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HR POLICY MANUAL

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CAMPUSES OF INDIAN INSTITUTE OF HEALTH MANAGEMENT RESEARCH:



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1. ABOUT THE MANUAL

HR policy manual aims to establish the guidelines for existing and prospective members of IIHMR to create a healthy and professional environment in the organization. Employees of IIHMR are aimed to get familiarized with the work culture of IIHMR, so that they may derive the utmost benefit from the available facilities and peer group solidarity.

The policies and benefit plans referred to in this policy manual are intended to be ongoing, however, IIHMR reserves the right to amend, modify or terminate these plans at any time. All the concerned employees would be notified of these changes through notifications and office orders from time to time by the competent authority after those dates all superseded policies will be null. Any assistance related to this manual may be obtained from HR. The employees are responsible for reading, understanding, and complying with the provisions of this Manual.

1.a. Purpose of the Manual:

The HR policy approaches and practices of IIHMR are geared towards:

- To provide clear guidelines for the application of human resources functions/systems.
- Attracting and retaining personnel of high quality and credibility.
- Providing an environment for professional excellence and growth.
- Creating a high level of morale and a sense of belonging among employees.

2. BACKGROUND

Indian Institute of Health Management Research (IIHMR), Society, established under society Act 1958 and established IIHMR Jaipur campus. The IIHMR University through the IIHMR University Act, 2014 (Act no.3 of 2014) by the state government of Rajasthan and recognized by UGC/AICTE, former known as Institute of Health Management Research (IIHMR), International Institute of Health Management Research, New Delhi and Institute of Health Management Research, Bangalore (South Campus) approved by AICTE. IIHMR has a multi-disciplinary character and is a premier Group of Institutes of Health Management in India. IIHMR is specialized in management research, postgraduate education and training for the last three decades. It aims to generate knowledge and technologies to provide evidence and inputs for developing effective policies, health interventions and strategies nationally and internationally. The management philosophy, HR policies and practices of IIHMR derive their character from these commitments.

2.a. Mission

IIHMR is dedicated to the improvement in standards of health through better management of health care and related programs. It seeks to accomplish this through management research, training, consultation and institutional networking in a national and global perspective.

2.b. Thrust Areas

IIHMR is engaged in research in policy issues, program planning, management, capacity building and post-graduate education in the health and related sectors. It undertakes research, training, education and consulting activities in the following areas:

- Public Health and Primary Health Care
- Health and Hospital Management
- Pharmaceutical Management
- Population and Reproductive Health
- Nursing Management
- Rural Management
- Health Economics and Finance
- Urban Health
- Nutrition and Health
- Health Communication
- Social and behavioural sciences
- Environmental health
- Information technology in health sector
- General and Human Resource Management
- Health Research Ethics
- NGO Management and Networking
- Policy and Program Management Research

2.c. Environment and Core Values

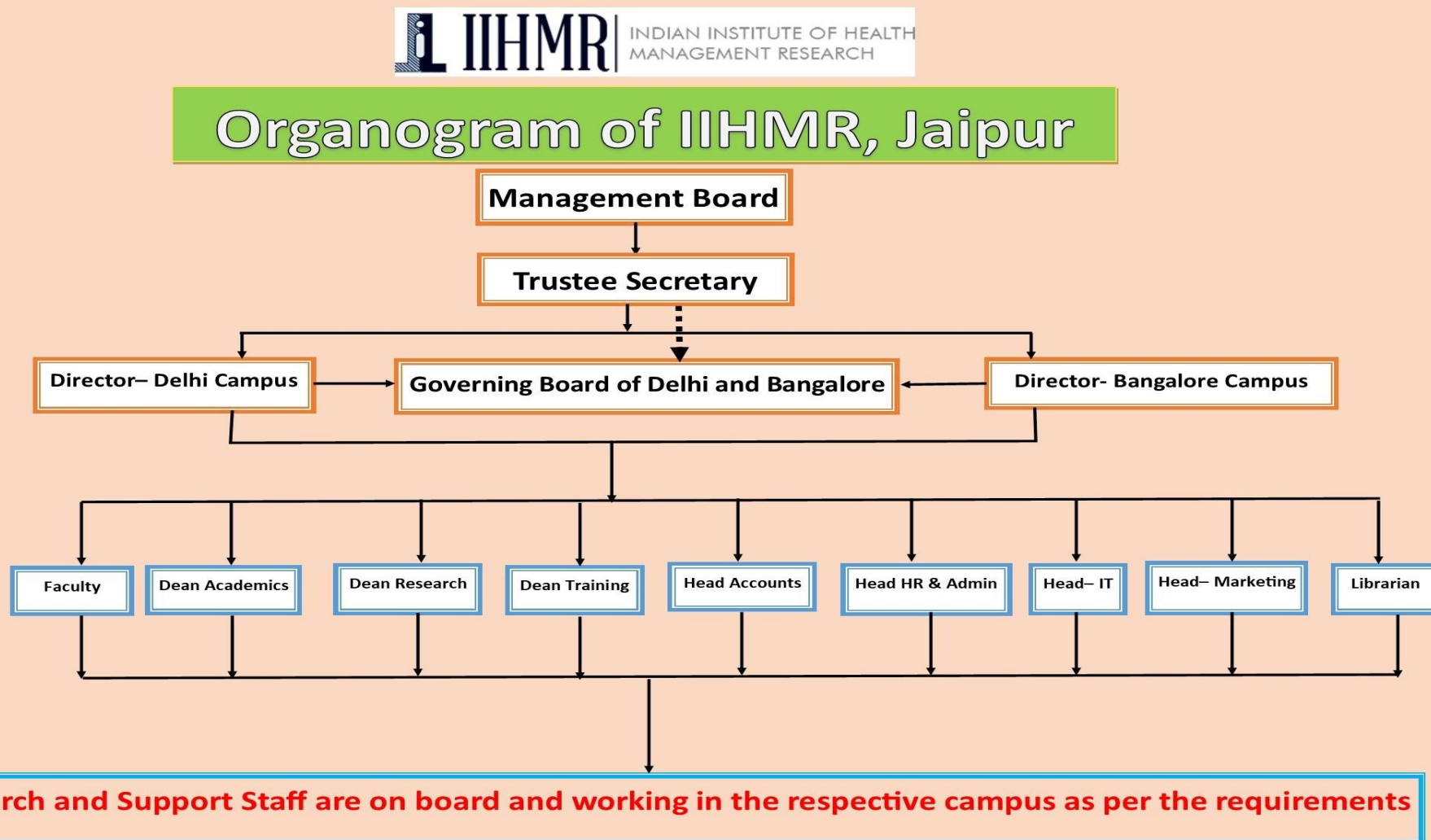
The growth prospect of IIHMR undoubtedly depends on team effectiveness rather than individual brilliance. Hence, it becomes necessary that a conscious effort be made by all concerned to create and develop an environment of mutual trust, cohesiveness and dependence, through a process of sharing knowledge and information without relationships becoming hierarchical, but at the same time respecting the values of organizational norms. The faculty, research and support staff work together and constitute an enabling environment for learning and professional

growth and development. IIHMR is committed to providing a positive environment in which to work and one that encourages its employees to balance work and personal commitments. The core values are.

