरराष्ट्रीय संगोष्ठियां, सेमिनार, सम्मेलन और प्रदर्शनी आयोजित करना;
- (xiv) विकासशील देशों की विशेष आवश्यकताओं को पूरा करने वाले पाठ्यक्रमों की व्यवस्था करना;
- (xv) संस्थान तथा उद्योग के बीच फैशन प्रौद्योगिकी और अन्य तकनीकी कर्मचारिवृंद के आदान-प्रदान को प्रोत्साहित करके और संस्थान द्वारा प्रायोजित और निधिक अनुसंधान और परामर्शों परियोजनाओं को हाथ में लेकर अकादमी और उद्योग के पारस्परिक प्रभाव के लिए केन्द्र के रूप में कार्य करना;
- (xvi) फैशन उत्पादों के कारीगरों, शिल्पियों, विनिर्माताओं, डिजाइनरों और निर्यातकों को तकनीकी सहायता प्रदान करना; और
- (xvii) फैशन प्रौद्योगिकी के क्षेत्र में कोई अन्य क्रियाकलाप चलाना, जो ऊपर विनिर्दिष्ट रूप से सूचीबद्ध नहीं हैं।

बोर्ड की शक्तियां।

7. (1) इस अधिनियम के उपबंधों के अधीन रहते हुए बोर्ड, केन्द्रीय सरकार के संपूर्ण नियंत्रण के अधीन, संस्थान के कार्यकलाप के साधारण अधीक्षण, निदेशन और नियंत्रण के लिए उत्तरदायी होगा और संस्थान की उन सभी शक्तियों का प्रयोग करेगा जिनका इस अधिनियम, परिनियमों और अध्यादेशों द्वारा अन्यथा उपबंध नहीं किया गया है और उसे सिनेट के कार्यों का पुनर्विलोकन करने की शक्ति होगी।

(2) उपधारा (1) के उपबंधों पर प्रतिकूल प्रभाव डाले बिना, बोर्ड,—

- (क) संस्थान के प्रशासन और कार्यकरण से संबंधित नीति विषयक प्रश्नों का विनिश्चय करेगा;
- (ख) भारत में किसी अवस्थान पर या विदेश में संस्थान के नए कैम्पस स्थापित करने के बारे में विनिश्चय करेगा;

- (ग) फीसों और अन्य प्रभारों को नियत करेगा, उनकी मांग करेगा और उन्हें प्राप्त करेगा;
- (घ) छात्रों के निवास के लिए हॉलों और छात्रावासों की स्थापना करेगा, उनका अनुरक्षण और प्रबंध करेगा;
- (ङ) संस्थान के छात्रों के निवास का पर्यवेक्षण और नियंत्रण करेगा तथा उनके अनुशासन का विनियमन करेगा तथा उनके स्वास्थ्य, सामान्य कल्याण और सांस्कृतिक तथा सामूहिक जीवन के संवर्धन की व्यवस्था करेगा;
- (च) अध्यापन और अन्य पदों की स्थापना करेगा तथा उन पर (महानिदेशक के पद को छोड़कर) नियुक्तियां करेगा;
- (छ) परिनियम और अध्यादेश बनाएगा और उनमें परिवर्तन, उपांतरण करेगा या उन्हें विखंडित करेगा;
- (ज) अध्येतावृत्ति, छात्रवृत्ति, पुरस्कार और पदक संस्थित और प्रदान करेगा;
- (झ) संस्थान की वार्षिक रिपोर्ट, वार्षिक लेखाओं और आगामी वित्तीय वर्ष के बजट प्राक्कलनों पर उनकी विकास योजनाओं के विवरण सहित, विचार करेगा और ऐसे संकल्प पारित करेगा, जो वह ठीक समझे;
- (ञ) सरकार से दान, अनुदान, संदान या उपकृतियां प्राप्त करना और यथास्थिति, वसीयतकर्ताओं, दाताओं और अंतरकों से जंगम या स्थावर संपत्तियों को वसीयत में, दान के रूप में या अंतरण के रूप में प्राप्त करेगा; और
- (ट) ऐसी सभी बातें करेगा जो पूर्वोक्त सभी या किन्हीं कृत्यों को पूरा करने के लिए आवश्यक, आनुषंगिक या सहायक हों।
- (3) बोर्ड को उतनी समितियां नियुक्त करने की शक्ति होगी जितनी वह इस अधिनियम के अधीन अपनी शक्तियों के प्रयोग और अपने कर्तव्यों के पालन के लिए आवश्यक समझे।
- (4) धारा 3 की उपधारा (2) में किसी बात के होते हुए भी बोर्ड, केन्द्रीय सरकार के पूर्व अनुमोदन के बिना किसी स्थावर संपत्ति का किसी भी रीति से व्ययन नहीं करेगा।
- (5) केन्द्रीय सरकार, संस्थान के कार्य और प्रगति का पुनर्विलोकन करने के लिए और उसके कामकाज की जांच करने के लिए तथा उस पर रिपोर्ट देने के लिए ऐसी रीति में, जो केन्द्रीय सरकार निदेश दे, एक या अधिक व्यक्तियों को नियुक्त कर सकेगी।
- (6) केन्द्रीय सरकार, ऐसी कोई रिपोर्ट प्राप्त होने पर, ऐसी कार्रवाई कर सकेगी और ऐसे निदेश जारी कर सकेगी जिससे वह, रिपोर्ट में वर्णित किसी विषय के बारे में आवश्यक समझे और संस्थान ऐसे निदेशों का अनुपालन करने के लिए आबद्ध होगा।
- (7) कुलाध्यक्ष को, बोर्ड के अध्यक्ष या उसके द्वारा नामनिर्दिष्ट अन्य सदस्यों को केन्द्रीय सरकार की सिफारिशों के आधार पर हटाने की शक्ति होगी।
- (8) केन्द्रीय सरकार को, यदि वह ऐसा करना समुचित समझे, अन्य सदस्यों को हटाने की शक्ति होगी।
- (9) किसी अध्यक्ष या सदस्य को उपधारा (7) या उपधारा (8) के अधीन तब तक नहीं हटाया जाएगा जब तक कि उसे उस विषय में सुने जाने का युक्तियुक्त अवसर न दे दिया गया हो।
8. (1) संस्थान सभी स्त्रियों और पुरुषों के लिए खुला होगा चाहे वे किसी भी मूलवंश, पंथ, जाति या वर्ग के हों और सदस्यों, छात्रों, शिक्षकों, या कर्मचारियों को प्रवेश देने या नियुक्त करने में या किसी भी अन्य बात के संबंध में धार्मिक विश्वास या मान्यता का कोई मानदंड या शर्त अधिरोपित नहीं की जाएगी।
- (2) कोई संस्थान किसी संपत्ति को कोई वसीयत, संदान या अंतरण स्वीकार नहीं करेगा, जिसमें, बोर्ड की राय में इस धारा के भाव और उद्देश्य के विरुद्ध कोई शर्तें या बाध्यताएं अंतर्ग्राह्य हैं।

