

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
AMBATHURAI R.S., GANDHIGRAM P.O., DINDIGUL D.T. - 624 302

PART-V

MISCELLANEOUS

1. CATEGORIES OF POSTS IN THE INSTITUTE

- 1) Posts for which expenditure is met from the Institute funds.
- 2) Posts which form part of annual training and research programmes where funds are provided by Government on year to year basis
- 3) Posts for specific time bound projects sanctioned by Government and Non-Governmental Agencies.
- 4) Any other type of posts that the Trustees may, under exigent circumstances or under new venture, decide to create.

2. SERVICE BOOK

Service books shall be maintained for the staff who have been placed under probation. In respect of others who are appointed on an adhoc basis, no service book shall be maintained.

3. PAY AND ALLOWANCES

i) Pay:

The scale of pay for posts for which expenditure is met out of the grants of the Government shall be as prescribed by the Government of Tamil Nadu.

In respect of posts where funds are received from Non-Government sources either the scales in the Government or the scales prescribed by the Institute shall be followed. The scales, however, shall be comparable to the extent possible with equivalent posts in the Institute and approved by the Chairman.

In respect of posts for which expenditure is met out of the Institute funds, the scale of pay shall be as prescribed by the Board of Trustees.

ii) Dearness Allowance:

Dearness allowance shall be paid to the staff according to the rates prescribed by the Government of Tamil Nadu for the posts financed by the Government. Equivalent Dearness allowance may be paid to other posts in

the Institute for the sake of uniformity except for posts which have been fixed on a consolidated salary basis.

iii) Travelling allowance and daily allowance:

Travelling allowance and daily allowance shall normally be paid according to the conditions laid down in rules of Tamil Nadu Government. However, under adhoc grants, the travelling allowance and daily allowances shall be restricted in such a manner as to be within the budget allocation.

Employees of the Institute who are drawing a basic pay of Rs.10,000/- p.m. or more shall be permitted to travel by air in case of urgency duly authorized by the Director. The cost of air travel shall be borne by the concerned host agencies who are conducting the workshop/meeting/seminar outside the State.

The rates of Fixed Travelling allowance and the conditions under which it can be paid shall be according to Tamil Nadu Government.

iv) Increment:

a) An increment shall not be drawn unless it is sanctioned by the appointing authority. The first increment can be drawn only after the satisfactory completion of probation.

b) No increment shall be granted as a matter of course unless the conduct and work of the employees have been satisfactory. If these are not satisfactory, it can be withheld as a punishment.

4. PROVIDENT FUND

The Institute has come voluntarily under the purview of the Provident Fund Act with effect from 01.07.85 and ratified by the 7th Meeting of the Board of Trustees held on 07.12.1985.

5. GROUP GRATUITY SCHEME

The Institute is paying Gratuity to the regular staff and has enrolled in the Group Gratuity Life Assurance Scheme to the Life Insurance Corporation of India and paying Gratuity as per the Gratuity Act. This has been approved in Extraordinary Meeting of the Board of Trustees held on 14.07.1986.

6. RESIDUARY CONDITIONS OF SERVICES

Any matter relating to the service conditions of the employee of the Institute which has not been specifically covered by the rules shall be determined by the Board of Trustees.

7. RELAXATION OF PROVISIONS

Notwithstanding anything contained in the Service Rules, the Board of Trustees may in the case of any employee relax any of the provisions of the Service Rules to relieve him of any undue hardship arising from the operation of the rule or in the interests of the Institute.

8. DOUBTS

Where any doubt arises as to the application limitation, interpretation or implication of any of the provision of these Service Rules, decision of the Board of Trustees shall be final.

9. AMENDMENTS

Any of the provisions of these Service Rules may be altered or amended by addition, substitution or otherwise by the resolution passed for that purpose by the Board of Trustees.

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**SHRI N.R. KRISHNAN, I.A.S. (RETD.)
CHAIRMAN - BOARD OF TRUSTEES
GIRH & FWT**