- Openness: sharing of spontaneous feelings, thoughts, ideas, suggestions, feedback without defensiveness while receiving and/or giving directions . Openness is also related to policies that are clear, frank and accessible.
- Confrontation: facing rather than shying away from problems. It also implies an in-depth analysis of interpersonal problems.
- Trust: Maintaining the confidentiality of the information shared by others, and not misusing it. Employees have a sense of assurance that others will help when such help is needed and will honor mutual commitments and obligations. It is also reflected in accepting what another person says at face value, and not searching for ulterior motives.
- Authenticity: Congruence between what one feels, says and does. It is also reflected in owning up to one's mistakes, and in unreserved sharing of feelings.
- Proaction: Taking initiatives, pre-planning, taking preventive actions, and calculating the payoffs of an alternative course before taking action.
- Autonomy: Using and giving freedom to plan and act in one's sphere. It means respecting and encouraging individual and role autonomy.
- Collaboration: Giving help and asking for help from others. Working together (individual or groups); team spirit.
- Experimentation: Using and encouraging innovative approach; using feedback for improving, taking a fresh look at things, and encouraging creativity.

2.d. ORGANIZATION

IIHMR has a flat organization structure and designed in such a way as to facilitate group processes and as such, one to one reporting resulting in a linear structure has been avoided.



3. RECRUITMENT AND SELECTION

3.a. Human Resource Planning and its Objectives

Human Resource Planning is a systematic approach and shall be carried out in a set procedure to achieving the goals of the organization.

The objective of human resource planning is to ensure the best fit between employees and jobs, avoiding manpower shortages or surpluses while reviewing retention practices in IIHMR.

3.b. Source

Recruitments are made through a formal process such as advertisement in print media, social media, job portals, headhunting agency etc. as well as through informal sources such as references (internal & external), data bank and internal candidates.

3.c. Categories of Employment

Every position at IIHMR is designated into different forms of employment classification, which in turn determines how various human resource policies are applied to that position. We recognize the value of culture and individual differences among employees. We believe that these individual differences if properly managed will enable us to work efficiently and effectively by creating a productive environment where each employee feels valued and where everyone unique talents are fully utilized to achieve our mission. We will strive to eliminate biases in the selection, promotion, performance assessment, compensation and learning opportunities.

3.d. Classifications of Employment

- **Employee on Probation:** A newly employed person will be on probation of not more than one year which may be extended to a further period of not more than six months. However, the person will be eligible for proportional benefits as per the rules of IIHMR. The services of an employee on probation may be terminated at any time, without any notice during or immediately after the probation period
- **Permanent Employees:** A permanent employee has successfully completed his or her probationary period and eligible for all the benefits that accrue from their employment and consistent with their grade.

- **Seconded Employees:** A seconded employee has been seconded to IIHMR and its other campuses from IIHMR University or vice versa to assist any of the assignments. This category of employees is eligible for benefits as mutually agreed upon by the management.
- **Contracted and retainer employees:** Contract employees are hired for a specific time. These may be hired either for the Project or other support/teaching staff, contracts of these employees may be extended with mutual consents. Such employees are appointed on consolidated or break up salary structure as per the need of IIHMR. For contract and retainer staff, terms and conditions mentioned in the appointment letter shall be applicable and binding.
- **Consultants:** Consultants are persons hired to conduct specific project-related tasks and who have no other responsibilities in IIHMR. Such persons are likely to be specifically trained or experts. Consultants are paid on a contractually stipulated basis and are not eligible for any employee benefits.
- Management of IIHMR may create more categories as and when needed, such as Adjunct /Visiting Faculty etc.

3.e. Procedure

While preparing the annual budget, every department shall submit its human resource budget stating existing, filled, and unfilled posts. The campus head shall approve the annual staff budget

The employment function is centralized in the Human Resource Department and all-new hiring will be originated in consultation with the President/Director, School Deans/ head of the departments. The HR department will maintain an up-to-date headcount that is approved by the President/Director and which indicates vacant and filled positions at any given time. A vacancy may occur in campuses due to separation, demise, promotion, or expansion of the activities. To fill an existing/ new vacancy, the deans / departmental head will be required to prepare a note which includes a Job description, desired qualification, experience and competencies, while mentioning salary bracket within the budget of the department/ project in writing and complete the employment requisition form.

After the approval of requisition, the HR department invites applications through formal/ informal process and does scrutiny of the CVs as per the requirement stated in the requisition form and further handover to the President/Director/ Deans/HOD. On receipt of shortlisted CVs from President/Director /Deans/HOD, the HR department sends invites to the candidates for the interview through written modes of communications.

3.f. Honorarium and transportation to the panel of external experts for conducting Interviews

S No	Honorarium, Transportation, Stay and travel expenses for external expert	Amount
1.	Half day with transportation (local)	2500+ 750
2.	Full Day with transportation (local)	5000+ 750
3.	Half day with transportation (Outstation)	2500+ reimbursement of train/ air fare + accommodation and food at IIHMR Guest House+ pick up & drop.
4.	Full day with transportation (Outstation)	5000+ reimbursement of train/ air fare + accommodation and food at IIHMR Guest House+ pick up & drop.

If transportation is arranged by IIHMR, charges of transportation will not be given to the external expert.

3.g. Reimbursement of Travel Expenses for Attending Interviews for outstation

candidate only

Grade	Entitlement
X and X1	Air Economic class/ II AC returns rail or equivalent on the production of tickets
A1 to A5 & S1 to S5	II AC returns rail or equivalent on the production of ticket
A6, S6 & S7	III AC returns rail or equivalent on the production of ticket

In case, a candidate does not submit tickets at the time of the interview, a normal fare of the shortest route will be paid.

No local expenses including stay, lodging, or conveyance will be provided for attending interviews. IIHMR may provide a Guest House subject to availability

3.h. Staff Selection Process:

Staff selection is the process of determining from among the applicants which one best meets the requirements of the job. The HR department shall be responsible for the coordination and implementation of the selection process.

A panel shall be constituted as per the cadre of the hiring position.

➤ Selection committee shall consist of the following:

- **For President/Director's selection:** Search committee (Constituted by the Trustee Secretary of sponsoring body) and Chairperson of the University
- **For Dean/faculty selection:** Chairperson/Trustee Secretary, President/Director, Dean of School, Subject Expert (External)
- **For Vice-President/Director /Registrar's / General Manager /Dy. Registrar /COE/CFAO selection:** Chairperson, President/Director, Expert (External)
- **For HOD's selection:** Vice-President/Director, Registrar, HR Head, Expert (Internal/External)
- **For research staff:** Dean of Schools, PI/ faculty, HR Head
- **For support staff:** HOD, HR Head, Expert (Internal)

3.i. Outcomes of the selection Process:

The HR department will share the outcomes of the selection committee for the position of President/Director to Chairperson and for the position of Deans, Vice - President/Director, Registrar and HOD will be shared with Chairman/Trustee Secretary through President/Director for final approval.

For other positions, HR departments will share the selection committee's opinion with the President/Director for final approval. Appointments of President/Director, Vice President, Registrar, CoE ,CFAO Dy. Registrar and General Manager will be sign by the Chairperson/Trustee Secretary. All other appointments will be signed by the President/Director.

