



**THE GANDHIGRAM INSTITUTE OF RURAL HEALTH
AND FAMILY WELFARE TRUST**

**SOUNDRAM NAGAR, AMBATHURAI (R.S),
GANDHIGRAM POST – 624 302,
DINDIGUL DISTRICT, TAMILNADU**

SERVICE RULES (REFRAMED)

**APPROVED BY THE BOARD OF TRUSTEES IN THE MEETING
HELD ON 14th MARCH 2024**

THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST

SOUNDRAM NAGAR, AMBATHURAI (R.S), GANDHIGRAM POST – 624 302,
DINDIGUL DISTRICT, TAMILNADU

SERVICE RULES (REFRAMED)

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THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
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DINDIGUL DISTRICT, TAMILNADU

Whereas a set of Service Rules were framed soon after the formation of the Gandhigram Institute of Rural Health and Family Welfare Trust to enable the Institute to regulate the appointment and service conditions of its employees.

And whereas, it is considered necessary and expedient to reissue a comprehensive set of rules incorporating all the amendments and changes made up-to-date.

Now, therefore, the Board of Trustees in supersession of the Service Rules approved by it at its meeting held on 04/01/2003 hereby amended the following rules governing the service conditions of its employees:

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|-----------------|----------|------------------------------------|
| Part-I | : | Recruitment Rules |
| Part-II | : | Discipline and Appeal Rules |
| Part-III | : | Leave Rules |
| Part-IV | : | Conduct Rules |
| Part-V | : | Miscellaneous Rules |

The rules shall come into force on and from BOT approved date 14/03/2024 the date of its approval by the Board of Trustees.

General:

The Institute has been established to promote Gandhian ideals of rural upliftment and it is expected to all the employees to act in conformity with the Gandhian traditions so that the functioning of the Institute reflects its Gandhian objectives fully at all levels of activities.

- i) The Staff of the Institute should take interest in community work and village extension work without affecting his/her normal duties in the Institute.
- ii) Gandhigram gives equal reverence to all religions and faiths. The Sarvodaya Community Prayer conducted every week reflects the objectives of Gandhigram. The Staff of all wings of Gandhigram are expected to participate in this inter-religious community prayer every week and set an example.



- iii) As part of the Gandhigram ethics, the Staff of the Gandhigram shall observe the spirit of 'Swadeshi'. Swadeshi will mean, the encouragement of the products produced by the poor and the deprived population living in the countryside and will constitute mainly khadi and village Industries articles.
- iv) The employees shall not show any discrimination of either caste or creed or class.
- v) Gandhigram stands for the two cardinal principles of Gandhiji, namely 'Truth' and 'Non-violence'. The practice of Truth and Non-violence is essential for reaching the objectives of Gandhigram.



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SOUNDRAM NAGAR, AMBATHURAI (R.S), GANDHIGRAM POST – 624 302
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PART-I

RECRUITMENT RULES 2024

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

i) Short title:

These rules may be called the Gandhigram Institute of Rural Health and Family Welfare Trust Recruitment Rules, 2024.

ii) Scope and Application:

- a. These rules shall apply to all employees of the Institute.
- b. In regard to persons employed on contract, the provisions of these rules shall apply in respect of such of those matters as are not covered by the contract.
- c. These rules shall not be applicable to those who are drawn on deputation or on foreign service terms from Central/State Government and other Public Sector Undertakings.
- d. Nothing contained in these rules shall, unless a contrary intention is expressly indicated thereon, operate to deprive any such person of any right or privilege to which he is entitled by or under any rule or order applicable to him prior to the making of these rules.
- e. The Board of Trustees shall be the authority competent to interpret these rules and the decision of the Board of Trustees shall be binding and final.
- f. The Board of Trustees may exempt wholly or in part from the operation of these rules the holder of any post or the holder of any class or category of posts.

iii) Commencement:

These rules shall come into force on 14/ 03/ 2024 and from the date notified by the Board of Trustees.



2. DEFINITIONS:

- i) APPOINTING AUTHORITY means the authority empowered to make appointment to the grade in which the employee is for the time being included or the post which the employee, for the time being holds and specified in the Appendix to these rules.
- ii) APPROVED CANDIDATE means a candidate whose name appears in an authoritative list of candidates approved by the appointing authority for appointment to the Institute's service.
- iii) APPROVED PROBATIONER means an employee in the service of the Institute who is declared to have satisfactorily completed his period of probation.
- iv) APPENDIX means appendix to these rules.
- v) APPOINTMENT BY TRANSFER means appointment of a member from one category to another category carrying identical scales of pay.
- vi) BOARD means 'Board of Trustees of the Institute'.
- vii) CHAIRMAN means 'Chairman of the Institute'.
- viii) EMPLOYEE means a person in the service of the Institute both temporary and regular.
- ix) EXECUTIVE COMMITTEE means the EXECUTIVE COMMITTEE of the Institute.
- x) INSTITUTE means 'THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST'.
- xi) The word implying masculine gender shall also include feminine gender and vice-versa.

3. SANCTION AND STRENGTH OF STAFF

The Board of Trustees shall determine, from time to time, the number of posts both regular and temporary, required for carrying out the functions of the Institute.



4. MODE OF RECRUITMENT

- i) All vacancies other than those proposed to be filled up by promotion from among the existing employees or by deputation of personnel from Central/State Government or other agencies shall be notified to the Employment Exchange. The Institute shall also advertise the vacancies in at-least one "English Daily" and one "Tamil Daily" having a wide circulation in the area including the GIRH&FWT website. Persons already in the employment of the Institute may apply for the posts advertised to be filled up by direct recruitment. The prescribed age limit applicable to the Institute employees seeking such recruitment within the Institute may be relaxed upto a maximum limit of 5 years.
- ii) In respect of vacancies arising in the teaching/research cadre where a high degree of academic excellence and administrative experience in the field of higher education is considered essential, the Institute shall call for applications from qualified and suitable persons by giving wide publicity in leading newspapers and through other recognized methods.
- iii) The selection of candidates by direct recruitment shall be made on the basis of the results of a written examination or an oral interview or both as may be decided by the Selection Committee. The list of candidates shall be arranged in the order of merit duly observing the rule of reservation in compliance with the Central Government norms. All appointments by direct recruitment shall be made only from the list prepared by the Committee.
- iv) If an approved candidate selected for appointment by direct recruitment to a post fails to join duty within the date specified by the appointing authority, he shall forfeit his right for appointment to the post and his name shall be removed from the approved list; provided that in special circumstances, the appointing authority may, for valid reasons, extend the time limit by a period not exceeding three months.
- v) The appointing authority shall satisfy himself regarding the correctness of the age and the educational qualification and experiences by verification of the original documents produced by the candidates and if necessary, by making such enquiry regarding their correctness with the educational and employment authorities where he studied, before issuing the appointment order.

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5. PHYSICAL FITNESS CERTIFICATE

Every candidate selected for appointment shall, before joining duty in the Institute be required to produce at his own expense a Physical Fitness Certificate from a Registered Medical Practitioner (or) from the Medical Superintendent, Kasturba Hospital, Gandhigram.

6. PROMOTION

- i) Promotion to all posts shall be made on grounds of merit and ability, seniority being considered only where merit and ability are approximately equal. The Selection Committee constituted by the Director may decide the comparative merit and ability of candidates by conducting an oral or written examination or both whenever, it considers it necessary to do so.
- ii) No member of the service shall be eligible for promotion unless he has satisfactorily completed his probation in any category of post.
- iii) When the method of appointment is either by direct recruitment or promotion, the claims of persons who are suitable and qualified for promotion shall be considered first and only if such persons are not eligible, direct recruitment shall be resorted to.

7. APPOINTING AUTHORITY

The appointing authority for the post of Director shall be the Chairman subject to the approval of the Board. In the case of other posts in the Institute, the appointing authority shall be the Director of the Institute.

8. SELECTION COMMITTEE

The selection of candidates by direct recruitment shall be made by the following Selection Committees on the basis of a written examination or an oral interview or by holding a practical test on all or any as may be decided by the Selection Committee.



Committee No.1

Composition (Minimum 3 out of 5)	Name of post
Chairman – Chairman of Board of Trustees or his nominee Members – Any two Board Members One official from Government of TamilNadu (or) Government of India A senior medical officer with over 15 years of experience in health sector and/ or a public health institution	Director

Committee No.2

Composition (Minimum 3 out of 5)	Name of post
Chairman: Director Members—One Board Member. <ul style="list-style-type: none">– Head of the Department nominated by the Director of GIRH & FWT.– One subject Expert Member from outside.– One official from Central or State Government	Posts Level 12 and above, carrying Scales of Rs.35,600/- to Rs.1,12,800/- and above



Committee No.3

Composition	Name of post
Chairman – Director or his/her nominee	
Members – One Head of the Department nominated by the Director	All posts upto Level 11 and carrying scales of pay between Rs.35,600/- to Rs.1,12,800/-
- One Board member	
- One Member from the Sister Institutions	
- A suitable subject expert nominated by the Director	

Note: In respect of Adhoc Projects / Programmes, the Selection Committee may be constituted by the Director of the Institute, with the Project / Programme Co-Ordinator as one of the Committee Members and the Director shall act as the Chairman of the Selection Committee.

9. METHOD OF APPOINTMENT AND QUALIFICATION

No person shall be eligible for appointment to the posts mentioned in Column 1 of the table in Appendix unless he possesses the qualifications and experience specified in the corresponding entry in Columns 3 & 4 thereof.

10. PROBATION

- i) Every person who has been appointed by direct recruitment shall, from the date on which he joins duty on regular basis, be on probation for a period of two years.
- ii) The authority competent to declare the satisfactory completion of probation shall be the appointing authority or any other authority to whom the powers are delegated by the appointing authority.

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11. EXTENSION OF PROBATION

- i) The appointing authority may extend the period of probation of any probationer/either
 - a) to enable the probationer to acquire the special qualification or to pass the prescribed tests
 - (or)
 - b) to enable the appointing authority to appraise and to decide whether the probationer is suitable for regular appointment or not; The reason for extension shall be conveyed to the probationer.
- ii) The order extending the probation may be issued within the prescribed period of Probation, but if no such order is issued; it shall be deemed that the probation is extended.
- iii) In cases, where the probation period of an employee is extended, a condition shall, unless there are special reasons to the contrary, be attached to the order of probation that the probationer's increment shall be stopped until he is declared to have satisfactorily completed his probation. Such stoppage of increments shall not be treated as a penalty but only as a condition of extension of probation and shall not have the effect of postponing future increments after he has passed the prescribed tests or after he is declared to have satisfactorily completed his probation.

12. COMPLETION OR TERMINATION OF PROBATION

- i) At the end of the prescribed period or extended period of probation, as the case may be, the appointing authority shall consider the probationer's suitability for regular appointment to the post in which he/she is a probationer.
- ii) If the appointing authority decides that a probationer is suitable for such appointment, appointing authority shall issue an order as soon as the period of the probation is over, declaring the probationer to have satisfactorily completed his probation.
- iii) If within the prescribed period of probation or extended period of probation, the appointing authority decides that a probationer is not suitable for regular appointment or has not acquired the special qualifications prescribed, it may, at its discretion, by order, terminate his probation and discharge him/her from service after giving him/her a reasonable opportunity to show cause against the proposal to terminate his/her probation.