संस्थान का सभी मूलवंशों, पंथों और वर्गों के लिए खुला होगा।

- संस्थान में शिक्षण। 9. संस्थान के कैम्पस में सभी शिक्षण कार्य संस्थान द्वारा या उसके नाम से इस निमित्त बनाए गए परिनियमों और अध्यादेशों के अनुसार किया जाएगा।
- कुलाध्यक्ष। 10. भारत का राष्ट्रपति संस्थान का कुलाध्यक्ष होगा।
- संस्थान के प्राधिकारी। 11. संस्थान के प्राधिकारी निम्नलिखित होंगे, अर्थात्:—
 (क) शासक बोर्ड;
 (ख) सिनेट; और
 (ग) ऐसे अन्य प्राधिकारी, जिन्हें परिनियमों द्वारा संस्थान के प्राधिकारी घोषित किया जाए।
- सिनेट। 12. संस्थान की सिनेट में निम्नलिखित व्यक्ति होंगे, अर्थात्:—
 (क) महानिदेशक, पदेन, जो सिनेट का अध्यक्ष होगा;
 (ख) सभी संस्थान कैम्पस निदेशक और ज्येष्ठ आचार्य;
 (ग) ऐसे तीन व्यक्ति, जो संस्थान के कर्मचारी न हों, और जिन्हें महानिदेशक के परामर्श से अध्यक्ष द्वारा विज्ञान, इंजीनियरी और मानविकी के क्षेत्रों में से प्रत्येक क्षेत्र के लिए ख्याति प्राप्त शिक्षाविदों में से नामनिर्दिष्ट किया जाएगा और उनमें से एक अनुसूचित जाति या अनुसूचित जनजाति से होगा;
 (घ) संस्थान का एक पूर्व छात्र जो अध्यक्ष द्वारा महानिदेशक के परामर्श से, चक्रानुक्रम से नामनिर्दिष्ट किया जाएगा; और
 (ङ) कर्मचारिवृंद के ऐसे अन्य सदस्य जो परिनियमों में अधिकथित किए जाएं।
- सिनेट के कृत्य। 13. इस अधिनियम, परिनियमों और अध्यादेशों के उपबंधों के अधीन रहते हुए संस्थान की सिनेट, संस्थान में शिक्षण, शिक्षा और परीक्षा के स्तरों का नियंत्रण और साधारण विनियमन बनाए रखने के लिए उत्तरदायी होगी तथा वह ऐसी अन्य शक्तियों का प्रयोग करेगी और ऐसे अन्य कर्तव्यों का पालन करेगी जो परिनियमों द्वारा उसे प्रदत्त की जाएं या उस पर अधिरोपित किए जाएं।
- अध्यक्ष के कृत्य, शक्तियां और कर्तव्य। 14. (1) अध्यक्ष सामान्यतः बोर्ड के अधिवेशनों की और संस्थान के दीक्षांत समारोहों की अध्यक्षता करेगा।
 (2) अध्यक्ष ऐसी अन्य शक्तियों का प्रयोग करेगा और ऐसे अन्य कर्तव्यों का पालन करेगा, जो इस अधिनियम या परिनियमों द्वारा उसे सौंपे जाएं।
- महानिदेशक। 15. (1) संस्थान का महानिदेशक बोर्ड द्वारा केंद्रीय सरकार के पूर्व अनुमोदन से तीन वर्ष की अवधि के लिए नियुक्त किया जाएगा।
 (2) महानिदेशक, संस्थान का प्रधान कार्यपालक अधिकारी होगा और वह संस्थान के उचित प्रशासन के लिए तथा उसमें अनुदेश देने और अनुशासन बनाए रखने के लिए उत्तरदायी होगा।
 (3) महानिदेशक बोर्ड को वार्षिक रिपोर्ट और लेखे प्रस्तुत करेगा।
 (4) महानिदेशक ऐसी अन्य शक्तियों का प्रयोग और ऐसे अन्य कर्तव्यों का पालन करेगा, जो इस अधिनियम, परिनियमों और अध्यादेश द्वारा उसे समनुदेशित किए जाएं।
 (5) केन्द्रीय सरकार को तीन वर्ष की अवधि से पूर्व, यदि वह ऐसा करना समुचित समझती है तो महानिदेशक को हटाने की शक्ति होगी।
- कुल-सचिव। 16. (1) संस्थान के कुल-सचिव की नियुक्ति ऐसे निबंधनों और शर्तों पर की जाएगी जो परिनियमों द्वारा अधिकथित की जाएं और वह संस्थान के अभिलेखों, सामान्य मुद्रा, संस्थान की निधियों तथा संस्थान की ऐसी अन्य संपत्ति का, जो बोर्ड उसके प्रभार में सौंपे, अभिरक्षक होगा।
 (2) कुल-सचिव, बोर्ड, सिनेट और ऐसी समितियों के, जो परिनियमों द्वारा विहित की जाएं, सचिव के रूप में कार्य करेगा।

(3) कुल-सचिव अपने कृत्यों के उचित निर्वहन के लिए महानिदेशक के प्रति उत्तरदायी होगा।

(4) कुल-सचिव ऐसी अन्य शक्तियों का प्रयोग और ऐसे अन्य कर्तव्यों का पालन करेगा जो इस अधिनियम या परिनियमों या महानिदेशक द्वारा उसे समनुदेशित किए जाएं।

17. इसमें इससे पहले वर्णित प्राधिकारियों और अधिकारियों से भिन्न प्राधिकारियों और अधिकारियों की शक्तियां और कर्तव्य परिनियमों द्वारा अवधारित किए जाएंगे।

अन्य प्राधिकारियों और अधिकारियों की शक्तियां और कर्तव्य।

18. संस्थान को इस अधिनियम के अधीन अपने कृत्यों का दक्षता-पूर्वक निर्वहन करने में समर्थ बनाने के प्रयोजन के लिए केंद्रीय सरकार संसद् द्वारा इस निमित्त विधि द्वारा किए गए सम्यक् विनियोजन के पश्चात् संस्थान को प्रत्येक वित्तीय वर्ष में ऐसी धनराशि का और ऐसी रीति से जो वह उचित समझे, संदाय कर सकेगी।

केंद्रीय सरकार द्वारा अनुदान।

19. (1) संस्थान ऐसी निधि रखेगा जिसमें निम्नलिखित जमा किए जाएंगे:—

संस्थान की निधि।

(क) केंद्रीय सरकार द्वारा दिए गए सभी धन;

(ख) संस्थान द्वारा प्राप्त सभी फीस और अन्य प्रभार;

(ग) अनुदान, दान, संदान, उपकृति, वसीयत या अंतरणों के रूप में संस्थान द्वारा प्राप्त सभी धन; और

(घ) किसी अन्य रीति या किसी अन्य स्रोत से संस्थान द्वारा प्राप्त सभी धन।

(2) निधि में जमा किए गए सभी धन ऐसे बैंकों में जमा या ऐसी रीति से विनिहित किए जाएंगे, जिसे संस्थान, केंद्रीय सरकार के अनुमोदन से विनिश्चित करे।

(3) निधि का उपयोग संस्थान के व्ययों की, जिनके अंतर्गत इस अधिनियम के अधीन उसकी शक्तियों के प्रयोग में और कर्तव्यों के निर्वहन में किए गए व्यय भी हैं, पूर्ति के लिए किया जाएगा।

20. केंद्रीय सरकार, धारा 19 में किसी बात के होते हुए भी, संस्थान को:—

(क) विन्यास निधि और विनिर्दिष्ट प्रयोजन के लिए किसी अन्य निधि की स्थापना करने;

(ख) अपनी निधि में से कोई धन विन्यास निधि या किसी अन्य निधि में अंतरण करने;

विन्यास निधि की स्थापना।

का निदेश दे सकेगी।

21. (1) संस्थान उचित लेखा और अन्य सुसंगत अभिलेख रखेगा और लेखाओं का वार्षिक विवरण, जिसके अंतर्गत तुलन-पत्र भी है, ऐसे प्ररूप में, जो विनिर्दिष्ट किया जाए, ऐसे साधारण निदेशों के अनुसार तैयार करेगा जो केंद्रीय सरकार भारत के नियंत्रक-महालेखापरीक्षक के परामर्श से जारी करे।

लेखा और संपरीक्षा।

(2) संस्थान के लेखाओं की संपरीक्षा भारत का नियंत्रक-महालेखापरीक्षक करेगा और उस संपरीक्षा के संबंध में उसके द्वारा उपगत कोई भी व्यय भारत के नियंत्रक-महालेखापरीक्षक को संस्थान द्वारा संदेय होगा।

(3) भारत के नियंत्रक-महालेखापरीक्षक तथा संस्थान के लेखाओं की संपरीक्षा के संबंध में उसके द्वारा नियुक्त व्यक्ति के उस संपरीक्षा के संबंध में वही अधिकार, विशेषाधिकार और प्राधिकार होंगे जो साधारणतः नियंत्रक-महालेखापरीक्षक को सरकारी लेखाओं की संपरीक्षा के संबंध में होते हैं और उसे विशिष्ट रूप से बहियों, लेखाओं, संबद्ध वाऊचरों तथा अन्य दस्तावेजों और कागजपत्रों को पेश किए जाने की मांग करने तथा संस्थान के किसी कार्यालय का निरीक्षण करने का भी अधिकार होगा।