3.j. Power of Appointment:

- Appointments to the posts of President/Director shall be made by the Chairperson/Trustee Secretary of the IIHMR University and IIHMR and approved by the Management board of the IIHMR Society.
- Appointments to the posts of Dean, Faculty, Registrar, General Manager, CFAO, Dy. Registrar, COE, Manager (grade A1-A4 and S1 to S4) shall be made by the President/Director with the approval of Trustee Secretary /Chairpersonof the IIHMR /IIHMR University.
- Appointments to other posts shall be done by the President/Director on recommendation from the selection committee.

4. JOINING PROCESS

IIHMR realizes upon the accuracy of the information contained in the employment application and the accuracy of the other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment.

The HR department will initiate reference checks of new hires immediately after releasing the offer. The reference check would be done through a third party and will comprise education, professional background and credit check through Cibil report. Status of any availed loans, criminal cases if any ongoing are required to be declared by employees. This declaration will be obtained by the HR department as part of candidate application form and may be reviewed during the interview process by the interviewing panel.

4.a. Purpose

- To procure and verify documents pertaining to employee's overall background.
- To provide the new employee with the necessary infrastructure to carry out his day-to-day activities and build his/her connection with the institution

4.b. Joining formalities

- It is essential that at the time of joining, the employee submits a complete set of his testimonials / other certificates as mentioned in the Offer Letter. The HR specifically examines the originals and verify photocopies accordingly.
- Every employee will be assigned a unique Employee Code, which will be used for all internal transactions, identification, correspondence, and registration to the Attendance Recording Machine.

➤ HR will ensure that the following is taken care of:

- Planning and execution of the onboarding process before joining the employee.
- Joining formalities as specified in the Joining Checklist.
- Declaration of dependents and nominees.
- PF, Gratuity and ESIC nomination forms duly filled.
- Website Profile and HRMIS Update in software.
- Arrangement of equipped workstation provided with other administrative needs
- Arrange temporary staying arrangements, in case of relocation
- Induction program, which gives a fair idea of IIHMR and its work processes, interfacing departments/colleagues and a detailed brief on reporting relationships, job responsibilities.
- Insurance Policy coverage for GMP, GPA and ESIC as per applicability.
- The Accounts department will facilitate complete formalities for opening salary account.

➤ On the day of joining, the HR will facilitate to the new entrant:

- Appointment Letter and TOR, Policy Manual,
- I-card, V-card, and Library Card (within a week of joining),
- Workstation with Desktop/Laptop, Printer, Pen Drive, Stationery Kit, intercom and email/ extension list as per the nature of the work.
- Email Id, Username and password

4.c. Re-Location

New employees joining IIHMR, who are relocating from their earlier location of work or from their hometown (in case of fresh entrants in the work world) will be supported in meeting out their expenses incurred due to relocation and be provided following assistance for relocation;

- Travel fare (onward journey only) reimbursement for a family from their earlier location (only outstation) will be reimbursed on production of bills as per the following:

GRADE	JOINING EXPENSES
X and X1	Air-Economy class with shortage route fare or equivalent for

	self, spouse and two dependents. Subject to one-month basic salary or actual whichever is less.
A1 to A5 and S1 to S5	II AC rail fare or equivalent for self, spouse and two dependents. Subject to one-month basic salary or actual whichever is less.
A6, S6 and S7	III AC rail fare or equivalent for self, spouse and two dependents. Subject to one-month basic salary or actual whichever is less.

- Employees will have to claim the joining expense within the first month of the joining at IIHMR by applying the requisition along with the original tickets to the concerned HR Department.
- They will also be eligible for relocation/ transportation expenses (outstation only) equivalent to their one-month basic salary on the production of bills or actual whichever is less.
- Staff working on consolidated salary shall be paid relocation allowances equivalent to a first basic salary of his/her respective grade. All project staff will be guided by the project norms and approval will be done by the President/Director in consultation with the Dean/School Dean/Project In charge/Principal Investigator.

4.d. Joining Leave

In case of transfer:

- Applicability: transfer cases, new joining employees who are joining from outstation beyond 250 kms distance.
- 7 days joining leave including travel period, can be availed within a month from date of joining

In case of new joining:

- 7 days of joining leave (travel not applicable) can be availed within a month from the date of joining. Applicable for an employee who got the appointment for more than six month's periods.
- Initial temporary accommodation in the guest house for up to 2 weeks (15 days). A written request (via e-mail) to the HR Head regarding booking of accommodation is to be provided by the prospective joiner well in advance (preferably, along with the acceptance to a job offer) to ensure the necessary arrangements in a timely and smooth manner.

5. ELIGIBILITY CRITERIA FOR THE VARIOUS POSITIONS

5.a. Academic Staff

Assistant Professor- Grade A3 & A4

Essentials:

- First Class Master's Degree in Business Management/Administration / in a relevant management related discipline or first class in two-year full-time PGDM declared equivalent by AIU/ accredited by the AICTE/UGC;
- Ph.D. or MD or Fellow of the Indian University of Management or a University recognized by UGC/AICTE/MCI. Candidates with JRF/NET shall be eligible to apply for the position of Assistant Professor in Grade A3.

Desirable:

- Teaching, research, industrial and /or professional experience in a reputed organization; Papers presented at Conferences and/or published in refereed journals

Associate Professor-Grade A2

Essentials:

- Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant management related discipline or first class in two years full-time PGDM declared equivalent by AIU / recognized by the AICTE / UGC;
- Ph.D. or MD or Fellow of the Indian University of Management or University recognized by AICTE and declared equivalent by the AIU.
- A minimum of eight years experience of teaching/industry/research / professional at managerial level excluding the period spent for obtaining the research degree.

OR

- In the event, the candidate is from industry and the profession, the following requirements shall constitute as essential requirements:
- A minimum of 10-year experience of teaching industry/research/profession, out of which, five years must be at the level of Assistant Professor or equivalent excluding the period spent for obtaining the research degree. The candidate should have Professional work experience, which is significant and can be recognized at national/international level as equivalent to Ph.D. and 10 years managerial experience in industry/profession of which at least five years should be at the level comparable to that of lecturer/assistant professor.
- Should have guided Ph.D. research of at least three Research scholars.

Desirables

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research industrial and/or professional experience in a reputed organization;
- Published work, such as research papers, patents filed / obtained, books and/or technical reports; and
- Experience of guiding the project work/ dissertation of PG/ Research students or supervising R&D projects in the industry.

Professor- Grade A1

Essentials:

- Consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Master's Degree in Business Management / Administration / in a relevant discipline or consistently good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in two year full-time PGDM declared equivalent by AIU / recognized by the AICTE/UGC;
- Ph.D. or MD or Fellow of the Indian University of Management or University recognized by AICTE and declared equivalent by the AIU.
- A minimum of 10 years' experience of teaching/ industry/ research/professional out of which five years

must be at the level of Associate Professor or equivalent excluding the period spent for obtaining the research degree.

OR

- In the event, the candidate is from industry and the profession, the following shall constitute as essential:
- The candidate should have professional work experience which is significant and can be recognized at national / International level as equivalent to Ph. D. and twelve years' managerial experience in industry / profession of which at least eight years should be at least at a level comparable to that of Associate Professor.
- Should have guided research of at least five Research projects/studies.