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13. SENIORITY

As a first step, the seniority of a person in a service shall be determined by ranking the names in order of merit and abilities, by the Selection Committee at the time of selection, irrespective of the actual date of his joining duty to the post. In cases where such merit ranking is the same for more than one candidate, seniority shall be determined based on the date of joining. Where more than one person joins the post on the same day and have same rankings of merit and abilities, their seniority shall be determined with reference to their date of birth.

14. AGE OF RETIREMENT

The employees in the Institute shall retire at the age of 59 years. However, in so far as, the employees in the Pay Band 1A drawing in the pay level of 1,2,3 (Group – D), the age of retirement shall be 60 years.

For the posts of Director, Principal – Health and Family Welfare Training Center and Professor in Health Education, their services can be extended upto 70 years of age.

Note:

- i) If the date of retirement on superannuation falls on a day other than the first day of the month, the employee shall be allowed to retire on the last day of the month irrespective of the date on which he attains the age of superannuation.
- ii) If the date of retirement on superannuation falls on the first day of a month, he/she shall be allowed to retire on the last day of the previous month.

15. VOLUNTARY RETIREMENT

- i) An employee who has completed twenty years of qualifying service may retire from service by giving written notice of not less than three months to the Director or three months' salary in lieu of the notice period. Before giving such a notice he may satisfy himself by means of reference to the Director that he has completed twenty years of qualifying service.

The period of three months' notice shall commence from the date of receipt of notice by the Director.



- ii) In considering the application for voluntary retirement, the following aspects will be taken into consideration before approval.
 - a) Whether disciplinary proceedings are contemplated or pending against the employee concerned for the imposition of a major penalty;
(or)
 - b) Prosecution is contemplated or pending in a Court of Law against the employee concerned.
(or)
 - c) Where the employee has a pending technical or financial commitment with the Institute;
- iii) An employee may withdraw the notice of voluntary retirement within the period of one month from date of his/her application.
- iv) An employee who is permitted to retire voluntarily under this rule shall be entitled to terminal benefits admissible to employees retiring on superannuation.

16. COMPULSORY RETIREMENT:

Notwithstanding nothing contained in these rules, the Chairman or the Appointing Authority, as the case may be, shall have the absolute right to retire any employee of the Institute after he/she has attained the age of 50 years, by giving him notice of one month in writing or one month pay and allowances in lieu of such notice. In exercising such power, the Chairman or the Appointing Authority, as the case may be, shall take into account the employees over all service records.

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17. RESIGNATION

- i) An employee may resign his/her post by giving a minimum of one month notice in writing to the Director/ Appointing Authority. The notice may be accepted by the Director/ Appointing Authority except:
 - a) Where disciplinary proceedings are contemplated or pending against the employee for the imposition of a major penalty;
 - b) Prosecution is contemplated or pending in a Court of Law against the employee;
 - c) Where the employee has a pending technical or financial commitment with the Institute.

- ii) An employee, if he resigns his appointment, forfeit not only the service rendered by him in the particular post held by him at the time of resignation, but all his previous service under the Institute.

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APPENDIX I

(Method of Appointment and Qualification)

(Vide Rule 10)

Central Training Institute - Central Unit				
S. No.	Categories of Post and Scale of Pay (Column 1)	Sanctioned Post (Column 2)	Method of Recruitment (Column 3)	Educational Qualifications and Experiences (Column 4)
1	<p>Director (Rs.1,23,600/- --Rs.2,16,600/-) Pay Level 30 for under 59 years of age.</p> <p>NOTE: For retired candidates (or) where the services are extended beyond 59 years of age, consolidated salary will be fixed by the Board.</p>	1	Direct Recruitment/ Deputation	<p>1. MBBS Degree (and)</p> <p>2. Should have not less than fifteen years experience in the fields of Teaching, Training and Health Services, Research and Public Health Administration (OR)</p> <p>1. Ph.D., in Public Health with Ten years experience in the field of Teaching, Training, Research and Public Health (OR)</p> <p>2. Post Graduate Diploma or Degree in Public Health like MD., MS., DPH, MPH, B.S.Sc., with 15 years experience in Teaching, Training and Research in the field of Public Health.</p>

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S. No.	Categories of Post and Scale of Pay (Column 1)	Sanctioned Post (Column 2)	Method of Recruitment (Column 3)	Educational Qualifications and Experiences (Column 4)
2	Senior Training Officer (Management) (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment	<p>(Column 4)</p> <p>1. M.A. I or High II Class in Management Science and 2. Not less than seven years experience in Teaching/ Research (OR) 1. Ph.D. in Management Sciences and 2. Not less than three years experience in Teaching/ Research</p>
3	Senior Technical Officer (Communication and Media) (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment	<p>1. M.Sc./M.A., I or High II Class in Social Science /Education/ Mass Communication/ Media Studies and 2. Not less than seven years experience in Communication / Teaching / Research and Production of Audio Visual / Media materials.</p>
4	Statistical Assistant (Rs.35,900/- - Rs.1,13,500/-) Pay Level 13.	1	Direct Recruitment	<p>1. M.Sc. (Statistics) (OR) 2. M.A.Economics/Mathematics/Statistics(For Economics, Major, Mathematics/Statistics should be one of the subjects with 3 years experience) (OR) 1. Graduate in Economics/ Mathematics/ Statistics with five years experience</p>

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Central Training Institute – Diploma in Health Promotion & Education

S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
5	<p>Professor in Health Education (Rs.59,300/- - Rs.1,87,700/-) Pay Level 25.</p> <p>NOTE: For retired candidates (or) where the services are extended beyond 59 years of age, consolidated salary will be fixed by the Board.</p>	1	<p>Direct Recruitment/Promotion from the category of Lecturer</p> <p>In Health Education (Medical)/ (Non-Medical)/ Lecturer in Behavioural Sciences (or) Medical Lecturer – cum-Demonstrator</p>	<ol style="list-style-type: none"> 1. MBBS Degree and 2. DPH/MPH (or) Must possess M.D. (Public Health /MPH) from recognized University (or) Diploma in Health Education and 3. Not less than 10 years experience in Teaching and research <p>(OR)</p> <ol style="list-style-type: none"> 1. Ph.D. in Public Health Education or in any one the Behavioural Sciences, viz. Sociology, Psychology and Anthropology and 2. Not less than seven years experience in Teaching and Research
6	<p>Lecturer in Health Education (Medical) (Rs.56,900/- - Rs.1,80,500/-) Pay Level 23.</p>	1	Direct Recruitment	<ol style="list-style-type: none"> 1. MBBS Degree and 2. Post Graduate Diploma/Degree in Public Health and 3. Three years of experience in Teaching/Research/ Clinical Medicine <p>(OR)</p> <ol style="list-style-type: none"> 1. MD in Community Medicine with three years of teaching/ research (or) clinical experience.

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
7	Lecturer in Health Education (Non - Medical) (Rs.56,100/- - Rs.1,77,500) Pay Level 22.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. M.Sc./M.A.(II Class) in Social Science/ Education/ Biological Science and 2. Diploma in Health Education/ DPH/ MPH and 3. Not less than eight years experience in Teaching and Research/ Field Work
8	Lecturer in Behavioural Science (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Ph.D. in one of the Behavioural Sciences with 3 years experience (or) M.A.I or II Class in Behavioural Sciences with 7 years experience in Teaching/Research <p style="text-align: center;">(OR)</p> <ol style="list-style-type: none"> 1. M.Sc./M.A.I or II Class in Behavioural Sciences with DHE and three years experience as Teaching Assistant in Social Science subject.
9	Teaching Assistant (Rs.56100/- - Rs.1,77,500/-) Pay Level 22.	4	Direct Recruitment	<ol style="list-style-type: none"> 1. M.Sc./M.A. I or II Class in Social Science/Education/ Biological Sciences or concerned subject and 2. Degree/Diploma in Health Education and 3. Three years experience in Teaching/Field Work

Central Training Institute – Health & Family Welfare Training Centre

S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
10	<p>Principal Health and Family Welfare Training Centre (Rs.1,23,100/--Rs.2,15,900/-) Pay Level 28.</p> <p>NOTE: For retired candidates (or) where the services are extended beyond 59 years of age, consolidated salary will be fixed by the Board.</p>	1	Direct Recruitment / Deputation/ Promotion from the category of Medical Lecturer-cum-Demonstrator/Lecturer in Health Education (Medical)	<ol style="list-style-type: none"> 1. MBBS Degree with DPH/MPH (or) Ph.D. in Public Health / DMCH /MD /DGO/CMO (Preventive and social medicine) and 2. Should have not less than 10 years experience in Public Health Administration, Family Planning Administration and Teaching in Public Health or Health Services Research
11	<p>Medical Lecturer – cum-Demonstrator (Rs.56,900/- - Rs.1,80,500/-) Pay Level 23.</p>	1	Direct Recruitment	<ol style="list-style-type: none"> 1. MBBS Degree Desirable: Post Graduate Degree /Diploma in PublicHealth /Gynaecology/ Paediatrics and 2. Not less than three years experience in Teaching / Research / Field Work / Clinical Medicine
12	<p>Social Science Instructor (Rs.56100/- - Rs.1,77,500/-) Pay Level 22.</p>	1	Direct Recruitment	<ol style="list-style-type: none"> 1. MSc./M.A. I or II Class in one of the Behavioural Sciences and 2. Seven years experience in Teaching/Research relating to Health and Family Planning



S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
13	Health Education Instructor (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment / Promotion from the category of HEEO/HEO	<ol style="list-style-type: none"> 1. Master's Degree in Social Science and one year Diploma/Degree/Certificate Course in Health Education and 2. Five years experience in organizing Community Health Education activities and preferably some experience in training personnel.
14	Statistician (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment/ Promotion from the category of Statistical Assistant	<ol style="list-style-type: none"> 1. M.Sc. I or II Class in Statistics and 2. Not less than five years experience in Teaching/ Research relating to Health and Family Planning (OR) 1. M.Sc. I or II Class in Mathematics and 2. One year Diploma in Statistics and 3. Not less than four years experience in Teaching/ Research relating to Health and Family Planning.
15	Public Health Nurse Instructor (Rs.36,700/- - Rs.1,16,200/-) Pay Level 17.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. M.Sc Nursing and 2. Not less than two years experience in teaching of Nursing/Public Health Nursing.
16	Health Education Extension Officer (Rs.36,200/- - Rs.1,14,800/-) Pay Level 15.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Master's Degree in Social Science and 2. Diploma in Health Education and 3. Not less than three years experience in teaching/ field work



S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
17	Senior Sanitarian (Rs.36,400/- - Rs.1,15,700/-) Pay Level 16.	1	Direct Recruitment/ Promotion from the category of SHI	<ol style="list-style-type: none"> 1. A Graduate and 2. Certificate in Sanitary Inspectors' Course and Post Basic Course as Chief Sanitarian and 3. Ten years experience in Environmental Sanitation - preferably teaching experience
18	Senior Health Inspector (Rs.35,600/- - Rs.1,12,800/-) Pay Level 12.	2	Direct Recruitment	<ol style="list-style-type: none"> 1. A Graduate and 2. A Certificate in Sanitary Inspector's Course/Post Basic Course in Chief Sanitary Inspector and 3. Minimum of 7 years experience in supervisory capacity in National Malaria Eradication Programme/National Filariasis Eradication Programme/Any other National Disease Control Programme/ Public Health Programme

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Central Training Institute - Administrative Unit

S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
19	Administrative Officer (Administrative Unit) (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Master's Degree in Public Administration / Management Science; and 2. Not less than three years Administrative experience (OR) 1. Any Degree 2. Not less than fifteen years Administrative experience 3. Should have passed the Account Test Part-I & II, DOM, Medical Code.
20	Office Superintendent (Rs.36,900/- - Rs.1,16,600/-) Pay Level 18.	1	Promotion from the category of Upper Division Clerk/ Assistant	<ol style="list-style-type: none"> 1. Any Degree and 2. Not less than five years experience as UDC /Assistant and 3. Should have Passed Accounts Test for Subordinate Officers Part - I and DOM Tests.
21	Senior Accountant (Rs.35,900/- - Rs.1,13,500/-) Pay Level 13.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. A Degree in Commerce; and 2. Not less than five years experience in accounting in Government or Industry (OR) 1. CA or ICWA from the school of Chartered Accountants.