(4) भारत के नियंत्रक-महालेखापरीक्षक द्वारा या इस निमित्त उसके द्वारा नियुक्त किसी अन्य व्यक्ति द्वारा यथा प्रमाणित संस्थान के लेखे उनकी संपरीक्षा रिपोर्ट सहित, प्रतिवर्ष केंद्रीय सरकार को अग्रेषित किए जाएंगे और वह सरकार संसद् के प्रत्येक सदन के समक्ष रखवाएगी।

22. (1) संस्थान अपने कर्मचारियों के, जिसके अंतर्गत महानिदेशक भी है, फायदे के लिए ऐसी रीति से और ऐसी शर्तों के अधीन रहते हुए, जो परिनियमों द्वारा विहित की जाएं, ऐसी पेंशन, बीमा और भविष्य निधियों स्थापित करेगा, जो वह आवश्यक समझे।

पेंशन और भविष्य निधि।

(2) जहाँ, कोई ऐसी भविष्य निधि इस प्रकार स्थापित की गई है, वहाँ केन्द्रीय सरकार यह घोषित कर सकेगी कि भविष्य निधि अधिनियम, 1925 के उपबंध ऐसी निधि को इस प्रकार लागू होंगे मानो वह सरकारी 1925 का 19 भविष्य निधि हो।

नियुक्तियाँ।

23. संस्थान के कर्मचारिवृन्द की सभी नियुक्तियाँ महानिदेशक की नियुक्ति को छोड़कर परिनियमों द्वारा अधिकथित प्रक्रिया के अनुसार निम्नलिखित द्वारा की जाएँगी,—

(क) यदि नियुक्ति सहायक आचार्य या उससे ऊपर के पद पर शैक्षणिक कर्मचारिवृन्द के बारे में की जाती है या यदि नियुक्ति किसी अशैक्षणिक कर्मचारिवृन्द के बारे में किसी काँडर में की जाती है जिसका अधिकतम वेतनमान सहायक आचार्य के वेतनमान के समान या उससे उच्चतर है, तो बोर्ड द्वारा; और

(ख) किसी अन्य मामले में, महानिदेशक द्वारा।

परिनियम।

24. इस अधिनियम के उपबंधों के अधीन रहते हुए परिनियमों में निम्नलिखित सभी या किन्हीं विषयों के लिए उपबंध किए जा सकेंगे, अर्थात्:—

(क) शिक्षण विभागों का बनाया जाना;

(ख) अध्ययतावृत्तियाँ, छात्रवृत्तियाँ, छात्र-सहायता वृत्तियाँ, पदकों और पुरस्कारों का संस्थित किया जाना;

(ग) संस्थान के अधिकारियों, शिक्षकों और अन्य कर्मचारिवृन्द का वर्गीकरण, नियुक्ति की पद्धति और सेवा के निबंधनों और शर्तों का अवधारण;

(घ) अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े प्रवर्गों के व्यक्तियों के लिए पदों का आरक्षण, जो केन्द्रीय सरकार द्वारा अवधारित किया जाए;

(ङ) संस्थान के अधिकारियों, शिक्षकों और अन्य कर्मचारिवृन्द के फायदे के लिए पेंशन, बीमा, भविष्य निधियों की स्थापना;

(च) संस्थान के प्राधिकरणों का गठन, शक्तियाँ और कर्तव्य;

(छ) हॉलों और छात्रावासों की स्थापना और उनका अनुरक्षण;

(ज) बोर्ड के सदस्यों की रिक्तियों को भरने की रीति;

(झ) बोर्ड के आदेशों और विनिश्चयों का अधिप्रमाणन;

(ञ) सिनेट के अधिवेशन, ऐसे अधिवेशनों में गणपूर्ति और उनके कामकाज के संचालन में अनुपालन की जाने वाली प्रक्रिया;

(ट) कोई अन्य बात जो इस अधिनियम के अधीन परिनियमों द्वारा विहित की जानी है या की जा सकेगी।

परिनियम किस प्रकार बनाए जाएँगे।

25. (1) संस्थान का प्रथम परिनियम बोर्ड द्वारा कुलाध्यक्ष के पूर्व अनुमोदन से बनाया जाएगा और उसकी एक प्रति यथाशीघ्र संसद के प्रत्येक सदन के समक्ष रखी जाएगी।

(2) बोर्ड, समय-समय पर, नए या अतिरिक्त परिनियम बना सकेगा या इस धारा में इसके पश्चात् उपबंधित रीति में परिनियम को संशोधित या निरसित कर सकेगा।

(3) प्रत्येक नए परिनियम के लिए या परिनियमों में परिवर्धन या परिनियम के किसी संशोधन या निरसन के लिए कुलाध्यक्ष का पूर्व अनुमोदन अपेक्षित होगा। कुलाध्यक्ष उसके लिए अनुमति दे सकेगा या अनुमति रोक सकेगा या उसे बोर्ड को विचार के लिए वापस भेज सकेगा।

(4) नए परिनियम, विद्यमान परिनियम का संशोधन या निरसन करने वाला परिनियम तब तक विधिमन्य नहीं होगा जब तक कुलाध्यक्ष उसके लिए अनुमति नहीं दे देता है।

अध्यादेश।

26. इस अधिनियम और परिनियमों के उपबंधों के अधीन रहते हुए, संस्थान के अध्यादेशों में निम्नलिखित सभी या किन्हीं विषयों के लिए उपबंध किए जा सकेंगे, अर्थात्:—

(क) संस्थान में छात्रों का प्रवेश;

(ख) अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े प्रवर्गों के व्यक्तियों के लिए आरक्षण;

(ग) संस्थान की सभी डिग्रियों, डिप्लोमाओं और प्रमाणपत्रों के लिए अधिकथित किए जाने वाले पाठ्यक्रम;

(घ) वे शर्तें जिनके अधीन छात्रों को डिग्री, डिप्लोमा और प्रमाणपत्र पाठ्यक्रमों में और संस्थान की परीक्षाओं में प्रवेश दिया जाएगा और वे डिग्री डिप्लोमा और प्रमाणपत्रों के लिए पात्र होंगे;

(ङ) अध्येतवृत्तियां, छात्रवृत्तियां, छात्र-सहायता वृत्तियां, पदक और पुरस्कार प्रदान किए जाने की शर्तें;

(च) परीक्षा निकाय, परीक्षकों और अनुसूचितों की नियुक्ति की शर्तें और ढंग तथा उनके कर्तव्य;

(छ) परीक्षाओं का संचालन;

(ज) संस्थान के छात्रों में अनुशासन बनाए रखना;

(झ) संस्थान में अध्ययन पाठ्यक्रमों के लिए और संस्थान में डिग्री, डिप्लोमा और प्रमाणपत्रों की परीक्षाओं में प्रवेश के लिए प्रभारित की जाने वाली फीसें;

(ञ) संस्थान के छात्रों के निवास की शर्तें और हालों तथा छात्रावासों में निवास के लिए फीसों और अन्य प्रभारों का उद्ग्रहण किया जाना; और

(ट) कोई अन्य बात जो इस अधिनियम या परिनियमों के अधीन अध्यादेशों द्वारा उपबंधित की जानी है या की जा सकेगी।

27. (1) इस धारा में जैसा अन्यथा उपबंधित है उसके सिवाय, अध्यादेश सिनेट द्वारा बनाए जाएंगे।

अध्यादेश किस प्रकार बनाए जाएंगे।

(2) सिनेट द्वारा बनाए गए सभी अध्यादेश ऐसी तारीख से प्रभावी होंगे जो वह निर्दिष्ट करे, किन्तु इस प्रकार बनाया गया प्रत्येक अध्यादेश, बोर्ड को यथाशक्यशीघ्र, प्रस्तुत किया जाएगा और बोर्ड द्वारा अपने आगामी अधिवेशन में उस पर विचार किया जाएगा।

(3) बोर्ड को ऐसे किसी अध्यादेश को संकल्प द्वारा उपांतरित या रद्द करने की शक्ति होगी और ऐसे संकल्प की तारीख से, ऐसा अध्यादेश, यथास्थिति, तदनुसार उपांतरित या रद्द हो जाएगा।