Desirables

Without prejudice to the above, the following conditions may be considered desirable:

- Teaching, research, and/or professional experience in a reputed organization.
- Published work, such as research papers, patents filed/obtained, books and / or technical reports;
- Experience in guiding the project work/ dissertation of PG/ Research Students or supervising R&D projects in industry;
- Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities; and
- Capacity to undertake/lead sponsored R&D consultancy and related activities.

President/Director - Grade X and X1

Essentials

- Qualification same as those prescribed for the post of professor in the relevant discipline with a minimum of fifteen years experience of postgraduate teaching/industry/ research.

OR

- For candidates from Industry/ Profession:
- Qualification is the same as those prescribed for the post of Professor from industry/ profession stream with fifteen years experience of postgraduate teaching/research out of which five years must be at the level of Professor in the relevant discipline.

Desirables

- Without prejudice to the above, the following conditions may be considered desirable:
- Administrative experience of 10 years in a senior level responsible position in the Industry/ professional institution.

IIHMR Management may modify eligibility criteria as and when needed without any notification in exceptional cases.

IIHMR is unique in the sense that it is a pioneer to offer sectoral specialization integrated with post-graduate management degrees in the country. Several of the subjects/ modules are included in the curriculum for which there is no ready supply market of human resources, especially in the faculty cadre. To cater to the uniqueness of IIHMR in the domain of healthcare in general and public health in particular, Medical Professionals with minimum MBBS and MD degrees in Community health, Professionals with MPH and MHA may be considered. This will be applicable in other unique academic programs offered by IIHMR.

5.b. Support and Research Staff

Registrar/General Manager/ CFAO/ DY. Registrar/ CoE /Senior Manager / Managers (Grades S1, S1A, S2, S3 & S4):

Postgraduates with professional qualifications and exposure in the relevant fields. Exceptional cases without Professional qualification may also be considered.

Sr. Research Officers/ Project Manager/ Research Officers/Project Officer (Grade A5 and A6):

Post-Graduate in Management/Social Sciences/ Economics/Demography/Finance/ Public Administration and Accountancy.

Addition to the qualification such as M.Phil./MPH/MHA/MBBS/MPS/Ph.D. will lead towards the level of the Senior Research Officer in grade A5.

Senior officer/Officer/ Executive (Grade S5 and S6)

Graduate (BCA/PDCA/BBA/B.Lib. or other relevant subject)/Postgraduate/ MCA/CS/ICWA/ CA/M.Lib./ MBA / (Management /Finance/ HR/IT/Communications or other relevant subjects)

Supervisors/Accountants /Stenographer/Typist/Assistant (Grade S7):

Graduates in Social Science, Commerce, General Science and Arts Graduate with relevant technical qualification.

IIHMR Management may modify eligibility criteria as and when needed without any notification.

6. SALARY AND ALLOWANCES

6.a. Grade and Pay Scale:

Grade	Pay Scale
X	120000-12000-180000-22000-290000
X-1	80000-8000-120000-15000-195000
A-1	60000-8000-100000-15000-175000
A-2	45000-6000--75000-12000-135000
A-3	37400-5000-62400-10000-112400
A-4	26000-3000-41000-6000-71000
S-1	51000-6000-75000-12000-135000
S-1A	40000-4000-60000-7200-96000-14400-124800
S-2	34000-2720-47600-4760-71400-8568-114240
S-3	24000-1920-33600-50400-6048-80640-12096-104832

S-4	21000-1680-29400-44100-5292-70560-10584-91728
S-5 & A-5	16000-960-20800-1664-29120-2912-43680-5242-64648
S-6 & A-6	12800-768-16640-1331-23295-2330-34945-4193-55910
S-7	11200-672-14560-1165-20385-2039-30580

No Dearness Allowance is payable to any grades since it has been merged in the basic pay.

6.b. House Rent Allowance

- HRA is fixed at 30% of basic salary at Jaipur and 45% of basic salary at Delhi, Bangalore and Kolkata.
- Norms for the employees, living in accommodation provided/leased by IIHMR:
 - Employee staying in the campus will be charged a rent @ 15% of basic salary at Jaipur and 22.5% of basic salary at Delhi, Bangalore and Kolkata.
 - Employee staying on the campus on sharing basis will be charged rent @ 10% of the basic salary from both the employees.
 - The employee will be a licensee and execute a power of attorney in favor of an officer of IIHMR authorized for the purpose.
 - The maintenance expenses (as determined from time to time by IIHMR) of the house and housing complex will be recovered from the employee.
 - Whenever the rent is paid by IIHMR for leased accommodation and if it is higher than the payable of the HRA, such excess amount is recoverable from the employee.
 - The accommodation must be vacated by the employee within 30 days in case of transfer or separation of employment of IIHMR.
 - All rules and regulations of the document titled "Rules for Allotment of Residential Accommodation" and the amendments from time to time shall be applicable and binding on the employee.

6.c. Transport Allowance

- Transport allowance granted to an employee to meet his/her expenditure for the purpose of commuting between the place of his/her residence and the place of his/her duty.
- Transport Allowance is payable to employees in the category **X, X1 , S1 TO S7 & A1 TO A4** at the following rates:
 - X & X1 **Rs. 32000.00per month**
 - A1,A2,A3, A4 Rs. 4500.00 per month
 - S1 Rs. 6000.00 per month
 - S1A,S2 &S3 Rs. 6000.00 per month

- Grade S4 Rs. 5000.00 per month
- Grade A5 & S5 Rs. 3000.00 per month
- Grade A6 & S6 Rs. 2000.00 per month
- Grade S7 Rs. 1500.00 per month

Matter having implications on the income tax of the person arising out of Transportation Allowance shall be the responsibility of the person concerned.

6.d. Medical Allowance, Group Medclaim Policy, Group Personal Accident and ESIC:

IIHMR has a system of Medical Allowance @5% of the basic salary. Apart from above, employees will also have the benefit of Group Medical Insurance for self, spouse and two children as per available policy.

The sum assured of Medclaim and GPA (as applicable) is as follows:

Policy	Grade	SA
GMP	X and X1	800000
	A1 to A4 and S1 to S4	600000
	A5 to A6 and S5 to S7	500000
GPA	X and X1	1000000
	A1 to A4 and S1 to S4	700000
	A5 to A6 and S5 to S7	700000

In case of staff does not want to cover in Medclaim and GPA, he/she may inform in writing HR. IIHMR will pay fixed Special Allowances in lieu of Medclaim and GPA @500/- per month subject to the President/Director approval.

Medclaim amount of Rs.650/-PM (S5-S7) and Rs.850/-PM(A1-A4 and S1-S4) shall be deducted from CTU for employee appointed on consolidated salary.

Any request for register or withdrawal of registration may be given to HR I writing at the time of renewal of the insurances ,Mid year request shall not be accepted.

Employees who are covered under ESIC benefit will not be entitled to Medclaim and GPA benefit.

IIHMR shall cover employees under GPA and GMP within 30 days from the date of joining.

Matters having implications on the Income Tax arising out of Medical Allowance shall be the responsibility of the concerned person.

