




Indian Institute of Technology Bhubaneswar
Bhubaneswar -751 013
www.iitbbs.ac.in

No.F.13-7/2010-BOG
January 4, 2011

ORDER NO.6/2011

Subject:- Modification in the Manner of Utilization of Professional Development Allowance of Faculty.

The undersigned is directed to convey that the Board of Governors of the Institute in its 4th Meeting held on 8th November 2010, as recommended by the Finance Committee of the Institute in its 3rd Meeting held on 8th November 2010 vide its Agenda Item No. **FC.3-16** has approved the manner of utilization in respect of Professional Development Allowance of Rs.3.00 lakh in a Block Period of 3 years on reimbursable basis by faculty of the Institute as per details given in the Annexure. This would be effective from 1-1-2011.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. AR (F&A) for necessary action
2. Deputy Director
3. All Deans / Heads of Schools /PICs
4. All faculty in the Institute
5. All Officers & Staff in the Institute
6. Secretary to the Director
7. Secretary to the Registrar
8. Central Library / Institute & Hostel Notice Board.
9. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
10. Guard File (BOG/FC)

Manner of utilization / disbursement of Fund of Rs.3 lakhs under Cumulative Professional Development Allowance for Faculty in a Block Period of three years. (2009-11 onwards)

(A) Participation in national and international conferences / seminars / symposia / workshops, etc.

- The amount under this head includes the following:
- Paper presentation
- Chairing a session
- Presentation of an invited talk
- Attending editorial board, technical committee meeting etc. as a resource person
- Travel for initiating collaborative research programme in India and abroad.
- Attending workshop / symposium / seminar etc.

For such cases, the registration fee, and full TA / DA as per entitlement shall be met from this head.

(B) Payment of membership fee of various professional bodies:

The amount under this includes reimbursement of full membership fee for national and international professional bodies.

(C) Contingent Expenses:

- Telephone reimbursement of Rs.750/- per month
- Purchase of books and journals
- Purchase of stationery, chemicals, minor equipment, computer accessories etc.

(D) Creation of Asset

Purchase of a laptop (once in every 5 years) subject to the condition that the Institute will not provide any laptop to the concerned faculty.

General Terms and Conditions:

1. The block period of three years shall be the calendar year starting from 1st January and ending on 31st December. The first Block period would be from 1-1-2009 to 31-12-2011.
2. The entitlement of faculty joining or superannuating / leaving the Institute during the middle of a block period shall be calculated on pro-rata basis based on completed months of service during the block year period a faculty has rendered or is likely to render. Any excess payment shall be subject to recovery.
3. Amount remaining unutilized at the end of a calendar year within the block period shall be carried forward to the next calendar year. However, the entitled money remaining unutilized at the end of a block period shall lapse.
4. The expenditure from PDA may exceed one lakh in the first year in deserving cases but it shall not exceed the ceiling of Rs.2 lakhs or 2/3rd of the gross entitlement of the faculty [whichever is less] during the Block Period .

Fakir



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No.F.13-7/2010-BOG
January 4, 2011

ORDER NO.7/2011

Subject:- Payment of Daily Allowance and Hotel charges for participation in International Conferences/Seminar by faculty - Revision in entitlement.

The undersigned is directed to convey that the Board of Governors of the Institute in its 4th Meeting held on 8th November 2010, as recommended by the Finance Committee of the Institute in its 3rd Meeting held on 8th November 2010 vide its Agenda Item No. **FC.3-6** has approved that the actual lodging charges for stay in a hotel shall be reimbursed subject to financial ceiling of US\$150 per day in connection with visit abroad by faculty for presenting paper in a conference / seminar etc. In addition to hotel charges, the faculty would be entitled to draw daily allowance as per rate approved by the Govt. of India from time to time.

Professional visit to other Academic Institutes / Universities up to two additional days before/after the conference could be clubbed with such visits with prior approval of the Director. The expenditure shall be met from the PDA of the faculty concerned.