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
22	Stenographer (Rs.35,400/- - Rs.1,12,400/-) Pay Level 11.	1	Direct Recruitment/ Promotion from the category of Steno-Typist	<ol style="list-style-type: none"> 1. A Degree and 2. Should have passed Government Technical Examination both in Typewriting and in Shorthand <ol style="list-style-type: none"> i) By Higher/ Senior Grade in Tamil and English (or) ii) By Higher/Senior grade in Tamil and by Junior Grade in English (or) iii) By Higher/Senior Grade in English and by Junior Grade in Tamil 3. Knowledge of Computer operation 4. Not less than two years experience in Stenography
23	Steno-Typist (Rs.20,600/- - Rs.65,500/-) Pay Level 10.	3	Direct Recruitment	<ol style="list-style-type: none"> 1. Any Degree and 2. Should have passed Government Technical Examination both in Typewriting and in Shorthand <ol style="list-style-type: none"> i) By Higher/ Senior Grade in Tamil and English (or) ii) By Higher/Senior grade in Tamil and by Junior Grade in English (or) iii) By Higher/Senior Grade in English and by Junior Grade in Tamil 3. Knowledge of Computer operation (or) Secretarial Course

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
24	Librarian (Rs.36,200/- - Rs.1,14,800/-) Pay Level 15.	1	Direct Recruitment	1. Graduate in Arts/Science with B.L.I.Sc. or M.L.I.Sc and 2. Not less than two years experience
25	Upper Division Clerk (Rs.20,600/- - Rs.65,500/-) Pay Level 10.	2	Transfer from Stenographer/ Steno - typist/ Promotion from Lower Division Clerk/ Junior Assistant/ Clerk - cum - Typist/ Typist - cum - Clerk/ Storekeeper - cum - Clerk	1. Any Degree and 2. Should have Passed Accounts Test for Subordinate Officers Part - I and DOM Tests and 3. Not less than five years experience in the lower posts.
26	Artist-cum-Draftsman (Rs.20,600/- - Rs.65,500/-) Pay Level 10.	1	Direct Recruitment	1. Pass in Plus Two and 2. Certificate of having passed in the I Class in Government Technical Examination by the Higher Grade or an II Class Diploma in Painting of the School of Arts and Crafts, Madras; and 3. Certificate of having served as a Photographer for a period of not less than three years in a firm of repute

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
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27	Projectionist (Rs. 19,500/- - Rs. 62,000/-) Pay Level 8.	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Pass in Plus Two and 2. A Certificate of Training in the operation of Projector, Public Address System, VCP/VCR and 3. Current License for operating Cinema Projectors and 4. Not less than two years experience in operation of Film Projector, Slide Projector and Overhead Projector and Public Address System.
28	Storekeeper – cum – Clerk (Rs. 19,500/- - Rs. 62,000/-) Pay Level 8	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Any Degree and 2. Must have passed Government Technical Examination in Typewriting. <ol style="list-style-type: none"> i) By Higher / Sr. Grade in Tamil and English (or) ii) By Higher / Sr. Grade in Tamil and Lower / Jr. Grade in English iii) By Higher / Sr. Grade in English and Lower / Jr. Grade in Tamil 3. Knowledge of Computer Operation (Desirable) 4. Proficiency in TALLY package (Desirable)

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
29	Clerk – cum – Typist (Rs. 19,500/- - Rs. 62,000/-) Pay Level 8	2	Direct Recruitment	<ol style="list-style-type: none"> 1. Any Degree and 2. Must have passed Government Technical Examination in Typewriting. <ol style="list-style-type: none"> i) By Higher / Sr. Grade in Tamil and English (or) ii) By Higher / Sr. Grade in Tamil and Lower / Jr. Grade in English (or) iii) By Higher / Sr. Grade in English and Lower / Jr. Grade in Tamil 3. Knowledge of Computer Operation (Desirable) 4. Proficiency in TALLY package (Desirable) <ol style="list-style-type: none"> 1. Pass in SSLC / Plus Two 2. Valid LMV Driving License 3. Not less than two years experience in Driving and First Aid Certificate <p>Desirable: Heavy Vehicle Driving License</p>
30	Driver (Rs. 19,500/- - Rs. 62,000/-) Pay Level 8	6	Direct Recruitment	

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
31	Attender (Rs. 15,700/- - Rs. 50,000/-) Pay Level 1	2	Direct Recruitment	<ol style="list-style-type: none"> 1. Pass in Plus Two or Secondary School Certificate 2. Know Cycling and 3. Willing to work late hours/ weekend hours
32	Peon cum Daftry (Rs. 15,700/- - Rs. 50,000/-) Pay Level 1	1	Direct Recruitment	<ol style="list-style-type: none"> 1. Pass in Plus Two or Secondary School Certificate 2. Know Cycling and 3. Willing to work late hours/ weekend hours
33	Domestic Staff (Rs. 15,700/- - Rs. 50,000/-) Pay Level 1	3	Direct Recruitment	<ol style="list-style-type: none"> 1. Pass in Plus Two or Secondary School Certificate 2. Know Cycling and 3. Willing to work late hours/ weekend hours

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Regional Health Teachers' Training Institute

S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
34	Principal Regional Health Teachers Training Institute (Rs.56,900/- - Rs.1,80,500/-) Pay Level 23	1	Direct Recruitment	1. M.Sc (Nursing) Degree with a minimum of 10 years experience in Teaching and Administration.
35	Public Health Nursing Officer (Rs.36,700/- - Rs.1,16,200/-) Pay Level 17	3	Direct Recruitment	1. M.Sc (Nursing) Degree and 2. Not less than five years experience in the Public Health field
36	Senior Sanitarian Officer (Rs.36,400/- - Rs.1,15,700/-) Pay Level 16.	1	Direct Recruitment	1. A Graduate and 2. A Certificate in Sanitary Inspectors' Course and 3. Not less than five years experience as Sanitarian and two years experience in teaching Environmental Sanitation
37	Health Education Officer (Rs.36,200/- - Rs.1,14,800/-) Pay Level 15.	1	Direct Recruitment	1. Graduate in any subject with Diploma in Health Education from a recognized University and 2. Three years experience in teaching

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
38	Class – III staff (Typist – cum – Clerk/ Clerk – cum – Typist/ Lower Division Clerk/ Junior Assistant/ Storekeeper – cum – Clerk) (Rs.19,500/- - Rs.62,000/-) Pay Level 8	2	Direct Recruitment	<ol style="list-style-type: none"> Any Degree and Must have passed Government Technical Examination in Typewriting. <ol style="list-style-type: none"> By Higher / Sr. Grade in Tamil and English (or) By Higher / Sr. Grade in Tamil and Lower / Jr. Grade in English (or) By Higher / Sr. Grade in English and Lower / Jr. Grade in Tamil Knowledge of Computer Operation (Desirable) Proficiency in TALLY package (Desirable)
39	Attender (Rs.15,700/- - Rs.50,000/-) Pay Level 1	1	Direct Recruitment	<ol style="list-style-type: none"> Pass in Plus Two or Secondary School Certificate Know Cycling and Willing to work late hours/ weekend hours
40	Domestic Staff (Rs.15,700/- - Rs.50,000/-) Pay Level 1	2	Direct Recruitment	<ol style="list-style-type: none"> Pass in Plus Two or Secondary School Certificate Know Cycling and Willing to work late hours/ weekend hours
41	Cook (Rs.15,700/- - Rs.50,000/-) Pay Level 1	1	Direct Recruitment	<ol style="list-style-type: none"> Pass in 10th Standard and One year Experience in cooking South Indian Dishes and North Indian Dishes in a Hotel/ Health Care or Hospitality Industry

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Population Research Centre

S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
42	Chief Population Research Centre (Rs.61,900/- - Rs.1,96,700/-) Pay Level 26.	1	Direct Recruitment	<p>Educational Qualification: 1. An eminent scholar having a Ph.D degree in the subjects, Demography/Population studies/ Statistics/ Economics/ Mathematics/ Sociology/ Psychology/ Anthropology/ Geography. Persons with PG degree other than Demography/ Population Studies should have completed a minimum one-year regular course in Demography/ Population Studies at a recognized Institution / University.</p> <p>Publication: Minimum of 10 research publications in the peer-reviewed or UGC listed journals and a total research score of 120 as per the criteria given in Appendix II, Table .2.</p> <p>Experience: A minimum of ten years of teaching experience in university/colleges as Assistant Professor/Associate Professor/ Professor, and/or research experience at equivalent level at the University / National level Institutions with evidence of having successfully guided doctoral candidate. (or) An outstanding professional, having a Ph.D., degree in the Demography/Population studies/ Statistics/ Economics/ Mathematics/ Sociology/ Psychology/ Anthropology/ Geography from any academic institutions / industry, who has made significant contribution to the knowledge in the concerned above cited subjects supported by documentary evidences provided he/ she has ten years experience.</p>

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
43	<p>Assistant Chief Population Research Centre (Rs.56,900/- - Rs.1,80,500/-) Pay Level 23.</p>	1	Direct Recruitment / Promotion from the category of Research Officer	<p>Educational Qualification:</p> <p>1. A good academic record, with a Ph.D. Degree in the subjects like Demography/Population studies/ Statistics/ Economics/ Mathematics/ Sociology/ Psychology/ Anthropology/ Geography. Persons with PG degree other than Demography/ Population Studies should have completed a minimum one-year regular course in Demography/ Population Studies at a recognized Institution / University.</p> <p>2. Master degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed).</p> <p>Publication:</p> <p>Minimum of 7 research publications in the peer-reviewed or UGC – listed journals and a total research score of 75 as per the criteria given in Appendix II. Table .2.</p> <p>Experience:</p> <p>A minimum of eight years of experience of teaching and / or research in an academic / research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution / industry.</p>