6.e. Books & Periodicals and Dress & Uniform Allowance

The following categories of Academic staff are eligible for Books& Periodical and support staffs are eligible for Dress & Uniform allowance as per following:

Grade:	X, X1	Rs.12500.00 per month
Grade:	A1	Rs.6000.00 Per month
Grade	A2	Rs.5000.00 per month
Grade	S1	Rs.5000 .00 Per month
Grade	S1A	Rs.4000.00 per month
Grade	S2	Rs.3000.00 per month
Grade:	A3	Rs.2000.00 Per month
Grade	S3	Rs.2500.00 per month
Grade:	S4	Rs.2000.00 per month
Grade:	A4	Rs.1500.00 Per month
Grade:	A5	Rs.1000.00 per month
Grade:	A6	Rs.1000.00 per month
Grade:	S5	Rs.1500.00 per month
Grade:	S6	Rs.1000.00 per month

6.f. Grade Pay Allowance

Grade pay Allowance is payable to employees in the scale of **X, X1, A1 to A6 & S1 to S7** at the following rates:

GRADE	AMOUNT IN PM
X and X1	20000
A1	18000
A2	15000
A3	10000
A4	8000
S1	15000
S1A	13000
S2	12000
S3	11000
S4	7000
S5 & A5	6000
S6& A6	5000
S7	2000

6.g. Academic Allowance

Academic Allowance is payable to employees on a scale of **A1 to A4** at the following rates:

GRADE	AMOUNT IN PM
X, X1 and A1	Rs.12000
A2 and A3	Rs.8000
A4	Rs.4000

6.h. Driver and Helper Allowance

Driver allowance is applicable for support staff and Helper allowance is for Academic Staff at the following rates:

GRADE	AMOUNT IN PM
X, X1, A1, A2, A3 and A4	2000
S1 and S1A, S2, S3, S4	2000

6.i. Leave Travel Assistance:

Leave Travel Assistance is applicable to **X, X1, A1 to A6 & S1 to S6** grade of IIHMR. A person can avail LTA only after one-year service with IIHMR. Eligibility for LTA is once in two years. It will be calculated at the rate of 10% of the total basic salary drawn by the employee in the last financial year. To avail of this, the employee has to be on earned leave for at least 6 days. First/subsequent LTA can be taken after completion of one year from the previous availed LTA as per block year effective from the joining date of the individual. Approval for LTA is to be taken by the employee at least 30 days in advance. However, the dates may be changed according to the needs of IIHMR. An employee on probation is not eligible for LTA.

Matters having implications on the Income Tax arising out of LTA shall be the responsibility of the person concerned.

Process:

For applying LTA employees shall apply to the HR department through his/her reporting supervisor. After that HR shall check the eligibility and entitlement of the employee and based on that HR will issue a sanction letter to the employee.

Employee may submit a request to the accounts department along with the sanction letter for the advance for LTA which is normally 75% of the total eligibility amount. For settling LTA advance, an employee shall submit all bills (only travel) to the accounts department within 07 days from the date of return from LTA. The accounts department will settle LTA amount as per the eligibility.

6.j. Provident and Pension Fund:

Coverage of employees under Provident Fund will be in accordance with the rules of EPFO or BPFT as applicable. While onboarding, HR department will process all statutory requirements as per the norms of PF.

6.k. Gratuity:

Gratuity is payable in accordance with the Gratuity Act, 1972.

A person becomes eligible for Gratuity only after completion of 5 years of continued services.

7. LEAVE POLICY

7.a. For permanent staff and employees on contract break-up:

➤ Earned Leave (EL)

Earned Leave (EL) will be computed at the rate of 24 days for every year calculated on a quarterly basis from April to March. Those joining services at any time after the 1st day of April will have their EL computed proportionately from the date of joining. EL can be availed only four times a year. Accumulated EL beyond 40 days can be en-cashed on the basic pay based on March basic salary every year against adjustment of equivalent days of accumulated leave. A maximum of 40 days EL shall be carried over to the subsequent year. The Earned Leave cannot be clubbed with RH or CL. Sundays and holidays that fall during the spell of the EL will also be treated as leave. The decision to sanction the leave is purely at the discretion of the Management.

It is expected that employees plan their EL judiciously to avoid any dislocation to the smooth functioning of IIHMR.

➤ Contingency Leave (CL)

Contingency Leave (CL) is meant to meet situations arising out of sickness or any other personal contingencies. Maximum CL allowed during a financial year is 10 days. Allotment 5 CLs half yearly, in beginning April and October month every year. proportionate CL will be credited to a new joining employee with effect from his/her date of Joining. The maximum period for which CL can be taken is not more than 3 days at a time, RH, Holidays and weekly offs falling during the spell of CL will not be counted as CL. Exceeding three days of CL will be treated EL as per available balance or LWP. RH, Holidays and weekly offs falling during the spell of EL/LWP will be considered as a continuous leave. CL cannot be clubbed with any kind of leave like Earned Leave, Paternity Leave and Maternity Leave. An un-availed portion of CL will lapse at the end of FY.

➤ Maternity Leave

The provision of maternity benefits shall be provided to a female employee on the production of a medical certificate for 12 weeks.

➤ **Paternity Leave**

- The Paternity Leave will be granted to male employees, for a maximum of two weeks, for each childbirth if an employee has worked for one year with the organization. Paternity leave cannot be combined with any other kind of leave and can be availed only in two blocks within a month from the birth of the child.

7.b. Leaves Applicable on Contractual Staff (Consolidated Salary Appointment)

➤ **Contingency Leave (CL)**

Contingency Leave (CL) is meant to meet situations arising out of sickness or any other personal contingencies. Maximum CL allowed during a financial year is 15 days. Allotment 7.5 CLs half-yearly, in beginning April and October month every year. proportionate CL will be credited to a new joining employee with effect from his/her date of Joining. The maximum period for which CL can be taken is as per available balance at a time, RH, Holidays and weekly offs falling during the spell of CL will not be counted as CL. Apparently, these will be counted as continued leave, if there is no leave balance available with an Individual. In case of LWP all holidays falling between the LWP period will be counted as LWP. Un-availed portion of CL will be lapsed at the end of FY.

➤ **Maternity Leave**

The provision of maternity benefits shall be provided to female employee on production of medical certificate for a period of 12 weeks.

➤ **Paternity Leave**

- The Paternity Leave will be granted to male employees, for a maximum of two weeks, for each childbirth if an employee has worked for one year with the organization. Paternity leave cannot be combined with any other kind of leave and can be availed only in two blocks within a month from the birth of the child.

7.c. Others

➤ **Compensatory Off (CO)**

- Staff falling under the grade-S5-S7 may avail compensatory off if they are working on a week off/ closed holiday due to any office assignment. The supervisor will approve leave while mentioning the reason for attending office on a non-working day. CO shall be consumed within a week time of the compensatory workday. CO is not applicable while on the official tour.

Process (For Official Tours & Leaves)

A leave application form signed by self and approved by the reporting authority is required to be submitted to the HR Department well in advance. The same is applied to the tour program. One copy of Tour Program is to be submitted to A/C Dept. and other one to HR Department. However, in case of unforeseen circumstances, one can submit the application, post facto. It is also advised to keep the colleagues informed of any planned leave to ensure the smooth functioning in employee's absence. The decision to sanction the leave is purely at the discretion of the management.

