

Industrial Research & Consultancy Centre
INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Rules governing consolidated salary, medical benefits, TA/DA and leave for project staff
Effective date: 1 June 2020

1. Preamble

The Board of Governors of IIT Bombay, in its 244th meeting held on 11 August 2018, approved revision of consolidated salary, TA/DA, medical benefits and leave rules for Institute staff appointed temporarily on a consolidated salary. A similar revision is being made for staff working for any funded project being managed by IRCC (hereinafter referred to as Project Staff).

2. Applicability

- a. These rules are applicable to temporary staff working for any of the projects managed by IRCC viz., sponsored, consultancy, donation, internal projects and so on.
- b. Terms and conditions of the funding agency (e.g., DST) and/or the agreement governing a project will prevail over the rules given hereunder for project staff working for such projects. This includes designations, essential and desired qualifications, annual increments, HRA/OCA and TA/DA. Hence, rules given here will apply only to the extent such terms and conditions permit. PIs should take these into consideration while budgeting new proposals.
- c. Pre-revised norms (i.e., those revised in 2015) will continue to apply to project staff working for ongoing and already sanctioned projects till such time that the implementation of revised norms is approved by the funding agency and funds are released to cover the additional cost. Towards this, Principal Investigator (PI) may write to the funding agency or seek revision of agreement governing the project.
- d. Project staff working for ongoing projects or employed for already sanctioned projects may be paid revised salaries if
 - i. the sanction order does not have any specific norms,
 - ii. provides for the use of Institute norms and
 - iii. sufficient funds are available. Such a revision may be effected by the PI from the date of implementation of the revised norms or from the date of next extension or transfer.
- e. Revised norms are applicable to full time as well as part time project staff.
- f. Note: Project Staff appointments are not allowed through Department Development Fund (DDF) as per notification No. D-III/M-1/2011 dated 9 September 2011 issued by the Office of the Director.

3. Revision of consolidated salary, annual increment and OCA

- a. Revised salary range, annual increment and OCA are given in Table 1. Designations, qualifications and experience corresponding to these levels remain same (see Table 2 in Annexure 1). TA/DA and Leave Rules are given in Appendices 2 and 3, respectively. Qualifications not appearing in Annexure 1 may be mapped to those given in Table 2 with the prior approval of the Dean (R&D).
- b. Lower bounds of salaries in respective levels must be followed by the selection committee as a minimum for all appointments. However, these norms will not constrain the selection committee from offering higher salaries if funds are available. Such higher salaries should be offered through additional increments corresponding to that level.

Table 1 Existing and revised salary range, annual increment and OCA

Existing (revised in 2015)				Revised (revised in 2020)			
Level	Salary Range (Rs)	Annual Increment (Rs)	OCA (Rs)	Level	Salary Range (Rs)	Annual Increment (Rs)	OCA (Rs)
P-L3	15000-21000	1500	2000	PR-A1 ¹	No fresh appointments	1800	2500
P-L2	18000-26000	2000	2500	PR-A2	14400-31200	2400	3125
P-L1	30000-42000	3000	4000	PR-A3	25200-50400	3600	5000
P-O3	40000-56000	4000	5000	PR-O1	33600-67200	4800	6250
P-O2	50000-70000	5000	6000	PR-O2	42000-84000	6000	7500
P-O1	67000-91000	6000	8000	PR-O3	58800-109200	7200	10000
P-O5	100000-132000	8000	12000	PR-O4	91200-158400	9600	15000

¹This revision is for staff already working at this level. No fresh appointments are allowed in this level.

- c. Level and starting salary should be fixed by the selection committee based on the advertised (for 89-day appointments, as desired) nature of job, essential and desired qualifications and experience (Annexure 1), and the experience and qualifications of the candidate as relevant to the requirements.
- d. In the assessment of the selection committee, if a candidate does not meet the requisite technical competence and/or experience, such a candidate may be placed at the lower end of the salary range at the given level.
For such candidates, an increase in salary by an amount not exceeding the maximum annual increment, specifically due to the acquisition of relevant skill /competence, may be given by the PI. Such an increase may be given only once and within one year from the date of initial appointment.
- e. Annual increment can be any amount but not exceeding the maximum annual increment shown in Table 1.
Annual increment may be given while extending the service of the project staff at the completion of a year. Recommendation of the Principal Investigator is mandatory.
- f. Assessment Committee report is mandatory for changing the level of appointment and/or giving an increment that is higher than the maximum annual increment.
- g. In rare and exceptional cases, appointments at PR-O4 and higher consolidated salaries outside of the scope of these norms may be made based on specific strong justifications, Dean R&D recommendation and prior approval of Director. Such appointments must be made through assessment / selection / open advertisement by a special selection/standing committee to be appointed by the Dean R&D. The project must have appropriate funding / budgetary provision for such positions.