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
44	Research Officer (Rs.56,100/- - Rs.1,77,500/-) Pay Level 22.	2	Direct Recruitment	<p>Educational Qualification:</p> <p>1. Master degree with at least 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) from an Indian University or an equivalent degree from an accredited foreign university in the subjects, Demography/Population studies/Statistics/Bio-Statistics/Economics/Mathematics/Sociology/ Social Work/ Psychology/ Anthropology/ Geography. Persons with PG degree other than Demography/Population Studies should have completed a minimum one-year regular course in Demography/Population Studies at a recognized Institution / University.</p> <p>2. Beside fulfilling the above qualification must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET / SET or who are or have been awarded a Ph.D., Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil. / Ph.D., Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET / SLET / SET.</p> <p>Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinance/ Bye-law/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in universities/ Colleges/ Institutions subject to the fulfilment of the following conditions:</p>

- a) The Ph.D. degree of the candidate has been awarded in a regular mode.
- b) The Ph.D. thesis has been evaluated by at least two external examiners
- c) An open Ph.D. viva voice of the candidate has been conducted.
- d) The Candidate has published two research papers from his/ her Ph.D. work, out of which at least one is in a refereed journal.
- e) The candidate has presented at least two papers based on his/her Ph.D. work in conference/seminars sponsored / funded/ supported by the UGC/ ICSSR /CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

(or)

The Ph.D. degree has been obtained from a foreign university/ institution with a ranking among top 500 in the world University Ranking (at any time) by any one of the following. (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

45	Research Investigator (4 Posts) (I, II, III & IV) (Rs. 35,600/- - Rs. 1,12,800/-) Pay Level 12.	4	Direct Recruitment	<p>Note: The Academic score as specified in Appendix II (Table 3B) for colleges or Institutions, shall be considered for short-listing of the candidates for interview only, and the selection shall be based only on the performance in the interview.</p> <p>Educational Qualification</p> <p>1. At least 2nd class Post Graduate degree in Demography/Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Social work/ Psychology/ Anthropology/ Geography</p> <p>2. Knowledge in Computer Application</p> <p>50% posts are to be filled by promotion from amongst Field Investigators who have completed 4 years of service, failing which by direct recruitment.</p> <p>Experience:</p> <p>3 years experience in collection, analysis and report writing (Relaxable for candidates with higher qualification) (These posts may be from different disciplines)</p>
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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
46	Field Investigator (Rs.19,500/- - Rs.62,000/-) Pay Level 8.	4	Direct Recruitment	<p>Educational Qualification: At least 2nd class Post Graduate degree in Demography/Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Social work/ Psychology/ Anthropology/ Geography</p> <p>In case of Type 1 PRCs, 50% posts are to be filled by promotion from amongst Data Assistants who have completed 3 years of service, failing which by direct recruitment.</p> <p>Experience: Some experience in collection, analysis of Data (The post may be from different disciplines)</p> <p>Educational Qualification: At least 2nd class Graduate degree with Statistics / Economics / Mathematics / and</p> <p>Experience: In Data handling using latest statistical packages.</p>
47	Data Assistant (Rs.19,500/- - Rs.62,000/-) Pay Level 8	4	Direct Recruitment	<p>Educational Qualification: At least 2nd class Graduate degree with Statistics / Economics / Mathematics / and</p> <p>Experience: In Data handling using latest statistical packages.</p>

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
48	Documentalist (Rs.36,200/- - Rs.1,14,800/-) Pay Level 15.	1	Direct Recruitment	Educational Qualification: 1. A Degree in Arts. Science and 2. Degree / Diploma in Library Science and Experience: Not less than two years experience in Library and Documentation works
49	Office Superintendent (Rs.36,900/- - Rs.1,16,600/-) Pay Level 18.	1	Direct Recruitment	Educational Qualification: 1. Any Degree and 2. Not less than five years experience as UDC /Assistant and 3. Should have Passed Accounts Test for Subordinate Officers Part – I and DOM Tests.
50	Assistant (Rs.19,500/- - Rs.62,000/-) Pay Level 8.	1	Direct Recruitment	Educational Qualification: 1. Any Degree and 2. Should have Passed Accounts Test for Subordinate Officers Part – I and DOM Tests and 3. Not less than five years experience as Junior Assistant / Lower Division Clerk

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
51	Upper Division Clerk (Rs.19,500/- - Rs.62,000/-) Pay Level 8.	1	Direct Recruitment	Educational Qualification: 1. Any Degree and 2. Should have Passed Accounts Test for Subordinate Officers Part - I and DOM Tests and 3. Not less than five years experience as Junior Assistant / Lower Division Clerk
52	Lower Division Clerk* (Contractual Basis)	1	Contractual	Educational Qualification: 1. Any Degree and 2. Must have passed Government Technical Examination in Typewriting. i) By Higher / Sr. Grade in Tamil and English (or) ii) By Higher / Sr. Grade in Tamil and Lower / Jr. Grade in English (or) iii) By Higher / Sr. Grade in English and Lower/Jr. Grade in Tamil iv) Knowledge of Computer Operation (Desirable) 3. Proficiency in TALLY package (Desirable)

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
53	Driver (Rs. 18,500/- - Rs.58,600/-) Pay Level 6.	1	Direct Recruitment	Educational Qualification: <ol style="list-style-type: none"> 1. Pass in SSLC/Plus two and 2. Heavy vehicle driving license (Desirable) and First Aid certificate Experience: Not less than two years experience in Driving
54	Attender/ Peon/ MTS (Multi-Tasking Staff) * (Contractual Basis)	1	Contractual	Educational Qualification: Should possess atleast 2 nd Class Post Graduate Degree in Demography/ Population Studies/ Statistics/ Economics/ Mathematics/ Sociology/ Public Health from a recognized Institution/ University.
55	Research Fellow I** (Rs. 28000)	1	Contractual	Experience: Four years of experience post qualification (ie., after Post Graduation/ PhD) Relaxable for deserving candidates.

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S. No.	Categories of Post and Scale of Pay	Sanctioned Post	Method of Recruitment	Educational Qualifications and Experiences
56	Research Fellow 2** (Rs. 25000)	1	Contractual	<p>Educational Qualification: Should possess atleast 2nd Class Post Graduate Degree in Demography/ Population Studies/ Statistics/ Economics/ Mathematics/ Sociology from a recognized Institution/ University.</p> <p>Experience: One years of experience post qualification (i.e., after Post Graduation) Relaxable for deserving candidates.</p>

* As per the revised guidelines received from the Statistics Division, Ministry of Health and Family Welfare (MoHFW), vide W-11011/13/2019-Stats (PRC)/8041365, Dated: 16.12.2022.

** As per the revised guidelines received from the Statistics Division, Ministry of Health and Family Welfare (MoHFW), vide W-11011/14/2019-Stats (PRC)/E.O.8043042, Dated: 26.02.2021.

Note: For staffing pattern under PRC, refer to revised guidelines received from the Statistics Division, Ministry of Health and Family Welfare (MoHFW), vide W-11011/14/2019-Stats (PRC)/E.O.8043042, Dated: 26.02.2021 Educational qualification and experience requirements. Pay scales are fixed by the Institute.

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Appendix II Table .2

Methodology of the Institute Staff for calculating Academic/ Research Score

(Assessment must be based on evidence produced by the staff such as copy of publications, project sanction letter, utilization and completion certificates issued by the University and acknowledgements for patent filing and approval letters, students' Ph.D. award letter. etc.,)

S.No.	Academic/Research Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculty of Languages / Humanities / Arts / Social Sciences / Library / Education / Physical Education / Commerce / Management & other related disciplines
1.	Research Papers in Peer-Reviewed or UGC listed journals	08 per paper	10 per paper
2.	Publications (other than Research papers)		
	(a) Books authored which are published by:		
	International Publishers	12	12
	National Publishers	10	10
	Chapter in Edited Book	05	05
	Editor of Book by International Publisher	10	10
	Editor of Book by National Publisher	08	08
	(b) Translation works in Indian and Foreign Languages by qualified faculties		
	Chapter or Research paper	03	03
	Book	08	08
3.	Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative courses and curricula		
	(a) Development of Innovative pedagogy	05	05
	(b) Design of new curricula and courses	02 per curricula/course	02 per curricula/course
	(c) MOOCs		
	Development of complete MOOCs in 4 quadrants (4 credit course) (In case of MOOCs of lesser credits 05marks/ credit)	20	20
	MOOCs (developed in 4 quadrant) per module/lecture	05	05
	Content writer/subject matter expert for each module of MOOCs (at least one quadrant)	02	02
	Course co-ordinator for MOOCs (4 credit course) (In case of MOOCs of lesser credits 02 marks/credit)	08	08

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	(d) E-Content		
	Development of e-Content in 4 quadrants for a complete course/ e-book	12	12
	e-Content (developed in 4 quadrants) per module	05	05
	Contribution to development of e-content module in complete course / paper /e-book (at least one quadrant)	02	02
	Editor of e-content for complete course / paper / e-book	10	10
4.	(a) Research guidance		
	Ph.D	10 per degree awarded 05 per thesis submitted	10 per degree awarded 05 per thesis submitted
	M.Phil/P. G dissertation	02 per degree awarded	02 per degree awarded
	(b) Research Projects Completed		
	More than 20 lakhs	10	10
	Less than 10 lakhs	05	05
	(c) Research Project Ongoing:		
	More than 10 lakhs	05	05
	Less than 10 lakhs	02	02
	(d) Consultancy	03	03
5.	(a) Patents		
	International	10	10
	National	07	07
	(b)*Policy Document (Submitted to an International body / organization like UNO/UNESCO/World Bank/International Monetary Fund etc. or Central Government or State Government)		
	International	10	10
	National	07	07
	State	04	04
	(c) Awards/Fellowship		
	International	07	07
	National	05	05
6.	*Invited lecturer / Resource Person / Paper presentation in Seminars / Conferences / full paper in conference proceedings (paper presented in Seminars / Conferences and also published as full paper in Conference Proceedings will be counted only once)		
	International (Abroad)	07	07
	International (within country)	05	05
	National	03	03
	State / University	02	02

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The Research score for research papers would be augmented as follows:

Peer-Reviewed or UGC-listed Journals (Impact factor to be determined as per Thomson Reuters list):

- | | |
|---|-----------|
| i) Paper in refereed journals without impact factor - | 5 points |
| ii) Paper with impact factor less than 1 - | 10 points |
| iii) Paper with impact factor between 1 and 2 - | 15 points |
| iv) Paper with impact factor between 2 and 5 - | 20 points |
| v) Paper with impact factor between 5 and 10 - | 25 points |
| vi) Paper with impact factor > 10 - | 30 points |

- (a) Two authors: 70% of total value of publication for each author.
(b) More than two authors: 70% of total value of publication for the First/ Principal / Corresponding author and 30% of total value of publication for each of the joint authors.

Joint Projects: Principal Investigator and Co-investigator would get 50% each.

Note:

- Paper presented if part of edited book or proceeding than it can be claimed only once.
- For joint supervision of research students, the formula shall be 70% of the total score for Supervisor and Co-supervisor. Supervisor and Co-Supervisor, both shall get 7 marks each.
- *For the purpose of calculating research score of the teacher, the combined research score from the categories of 5(b). Policy Document and 6. Invited lecturers/Resource Person/Paper presentation shall have an upper capping of thirty percent of the total research score of the teacher concerned.
- The research score shall be from the minimum of three categories out of six categories.