- **President/Director:** Leave applications & tour Programs shall be approved by Chairman.
- **Faculty:** Faculty's leave applications & tour programs will be forwarded by School Dean to the President/Director for final approval. President/Director Office will send to HR department for information and record keeping.
- **Registrar/ Dy. Registrar and HODs:** Leave applications & tour Programs shall be approved by the President/Director.
- **Research Staff:** Research staff will take approval from his/her PI and will also inform to Dean Research if going for leave for longer duration more than 03 days.
- **Support Staff:** Support staff will seek approval from their HODs.

8. TRAVEL/DAILY ALLOWANCE

Grade	Travel Eligibility
X, X1, A1 to A3, S1 to S3 & S1-A	Air Economy Class or equivalent
A4, A5 & S4, S5	2nd AC Rail or equivalent
A6, S6 & S7	3rd AC Rail or equivalent

- Reservation charges– For seat/ sleeper berth are reimbursable on production of bills/receipt.
- Tatkal Seva charges – Reimbursement allowed in emergent circumstances only for Railway journeys undertaken for official purposes.
- Internet/e-ticketing charges– Reimbursable for the tickets booked through the website of Indian Railways.
- Cancellation charges- For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable.
- All the official air/train/bus tickets should be booked through the concerned Administration Department.

For outstation official travel of Staff: Per Diem Rates for stay & food expenses

Grade X and X1

For Metros/Kolkata/ Delhi/Chennai/Mumbai / Bengaluru/ Hyderabad/ Ahmedabad	Per diem (Flat rate) Rs. 2000/- per day without bills. No incidentals will be payable Maximum Per diem Rs.4000/- per day on production of Bills for stay & food charges and Rs.750/- per day will be payable as incidental charges (fixed) without bill.
State Capitals other then metros cities	Per diem (Flat rate) Rs. 2000/- per day without bills. No incidentals will be payable. Maximum per diem Rs. 4000/- per day on production of bills for stay & food charges and Rs. 750/- per day will be payable as incidental charges (fixed) without bill.
For all other places	Per diem (Flat rate) Rs.2000/- per day without bills. No incidentals will be payable. Maximum per diem Rs. 3000/- per day on production of Bills for stay & food charges and Rs. 750/- per day will be payable as incidental charges (fixed) without bill.

Grade A1 to A3, S1 to S3 & S1-A

For Metros Kolkata/Delhi/ Chennai/Mumbai/Bengaluru/ Hyderabad/Ahmedabad	Per diem (Flat rate) Rs. 1350/- per day Without bills. No incidentals will be payable. Maximum Per diem Rs. 3200/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
State Capitals other then metros cities	Per diem (Flat rate) Rs. 1350/- per day Without bills. No incidentals will be payable. Maximum per diem Rs. 2400/- per day on production of bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
For all other places	Per diem (Flat rate) Rs.1350/- per day without bills. No incidentals will be payable. Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.

For Grade A4 & S4

For Metros Kolkata/Delhi/ Chennai/Mumbai/Bengaluru/ Hyderabad/Ahmedabad	Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable. Maximum per diem Rs. 2400/- per day on production of Bills or stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.
State Capitals	Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable. Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.

For all other places	<p>Per diem (Flat rate) Rs. 1100/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 1350/- per day on production of Bills for stay & food charges and Rs. 300/- per day will be payable as incidental charges (fixed) without bill.</p>
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Grade A5, A6, S5 & S6

For Metros Kolkata/Delhi/ Chennai/Mumbai/Bengaluru/ Hyderabad/Ahmedabad	<p>Per diem (Flat rate) Rs. 900/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 1800/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.</p>
State Capitals	<p>Per diem (Flat rate) Rs. 900/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 1350/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.</p>
For all other places	<p>Per diem (Flat rate) Rs. 900/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 900/- per day on production of Bills for stay & food charges and Rs. 225/- per day will be payable as incidental charges (fixed) without bill.</p>

Grade S7

For Metros Kolkata/Delhi/ Chennai/Mumbai/Bengaluru/ Hyderabad/Ahmedabad	<p>Per diem (Flat rate) Rs. 700/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs.1350/- per day on production of with bills for stay & food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.</p>
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State Capitals	<p>Per diem (Flat rate) Rs. 700/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 900/- per day on production of bills for stay & food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.</p>
For all other places	<p>Per diem (Flat rate) Rs. 700/- per day without bills. No incidentals will be payable.</p> <p>Maximum per diem Rs. 600/- per day on production of bills for stay & food charges and Rs. 150/- per day will be payable as incidental charges (fixed) without bill.</p>

Travel between JPR-DEL-JPR, JPR-MUMBAI-JPR, JPR-CHANDIGARH-JPR, JPR-BHOPAL-JPR, JPR-LUCKNOW-JPR, JPR-SHIMLA-JPR, from Delhi to Chandigarh, Bhopal, Punjab, Lucknow etc. and from Bangalore to all southern state and Mumbai should be done by train to the extent possible. Wherever IIHMR is able to provide guesthouse facilities, the same must be availed. In case of guest house facilities availed, only 50% of flat per diem will be allowed.

- The above per diem charge includes stay & food expenses. No other incidental expenses are payable. For journey/travel time, only incidental expenses will be payable at the rate of 40% of the above flat per diem charges. Local travel within the city will be paid extra on actual undertaken by auto/Taxi/other public transport.
- Outstation Travel continuous more than 60 days will be treated as deputation. Per Diem per month charges while on deputation or transfer to field/project office will be calculated at the rate of 50% of basic salary per month. In that case, local conveyance will be reimbursed as per actual.
- Per diem charges for within municipal/Delhi-NCR area will be as follows:
 - Tour not exceeding 8 hrs - Nil
 - Tour exceeding 8 hrs but not exceeding 12hrs - 70% of flat per diem
 - Tour exceeding 12hrs - 100% of flat per diem
- Travelling and per diem charges are reimbursed or paid by project sponsoring agency on actual expenses incurred and on production of actual bills of Travels; in that case travel and per diem charges may vary from the above rates and will be applicable as per project sanctioned budget, subject to approval of the Head of the concerned Campus.

All official travel must be approved by the authority in approved format (Tour Programme) before start of the travel.

All the Travel bills are required to be submitted in approved format to Accounts Department within 3 days of return from the tour.

9. CONVEYANCE REIMBURSEMENT

Personnel of IIHMR owning vehicles will be eligible for reimbursement of running expenses involved in use of vehicles for the official work at the following rates:

Car	Rs.10.00 per km. (For grade X, X1, A1 to A4 & S1 to S4 only)
Scooter/Motorcycle	Rs. 6.00 per km. (For all grades)

10. ANNUAL APPRAISAL and REVIEW

• INCREMENTS & PROMOTIONS

IIHMR has an increment and promotion system through 270-degree appraisal system. Grant of increment shall be discretionary. Increments shall be granted only upon satisfaction of authorities as to performance of the employee. Increments will be on the basis of time scale prescribed and will normally be effected in April every year. However, the time scale will not be a constraint for rewarding notable performances. IIHMR may also reward good performance by providing in cash or in kind or otherwise. Those confirmed on regular basis on or before 1st October (i.e. six months) shall be eligible for increment in April next year. Though, normally, increments will be granted to every person, poor performance or other negative factors may lead to increment not being granted. A probationer will not be entitled to get increment during probationary period.