4. Out of Campus Allowance (OCA)

- a. Only full time project staff are eligible for OCA
- b. Project staff availing on-campus accommodation of any type are not eligible for OCA.
- c. Project staff should submit a declaration in the prescribed format for claiming OCA.
- d. Project Staff allotted on-campus accommodation (except student hostels) will be charged four (4) times the corresponding licence fee. Project staff who are allotted hostel room will be charged as much as a student is charged.

5. IRCC support towards Administrative Assistants

IRCC provides partial financial assistance towards Administrative Assistants. The extent of support will be 50% of the salary or Rs. 9,000/- whichever is lower. In addition, 50% of the OCA will also be borne by IRCC.

6. Medical Benefits

- a. "Family" herein refers to the project staff (i.e., Self), dependent spouse and up to two dependent children.
- b. OPD benefits for the Family will be as per norms for Institute staff appointed temporary on consolidated salary.
- c. Project Staff whose appointment is for a period of 1 year or more will be reimbursed an annual health insurance premium for the family subject to the following:
 - i. Reimbursement will be on yearly basis
 - ii. 50% of the annual medical insurance premium subject to a maximum of Rs. 5000/- will be borne by IRCC and the rest (subject to a maximum of Rs. 5000/-) is expected to be paid for from project funds.
 - iii. Insurance may be taken from any IRDA approved insurance company.
 - iv. This benefit will not be applicable to Project Staff who are availing medical benefits from any other source. A declaration that the Project Staff is not availing of medical benefits from other sources will be required to be given for claiming reimbursement.
 - v. In case the Project Staff resigns or appointment is terminated at any intermediate date prior to the completion of the year during the appointment period, the reimbursement will be made pro-rata for that part of period before resignation / termination of the year under consideration.
- d. These rules for medical benefits will also apply to Project Staff appointed in projects required to follow DST norms, since DST norms allow medical benefits as per the grantee Institution's rules.

7. Other Forms of Hiring

The norms for other forms of hiring (trainee/part-time/external consultant/TAP/RAP) are given in Table 3 in Annexure 1.

Annexure 1

Table 2 Norms for Designations, essential qualification and experience⁵

Level	Functional area	Designation	Essential Qualification and Experience
PR-O4	R&D Management	Senior Project Executive Officer	<p>This is a leadership position involving effective management of a team, with initiative & independence, to achieve desired results</p> <ul style="list-style-type: none"> • PhD with minimum 8 years relevant experience OR • MBA/ MTech or equivalent degree with minimum 12 years relevant experience OR • Applicant should have sufficient experience in managing large activities/centres/projects at higher/middle level managerial/scientific/academic positions (to be drawn up as per the specific requirement of project)
	Research	Senior Project Research Scientist	<ul style="list-style-type: none"> • PhD with minimum 4 years relevant experience OR • MTech/ME/MDes/MBA or equivalent degree with minimum 8 years relevant experience OR • BTech/BE/MA/MSc/MCA or equivalent degree with minimum 10 years relevant experience
PR-O3	Managerial / Technical	Senior Project Manager	
PR-O2	Research	Project Research Scientist	<ul style="list-style-type: none"> • PhD OR • MTech/ME/MDes or equivalent degree with minimum 4 years relevant experience OR • BTech/BE/MA/MSc/MCA/MBA or equivalent degree with 6 years relevant experience
	Managerial/ Technical	Project Manager, Sr. Project Software Engineer, Sr. Project Engineer	
PR-O1	Research	Project Research Associate, Project Research Engineer	<ul style="list-style-type: none"> • MTech/ME/MDes or equivalent degree OR • BTech/BE/MA/MSc/MCA/ MBA or equivalent degree with 2 years relevant experience
	Managerial/ Technical	Assistant Project Manager, Project Software Engineer, Project Engineer	