(B K RAY)
Registrar &
Secretary, BOG

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4. All faculty in the Institute
5. All Officers & Staff in the Institute
6. Secretary to the Director
7. Secretary to the Registrar
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9. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
10. Guard File (BOG/FC)



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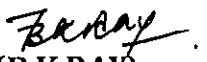
ORDER NO.8/2011

Subject:- Revision of honorarium for Dy. Director, Deans, Wardens and Asst. Wardens.

The undersigned is directed to convey that the Board of Governors of the Institute in its 4th Meeting held on 8th November 2010, as recommended by the Finance Committee of the Institute in its 3rd Meeting held on 8th November 2010 vide its Agenda Item No. FC.3-7 has approved the revision of honorarium for Dy. Director, Deans, Wardens and Asst. Wardens as per details given below:

i) Dy. Director	-	Rs.4000/- per month
ii) Deans	-	Rs.3500/- per month
iii) Wardens	-	Rs.2500/- per month
iv) Assoc./Asst. Wardens	-	Rs.2000/- per month

This would be effective from 1-10-2010.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. AR (F&A) for necessary action
2. Deputy Director
3. All Deans / Wardens / Asst. Wardens
4. All Officers & Staff in the Institute
5. Secretary to the Director
6. Secretary to the Registrar
7. Central Library / Institute & Hostel Notice Board.
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No.F.13-7/2010-BOG
January 4, 2011


ORDER NO.9/2011

Subject:- Adoption of equivalent Grade Pay in respect of Academic Grade Pay for TA/DA and other allowances and HAG Scale.

The undersigned is directed to convey that the Board of Governors of the Institute in its 4th Meeting held on 8th November 2010, as recommended by the Finance Committee of the Institute in its 3rd Meeting held on 8th November 2010 vide its Agenda Item No. FC.3-8 has approved the following mapping of Academic Grade Pay (AGP) with Grade Pay (GP) for the purpose of determining eligibility for TA/DA and other allowances.

Sl. No.	Academic Grade Pay	Equivalent Grade Pay for TA/DA and other allowance
01.	Rs.6000 & Rs.7000	Rs.6600/-
02.	Rs.8000/-	Rs.7600/-
03.	Rs.9000/-	Rs.8700/-
04.	Rs.9500/-	Rs.8900/-
05.	Rs.10000/10500	Rs.10000/-

2. Further, the Board has also approved introduction of new HAG scale in place of Grade Pay Rs.12000/- for Senior Professor w.e.f. 18-8-2009. The condition for moving to new HAG Scale from AGP of Rs.10500/- will be in accordance with the letter No.23-1/2008-TS.I dated 18-8-2009 of the Ministry of HRD (Department of Higher Education), Govt. of India.


(B K RAY)
Registrar &
Secretary, BOG

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1. AR (F&A) for necessary action
2. Deputy Director
3. All Deans / HOSs /Wardens
4. All Officers in the Institute
5. Secretary to the Director
6. Secretary to the Registrar
7. Central Library
8. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
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No.F.13-7/2010-BOG
January 4, 2011

ORDER NO.10/2011

Subject:- Matching Grant to Students' Gymkhana.

The undersigned is directed to convey that the Board of Governors of the Institute in its 4th Meeting held on 8th November 2010, as recommended by the Finance Committee of the Institute in its 3rd Meeting held on 8th November 2010 vide its Agenda Item No. FC.3-9 has approved cent percent matching grant for Students' Gymkhana i.e. @ Rs200/- per annum from the Financial Year 2010-11 onwards.

(B K RAY)

Registrar &
Secretary, BOG

Copy to:-

1. AR (F&A) for necessary action
2. Deputy Director
3. All Deans / HOSs / Wardens
4. All Officers in the Institute
5. President, Students' Gymkhana
6. Secretary to the Director
7. Secretary to the Registrar
8. Central Library
9. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
10. Guard File (BOG/FC)



Indian Institute of Technology Bhubaneswar
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No.F.13-5/2011-BOG
July 25, 2011

ORDER NO.11/2011

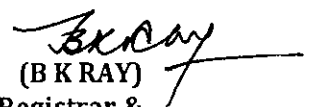
Subject:- Partial assistance to Research Scholars / Students for attending National and International Conference.