28. (1) संस्थान और उसके किन्हीं कर्मचारियों के बीच किसी संविदा से उद्भूत होने वाला कोई विवाद, संबंधित कर्मचारी के अनुरोध पर या संस्थान के अनुरोध पर ऐसे माध्यस्थम् अधिकरण को निर्देशित किया जाएगा जिसमें संस्थान द्वारा नियुक्त एक सदस्य और कर्मचारी द्वारा नामनिर्दिष्ट एक सदस्य तथा कुलाध्यक्ष द्वारा नियुक्त एक अधिनिर्णायक होगा।

माध्यस्थम् अधिकरण।

(2) माध्यस्थम् अधिकरण का विनिश्चय अंतिम होगा और उस पर किसी न्यायालय में आक्षेप नहीं किया जाएगा।

(3) उपधारा (1) द्वारा माध्यस्थम् अधिकरण को निर्देश किए जाने के लिए अपेक्षित किसी मामले की बाबत किसी न्यायालय में कोई वाद या कार्यवाही नहीं होगी।

(4) माध्यस्थम् अधिकरण को अपनी प्रक्रिया विनियमित करने की शक्ति होगी।

(5) माध्यस्थम् से संबंधित तत्समय प्रवृत्त किसी विधि की कोई बात इस धारा के अधीन माध्यस्थम् को लागू नहीं होगी।

अध्याय 3

प्रकीर्ण

29. इस अधिनियम अथवा परिनियमों के अधीन गठित संस्थान या बोर्ड या सिनेट या किसी अन्य निकाय का कोई कार्य निम्नलिखित कारणों से अविधिमान्य नहीं होगा,—

रिक्तियों, आदि के कारण कार्यों और कार्यवाहियों का अविधिमान्य न होना।

(क) उसमें कोई रिक्ति या उसके गठन में कोई त्रुटि; या

(ख) उसके सदस्य के रूप में कार्य करने वाले व्यक्ति के निर्वाचन, नामनिर्देशन या नियुक्ति में कोई त्रुटि; या

(ग) उसकी प्रक्रिया में कोई ऐसी अनियमितता, जो मामले के गुणागुण को प्रभावित नहीं करती है।

प्रायोजित स्कीमों।

30. इस अधिनियम में किसी बात के होते हुए भी, जब कभी संस्थान, किसी सरकार, विश्वविद्यालय अनुदान आयोग या किसी अन्य अधिकरण से, जिसमें कोई अनुसंधान स्कीम या कोई परामर्शी कर्तव्यभार या कोई शिक्षण कार्यक्रम या पीठ, आचार्य पद या कोई छात्रवृत्ति, आदि को प्रायोजित करने वाला उद्योग भी सम्मिलित है, संस्थान में निष्पादित या प्रदत्त होने वाली, निधियां प्राप्त करता है, तो:—

(क) प्राप्त रकम संस्थान द्वारा संस्थान की निधि से पृथक् रूप में रखी जाएगी और उसका केवल स्कीम के प्रयोजन के लिए उपयोग किया जाएगा; और

(ख) उसे निष्पादित करने के लिए अपेक्षित कर्मचारिवृन्द की, प्रायोजक संगठनों द्वारा नियत निबंधनों और शर्तों के अनुसार भर्ती की जाएगी:

परन्तु उपयोग में न लिया गया शेष धन, इस अधिनियम की धारा 20 के अधीन सृजित विन्यास निधि को अंतरित कर दिया जाएगा।

संस्थान को डिग्री आदि देने की शक्ति।

31. इस अधिनियम के अधीन संस्थान को डिग्रियां, डिप्लोमा, प्रमाणपत्र और अन्य विद्या संबंधी विशेष उपाधियां देने की शक्ति होगी, जो तत्समय प्रवृत्त किसी विधि के अधीन स्थापित या निगमित किसी विश्वविद्यालय या संस्थान द्वारा प्रदत्त ऐसी तत्समान डिग्रियों, डिप्लोमाओं, प्रमाणपत्रों और अन्य विद्या संबंधी विशेष उपाधियों के समतुल्य होंगी।

कठिनाइयों को दूर करने की शक्ति।

32. (1) यदि इस अधिनियम के उपबंधों को प्रभावी करने में कोई कठिनाई उत्पन्न होती है तो केन्द्रीय सरकार, राजपत्र में प्रकाशित आदेश द्वारा, ऐसे उपबंध कर सकेगी या निदेश दे सकेगी, जो इस अधिनियम के प्रयोजनों से असंगत न हो, और उस कठिनाई को दूर करने के लिए आवश्यक या समीचीन प्रतीत हों:

परन्तु ऐसा कोई आदेश नियत दिन से दो वर्ष की समाप्ति के पश्चात् नहीं किया जाएगा।

(2) इस धारा के अधीन किया गया प्रत्येक आदेश, किए जाने के पश्चात् यथाशीघ्र, संसद् के प्रत्येक सदन के समक्ष रखा जाएगा।

संक्रमणकालीन उपबंध।

33. इस अधिनियम में किसी बात के होते हुए भी,—

(क) इस अधिनियम के प्रारंभ के ठीक पहले सोसाइटी के शासक बोर्ड के रूप में कार्य करने वाला शासक बोर्ड उसी रूप में तब तक कार्य करता रहेगा जब तक इस अधिनियम के अधीन संस्थान के लिए कोई नया बोर्ड गठित नहीं कर दिया जाता है, किन्तु इस अधिनियम के अधीन किसी नए बोर्ड के गठन पर बोर्ड के ऐसे सदस्य, जो ऐसे गठन के पहले पद धारण कर रहे हों, पद धारण नहीं करेंगे; और

(ख) जब तक कि इस अधिनियम के अधीन प्रथम परिनियम और अध्यादेश नहीं बनाए जाते हैं, तब तक इस अधिनियम के प्रारंभ होने से ठीक पूर्व प्रवृत्त सोसाइटी के नियम और विनियम, अनुदेश और मार्गदर्शक सिद्धांत, उस संस्थान को वहां तक लागू होते रहेंगे, जहां तक वे इस अधिनियम के उपबंधों से असंगत नहीं हैं।

परिनियमों और अध्यादेशों का राजपत्र में प्रकाशित किया जाना और संसद् के समक्ष रखा जाना।

34. (1) इस अधिनियम के अधीन बनाया गया प्रत्येक परिनियम या अध्यादेश, राजपत्र में प्रकाशित किया जाएगा।

(2) इस अधिनियम के अधीन बनाया गया प्रत्येक परिनियम या अध्यादेश, बनाए जाने के पश्चात् यथाशीघ्र, संसद् के प्रत्येक सदन के समक्ष, जब वह सत्र में हो, कुल तीस दिन के अवधि के लिए रखा जाएगा। यह अवधि एक सत्र में अथवा दो या अधिक आनुक्रमिक सत्रों में पूरी हो सकेगी। यदि उस सत्र के या पूर्वोक्त आनुक्रमिक सत्रों के ठीक बाद के सत्र में अवसान के पूर्व दोनों सदन उस परिनियम या अध्यादेश में कोई परिवर्तन करने के लिए सहमत हो जाएं तो वह ऐसे परिवर्तित रूप में ही प्रभावी होगा। यदि उक्त अवसान के पूर्व दोनों सदन सहमत हो जाएं कि वह परिनियम या अध्यादेश नहीं बनाया जाना चाहिए तो तत्पश्चात् वह निष्प्रभाव हो जाएगा। किन्तु उस परिनियम या अध्यादेश के ऐसे परिवर्तित या निष्प्रभाव होने से उस परिनियम या अध्यादेश के अधीन पहले की गई किसी बात की विधिमान्यता पर प्रतिकूल प्रभाव नहीं पड़ेगा।

(3) परिनियम या अध्यादेश बनाने की शक्ति के अंतर्गत उक्त परिनियमों या अध्यादेशों या उनमें से किसी को उस तारीख से, जो इस अधिनियम के प्रारंभ की तारीख से पूर्व की नहीं होगी, भूतलक्षी रूप से प्रभावी करने की शक्ति भी होगी किंतु किसी ऐसे परिनियम या अध्यादेश को भूतलक्षी रूप से प्रभावी नहीं किया जाएगा जिससे ऐसे किसी व्यक्ति के हितों पर प्रतिकूल प्रभाव पड़ता हो जिसे ऐसा परिनियम या अध्यादेश लागू हो।



EXTRACTS OF AGENDA ITEM NO. 0803 OF THE 8TH MEETING OF THE EMPOWERED COMMITTEE OF THE BOARD ON THE ESTABLISHMENT MATTERS HELD ON 12TH JULY, 2011

AGENDA ITEM NO 0803

RECONSTRUCTION & UPDATION OF ESTABLISHMENT MANUAL OF NIFT

SCOPE OF PROPOSAL:

The agenda seeks approval of the draft updated Establishment Manual.