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Appendix II Table 3 (B)

Criteria for Short-listing of candidates for Interview for the Post of Research Officer

S.No	Academic Record	Score			
		1.	Graduation	80% & Above = 21	60% to less than 80% = 19
2.	Post-Graduation	80% & Above = 25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC (non creamy layer) / PWD) to less than 60% = 20	
3.	M.Phil.,	60% & Above = 07	55% to less than 60% = 05		
4.	Ph.D.	25			
5.	NET with JRF	10			
	NET	08			
	SLET/SET	05			
6.	Research Publications (2marks for each research publications published in Peer-Reviewed or UGC-listed Journals)	06			
7.	Teaching / Post Doctoral Experience (2marks for one year each) #	10			
8.	Awards				
	International / National Level (Awards given by International Organizations / Government of India / Government of India recognized National Level Bodies)	03			
	State – Level (Awards given by State Government)	02			

However, if the period of teaching/post-doctoral experience is less than one year then the marks shall be reduced proportionately.

Note:

- (A) i) M.Phil. + Ph.D. Maximum – 25 Marks
 ii) JRF/NET/SET Maximum – 10 Marks
 iii) In awards category Maximum – 03 Marks

(B) Number of candidates to be called for interview shall be decided by the college.

- (C) Academic Score - 84
 Research Publications - 06
 Teaching Experience - 10

 Total 100

(D) SELT/SET Score shall be valid for appointment in respective State Universities / Colleges / Institutions only

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THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
SOUNDRAM NAGAR, AMBATHURAI (R.S), GANDHIGRAM POST – 624 302,
DINDIGUL DISTRICT, TAMILNADU

PART – II

DISCIPLINE AND APPEAL RULES, 2024

1. SHORT TITLE

- i) These Rules may be called the Gandhigram Institute of Rural Health and Family Welfare Trust (Discipline and Appeal) Rules, 2024.
- ii) The GIRH & FWT is herein after referred to as the "Institute" in these rules.

2. APPLICATION

- i) These rules shall apply to all employees of the Institute (hereinafter referred to as the Institute).
- ii) In regard to persons employed on Contract, the provisions of these rules shall apply in respect of such of those matters as are not governed by the Contract.
- iii) If any doubt arises, whether these rules or any of them apply to any employee, the matter shall be referred to the Board of Trustees who shall decide the same. Such decision shall be final and binding.

3. PENALTIES

The following penalties may, for good and sufficient reasons and as hereinafter provided by imposed on an employee namely:

3.1 Minor Penalties:

- i) Censure.
- ii) Withholding of promotion.
- iii) a) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute or to the Central Government or to any Organization or to a local body while on deputation, by negligence or breach of order.

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- b) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increment ordered to be withheld, where such an order cannot be given effect to.
- c) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of reduction to a lower stage in a time scale ordered where such an order cannot be given effect to.
- iv) Withholding of increments for a period not exceeding 36 months without cumulative effect.
- v) Suspension: The period of suspension to be indicated by the disciplinary authority.

Explanation: The suspension imposed under this rule is distinct and does not have any connection with the power of the Disciplinary Authority to place an employee under suspension pending proceedings under Rule-10.

3.2 Major Penalties:

- vi) Reduction to lower rank / Post.
- vii) Compulsory retirement.
- viii) Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

Provided further that in any exceptional case and for special reasons to be recorded in writing any other penalty other than the ones indicated above may be imposed.

4. AUTHORITY TO INSTITUTE DISCIPLINARY PROCEEDINGS

- i) The Chairman or any other authority empowered by him by general or special order, may:
 - a) Institute disciplinary proceedings against any employee.
 - b) Direct the disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under these rules any of the penalties specified in Rule-3.

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- ii) A disciplinary authority competent under these rules to impose any of the penalties specified in clauses (I) to (v) of sub-rule (3.1) of Rule- 3 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clauses (vi) to (viii) of sub-rule (3.2) of Rule- 3 notwithstanding that such disciplinary authority is not competent under these rules to impose any of the latter penalties.

5. DISCIPLINARY AND APPELLATE AUTHORITIES

The disciplinary and appellate authorities under these rules shall be as shown in Annexure-I.

6. PROCEDURE FOR IMPOSING MAJOR PENALTIES

6.1 Conduct of inquiry

No order imposing any of the penalties specified in clauses (vi) to (viii) of Rule 3 shall be made except after an inquiry held, as far as may be, in the manner provided in this rule.

6.2 Appointment of inquiry authority

Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an employee, it may appoint under this rule an inquiry authority to inquire into the truth thereof.

6.3 Statement of charge/charges

Where it is proposed to hold an inquiry against an employee under this rule, the disciplinary authority shall draw up or cause to be drawn up:

- i) The substance of imputations of misconduct or misbehavior into definite and distinct articles of charge; and
- ii) A statement of the imputations of misconduct or misbehavior in support of each article of charge which shall contain:
 - a) A statement of all relevant facts including any admission or confession made by the employee; and
 - b) A list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

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6.4 Delivery of copy of articles of charge

The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehavior, a list of documents and witnesses by which each article of charge is proposed to be sustained and shall require the employee to submit within such time as may be specified, a written statement of his defence and state whether he desires to be heard in person.

6.5 Record of Findings

- a) On receipt of the written statement of defence the disciplinary authority may appoint under rule (6.2) an inquiring authority for the purpose of enquiry into such of the charges as are not admitted and where all the articles of charge have been admitted by the employee in the written statement of defence, the disciplinary authority shall record its findings on each charge after taking such evidence as it may think fit and shall act in the manner laid down in Rule 7.
- b) If no written statement of defence is submitted by the employee, the disciplinary authority may appoint, under rule (6.2), an inquiring authority for the purpose of inquiring into the articles of the charge.
- c) Where the disciplinary authority appoints an inquiring authority for holding any inquiry into such charge, it may appoint a "Presenting Officer" to present on its behalf the case in support of the articles of the charges.

6.6 Personal appearance before inquiry authority

The employee shall appear in person before the inquiring authority on such day and at such time as the inquiring authority may, by notice in writing, specify on this behalf.

6.7 Recording by the inquiry authority

If the employee who has not admitted any of the articles of charge in his written statement of defence, appears before the inquiring authority who shall ask him whether he is guilty or has any defence to make and if he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.



6.8 The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.

6.9 The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by which he proposes to prove the articles of charge, and complete the inquiry.

6.10 Holding of enquiry

On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Presenting Officer and the prosecution witnesses may be cross examined by or on behalf of the employee. The Presenting Officer shall be entitled to re-examine the witnesses on any points on which they have been cross-examined, but not on any new matter, without the leave of the inquiring authority. The inquiring authority may also put such questions to the witnesses as it thinks fit.

When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing, as he may prefer. If the defence is made orally, it shall be recorded and the copy of the statement of defence shall be given to the Presenting Officer.

6.11 The evidence on behalf of the employee shall then be produced. The employee may examine himself on his own behalf if he is so prefers. The witnesses produced by the employees may be cross-examined by the Presenting Officer. The Inquiry authority may also put questions to such witnesses.

6.12 The inquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances appearing against him in the evidence for the purpose of enabling the employee to explain any circumstance appearing in the evidence against him.

6.13 The inquiring authority, may after the completion of the production of evidence, hear the Presenting Officer, if any, appointed and the employee or permit them to file written briefs of their respective cases, if they so desire.

6.14 If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this rule, the inquiring authority may hold the inquiry ex-parte.

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6.15 Enquiry Report

i) After the conclusion of the inquiry, a report shall be prepared by the inquiry authority, and it shall contain:

- a) the articles of charge and the statement of the imputations of misconduct or misbehaviour
- b) the defence of the employee in respect of each article of charge;
- c) an assessment of the evidence in respect of each article of charge; and
- d) the findings on each article of charge and reasons thereof.

ii) The inquiring authority shall forward to the disciplinary authority the records of inquiry which shall include:

- a) the report prepared by it under clause (6.15 (i));
- b) the written statement of defence, if any, submitted by the employee;
- c) the oral and documentary evidence produced in the course of the inquiry;
- d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry; and
- e) the orders, if any, made by the disciplinary authority and the inquiring authority in regards to the inquiry.

7. ACTION ON THE INQUIRY REPORT

- i) If the disciplinary authority having regard to its findings on all or any of the articles of the charge and on the basis of the evidence adduced during the enquiry is of the opinion that any of the major penalties should be imposed on the employee, the person charged shall be furnished with a copy of the report of inquiry and he/she shall be called upon to show cause within a reasonable time not exceeding 15 days against the imposition of any of the penalties aforesaid.
- ii) Any representation in this regard submitted by the person charged shall be taken into consideration by the disciplinary authority provided that such representation is based on the evidence adduced during the enquiry.
- iii) After considering the representation, in any, received from the person charged, the disciplinary authority shall make an order, imposing any major penalty and it shall not be necessary to give the person charged another opportunity to make representation against the penalty proposed to be imposed.

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- iv) The disciplinary authority shall if it disagrees with the findings of the inquiring authority on any articles of charge, record its reasons for such disagreement and after giving an opportunity to show cause to the employee, record its own findings on such charge, if the evidence recorded is sufficient for the purpose. The disciplinary authority shall thereafter impose any major penalty as deemed fit.

8. PROCEDURE FOR IMPOSING MINOR PENALTIES

- i) No order imposing on employee any of the penalties specified in Rule 3.1 of clauses (i) to (v) shall be made except after:
 - a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehavior on which it is proposed to be taken and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal.
 - b) taking the representation, if any submitted by the employee under clause (a) into consideration; and recording a finding on each imputation of misconduct or misbehavior.

9. SPECIAL PROCEDURE IN CERTAIN CASES

- i) Notwithstanding anything contained in Rules 6,7 & 8 when any penalty is imposed on an employee on the ground of conduct which has led to him conviction on a criminal charge,
 - (or)
- ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these rules,
 - (or)
- iii) where the Board of Trustees is satisfied that in the interest of the security of the State/ Institute, it is not expedient to hold any inquiry in the manner provided in these rules, the disciplinary authority may consider the circumstances of the case and make such order thereon as it deems fit.

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10. SUSPENSION

- i) The Board of Trustees, or the Disciplinary Authority may place an employee under suspension:
- a) where a disciplinary proceeding against him is contemplated or is pending;
(or)
 - b) where in the opinion of the authority aforesaid, he/she has engaged himself in activities prejudicial to the interest of the security of the State/Institute;
(or)
 - c) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial;
(or)
 - d) where an employee is alleged to have committed acts of gross negligence, insubordination and disobedience.
- ii) An employee shall be deemed to have been placed under suspension by the appointing authority:
- a) with effect from the date of his detention, if he is detained in custody, whether on criminal charge or otherwise, for a period exceeding forty-eight hours.
 - b) with effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation: The period of forty-eight hours referred to in clause (b) of this sub-rule shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- iii) (a) An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority competent to do so or by any superior authority.
- b) Where an employee is suspended or is deemed to have been suspended (whether in connection with any disciplinary proceedings or otherwise) and any other disciplinary proceedings is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

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- c) An order of suspension made or deemed to have been made under this rule may at any time, be modified or revoked by the appointing authority or to which that authority is subordinate.
- iv) An employee of the Institute under suspension shall be entitled to subsistence allowance which shall be an amount not exceeding 30 percent of the basic pay drawn by the employee.
- Note:** No payment under this rule shall be made unless the employee furnishes a certificate every month to the effect that he has not accepted any private employment or engaged himself in any trade or business during the period of his suspension.
- v) When an employee who has been suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:
- a) regarding the pay and allowance to be paid during the period of suspension;
- and**
- b) whether or not the period shall be treated as a period spent on duty.
- vi) If the employee is fully exonerated or if the suspension is considered wholly unjustified, he shall be given the full pay and allowances to which he would have been entitled had he not been suspended. The period of suspension shall, in that case, be treated as period spent on duty for all purposes.
- vii) Leave shall not be granted to an employee under suspension.
- viii) The grant of pay and allowances under this rule does not cancel any acting arrangement that may have been in force during the period of an employee's suspension, dismissal or reduction.