Increments for contractual staff is applicable after one-year completion from the date of joining.

IIHMR promotion policy is tuned to providing promotion/growth opportunities of its existing employees. Promotion will be based on performance and suitability for the higher position.

Process

HR department initiates the process of annual appraisal every year in the month of February in consultation with the President/Director of the University/Institute. Appraisal forms are sent to all eligible employee of the university/Institute through email with a request to fill and route it through supervisor for performance review and submit to the President/Director office. President/Director Office sends all the appraisal to HR Department for consolidation of the data along with employee's existing professional and educational information. HR department prepares and submit to President/Director office for further direction.

For any additional increment or cash reward or Promotion, President/Director may align with the approved annual budget and send his/her recommendation to Chairman/Trustee Secretary for approval.

11. PROFESSIONAL DEVELOPMENT

IIHMR encourages participation of its personnel in professional seminars/conferences. For participation in external and internal programmes, prior approval of the President/Director is necessary. Normally, the President/Director sponsors staff for such external developmental activities. Whenever a candidate is sponsored for a long duration programme or a high cost short duration programme, the University/Institute would ask for a service bond to be signed.

Traveling allowance for participation in external programmes will be reimbursed as per the eligibility of the person. Whenever a candidate is sponsored for programmes costing Rs. 25,000/- or above, the employee shall be liable to execute a service bond as agreed between employee concerned and management.

IIHMR encourages participation of its personnel in seminars/conferences. For participation in external and internal programs, prior approval of the Campus Head is necessary.

Faculty and Research staff is encouraged to write publications and same will be awarded as per the publication policy.

Individual consulting provision is available for faculty.

12. FAMILY WELFARE

IIHMR is firmly committed to the cause of planned and small family. Employee having two children of which one or both are females, will be provided a 16 years fixed deposit scheme in the name of each girl child equivalent to maturity value of Rs.40,000/-. This facility will be extended after the younger child has attained the age of 2 years as on 1st April 2000 or later. This scheme is applicable only if one of the spouse undergoes permanent sterilization after one or two children.

Any employee wishing to formally adopt a child will be paid Rs.400/- p.m. till that child attains the age of 18 years.

Any childless couple, after five years of marriage, willing to undergo medical treatment for fertility will get 80% of total expenses on production and approval of bills, subject to an overall limit of Rs.25, 000/-.

13.SAFE WORKPLACE FOR WOMEN:

IIHMR is committed to follow the guidelines stipulated by Hon'ble Supreme Court of India with regard to Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and to providing work environment that ensures every employee is treated with dignity and respect and afforded equitable treatment. IIHMR is also committed to promoting a work environment that is conducive to the professional growth of its employees and encourages equality of opportunity. IIHMR will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its employees are not subjected to any form of harassment. Internal Complaint Committee has been Constituted under the law who take cares of related issues.

14.ATTENDANCE & WORKING HOURS

The official working hours are from 9:30 am to 5:30 pm including 30 minutes lunch break from 1:30 pm to 2:00 pm. However, timings may be relaxed to suit the needs and circumstances at the discretion of the Management. Late coming is discouraged. In and out attendance is to be marked in the biometric thumb impression machine available at the Reception. Employees reporting after 9:45 am will have to apply for Contingency Leave. However, permission may be granted by the Heads of the Departments/concerned faculty in extraordinary cases to meet the unforeseen circumstances or circumstances beyond one's own control. However, in such cases information of late coming should be given to the Head of the departments' along with Reception or HR Department. Reaching office between 9:30 am and 9:45 am, without any information, will be treated as late coming and 3 such late comings will be treated as half day CL. The staff going out for any work during office hours should submit approved application to HR Department and mark an entry in the Staff in & out register at Reception.

15.NOTICE PERIOD and EXIT FORMALITIES

The services of any person can be terminated or withdrawn by either side giving written notice of 2 months in grade X & X1, 1 months in grade A1 to A4 & S1 to S4 and 1 month in grade A5, A6, S5, S6 & S7.

In the absence of notice as above, basic salary in lieu of notice period shall be payable. For those on probation, there will not be any requirement for notice, from either side, or for any payment in lieu of such notice.

Like on-boarding, exit process is also very critical and needs to be facilitated effectively to ensure employee's smooth transition from the institution.

Process:

Resignation Acceptance Letter: Subsequent to the approval on the resignation; HR will hand over the Resignation Acceptance Letter to the departing employee. This letter will briefly apprise him/her about charge hand-over and settling the dues. In case of termination, the notice will comprise all above details.

- No Dues Certificate: HR will issue a No Dues Form in the name of the departing employee and get it signed by all the concerned including the immediate reporting authority. Based on this, HR will establish that there are no such dues pending in his/her name or if any such dues are reflected, will be reported while preparing the full & final statement.
- Charge Handover: The employee has to hand over all the belongings of IIHMR to the employee taking charge. A formal handing over/ taking over charge with due paperwork has to be done. It is the responsibility of the immediate reporting authority to ensure the proper charge handover; and confirm HR about the same before the full & final payment is processed. The charge handover mechanism should be initiated at least 6 months before the due date of departure.
- Full and Final Settlement:
 - The HR shall prepare and send the full and final settlement statement of the employee to the Accounts incorporating and settling all the dues, notice period deficit days, advances, etc. with the amount payable e.g. leave encashment, payment of gratuity, other allowances, and salary of the last working month.
 - The Accounts will hand over the full and final settlement cheque/ RTGS/ NEFT/DD to the employee within a within a week period from the date of relieving.
- Relieving Letter and Letter for experience will be issued by HR on the date of relieving.
- PF and Pension Fund withdrawal / transfer forms will be given to the employee by HR and as per his/her preference, process of withdrawal or transfer would be initiated. For withdrawal, employee will submit copy of Aadhar Card, Form 16 and cancelled cheque.
- TDS Certificate will be forwarded to the mail account of an employee by Accounts at the end of the financial year.

- Exit Interview

An Exit Interview is typically a meeting between HR head and a departing employee, usually who has voluntarily resigned.

All such certificates shall be specifically addressed and shall not be issued as to whom so ever it may concern.

Purpose

- To gather data for improving working conditions and retaining employees.
- To determine and document the reasons of employees leaving the Institution.
- To provide an opportunity for the airing of unresolved grievances, and to provide constructive feedback to improve effectiveness and/or efficiency of institution's operations and/or employees' quality of life.

Process:

1. The exit interview would be conducted by the HR on the date when the employee is being relieved.
2. During the time of Interview, sufficient privacy should be ensured.
3. The interview should be aimed at gathering the employee feedback about the reasons for his/her leaving the institution, his/her opinions about policies/ systems/ procedures of the institution.
4. The Exit Interview Form must be filled by the departing employee.
5. Completed forms shall be kept in the personnel records of the departing employee and the HR will give the quarterly feedback to the President/Director.

16.TRANSFERABILITY

Service of persons working in IIHMR is transferable. This would include transfer from one job to another, one location to another in the University or other campuses of the Society or transfer to any associate/sister organizations. In case of transfer to any associate /sister organization, the person shall have the privilege of continuity of employment and terms in the new organization shall not be less favorable.