THE GENESIS:

In pursuance of the decision taken in the Executive Council meeting held on 24th March, 2011, a Committee was formed consisting of Director-NIFT Hyderabad (I/C of the Committee), Registrar Establishment, Registrar- NIFT Kolkata and OSD-NIFT Bhubaneswar to update the existing Establishment Manual.

Meetings of the committee held on the following dates:

1. 18/5/2011 & 19/05/2011
2. 27/05/2011

Amendments:

The mandate given to the committee is that only the orders, circulars, and amendments which have been approved by the Competent Authority are to be incorporated in the updated manual. This includes the circulars issued so far with the approval of DG, decisions of Establishment Committee and BOG & its various sub committees. The mandate further required the changes to be highlighted in track change mode.

The orders, circulars, etc. pertaining to Establishment matters issued after April 2007 have been proposed for incorporation. The irrelevant and obsolete points, after the issuance of such orders have been proposed for deletion. The spelling mistake if any in the original manual has been duly corrected. Three chapters have been removed from the existing manual i.e. Chapter 9-Performance Linked Award Scheme, Chapter 11- Assured Career Progression Scheme and Chapter 13-Leased Accommodation. However, Modified Assured Career Progression scheme, if get approved by the competent authority may be incorporated thereof. Citizens' Charter and Public Grievance Redressal have been incorporated in Chapter 1 and NIFT Act has been added as Annexure in Section II to the Establishment Manual as per instruction received from DG. The Establishment Manual has been divided into two sections and page numbering has been done accordingly.

Suggestions were invited from Center Directors, HOD's and CPs. Suggestions, feedbacks received have been incorporated in the relevant chapters. No new guidelines have been included which have not been approved by the Competent Authority of NIFT, Establishment Committee and BOG as mandated to the committee. The list of amendments made, at a glance, is placed as Enclosure - 1.

FINANCIAL IMPLICATION:

NIL

DG'S RECOMMENDATIONS :

DG has recommended that updated Manual with due incorporation of orders and circulars may be put up to Establishment Committee for its approval.

Draft Manual is enclosed in which inclusion of New Order/Circular and deletions of existing content have been shown in track change mode.

MATTERS FOR CONSIDERATION FOR ESTABLISHMENT COMMITTEE:

Establishment Committee may kindly peruse & approve the updated Draft Establishment Manual. On approval of the draft manual, the necessary action regarding incorporation and deletion of points in track change mode shall be carried out before printing.

SECTION-I

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
1	1	2	As approved by BOG in its first meeting held on 16th April, 2007	The NIFT Act, 2006 confers the power to Board of Governors to take decision on questions of policy relating to the administration and working of the institute.	Gazette Notification Dt. 28.12.2006	
2	4	4	---	Subsequently the NIFT Act, 2006 is enacted to establish and incorporate the National Institute of Fashion Technology for the promotion and development of education and research in Fashion Technology and for matters connected therewith and incidental thereto.	Gazette Notification Dt. 28.12.2006	Para No. 1
3	4	4	Establishment Manual consisting of 12 broad chapters	The new draft manual is consisting of two Sections i.e. Section-I 11 No. of Chapters) & Section-II (16 No. of Chapters)	As per material received from HO	Para No. 2
4	4	4	has been	have been		Typographical Error - Para No. 2 (Last line)
5	5	5	Organizational Structure	Organisational Structure		Typographical Error
6	5	6	Immovable Property Return	Annual Immovable Property Return		Added
7	5	6	Annual Confidential Report	Annual Performance Appraisal Report		Corrected as per 6pc
8	5	6	ACR Formats	APAR Formats		Corrected as per 6pc

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
9	5	6	Tution Fee	Tuition Fee		Typographical Error
10	11	7	Subsequently the NIFT Act, 2006 is enacted to establish and incorporate the National Institute of Fashion Technology for the promotion and development of education and research in Fashion Technology and for matters connected therewith and incidental thereto.			Added
11	11	7	It has	NIFT has		Changed in Para.1
12	11	7	Eight Centres	Fifteen Centres		As per NIFT Website (Para. 2)
13	11	7	---	NIFT offers Bachelors & Masters Programmes in Design, Technology & Management	As per NIFT Website	(Para. 3)
14	11	7	---	also		Added (Para. 3)
15	11	7	Fashion Institute of Technology, New York; Nottingham Trent University, UK and Royal Melbourne Institute of Textiles, Australia	University of Arts, London, UK; Academy of Arts, San Francisco; Queensland University of Technology, Australia; Nuova Accademia di Belle Arti, Milan; Mod'art Paris and may other institutes of repute	As per E-Mail received from Head-IL	Modified (Para. 4)
16		7	CitiZen Charter & Public Grievance	Redressal Office Memorandum No. 01/42/ccc&GRD/2010-Vig., Dt. 10th February, 2011		Added as per instruction received from DG
17	13	16	BPFC	F & AC	Order No. HO/15th F & AC/ 2011, Dt. 15.3.2011	Changed (Box.1)

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
18	13	17		CVO & VIGILANCE UNIT		Added under the head of Director General
19	14	18		Nodal Officers were appointed	Office Order No. NIFT/DG/Order/1/2009, 30.6.2009	Added
20		19	Head Industry & Research	Industry & Research Units are headed by Head Industry & Head Research Respectively	Circular No. Nil dated 08.07.2008 from Dean Secretariat and subsequent DG's approval dated 09.07.2008	Modified
21	17	21	Unit Head - PG-Design		As per E-Mail received from CP-Design Space	To be removed as the unit was converted as full-fledged academic department from 2008
22		22	Duration of EMFB course is 18 months	Duration of EMFB course is 12 months	Circular No. NIFT /Dean (A) /2008/AAC/150-III dated 18.05.2011 and Minutes of the 6th Academic Committee held on 28th april 2011 under chairpersonship of DG-NIFT.	Modified
23		30		Chair Person M. Design added.	NIFT Prospectus	
24	30	34	Centralised	Centralised		Typographical Error
25	31	35		Dean is added in the channel of submission		Added
26	32	36	Chief Administrative Officer	Chief Administrative Officer/Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
27	32	36	Counselling	Counseling		Typographical Error
28	33	37	BPFC	F & AC	Order No. HO/15th F & AC/ 2011, Dt. 15.3.2011	Modified

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
29	33	37	committee	Committee		Typographical Error
30	34	38	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
31	35	39	Despatch	Dispatch		Typographical Error
32	37	41	Director General through Director (F & A) & Vigilance Officer	Director General		Modified
33	37	41	Unit Head - Vigilance	Chief Vigilance Officer		Incorporated
34		41		Dy. Vigilance Officers in centres	Order No. 01/71/2011-vig/661 dated 25.05.2011	
35	38	42	BPFC	F & AC	Order No. HO/15th F & AC/ 2011, Dt. 15.3.2011	Modified
36	38	42		Numbering sequence modified		Typographical Error
37	39	43	UTI Bank	Bank		Modified
38	39	43	BPFC	F & AC	Order No. HO/15th F & AC/ 2011, Dt. 15.3.2011	Modified
39	41	45				extra space in typing corrected
40	43	47		BSNL added		Added
41	44	48	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR /2006, 3.5.2007	Added
42	45	49	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
43	45	49	5. Promotions - ACR	5. Promotions - APAR	As per NIFT Website	Corrected