11. FINAL ORDER

- i) All orders of punishment shall also state the grounds on which they are based and shall be communicated to the person against whom they are passed.
- ii) Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or sent to him by registered post with acknowledgement due or if such person is not found, by leaving it at his last known place or residence or by giving or tendering it to adult member of his family or if none of the means aforesaid is available, by affixing it in some conspicuous part of his last known place of residence.

12. PROVISION FOR APPEAL

Every employee shall be entitled to appeal to the appellate authority specified in Annexure-I from an order passed by the disciplinary authority imposing upon him any of the penalties specified in these rules.

13. TIME LIMIT FOR APPEAL

No appeal shall be entertained if it is not preferred within a period of two months, from the date on which the order appealed against is delivered to the appellant.

Note: If the appellant gives proper reasons with supporting evidence for the cause of such delay in filing the appeal, the appellate authority may, at his discretion, condone the delay and entertain the appeal, provided that such delay shall not exceed an additional 60 days.

14. APPEAL TO BE IN OWN NAME

Every appeal under these rules shall contain material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language and shall be addressed to the authority to whom the appeal is preferred and shall be submitted through the Head of the Office to which the appellant belongs and through the authority against whose order the appeal is preferred.



15. POWERS OF APPELLATE AUTHORITY

15.1 In the case of an appeal against an order imposing any penalty specified in Rule-3, the appellate authority shall consider:

- i) Whether the procedure laid down in these rules has been complied with and if not, whether such non-compliance has resulted in the violation of any provision of the Constitution of India or in the failure of justice.
- ii) Whether the penalty is excessive, adequate or inadequate and pass orders confirming, enhancing, reducing or setting aside the penalty, or remitting the case to the authority with such direction as it may deem fit in the circumstances of the case provided that:
 - a) If the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in items (vi), (vii), and (viii) of Rule-3 and an enquiry under Rule-6 has not already been held in the case, the appellate authority shall itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of Rule-6 and thereafter, on a consideration of the proceedings of such enquiry, make such order as it may deem fit.
 - b) If the appellate authority proposes to enhance the penalty, the appellate authority shall do so, after giving the appellant a reasonable opportunity of making representation against the penalty proposed.

15.2 Any error or defect in the procedure followed in imposing a penalty may be disregarded by the appellate authority, if such authority considers for reasons to be recorded in writing, that the error or defect was not material and has neither caused injustice to the person concerned nor affected the decision of the case.

16. ORDERS ON APPEAL

In the case of an appeal the appellate authority shall pass such orders as appears to it just and equitable having regard to all the circumstances of the case and the authority which made the order appealed against shall give effect to orders passed by the appellate authority.



17. WITHHOLDING OF APPEAL

An appeal may be withheld, if

- i) it does not comply with the provision of Rule-16;
(or)
- ii) it is an appeal in a case in which under these rules no appeal lies;
(or)
- iii) it is not preferred within two months after the date on which the appellant was informed of the order appealed against and no reasonable cause is shown for the delay;
(or)
- iv) it is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been rejected and no new facts or circumstances are adduced which offer grounds for a reconsideration of case.

18. APPEAL AGAINST WITHHOLDINGS OF APPEAL

No appeal shall lie against the withholding of an appeal.

19. FORWARDING OF APPEAL

Every appeal which is not withheld under these rules shall be forwarded to the appellate authority without any avoidable delay by the authority from whose order the appeal is preferred together with all the records.

20. POWERS TO CALL FOR APPEAL WITHHELD

An appellate authority may call for any appeal admissible under these rules which has been withheld by a subordinate authority and may pass such order thereon as it considers fit.



21. SUO MOTU REVIEW

Notwithstanding anything contained in these rules:

- i) the Board of Trustees;
(or)
- ii) the Chairman;
(or)
- iii) the Director, at any time, either on its own motion or otherwise call for the records of any inquiry and review any order made under these rules and may:
 - a) confirm, modify or set aside the order;
(or)
 - b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed;
(or)
 - c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case;
(or)
 - d) pass such other order as it may deem fit.

Provided that no order imposing or enhancing any penalty shall be made by a reviewing authority unless the employee concerned has been given a reasonable opportunity of making representation against the penalty proposed and where it is proposed to impose any of the penalties specified in items (vi), (vii), and (viii) of Rule-3 or to enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after giving an opportunity of hearing.

22. SAVINGS

The coming into force of the present rule will not invalidate any action or disciplinary proceedings taken by the Institute against any employee and such proceedings shall be valid and continued under the provisions of the revised rules.

Annexure – I

Disciplinary and Appellate Authorities

(Vide Rule-5)

Name of Post (1)	Disciplinary Authority (2)	Appellate/Reviewing Authority (3)
Posts carrying a scale of pay of Rs.1,23,600/- Rs.2,16,600/- and above	All penalties Chairman	Board of Trustees
Posts carrying a scale of Pay below Rs.1,23,600/- - Rs.2,16,600/-	All penalties Director	Chairman



Annexure – II

**STANDARD FORM OF ORDER OF SUSPENSION UNDER RULE-10 OF THE
GANDHIGRAM INSTITUTE OF RURAL HEALTH & FAMILY WELFARE TRUST
EMPLOYEES (DISCIPLINE AND APPEAL) RULES, 2024**

No.....

Dated

WHEREAS (Please indicate the factual details and reasons for suspension) AND WHEREAS an enquiry into grave charge against Thiru.....is contemplated;

And Whereas in the circumstances of the case, it is necessary in the public interest to place the said Thiru..... under suspension from service'

*Whereas an enquiry into grave charges Thiru.....is contemplated;

And Whereas in the circumstances of the case, it is necessary in the public interest to place the said Thiru..... under suspension from service and the reasons for such suspension cannot be furnished in the larger public interest;

- Whereas an enquiry into grave charges against Thiru.....is pending and the following charges have been framed in the letter No/Memo No/Proceedings;

And whereas in the circumstances of the case it is necessary in the public interest to place the said Thiru..... under suspension from service.

- Whereas a complaint against Thiru Of a criminal offence is under investigation/trail.

And whereas in the circumstances of the case it is necessary in the public interest to place the said Thiru..... under suspension from service.

Now, therefore, under Rule___ of Gandhigram Institute of Rural Health & Family Welfare Trust Employees (Discipline and Appeal) Rules,2024, the said Thiru.....is with immediate effect/from the date of his relief from duty, placed under suspension from services, until further orders;

2) During the period of suspension, the said Thiru..... will be paid subsistence allowance admissible under the rules of the Institute.

** He will, in addition, be paid the following compensatory allowance;

3) The headquarters of the said Thiru.....during the period of suspension without obtaining the prior permission of the authority concerned.

* Delete whichever part is inapplicable

**Delete if inapplicable

Annexure – III

- complaint against Thiru..... of a criminal offence is under investigation/trial.

MODEL FORM OF CHARGE SHEET FOR MAJOR PENALTIES

Charge Sheet cum Enquiry Notice

The undersigned proposes to hold an inquiry against Thiru..... Under Rule- of the Gandhigram Institute of Rural Health & Family Welfare Trust Employees (Discipline and Appeal) Rules, 2024. The substance of allegations, namely, the imputations of misconduct or misbehavior in respect of which the inquiry is proposed to be held is set out in Appendix-I. A statement of allegations namely, the imputations of misconduct or misbehavior in support of each charge is enclosed in Appendix-II. A list of documents by which and a list of witness by whom, the charges are proposed to be sustained are also enclosed in Appendix-III and IV respectively. Any other witness and documents which are found necessary will be examined during the course of enquiry.

Thiru.....is directed to submit within (15) days of the receipt of this letter/memorandum, a written statement of his defence and also to state whether he desires oral enquiry or to be heard in person or both. If the written statement of defence is not received within the stipulated time, it will be presumed that he has nothing to offer in his defence and further action will be pursued.

He is informed that an oral inquiry will be held and oral evidence shall be heard only in respect of such charges as are not admitted by him. He should, therefore, specifically admit or deny each charge.

Thiru.....is further informed that if he does not submit his written statement of defence on or before the date specified in paragraph 2 above or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of Rule-6 of the said rule the inquiring authority may hold the inquiry against him exparte.

Attention of Thiru.....is invited to review the Rule 12 & Rule 14of the Discipline and Appeal Rulesof Gandhigram Institute of Rural Health and Family Welfare Trust. Employees (Conduct) Rules, 2024. If any representation is received on his behalf from another person in respect of any matter dealt with in these proceedings it will be presumed that Thiru.....is aware of such a representation and that it has been made at this instance and action will be taken against him for violation of Rule ____ of the said rule.



The receipt of the letter/memorandum may be acknowledged.

*(By order and in the name of the Chairman)

** (Name and Designation of competent Authority)

To
Thiru

* Where the Chairman is the disciplinary authority
**The Officer is authorized to authenticate orders on behalf of the chairman or the disciplinary authority, as the case may be.

Appendix-I

Statement of the substances of allegations, namely, imputation of misconduct or misbehavior based on which charges are proposed to be framed against Thiru.....(Name and Designation of the employee)

Charge-I

That the said Thiru.....while functioning as.....during the period.....

Charge-II

That during the aforesaid period and while functioning in the aforesaid office, the said Thiru.....



Charge-III

That during the aforesaid period and while functioning in the aforesaid office, the aforesaid Thiru.....

AND SO ON

Statement of allegations, namely imputation or misconduct or misbehavior (in support of the charges) framed against Thiru.....(Name and Designation of the Employee).

**CHARGE-I
CHARGE-II
CHARGE-III AND SO ON**

Appendix-II

List of documents by which the charge(s) framed against Thiru..... (Name and Designation of employee) are proposed to be sustained.

Appendix-III

List of witnesses by which the charge(s) framed against Thiru..... (Name and designation of the employee) are proposed to be sustained.



Annexure-IV

SAMPLE FORM OF SHOW CAUSE NOTICE FOR MINOR PENALTIES

The Gandhigram Institute of Rural Health & Family Welfare Trust
Soundram Nagar, Ambathurai R.S, Gandhigram post, Dindigul - 624302

Dated....

Letter/memo (*)

Sub: Public Services – The GIRH & FWT Employees (Discipline & Appeal) Rules, 2024 – Action under Rule-8 intimated against Thiru..... – Show Cause Notice – issued

1. You/Thiru(*)while working asin the office of.....have/has(*) committed the following lapses:

- (i)
- (ii)
- (iii)

It is therefore, proposed to take action against you/him (*) under rule 8 of the GIRH & FWT Employees (Discipline and Appeal) Rules, 2024.

2. If you/Thiru (*) are/is hereby given an opportunity to make such representation as you/he (*) may wish to make against the proposal within fifteen days of receipt of this letter/memo (*).