17.DUAL EMPLOYMENT/EXTERNAL ASSIGNMENTS

While being in the service of IIHMR, no person shall take up an employment or assignment even on part time or casual basis of whatever nature anywhere else, without the written approval of the President/Director. Any income or reimbursement received must be disclosed to IIHMR.

18.HOLIDAYS

IIHMR declares 11 days of paid holidays, inclusive of 3 optional holidays in a year. The optional holidays can be availed from January to December and cannot be clubbed with Earned Leave.

List of closed and optional holidays will be given to the employee at the time of joining during the orientation. List of holidays will be declared every year in the month of December for next year.

Weekly Off at IIHMR shall be Sunday, unless otherwise substituted. 2nd & 4th Saturday of every month shall be closed.

19.RETIREMENT

Retirement policy provides a statement of IIHMR 's approach to employee retirement. IIHMR believes that a clear policy will assist employees in planning for their retirement, or for an extension of their working lives. Age of retirement at IIHMR is 58 years. The retirement date is the end of the month following the staff member's 58th birthday. extension beyond the superannuation can be considered for deserving employees, based on IIHMR requirement. The process to be followed in either case will be as follows:

PROCEDURE:

HR shall notify to superannuating employee at least 03 months Prior to his/her anticipated retirement date with a copy to the head of the department of respective employee. HR will facilitate to employee for smooth departure.

- The HR will inform the HOD/ President/Director (in case of faculty) to initiate discussion with superannuating employee to facilitate departure in phased manner and handing over charge to the successor.
- The candidate being considered for extension will be asked for his/ her willingness and terms of reference for extension will be discussed for extension.
- An offer of extension prepared on the basis of discussion will be given to the employee at least two months in advance.
- Acceptance of the offer by the superannuating employee would follow by a reappointment letter for an initial period of one year in most cases.
- In case of extension to be extended beyond one year the same process will be followed.
- For the employees where no extension is on cards, there would be facilitation for smooth transition from work life.

20.FACILITIES

➤ Housing

An on-campus housing facility is available for the employees(Jaipur only). It can be availed by forwarding the requisition for housing to the concerned HR Department. However, it depends on the availability.

Charges for staff quarters: As per HRA norms. Charges for Maintenance, water & electricity: time to time notified by IIHMR management.

Norms for residing at staff quarters: "Rules for Allotment of Residential Accommodation" and the amendments from time to time shall be applicable and binding on the employee

Canteen

The canteen facility is open for the staff. The staff is required to have their lunch in the canteen. Also, they can get meals from the canteen by paying on the spot or in advance. The staff is requested not to order anything immediately prior to or in between any of the meals.

➤ Guest House(GH)

The staff can avail of the Guest House facility for their friends or relatives as per IIHMR's GH norms. They can send a request to the Guest House In-charge/Admin Head and the facility may be provided based on the availability.

➤ Reception

The Reception at IIHMR is a 24 hours facility. Phone facility is available for all the staff for official communication.

➤ Lab and Library

Library, Lab and IT Assistance are available for all the staff during the working hours. Staff can apply for the Library membership, official Email Id, internet access and desktop/laptop, pen drive, data card (if eligible) during the orientation.

➤ Salary Disbursement

The employees of IIHMR are required to open their A/C with any of the HDFC Bank Branches or as specified by the Management. Salary is directly credited to the employee Account. Employees can seek assistance from the concerned Accounts Department for opening a bank account.

21. INDIVIDUAL CONSULTING FOR STAFF IN GR.X, X1, A1 to A4

Individual consulting provision is available for academic staff in Grades **X, X1, A1 to A4** as per the rules and regulations governing this provision at IIHMR. Normally, a consulting provision will be made for 30 days in a financial year on sharing on two third basis.

Process: Faculty may apply to President/Director along with the consulting form and consultancy details for approval. An approved copy of consulting form and agreement with the tour program shall be shared with Accounts and HR departments for record and necessary action.

22. INTERPRETATIONS

On any interpretation of matters contained in this manual or otherwise, the decision of the Management or Board of Management shall be final.

23. DISCIPLINE:

Every employee of IIHMR shall perform his duties under strict discipline keeping in view the dignity and decorum of IIHMR.

24. DEFINITION:

- Staff means " persons employed by IIHMR".
- Year means the "12 months of a calendar year from 1st January to 31st December".
- Financial year means "the period of 12 months starting from 1st April to 31st March".
- Management means the "Management Board/Board of Management".
- Appointing Authority means the " Management Board /Board of Management or its nominee"

25. INCOME TAX AND OTHER TAXES

All matters of taxes, where central state or local, applicable to an employee will be the responsibility of the concerned person. IIHMR will deduct and deposit the same as and when required by such authorities.

26. LOAN SCHEME:

IIHMR provide loan to different categories of persons working at IIHMR on reasonable interest rate. These are provided as per the guidelines issued from time to time.

Sanction of loan is wholly on the discretion of the President/Director of IIHMR.

27. PROFESSIONAL CODE OF CONDUCT FOR SMOOTH FUNCTIONING & COHESIVE ENVIRONMENT AT IIHMR

- Employees should maintain a professional work environment keeping team spirit, mutual respect and trust of utmost importance.
- Employees must come clean, well-groomed and inappropriate formal attire.
- Employees should keep office premises neat and clean, dispose of waste items in dustbins only and if they find any waste lying on the floor then they should volunteer or immediately ask the Housekeeping Department.
- Employees should not waste the electricity, switch off all the electrical equipment and shut down the computers when not in use. Remember, it is for the individual and nations benefit.
- Employees should not waste paper, water or other green resources in order to boost eco-friendly practices.
- Maintain a balanced approach in personal and professional life.
- Employees should keep their personal belongings and valuables in lock and key. IIHMR is not responsible for any theft or loss.
- Employees are not allowed to smoke at their workstations, they may use the allocated smoking zone.
- Drugs and alcohol are strictly prohibited in the Campus.
- Employees are not allowed to carry any kind of arms and ammunition to the workplace.

Every employee of IIHMR is expected to perform his/her duties under policy guidelines keeping in view the dignity and decorum of IIHMR.

28. CONTACT PERSON

For any query or emergency that arises at IIHMR or in the field, staff may contact the concerned Administration Department or Vice President, IIHMR.

29. CONCLUSIONS

The provisions contained above, in this policy Manual, are mere guidelines and not exhaustive. In the event of any dispute arising out of, or pertaining to, or related to these rules, the decision of the Appointing Authority shall be final. Similarly, for the contingencies not covered by these provisions, the decision of the Appointing

Authority shall be final. The Appointing authority reserves the absolute right to change, vary, add or delete any provision contained herein above at any stage and an employee shall not be entitled to raise any grudge against it. All legal matters will be dealt with within the Jurisdiction of the Jaipur High Court only.

30. FORMS AND FORMATS:

All prescribed forms and formats related to various applications are annexed. Following are the details of Annexures:

Annexure 1 - Joining Formalities

Annexure 2 - Appraisal and Annual Activities

Annexure 3 - Exit Formalities

Annexure 4 - Others