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
44	45	49	13. ACRs	13. APARs	As per NIFT Website	Corrected
45	46	50	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/2006, 3.5.2007	Added
46	46	50	BPFC	F & AC	Order No. HO/15th F&AC/ 2011, Dt. 15.3.2011	Modified
47	48	52	ILGA	Project is completed	DG Letter No. NIFT/ LD/DC/Funds Received/ 06 dated 02.07.2008.	To be removed as the project was completed in 2008-09
48	50	54	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006, 3.5.2007	Added
49	51	56	F & A-I	Finance & Accounts-I		Modified
50	51	56	Unit Head: Mrs. Tripti P. Ghosh			Deleted
51	51	56	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006, 3.5.2007	Added
52	53	58	F & A-II	Finance & Accounts-II		Modified
53	53	58	Work Allocation - Point No. 4 - Counter sign of Fixed Asset Register	Work Allocation - Point No. 4 - Counter sign on Fixed Asset Register		Typographical Error
54	53	58	Work Allocation - Point No. 6 - Supervision of Bank reconciliation to be done daily	Work Allocation - Point No. 6 - Supervision of daily Bank reconciliation.	Modified	
55	55	60	Project	Project Cell	Circular No. NIFT/ HO/Bd. Sectt./EC/2008 (EC Meeting) Vol-II, Dt. 6.6.2008	Modified

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
56	55	60	Standing Committee at HO & Centre - Standing Internal Committee on Cluster Project	Standing Committee at HO & Centre - Standing Internal Committee on Project		Modified
57	56	61	Channel of Submission-Chief Administrative Officer	Channel of Submission-Chief Administrative Officer/Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
58	56	61	Standing Committee at HO - Standing Advisory fir	Standing Committee at HO-Standing Advisory for		Typographical Error
59	57	62	Work Allocation - Maintenance of accession register	Work Allocation - Maintenance of accession registers		Typographical Error
60	57	62	Channel of Submission-Chief Administrative Officer	Channel of Submission-Chief Administrative Officer/Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
61	58	64	Unit Head - Chief Administrative Officer	Unit Head - Chief Administrative Officer/Registrar/COE	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007 & NIFT/HO/E.II/Board & COE/2008, Dt. 29.2.2008.	Added
62	58	64	---	Work Allocation - Admissions	NIFT/HO/E.II/Board & COE/2008, Dt. 29.2.2008.	Earlier the responsibility was with EAC. The EAC was abolished and the work is allotted to Chief Administrative Officer/Registrar
63	59	66	Unit Head - Chief Administrative Officer	Unit Head - Chief Administrative Officer/Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
64	60	67	Unit Head - Chief Administrative Officer	Unit Head - Chief Administrative Officer/Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
65	63	70		Jr. Engineer (Elec.)		In some centres Jr. Engineer (Elec.) were appointed under Building Unit for ex. In NIFT, Hyd

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
66	63	70	Work Allocation - Point No. 5 - Maintenance of EPBX system	Work Allocation - Point No. 5 - Maintenance of EPABX system		Typographical Error
67	65	72	Work Allocation - Conduct of Examination and evaluation jointly with EAC	Work Allocation-Conduct of Examination and evaluation jointly with COE	NIFT/HO/E.II/Board & COE/2008, Dt. 29.2.2008.	Modified
68	65	72	Work Allocation - Discipline/Promotional activates	Work Allocation - Discipline/Promotional activities		Typographical Error
69	66	75	Support Staff - EAC	Support Staff - COE		Modified
70	67	76	Work Allocation - in phases (iii) working groups with desired competencies	Work Allocation - in phases (iii) working groups with desired competencies		Typographical Error
71	68	68	Support Staff - EAC	Support Staff - COE		Modified
72	69	76	Brouchers	Brochures		Typographical Error
73	69	76	companied	companies		Typographical Error
74	69	76	shail	shall		Typographical Error
75	69	76	centrers	centers		Typographical Error
76	70	78	EAC	COE Cell	NIFT / HO/E.II / Board & COE / 2008, Dt. 20.2.2008	EAC was replaced with COE cell and admissions was delegated to Admissions
77	72	84	Support Staff - EAC	Support Staff - COE		Modified
78	72	84	disciplince	discipline		Typographical Error
79	74	86	Support Staff - EAC	Support Staff - COE		Modified
80	75	87	iii) refered	iii) referred		Typographical Error

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
81	75	87	iv) fo	iv) of		Typographical Error
82	75	87	iv) Of	iv) of		Typographical Error
83	76	88	Original No. of SIACs for various activities in the existing manual are 26.	In view of amalgamation of the Committees, constitution of new Committees and deletion of existing Committees present Committees under SIAC are 11 as per Order No. NIFT/HO/MIS/SIAC/08, Dt. 3/4.5.2010 and committees revised vide Order No. NIFT/HO/MIS/SIAC/08, Dt. 6.5.2010, 10.5.2010 & 6.8.2010		Modified
84	83	94	victims's	victim's		Typographical Error
85	83	94	questioni	questioning		Typographical Error
86	84	95	d) worman	d) woman		Typographical Error
87	84	95	6) of complaints. of complaints	6) of complaints		Typographical Error
88	85	96	8.1. nominaed	8.1 nominated		Typographical Error
89	86	97		CP-M.DES & CC-M.DES		Addition
90	86	97	CEB Unit Incharge - EAC	CEB Unit Incharge - COE		Modification
91	86	97	CC's of all dept. from all centers will coordinate with RIC, SDAC, CIC, EAC & Coord-IL	CC's of all depts. from all centers will coordinate with RIC, SDAC, CIC, COE, I/C Project Cell & Coord-I		Modification
92	87	98	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
93	88	99		Chief Vigilance Officer		Inclusion of post
94	90	101		Jr. Engineer (Elec.)		Inclusion of post of Centres
95	92	103	7. Technical	7. Technical		Typographical Error
96	92	103	7. Complimentary	7. Complementary		Typographical Error
97	131	160	KDT	KD		As per NIFT Website
98	131	160	LADT	LD		As per NIFT Website
99	132	160	GMT	BFT(AP)		As per NIFT Website
100	132	161	TDD	TD		As per NIFT Website
101	135	162	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006, 3.5.2007	Added
102	135	162	ACR	APAR		As per 6PC
103	136	163	ACR	APAR		As per 6PC
104	138	165	AMIT	F TECH		As per NIFT Website
105	141	170	Para.1 - Mode of recruitment	Para.1 - Modes of recruitment		Typographical Error
106	141	170	Para.1 - ACRs	Para.1 - APARs/ACRs		Added
107	141	170	Note. 1 - are	Note. 1 - is		Typographical Error
108	143	171	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006, 3.5.2007	Added
109	144	172	Para.5 - brochure	Para.5 - brochure		Typographical Error
110	144	172	Para.3 - Rukes	Para.3 - Rules		Typographical Error
111	144	172	Para.1 - and for direct recruitment	Deleted		(Duplication) Typographical Error

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
112	145	173	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006, 3.5.2007	Added
113	146	174	PIO and APIO in	For Head Office:Appellate Authority: Director (HO), PIO for Non-Academic matters: Registrar/Chief Administrative Officer (Estt),PIO for Academic Matters: Head (Academic Affairs), APIO: Asst. Bd. Secy. For NIFT Centres : Appellate Authority: Centre Director, PIO for Non - Academic matters: Centre Registrar/Dy. Registrar, PIO for Academic Matters : Senior Most CC, APIO : DR / AR	Ref: Circular No. NIFT/HO/Bd. Sectt./ RTI / Misc./2010 dated 06.07.2011	Modified
114	146	174	Point.4 - Any person seeking information should file an application in the prescribed format with the Public Information Officer/Assistnat Public Information Officers [Section 6(1)]	Point.4 - Any person seeking information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made accompanying such fee as may be prescribed to the Public Information Officer/Assistant Public Information Officers [Section 6(1)]		Drafting modification.
115	147	176	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/ Estt-II/ATR/ 2006,	Added
116	150	178	Overall supervisory responsibility - Chief Administrative Officer (Estt)	CVO		