3. If you/Thiru (*) fail/fails (*) to submit your/his(*) representation within the time stipulated, it will be presumed that you have/he has(*) no representation to make and orders to be passed on the merits of the case based on available records.

4. The receipt of this letter/memorandum (*) should be acknowledged.

Name Designation of the competent authority

To

Thiru.....

..... (in duplicate)

(through).....

for service and return of served copy.

(*) strike off wherever is not applicable and use appropriate form: letter/memo.



THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST

PART – III

EMPLOYEES' LEAVE RULES 2024

1. SHORT TITLE AND DATE OF COMING INTO FORCE

- i) These rules may be called "The Gandhigram Institute of Rural Health and Family Welfare Trust Employees' Leave Rules, 2024".
- ii) These rules shall come into force with effect from a date notified by the Board of Trustees.

2. APPLICATION

These rules shall apply to all Employees of the Institute on a time scale of pay; but shall not apply to:

- i) Persons in casual or daily rated or part-time employment.
- ii) Persons employed in various projects of the Institute.
- iii) Persons employed on contract basis; and
- iv) Persons serving the Institute on deputation from the Government of India or State Government or any other source for a limited period.

3. KINDS OF LEAVE

Leave Rules shall apply for all probationers and permanent employees including those positions under Government funds.

The following kinds of leave are admissible:

- i) Earned Leave
- ii) Medical Leave
- iii) Maternity Leave
- iv) Leave for Adoption
- v) Compensatory Leave
- vi) Casual leave



4. EARNED LEAVE (EL)

Earned leave shall be credited to the leave account of a permanent employee at the rate of 1 day for each completed calendar month of service which he is likely to render in a half year of the calendar year in which he is appointed. The leave account of every permanent employee shall be credited with earned Leave in advance in two installments of 6 days each on the first day of January and first day of July of every calendar year.

In the case of non-permanent employees, the earned leave shall be credited to their leave account at the rate of 1 day per month for each completed calendar month of service, and subject to a maximum of 12 days.

Earned Leave cannot be carried forward beyond one subsequent calendar year, meaning thereby that, beyond 12 accrued days an employee cannot carry forward his leave. At the expiry of the subsequent calendar year, the accumulated leave of the preceding calendar year shall automatically expire. Further, no encashment of earned leave is permissible at any time.

5. MEDICAL LEAVE (ML)

i) The eligibility of Medical Leave is as below:

a) Temporary employees : Nil
(Probationer)

b) Permanent employees

2 to 5 years	: 60 days
6 to 10 years	: 90 days
11 to 15 years	: 135 days
16 to 20 years	: 180 days
Above 20 years	: 270 days

ii) In respect to employees undergoing treatment for Chronic medical conditions like Cancer, Coronary Heart Diseases, Kidney disease, etc. shall be granted medical leave as per 5 (i) mentioned above, subject to the condition that the Medical Board of the District Government Hospital should recommend the leave.

iii) Upon application for medical leave made by any Employee for a period of more than 3 consecutive days, such application shall be accompanied by a Medical Certificate given by a Registered Medical Practitioner, or the Medical Superintendent or appointed person in-charge from Kasturba Hospital Gandhigram.

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iv) The Authority competent to grant leave may, at its discretion, require a second medical opinion of a Government Medical Officer not below the rank of a Civil Surgeon with substantiating written documentation.

v) In respect of employees undergoing treatment as inpatients in private hospitals, the following procedure should be adopted:

The employee upon discharge shall obtain a discharge summary, along with a medical fitness certificate from a registered physician in Kasturba Hospital, Gandhigram or a Registered Medical Practitioner as supporting evidence for the medical leave request, prior to return to duty.

If the condition of the employee is serious, medical records shall be submitted to the medical board for further review and opinion. Employees admitted in any Government hospital or Kasturba Hospital, Gandhigram may produce medical certificate issued by the Superintendent of the Hospital. They need not be referred to the Medical Board.

If the employee is obtaining treatment from any private hospital, the employee is required to provide a medical certificate from the Medical Superintendent of the treatment facility which has to be a government approved facility.

Note:

- Encashment of any accrued Medical Leave at the time of retirement or cessation of service is not permissible.
- The Communication of the Medical Leave by the employee should be at the earliest possible time (Out Patients, within 24 hrs and In Patient within 48 hours) by any mode of authorized way of official communication.

6. MATERNITY LEAVE:

i) A female employee with less than two surviving children shall be granted Maternity leave for a period of 180 days from the date of its commencement upon production of medical certificate for up to two children.

ii) In respect of women employee who is on probation, Maternity Leave may be granted even before completing one year of service. However, earned leave available at credit shall first be sanctioned and the balance sanctioned as Maternity leave.

iii) Temporary women employees may also be sanctioned Maternity leave on completion of one year of service; in this case, earned leave available at credit shall first be sanctioned and the balance sanctioned as Maternity leave.



iv) Maternity leave may be availed either before or after delivery as advised by the treating medical officer.

v) In continuation of maternity leave other kinds of available leave, up to one year may be sanctioned on the advice of a treating medical officer.

vi) If delivery occurs while on leave (other than maternity leave) maternity leave shall commence from the date of delivery.

vii) Medical leave may be sanctioned to employees in case of miscarriages or abortion or medical termination of pregnancy irrespective of number of abortions. The period of leave sanctioned shall be one week from the date of abortion or medical termination of pregnancy. The medical termination of pregnancy should have taken place after 12 weeks but before 20 weeks of pregnancy and the termination of pregnancy should have been performed in Government Hospitals or other institutions approved under Medical Termination of Pregnancy Act 1971.

7. LEAVE FOR ADOPTION

i) If a woman employee adopts a child less than one year of age, she is eligible for any kind of leave for a maximum period of 180 days excluding the completed months of the baby adopted.

ii) She may be sanctioned any leave for which she is eligible up to a maximum of 180 days.

iii) She should not already have more than two living children, at the time of adoption.

iv) A Certificate from the Recognised ADOPTION entity (CARA) that the applicant has legally adopted the child should be produced.



8. COMPENSATORY LEAVE

- i) Any staff who is required to perform his duties on a Sunday or other closed holidays is eligible for Compensatory leave upto a maximum of 20 days in a calendar year. Assignment of duty on any other days besides the normal working days has to be a pre-approved by the Director or his/ her authorized authority in the Department.
- ii) This leave is not admissible for attending work on holidays while on camp. If TA/ DA is claimed for the holiday duty, the compensation leave is not admissible.
- iii) The compensatory leave shall not be granted for more than three days at a time and shall not be carried forward to the next calendar year. It should be availed within six months of accrual.
- iv) This leave may be combined with holidays and casual leave subject to the condition that the total period of leave does not exceed 7 days.
- v) This leave may be prefixed or suffixed to all kinds of leave other than Medical Leave.

9. CASUAL LEAVE

- i) All the Employees are eligible to avail the casual leave up to a maximum of 12 days per calendar year, at the rate of 1 day per month. In addition, employees will be allowed two days as optional Religious Holidays during each calendar year.
- ii) Casual leave may be combined with compensatory leave, Sunday and other holidays subject to the condition that the total period of leave does not exceed 7 consecutive days.
- iii) Casual leave cannot be combined with Earned leave or medical leave.
- iv) Unavailed Casual leave in a calendar year cannot be carried over to the next calendar year.

10. RIGHT TO LEAVE

- i) Leave cannot be claimed as a matter of right. When the exigencies of Service so require, leave of any kind may be refused or revoked by the authority competent to grant it, but it shall not be open to the authority to alter the kind of leave due and applied for except at the written request of the employee.
- ii) Employee shall hand over/take over charge of duty before proceeding on leave in the proper format.



11. EFFECT OF DISMISSAL OR RESIGNATION ON LEAVE AT CREDIT

Any claim to the leave to the credit of an employee who is dismissed or who resigns from service ceases from the date of such dismissal, or resignation.

12. COMMENCEMENT AND TERMINATION OF LEAVE

Except as provided in Rule-19 leave ordinarily begins on the day on which the transfer of charge is in effect, until the day on which the charge is resumed.

13. COMBINATION OF HOLIDAYS WITH LEAVE

Leave can be pre-fixed or suffixed for any holidays, with prior approval.

14. RECALL TO DUTY BEFORE EXPIRY OF LEAVE

i) In case, an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases and the leave from which he is recalled will be treated as on duty from the date on which he starts for the station to which he is ordered.

ii) He will be paid leave salary, until he joins his post, at the same rate at which he would have drawn it but for recall to duty.

15. RETURN FROM LEAVE

i) An employee on leave shall not return to duty before the expiry of the period of leave granted to him unless he is permitted to do so by the authority which granted him leave.

ii) An employee who has taken Medical Leave may not return to duty until he has produced a medical certificate of fitness.

iii) In the case of an employee, the authority under which the employee is employed on return from leave may, in its discretion, accept a certificate signed by a Registered Medical Practitioner or Medical Superintendent of Kasturba Hospital, Gandhigram.

iv) Employees requesting to cancel their leave prior to the authorized period of time shall submit the intent to cancel, in writing to the approving authority and shall resume duty only upon written approval.

16. ABSENCE AFTER EXPIRY OF LEAVE AND OTHER ABSENCES:

i) Unless the authority competent to grant leave extends the leave, an employee who remains absent after the end of approved leave, will be considered as unauthorized absentee, shall not be entitled to any pay during this period of absence and shall be treated as leave on Loss of Pay.

ii) Wilful absence of the employee from duty after the expiry of leave shall be liable to disciplinary action.

17. PERSONS RE-EMPLOYED AFTER RETIREMENT

In the case of a person re-employed after rendering service in any other Institution/Government, the provisions of these leave rules shall apply as if he had entered service for the first time on the date of his re-employment.

18. LEAVE BEYOND THE DATE OF RETIREMENT OR QUITTING OF SERVICE

- i) No leave shall be granted to an employee beyond:
 - a) the date of his retirement; or
 - b) the date of his final cessation of duties, or
 - c) Death

Note: Encashment of any unused leave is not permissible.

19. PERMISSION TO LEAVE HEADQUARTERS

If an employee seeks to leave headquarters (Gandhigram), on leave or on a holiday, he should intimate the fact in writing to the concerned authorities.

20. PROCEDURE FOR GRANT OF LEAVE

- i) An employee, shall, before proceeding on leave, make a written application to the Director and also state in writing his address while on leave and shall keep the Institute informed of any subsequent change in his address.
- ii) The application for leave other than leave on medical grounds and casual leave should be sent normally 10 days before the commencement of leave. In special circumstances this rule may be relaxed on merits of each case, and to be approved by the Director.
- iii) The Institute shall maintain a leave account of all types of leave in respect of every employee in the format as prescribed by the Institute.

21. APPLICATION OF INSTITUTE LEAVE RULES

All leave rules shall be applicable based on the Institute's rules which may be subject to amendment from time to time.

22. AUTHORITY TO SANCTION LEAVE:

The Director or any authority to whom the Director delegates power shall be the authority to sanction any kind of leave. For the Director's position, the decision of the Chairman is final and binding.



THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
SOUNDRAM NAGAR, AMBATHURAI (R.S), GANDHIGRAM POST – 624 302,
DINDIGUL DISTRICT, TAMILNADU

PART – IV

CONDUCT RULES

1. SHORT TITLE

These rules may be called “The Gandhigram Institute of Rural Health and Family Welfare Trust Employees (Conduct) Rules”.