PR-A3	Research	Project Research Assistant	<ul style="list-style-type: none"> BE/BTech/MA/MSc/MCA/MBA or equivalent degree OR BA/BSc or equivalent degree with 2 years of relevant experience
	Technical	Sr. Project Technical Assistant*	
	Administrative	Sr. Project Assistant	<ul style="list-style-type: none"> MA/MCom/MCA/MBA or equivalent degree OR BA/BSc/BCom/BBA or equivalent degree with 2 years relevant experience Desirable: Knowledge of Computer applications, Secretarial experience
PR-A2	Technical	Project Technical Assistant*	<ul style="list-style-type: none"> 3-year Diploma in Engineering in the appropriate discipline OR ITI in the appropriate trade OR Bachelor's degree in the appropriate discipline OR Persons with proven experience of at least 5 years in the following skills: wood work, bamboo craft, pottery, metal working, machining and fabrication including processes such as turning, milling, shaping, CNC machining, electro discharge machining, grinding, operation of foundry equipment, welding, basic electronics, and repair/maintenance of these/similar equipment. A skill test is mandatory in this case.
	Administrative	Project / Administrative Assistant	<ul style="list-style-type: none"> BA/BSc/BCom/BBA or equivalent degree Desirable: Knowledge of Computer applications, Secretarial experience
PR-A1	<ul style="list-style-type: none"> For existing staff only. Level and corresponding designation discontinued with effect from date of approval and notification of these revised norms. No new appointments shall be made at this level. Services of casual labour may be procured through Institute-approved contractor as and when necessary and required for the project execution. Payment will be from project funds 		

*Domain of qualifying degree and nature of experience will be based upon the nature/requirement of the project, consistent with the project domain or as per the proposal/sanction letter, if stated explicitly. A minimum of 55% marks or its equivalent grade in the qualifying degree will be required.

*In case of specific requirement, the specialized function of a Project Staff could be added at the end of the designation e.g. Sr. Technical Assistant (Project) - Videographer, Technical Assistant (Project) - Web designer, etc.

Table 3 Other types of Hiring

Level	Functional area	Designation	Remark	Salary
PR-A2 PR-A3	Research/Technical / Administrative	Trainee	The term 'Trainee' will be prefixed to candidates in L1 and L2 designations only, whenever the results of the degree corresponding to the minimum qualifications are awaited.	As in Table 1
PR-O4 PR-O3PR-O2PR-O1	Research /Technical / Administrative	Part-Time*	The term 'Part-Time' will be prefixed in designations of respective level for other than full time appointment.	Salary shall be pro-rata
N/A	Technical/ Research	Consultant	External experts to be taken for specialized support as per recommendation of a special committee/ standing committee appointed by Dean R&D	No Salary. Only consultant fee. Number of days per month of engagement, remuneration per day and duration of engagement will be as per committee recommendations
N/A	Research	TAP/RAP	Students admitted to the PhD / MTech programs as per Institute eligibility criteria but supported financially from projects	No salary. Fellowship only. Minimum fellowship as per Institute norms for student assistantships. Higher Fellowship may be given subject to availability of funds.

***Part-time appointment:**

- a. Part time project staff may be appointed only in special cases based on a justification by the PI and recommendation by a committee.
- b. Part-time appointees will not have the benefits (viz., leave, medical, OCA) applicable to full-time project staff.

Annexure 3

TA/DA norms(travel within India)

1. For JRF, SRF and RA:As per DST norms
2. For PR-O4, PR-O3 and PR-O2 level Project Staff: Rules as applicable to Institute staff on consolidated salary will apply.
3. PR-O1, PR-A2, PR-A3 level Project Staff: Rules as applicable to students will apply.

TA/DA norms (International Travel)

1. International travel is permitted subject to the following:
 - a) Such a travel is permitted by the terms and conditions of the project sanction order / agreement governing the project.
 - b) Funds are available under the travel budget-head
 - c) In case of doubt, specific approval of the funding agency may be taken
2. For PR-O4, PR-O3 and PR-O2 level Project Staff: Rules as applicable to Institute staff on consolidated salary will apply.
3. PR-O1, PR-A2, PR-A3 level Project Staff:Rules as applicable to students will apply.