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
117	150	178	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
118	151	179	Immovable Property Return	Annual Immovable Property Return	OM No. 01/51/2010-Vig./502, Dt. 20.1.2011	Modified
119	152	180	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
120	154	182	Annual Confidential Report	Annual Performance Appraisal Report		As per 6PC
121	156	184	Authorities for reporting & reviewing of ACRs	Authorities for reporting & reviewing of APARs		As updated in NIFT website by the Registrar (Estt.)
122	156	184	Chairman	Chairperson	As per NIFT ACT	Added
123	157	185	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
124	159	188	Chairman	Chairperson	As per NIFT ACT	Added
125	162	190	Chairman	Chairperson	As per NIFT ACT	Added
126	163	192	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR/ 2006, 3.5.2007	Added
127	164	Chapter.9 - Performance Linked Award Scheme				Chapter deleted by HO.
128	176	193	9.1. Expenditure on Residential Telephone/ Cellphone		Order No NIFT/HO/Estt-II/Stand. Comm. of Board(ATR)/2008 dated 21st Oct 2008, Order No NIFT/HO/Estt-II/Stand. Comm. of Board(ATR)/2008 dated 22nd Oct	As modified by HO

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
					2008, Order No.NIFT/HO/EII/Stand. Comm. of Board(ATR)/2008 dated 25th Nov. 2008	
129	176	193	9.2 Expenditure on Newspaper and Magazines	Entitlement during Sabbatical leave of faculty	Lr. No. NIFT/HO/Estt/Clarification (FAC)/06, Dt. 23.5.2007	Added
130	176	193	9.3 Expenditure on Mobilephones		Order No. NIFT/HO/Estt-II/Stand. Comm. of Board (ATR)/2008, Dt. 21.10.2008	Deleted
131	177	194	10.5 Issuance of Brief Case/Bag - also	9.5. Deleted the word also		Typographical Error
132	178	194	10.8 Tution Fee	9.8. Tuition Fee		Typographical Error
133	178	195	10.11.(1) Muniapal	9.11. (1) Municipal		Typographical Error
134	178	195	10.11. Non Gazetted employees-dispatched	9.11. Non Gazetted employee - sent		Typographical Error
135	178	195	10.11. Hire for local journey	9.11. Hire for local journey	Order No. NIFT/HO/E.II/6th CPC/2008, Dt. 13.9.2010	Corrected
136	182		Assured Career Progression Scheme	Modified Assured Career Progression Scheme		MACP to be replaced after approval
137	184	213	Definition of Board of Governors - means the Board of Governors of the Institute	Definition of Board of Governors - means the Board of Governors of the Institute as constituted under the provisions of NIFT Act, 2006		NIFT Act
138	184	213	Chief Administrative Officer	Chief Administrative Officer/ Registrar	Order No. NIFT/HO/Estt-II/ATR /2006, 3.5.2007	Added

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
139	186	216	(ee & ff) Travelling Allowance	(ee & ff) Traveling Allowance		Typographical Error
140	187	218	(2) (ii) Mode of Promotion	(2) (ii) Mode of Promotion - The members of the DPC for group C and D should be nominated by Centre Director	Lr. No. NIFT/HO/E.II/ Mumbai/ 2008, 2008, Dt. 9.1.2009	Addition
141	188	220	Medical Fitness Certificate format	New Format Rectt. Faculty/	Lr. No. NIFT/HO/E.II/ 2010, Dt. 16.8.2010.	Incorporated
142		223		Attestation Form	Lr. No. NIFT/HO/E.II/ Rectt. Faculty/2010, Dt. 16.8.2010.	Incorporated
143	190	242	Standard Pay Scales	Standard Pay/Grade Pay		Pay Scales are updated as per 6PC
144	190	244	Classification of Posts	Classification of Posts	Order No. NIFT/HO/E.II/ 6th CPC/2008, Dt. 16.6.2009	Modified
145	191	246	Traveling Allowance-Entitlement of Accommodation	Traveling Allowance - Entitlement of Accommodation	Order No. NIFT/HO/ E.II/Stand. Comm. of Board (ATR)/2008, Dt. 21.10.2008.	Modified
146		246		Payment of Daily Allowance	Order No. NIFT/HO/ E.II/Stand. Comm. of Board (ATR)/2008, Dt. 21.10.2008Added	Added
147	192	248	17 (i) (b) deterrent	17 (i) (b) detriment		Typographical Error
148	192	249	Increment	Rate of Increment & Date of next increment		Modified as per 6PC
149	192	249	Stagnation of Increment - Pay Scale does not exceed ₹ 22,400/-	Stagnation of Increment - Pay band does not exceed ₹ 67,000/-		As modified by HO

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
150	193	251	19 (a) eligibile	19 (a) eligible		Typographical Error
151	194	255	23. LTC	23. LTC - admissible to all those regular/long term contract employees		
152	194	255		EL Encashment while availing LTC	Lr. No. NIFT/HO/E.II/ Kolkata/ 2008 (VoIII), Dt. 16.12.2008.	Added
153		258		Formats for grant of LTC advance & LTC claim Bill	Lr. No. NIFT/HO/ Estt.II/Forms/ 08, Dt. 17.12.2008	Added
154		262		New Format for earned leave application	Lr. No. NIFT/HO/ Estt.II/Forms/ 08, Dt. 2.6.2010	Added
155		264		New Format for Joining report		
156		267		Child Care Leave	Minutes of the BOG's 6th meeting held on 8th June, 2009	Incorporated
157		267		Leave eligibility to Contract Employee	Order No. NIFT/HO/ E.II/Stand. Comm. of Board/Meetings/08, Dt. 14.11.2008	Incorporated
158		267		Maternity leave for contract employee	Order No. NIFT/HO/ E.II/Stand. Comm. of Board/Meetings/08, Dt. 18.12.2008.	Incorporated
159		267		Leave for Miscarriage/ abortion for employees	Lr. No. NIFT/HO/E.II/ Mumbai/2009, Dt. 13.4.2010	Incorporated
160	198	270	Retirement - (vi) (a) - therefor	Retirement - (vi) (a) - thereof		Typographical Error

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
161	199	272	Medical Attendance Rules	Medical Attendance Rules	Order No. NIFT/HO/E.II/Stand. Comm. of Board (ATR)/2008, Dt. 21.10..2008	Incorporated
162	199	274	Medical Attendance Rules - K - Basic Pay of 12,000/-	Medical Attendance Rules - K - Basic Pay of 15,600-39100+7600/-		Modified as per 6PC
163	199	274	Medical Insurance cover in lieu of Hospitalization/Indoor treatment	Medical Insurance cover in lieu of Hospitalization/ Indoor treatment		Pay Band/Grade Pay modified as per 6PC
164	200	274	Medical facility to contract employees	Medical facility to contract employees		As modified by HO
165		274		Maternity related expenditure reimbursement to long term contract employees	Lr. No. NIFT/HO/Estt./Medical/ 05, Dt. 27.12.2006	Incorporated
166	201	277	CDA Rules	CDA Rules - Change of Appellate & Reviewing Authority	Circular No. NIFT/HO/Bd. Sectt./GSR/2008, Dt. 24.6.2008	Incorporated
167	202	279	38. word - cognate	38. word - cognate replaced by related		modified
168	202	280	43 word-indispensible	43. word - indispensable		Typographical Error
169	202	280	44. word - intial	44. word - initial		Typographical Error
170	202	280	44. word - christian	44. word - Christian		Typographical Error
171	205	285	48 (1) Authorship of Books/Periodicals Articles	48 (2) Authorship of Books/Periodicals Articles - Incentive for Publication of papers in the Journals of National/International repute	Circular No. NIFT/HO/Bd. Sectt./Misc/08, Dt. 19.6.2008	Addition