2. INTEGRITY AND DEVOTION TO DUTY

Every employee shall at all times maintain integrity and devotion to duty and perform his duties effectively and efficiently and shall do nothing which is unbecoming of any employee.

3. OBEDIENCE TO ORDERS

Every employee shall obey all orders and directions of his superior authorities, issued from time to time both written and oral.

4. ABSENCE FROM DUTY

No employee shall absent himself from his duties without prior permission. In cases of sickness or absence on medical grounds, a medical certificate from the Registered Medical Practitioner or Medical Superintendent of Kasturba Hospital, Gandhigram, shall be produced to the satisfaction of the Institute authorities shall be produced within three days.

5. ENGAGEMENT OF PRIVATE TRADE

The Institute employees should not, without the previous sanction of the Institute engage himself directly or indirectly in any trade or business or undertake any employment.

6. APPLICATIONS FOR HIGHER STUDIES ETC.

All applications for higher studies and fellowships within India or outside should be sent through the Director. This procedure shall be applicable for attending conferences, workshops, consultancy services and other such official work.

7. PRIVATE EMPLOYMENT

No employee shall apply for private employment or signify his willingness to accept such employment without obtaining prior permission in writing of the appointing authority.

8. APPLICATIONS FOR APPOINTMENT

An employee of the Institute who wants to apply for an appointment, elsewhere, should send his application through the Director or Chairman, as the case may be.

9. MEMBERSHIP OF POLITICAL PARTIES

No employee should be a member or be in any way associated with any political party or any organisation which takes part in politics. He shall not also either take part in or subscribe in aid of or assist in any manner any political movement or activity.

10. HABITUAL INDEBTEDNESS

An employee shall endeavour to avoid habitual indebtedness or insolvency.

11. STRIKES

An employee shall not engage himself in any strike or gathering of people or in incitements thereto or in similar activities. The absence from work or neglect of duties without permission in writing and with the object of compelling something to be done by his superior officials or any administrative fast or hunger strike shall be considered as similar activities. Such activities shall be considered as unbecoming of an employee and shall lead to disciplinary action.

12. POLITICAL OR OUTSIDE PRESSURE

No employee shall bring or attempt to bring any political or outside pressure on his superior authority in respect of his individual service interests.

13. DEMONSTRATION

No employee shall engage himself or participate in any demonstration or activity which is prejudicial to the sovereignty and integrity of India, the security of the state, or the Institute, the friendly relation with foreign states, public order, decency or morality or anything which involves contempt of court, defamation or incitement to an offence.



14. UNAUTHORISED COMMUNICATION OF INFORMATION

CONFIDENTIALITY RULES

An employee, except in accordance with any general or special order of the Institute or in the performance in good faith of duties assigned to him, shall not communicate directly or indirectly any official document or information to any Institute employee or to any other person/ any other agencies to whom he is not authorised to communicate such document or information.

15. CONNECTION WITH PRESS

An employee shall not have any communication with the press or radio without prior written approval, from the Director.

16. RADIO, TV, SOCIAL MEDIA, INTERNET, E-MAIL, NEWS PAPER & ANY OTHER DIGITAL PLATFORM/ BROADCAST

An employee, who with sanction of the Institute, gives a Radio, TV, social media, Internet, E-Mail, News Paper and any other digital platform and broadcast or publishes any document or in any communication to the press or in any public utterance, shall not make any statement which has the effect of an adverse criticism of any current or recent policy or action of the Central and State Government or which is capable of embarrassing the relations between the Government and the Institute. This rule shall not apply to any statement made or views expressed by an Institute employee in his professional capacity or in the due performance of the duties assigned to him.

If any employee uttering/sending any communications defaming the Institute image or disrupting its developmental activity by making false allegations in various forums, appropriate disciplinary actions will be taken depending on the severity of the offense.

17. COURTEOUS BEHAVIOUR

Every employee shall extend the utmost courtesy and professionalism to all superiors, subordinates, colleagues and other outside stakeholders, within the course of his duties.

18. PROMOTION OF INTEREST OF THE INSTITUTE

Every employee shall endeavour to promote at all times, the interests of the Institute and shall not act in any manner whatever prejudicial thereto.



19. PROHIBITION OF MEMBERSHIP OF ANY COMMUNAL ORGANISATION, ETC.

No employee shall be a member of or be otherwise associated with any organisation,

i) which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity hatred or ill will between different religious, racial, language or regional groups or castes or communities,

(or)

ii) whose activities are prejudicial to the maintenance of harmony between different religious, racial, language or regional groups or castes or communities and which disturbs or is likely to disturb the public tranquillity,

(or)

iii) which organises any exercise, movement, drill or other similar activity intending that the participants in such activity shall use or be trained to use criminal force or violence, or knowing it to be likely that the participants in such activity will use or be trained to use criminal force or violence against any religious, racial, language or regional group or caste or community and such activity for any reason whatsoever causes or is likely to cause fear or alarm or a feeling of insecurity amongst members of such religious, racial, language or regional group or caste or community.

iv) if any question arises whether any organisation falls under this rule, the decision of the Board of Trustees thereon shall be final.

20. REFUSAL TO RECEIVE PAY

Concerted or organised refusal on the part of employees to receive their pay shall entail serious disciplinary action.

21. INDIVIDUAL REPRESENTATION

- i) Every employee submitting a representation shall do so separately and in his own name with his signature.
- ii) The representation shall be in Tamil or English and shall contain all material statements, and arguments, along with supporting documentation/ evidence if any, relied upon by the petitioner, be complete in itself, and include a copy of the order complained against. It shall contain no disrespectful or improper language or any threats against the Director or its appointed authority, and shall end with a specific request.



- iii) Every representation shall be submitted within one month of the receipt of the orders against which the representation is made.
- iv) The representation should be addressed to the Director.
- v) Representation to higher authorities shall not be made, unless all means of securing redressal from Director have been exhausted.

22. INTERNAL GRIEVANCE REDRESSAL PROCEDURE

Any and all grievances filed by an employee shall be first addressed in writing to the Director of the Institute, as a first step of internal grievance redressal.

The Director of the Institute shall refer the grievance to the appropriate grievance redressal committee (office council), to thoroughly investigate, review the allegations and facts and provide recommendations and resolution for the grievances within 30 days of receipt of the grievance.

A written response shall be provided by the Director to the employee, after the grievance issues have been thoroughly investigated, documented, and analysed and recommendations are completed.

Consistent wrongful allegations shall not necessitate any grievance redressal procedures.

23. GIFTS

- i) Save as otherwise provided in these rules, no employee shall, except with the previous sanction of the Director accept or permit any member of his family to accept from any person any gift of more than trifling value; the acceptance of such gifts other than those of a trifling value shall be reported to Director and the gifts shall be disposed on in such manner as the Director may direct.

Provided that gift of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends or presented to such persons on occasions such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs.

- ii) For the purpose of this rule, any towel, key or other similar articles offered to an officer of the Institute at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be gift.

AX

Note-1: A gift exceeding Rs.5,000/- in value shall be regarded as a gift not of trifling value. The term gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

Note-2: An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organisations etc.

24. PUBLIC DEMONSTRATIONS IN HONOUR OF EMPLOYEES

No employee shall, except with the previous sanction of the Appointing Authority/ Director receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in honour of any other officer or employee.

Note: This shall not apply to farewell entertainment of private and informal character held in honour of an employee on the occasion of his retirement or transfer and taking group photos on such occasions or such entertainment arranged by public bodies or institutions.

25. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

An employee shall:

- i) abide by any law relating to intoxicating drinks or drugs in force in any areas in which he may happen to be for the time being;
- ii) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way under the influence of such drink or drug;
- iii) refrain from consuming any intoxicating drink or drug in the work place;
- iv) not appear in a public place or in his duty station in a state of intoxication;



26. MEMBERSHIP OF SERVICE ASSOCIATION

No employee shall join or continue to be a member of any Service Association of employees.

27. PROCESSIONS AND MEETINGS

No employee shall conduct any procession or hold and address any meeting in any part of the Institute premises or the place or ground adjoining to it.

28. OBTAINING OF "NO OBJECTION CERTIFICATE" BEFORE APPLYING FOR PASSPORT OR UNDERTAKING ANY FOREIGN TRIP

An employee shall obtain a "No Objection Certificate" before applying for passport or undertaking any foreign trips. While applying for such no objection certificate, information regarding the purpose of the visit, the duration of stay and the names of the countries proposed to be visited should be furnished.



THE GANDHIGRAM INSTITUTE OF RURAL HEALTH AND FAMILY WELFARE TRUST
SOUNDRAM NAGAR, AMBATHURAI (R.S), GANDHIGRAM POST – 624 302,
DINDIGUL DISTRICT, TAMILNADU

PART-V

MISCELLANEOUS RULES

1. CATEGORIES OF POSTS IN THE INSTITUTE

- i) Posts for which expenditure is to be met from the Institute funds.
- ii) Posts which are sanctioned by the Ministry of Health and Family Welfare (MoHFW), Government of India for both the Training Division and Statistics Division.
- iii) Posts which form part of annual training and research programmes where funds are provided by the Government or other agencies on year-to-year basis.
- iv) Posts for the specific time-bound projects that are sanctioned by Government and Non-Governmental Agencies.
- v) Any other type of posts that the Trustees may, under exigent circumstances or under any new venture that has been decided to be created.

2. SERVICE REGISTER BOOK

Service register book shall be maintained for all staff who have been placed either in probation or permanent positions, from the joining date until retirement.

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 Institute. 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 provided to employees after getting approval from the Ministry of Health and Family Welfare (MoHFW), Government of India norms.



iii) Travelling allowance and daily allowance:

The Travelling Allowance and Daily Allowance shall normally be paid, according to the conditions laid down in rules of State Government as a guideline.

However, under Adhoc grants, the travelling allowances and daily allowances shall be restricted in such a manner as to be within the budget allocation.

The employees of the Institute who are drawing the Basic Pay of Rs. 55,500 or more shall be permitted to travel by air in case of urgency, duly authorized by the Director.

iv) Increment:

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

b) No increment shall be granted unless the conduct and work of the employees have been evaluated as 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 01.07.1985 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

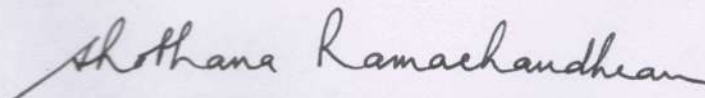
Where any doubt arises as to the application of service rules, limitations, interpretation, or implication of any of the provisions of these Service Rules, the decision of the Board of Trustees shall be final.

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.

10. ADHOC PROJECTS

- i) The Director of the Institute has the oversight for all projects in the Institute.
- ii) Individual departmental heads assume the ownership of the adhoc projects under their department.
- iii) Each special project shall identify a project lead / head/ Coordinator for implementation.
- iv) Recommendations for honorariums shall be subject to review and prior approval of the Board.
- v) The Institute has the authority to remove the individuals at any point of time without any prior notice from any adhoc projects for their non-performance.
- vi) The Institute has the authority to employ contractual employees for adhoc projects, based upon the need.



CHAIRMAN – BOARD OF TRUSTEES
GIRH &FWT
GANDHIGRAM