Annexure 4

Leave rules

1. For JRF, SRF and RA:As per DST norms.
2. Leaves have to be monitored by the PI.
3. A full-time temporary project staff employee will be eligible for 30 days of Earned Leave, 20 days of half-pay leave (for appointment not less than 6 months) and 8 days of Casual Leave in a year, on a pro-rata basis.
 - A. Casual Leave can be taken in multiple of $\frac{1}{2}$ day, cannot be combined with Earned Leave (EL) or Half Pay Leave (HPL), does not carry over from one calendar year.
 - B. If the tenure is extended further, without a break, any unused EL in project staff's account will be carried over and accumulated till the continued tenure subject to a maximum of '300 days' in entire service period. Such leave can be availed as maximum at one time up to 150 days of the '300 days' accumulated, subject to sanctioning by the competent authority. 50% of unused Earned Leave may be encashed from IRCC at the end of the employment based on recommendation and leave record verification by PI (Provided the staff has continued in the same project for at least 1 year without break). EL can be combined with Compensatory Off (upto 2 at a time), Medical Leave, Government Holidays, Restricted Holidays.
 - C. If the tenure is extended further, without a break, any unused HPL in project staff's account will be carried over and accumulated till the continued tenure. This leave can be availed as maximum limit of 60 days, subject to sanctioning by the competent authority.

- E N D -

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Office of the Dean R&D

17 April 2008

In an effort to provide incentives to project staff at IIT Bombay, following initiatives are proposed:

1. **Tenure of appointment of project staff:**

- ii Based on approved procedures, appointment of a project staff may be made at any time, for the duration of the project or for three years whichever is earlier. However, continuation of appointment after each year will depend on a year-end review.
- iii When a staff is transferred from one project to another either after the completion of the earlier project or due to any other reason, it will be treated as a fresh tenure.

2. **Carry over of earned leave:**

Project staff appointed can avail of 30 days paid leave (calculated on a prorata basis) per year. If the tenure is extended further, without a break, any unused earned leave in his/her account will be carried over and accumulated in the next year, subject to a maximum of 90 days i.e. corresponding to maximum period of tenure as indicated in 1(i) above.

Encashment of unused leave:

- i. In the event of a break in Appointment
 - b. due to end of tenure in a project
 - c. due to resignation as project staff in a project or
 - d. due to transfer from one project to another

any unused leave may be encashed as per the following rule:

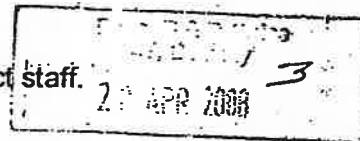
- up to 50% of the unused paid leave of a project staff may be encashed. Only such project staff will be eligible for this incentive who have completed at least one year of satisfactory service in the specific project in which the staff was working till the break.
- No encashment will be applicable for staff who has worked in projects for duration of less than one year,

viii The above-said unused leave encashment amount will be borne by IRCC.

In addition to this, the concerned PI may give appropriate incentive from his/her RDF or other sources. PIs are required to send a recommendation on the basis of satisfactory performance for payment of the above said incentive, to Dean R&D, along with the letter of resignation/end of tenure of project staff.

x Project staff whose services are terminated due to unsatisfactory performance will not be entitled to this incentive.

Above clause will be included in the terms of appointment of all project staff.



Dean R&D

(A) Approved
25/4/08
Registrar
756
22/4
Director

(a) These incentives are to attract and retain good project staff without any financial liability to the institute.
(b) Expenses would be met from IRCC funds.
(c) In view of above Director may consider for approval, to be reported to the BOG.

25/4

item No

Agenda for the BOG Meeting

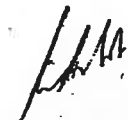
Date: October __, 2007

Incentive for project/IRCC Staff for contributing to Project.

Project Staff recruited for 89 days/1 year duration on sponsored as well as consultancy projects have to work uninterruptedly with full commitment to the success of project along with timely completion of work allotted to them: As per existing leave rules for contractual staff, unused earned leave lapses at the end of tenure. Project/IRCC Staff who suffer due to this rule are those who are dedicated and work without availing of earned leave. To show appreciation to such staff, it is proposed to give them some compensation. The proposal was discussed in detail in the IRCC advisory committee meetings held on September 6, 2006 and October 11, 2006.

The Committee recommended the proposal to the Deans' Meeting for consideration and it was taken into consideration.

The proposal is submitted herewith for approval of BOG.


→ Dean(R &D)

To,
Registrar

BOG (Any other item), if approved by the Director


10/10

907CA /
10/10/07