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
7	217	11	F. word - despatch	F. word - dispatch		Typographical Error
8	218	14	ACR	APAR		Modified
9	224	26	5.1. word-despatch	Distribution of dak - word - dispatch		Typographical Error
10	225	27	5.1. 5.2 & 5.4 word - Asssistant	5.1 5.2 & 5.4 word - Assistant		Typographical Error
11	226	29	5.4 word-labelled	5.4 word - labeled		Typographical Error
12	228	33	6.9 word-labelled	6.9 word - labeled		Typographical Error
13	228	34	6.10 word-category	6.10 word - categories		Typographical Error
14	233	39	7.1.4 word-an unit	7.1.4 word - a unit		Typographical Error
15	234	40	comminique	communiqué		Typographical Error
16	236	44	8.2.8 & 10 word - despatched	8.2.8 & 10. word - dispatched		Typographical Error
17	238	46	9.1. word - despatched	9.1. word - dispatched		Typographical Error
18	238	46	9.3.1, 9.3.2 & 9.5.1 word-Asssistant	9.3.1, 9.3.2 & 9.5.1 word - Assistant		Typographical Error
19	240	50	10.7. File Numbering System	10.7. File Numbering System - New Centres Code Numbers to be mentioned		Suggested
20	241	51	Centre Coordinator (AMIT)	Centre Coordinator (DFT)		
21	247	62	12.3.2 & 12.3.3 , 12.4.1, 12.4.3, 12.4.4 & 12.5 - word - Asssistant	12.3.2 & 12.3.3 , 12.4.1, 12.4.3, 12.4.4 & 12.5 - word - Assistant		Typographical Error
22	251	70	14.2(f) word-precis	14.2 (f) word - precise		Typographical Error

Sl. No.	Existing Manual Page No.	Draft Manual Page No.	Existing Content	Changed Content	Circular / References	Remarks
23	254	72	word - Asssistant	word - Assistant		Typographical Error
24	299	125	24.(11) Approved lis	24. (11) Approved list		Typographical Error
25		135		Delegation of Power (new chapter)	Circular No.1509/Acct. HO/Cir-Order/05, Dt. 11.7.2008	Incorporated
26		144		Delegation of Power (new chapter)-Appointing Authority for Group C & D Employees	Order No. NIFT/HO/ E.II/Regular & Cont/ 2007, Dt. 22.5.2008	Incorporated
27		144		Delegation of Powers to deal with the service matters of Group A & B Officers/Faculty at Centres and Head Office	Order No. NIFT/HO/ E.II/ Delegation of Work/2010, Dt. 15.12.2010	Incorporated

94	97	Senior Professor Column No. 12 - Direct recruitment Column No. 13 - NA	Column No. 12 - Promotion failing which direct recruitment. Column No. 13 - For Promotion - Professors recruited/promoted with 5 years service in the grade, possessing educational qualification as prescribed in para 3 for direct recruitment.
95	98	Professor Column No. 8 - Age Limit - 35-50 (Maximum age limit may be relaxed upto 5 years, in case of NIFT employees and deserving candidates possessing higher educational qualification/experience).	Professor Column No. 8 - Age Limit - upto 50 yrs (Maximum age limit relaxable upto 7 yrs, in case of NIFT employees and deserving candidates possessing higher educational qualification/experience).
95	98	Professor (Design) Column No. 9-Educational Qualification	Professor (Design) Column No. 9 - Educational Qualification - 1. Ph.D degree in the relevant area of Fashion/ Design/Clothing & Textiles/Communication with 10 years of teaching/research/industry experience out of which 5 years must be at the level of Associate Professor and (or) equivalent (in the pay scale of Rs.15600-39100+6600(GP)). (OR) Recognized published/professional work which can be treated equivalent to Ph.D. 2. PG in the relevant areas of Fashion/ Design / Clothing & Textiles / Communication from a recognized institute or University of national/international repute with 12 years of relevant experience in teaching/research/industry with recognized published/ professional work, out of which 5 yrs must be at the level of Associate Professor and (or) equivalent (in the scale of 15600-39100+6600(GP)). 3. Diploma/Degree from NIFT/NID with 15 years of relevant experience in teaching/research/industry with recognized published/ professional work.
96	99	Professor (Technology) Column No. 9-Educational Qualification	Professor (Technology) Column No. 9 - Educational Qualification - 1. Ph.D Degree in the relevant area of Engineering or Technology of Industrial Production / Mechanical / Textile / Garment Manufacturing / Apparel Production/AMM/ Merchandising Management / Clothing & Textiles / Computer etc., from a recognized institute of national/international repute (or) equivalent qualifications from a recognized national/international university. 2. Candidates possessing Ph.D Degree in relevant areas with 10 years of Teaching / Research / Industry experience, out of which 5 years must be at the level of Associate Professor (in the scale of 15600-39100+6600(GP)). and (or) equivalent. 3. Diploma/Degree from NIFT/NID in Garment Technology/Apparel Production/Apparel management with 15 years of relevant experience in teaching/research/industry.
97	100	Professor (Management) Column No. 9-Educational Qualification	Professor (Management) Column No. 9 - Educational Qualification - 1. Ph.D in the relevant area of Fashion Management/Marketing / Finance/SCM, CRM, Retail/HR. 2. Candidates possessing Ph.D degree in the relevant areas with 10 yrs of teaching / research / industry, out of which 5 yrs must be at the level of Associate Professor (in the scale of 15600-39100+6600(GP)) and (or) equivalent. 3. PG Diploma/Degree from NIFT in Technology/Management with 15 years of relevant experience in teaching/ research/ industry. 4. Research and Community related experience includes publications in international journals, contribution to educational innovations, design of new courses and curricula etc., working with artisans, crafts and mobilization of communities related activities.

95	98	Professor (Design, Technology & Management) Column No. 13 - NA	Column No.13 - Associate Professor or equivalent level regularly recruited/promoted as per the prevailing GSR with minimum 12 years of experience in teaching/ research/ industry out of which atleast 3 yrs must be at the level of regular Associate Professor or equivalent. Note: Candidates who do not possess Ph. D qualifications shall be required to acquire within a period of 5 yrs which can be extended upto a period not exceeding 7 yrs from the date of appointment as Professor for continued retention in the post.
98	101	Associate Professor (Design, Technology, Management) Column No. 8 - Age Limit - 35-45 (Maximum age limit may be relaxed upto 5 years, in case of NIFT employees and deserving candidates possessing higher educational qualification/experience)	Column No. 8 - Upto 45 years (Maximum age limit relaxable upto 7 years in case of NIFT employees and upto 5 years deserving candidates possessing higher educational qualifications / experience)
98	101	Associate Professor (Design) Column No. 9-Educational Qualification	<p>1. UG / PG Diploma in fashion/Design from NIFT / NID or equivalent qualification from a recognized national/international university. OR M.Des, IDC from IITs, MFA/M.Sc (Clothing & Textiles), B.Arch/M.Arch (or) equivalent qualifications from University/institute of national/international repute. OR Degree/Diploma in the relevant areas of Product Design/Life Style products/ Footwear Design & Leather Products / Gemology/Journalism/ Communication / Visual merchandising/graphic design from a recognized Institute or University. Preference will be given to candidates possessing Ph.D. degree in relevant areas/ disciplines or Recognized published/ professional work which can be treated equivalent to Ph.D.</p> <p>2. Candidates who do not possess Ph.D. degree shall be required to obtain it within a period of 5 years which can be extended to a period not exceeding 7 years from the date of appointment as Associate Professor.</p> <p>3. Relevant experience in Teaching/Research/ Industry with above qualifications as under UG Diploma/Degree -- 08 years PG Diploma /M.Des/M. Arch/M.Sc -- 7 Years Ph.D. -- 3 years</p> <p>4. Research and Community related experience includes publications in international journals, contribution to educational innovations, design of new courses and curricula etc., working with artisans, crafts and mobilization of communities related activities.</p>

**EXTRACTS OF MINUTES OF AGENDA ITEM NO. 0803 OF THE
8TH MEETING OF THE EMPOWERED COMMITTEE OF THE BOARD ON
THE ESTABLISHMENT MATTERS HELD ON 12TH JULY, 2011**

AGENDA ITEM NO 0803

RECONSTRUCTION & UPDATION OF ESTABLISHMENT MANUAL OF NIFT

The Committee informed that the Establishment Manual of NIFT was published in April 2007 and an exercise was initiated to update this manual by incorporating various changes taken place since then on account of various decisions/orders of BOG, Establishment Committee of BOG and DG, NIFT. The Committee approved the updated draft of Establishment Manual that has been modified incorporating the decisions of the Competent Authority.