The undersigned is directed to convey that the Board of Governors of the Institute in its 7th Meeting held on 27th June 2011, as recommended by the Finance Committee of the Institute in its 6th Meeting held on 27th June 2011 vide its Agenda Item No. FC.6-5 has approved that Research Scholars and other Students whose papers have been accepted for oral presentation in an International Conferences of repute would be eligible for partial financial assistance towards travel in economic class excursion fare, registration up to US\$ 300, per diem for boarding & lodging up to US\$ 75 for three days excluding journey time within an overall ceiling of Rs.75,000/- per Scholar. Such Research Scholars/Students should be encouraged to seek financial support from other funding agencies. The slot for International Conference would be limited to 10 per year initially across the Institute. For National Conferences, Research Scholars / Students shall be eligible reimbursement of expenditure on account of travel by Rail (AC-III Tier), boarding and lodging expenses up to Rs.500/- per day and Registration charges up to Rs.3000/- within an overall ceiling of Rs.10,000/- per annum.

An Internal Committee would consider applications for such assistance.

Expenditure on this account shall be met from the Departmental Operating Grant of the respective Schools.

This would take effect from 1-7-2011 retrospectively.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. Dean (Academic Affairs)
2. All Deans / HOSs / Technical Adviser
3. AR(FA)/OSD(Acad)/AR(E.I)/SO(E.II)
4. Academic Section
5. Secretary to the Director
6. Secretary to the Deputy Director
7. Central Library
8. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
9. Guard File (BOG/FC)



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No.F.13-8/2011-BOG
December 28, 2011

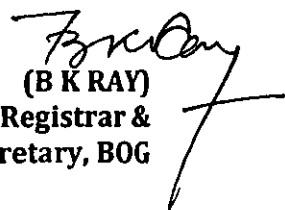
ORDER NO.12/2011

Subject:- Constitution of a Sub-committee of the Finance Committee for hike in non-statutory fee and recovery of user charges.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011, as recommended by the Finance Committee of the Institute in its 7th Meeting held on 30th November 2011 vide its Agenda Item No. FC.7-3 has approved the constitution of a Sub-committee of the Finance Committee consisting of the following:

- | | | |
|-------|------------------------------|--------------------|
| (i) | Prof M Chakraborty, Director | - Chairman |
| (ii) | Prof Sujit Roy, Dean (F&P) | - Member |
| (iii) | Shri B K Ray, Registrar | - Member-Secretary |

The Committee shall consider recovery full user charges/non-statutory fees in respect of all students except those having a parental annual income of Rs.4.5 lakhs and at least 25% charges in respect of those candidates below the income limit of Rs.4.50 lakh per annum belonging to SCs/STs. The Committee shall submit its report in next meeting of FC.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. All Deans / HOSs /Technical Adviser
2. AR(Estt.)/AR(FA)/OSD(Acad)
3. Accounts Section
4. Secretary to the Director
5. Secretary to the Deputy Director
6. Guard File (BOG/FC)




Indian Institute of Technology Bhubaneswar
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No.F.13-8/2011-BOG
December 28, 2011

ORDER NO.13/2011

Subject:- Internal Audit of the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011, as recommended by the Finance Committee of the Institute in its 7th Meeting held on 30th November 2011 vide its Agenda Item No. FC.7-3 has approved that the Internal Auditor shall submit a report to FC at the end of every quarter of each Financial Year and also will send a copy of the same to the Director.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. Internal Auditor
2. AR(FA)/AR(Estt.)/AR(S&P)
3. Accounts Section
4. Secretary to the Director
5. Secretary to the Deputy Director
6. Guard File (BOG/FC)



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No.F.13-8/2011-BOG
December 28, 2011

ORDER NO.14/2011

Subject:- Introduction of Group Savings Linked Insurance (GSLI) Scheme of the LIC of India Ltd. for regular employees of the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011, as recommended by the Finance Committee of the Institute in its 7th Meeting held on 30th November 2011 vide its Agenda Item No. FC.7-4 has approved the introduction of **Group Savings Linked Insurance (GSLI) Scheme** of the LIC of India Ltd. in respect of all regular employees of the Institute as per details given below:

Group/Types of Employees	Insurance Cover (in Rs.)	Monthly Insurance Premium (in Rs.)
Col.1	Col.2	Col.3
Group-A (Faculty & Officers)	4.00 lakhs	400.00
Group-B staff	3.00 lakhs	300.00
Group-C staff	2.00 lakhs	200.00
Group-D staff	1.00 lakh	100.00

2. Above premium has two components i.e. 35% of the premium is adjusted against the term assurance where in the case of the death of the employee, his/her heir/nominated members of the family would get the amount of Insurance as mentioned in the column 2 above while 65% of the premium would remain as savings with LIC. The amount in savings would be kept by LIC in the running account and member-employee would earn interest in the month end balances in the running account at the rate of interest determined by LIC from time to time. The current rate of interest is 8%. Premium shall be recovered from the salary bill of the member-employee concerned every month.

3. Further, the Board, for the Welfare of the Employees, has also approved that the Institute would provide additional Insurance coverage up to Rs.10.00 lakhs inclusive of amount as under col.2 above for which the additional premium beyond the amount at col.3 above would be met by the Institute. The expenditure for the purpose shall be met out of income of the Institute share from SRIC overheads and interest earning.

For Day



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No.F.13-8/2011-BOG
December 28, 2011

ORDER NO.15/2011

Subject:- Norms of absorption of Assistant Professors (contract) into Assistant Professor (regular) in the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011 vide its Agenda Item No. BOG.8-5 has approved the scheme of absorption of Assistant Professor on contract of the Institute to regular Assistant Professor to be made through an Institute Standing Committee provided that initial appointment of such Assistant Professor(s) on contract was done through a Statutory Selection Committee. This is further subject to the condition that such employee(s) also fulfills the preset performance criteria followed for appointment of Asst. Professor on regular basis in the Institute.

2. The Standing Committee for the purpose shall consist of the following:

- (i) Director
- (ii) Dy. Director
- (iii) Dean (Faculty affairs)
- (iv) Dean (SRIC)
- (v) Head of the concerned School
- (vi) One member from the concerned Department/School

3. Such absorption will be effective from the date of completion of three years of Post-Ph.D experience. Cases for such absorption would be taken up twice in a year normally in the month of January and August every year.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. All Deans / HOSs /Technical Adviser
2. AR(Estt.) /AR(FA)/OSD(Acad)
3. Secretary to the Director
4. Secretary to the Deputy Director
5. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
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No.F.13-8/2011-BOG
December 28, 2011

ORDER NO.16/2011

Subject:- Introduction of Annual Medical Examination for Faculty and Group 'A' Officers of age 40 years and above in the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011 vide its Agenda Item No. **BOG.8-6** has approved the scheme of Annual Medical Examination for Faculty and Group 'A' Officers of the age of 40 years and above. The regime of medical test for the purpose has been given in the **Annexure-I** to this order. The Annual Medical Report shall be part of the official dossier of the employee concerned.

The test shall be conducted in an appropriate Govt. Hospital and CGHS recognized private hospital as may be notified by the Institute. Expenditure for the purpose shall be borne by the Institute. Schedule for medical examination shall be notified separately in consultation with the hospitals.

(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. All Deans / HOSs /Technical Adviser
2. AR(Estt.) /AR(FA)/OSD(Acad)
3. Secretary to the Director
4. Secretary to the Deputy Director
5. The Secretary, IIT Council, Shastri Bhavan, New Delhi.
6. Guard File (BOG/FC)

PROFORMA FOR HEALTH CHECK UP FOR OFFICERS/FACULTY

Name : _____
Age : _____ Sex : M/F

Marital Status: Married Unmarried

Residential Address: _____

Tele-contact: _____

E-mail ID: _____

Office Address: _____

Blood Group: _____

History of Known Illness

Raised BP- Yes No If, yes- on Regular treatment- Yes No

DM - Yes No If, yes- on Regular treatment- Yes No

IHD- Yes No If, yes- on Regular treatment- Yes No

Stroke- Yes No If, yes- on Regular treatment- Yes No

Kidney Disease:

Chronic Renal Failure- Yes No If, yes- on Regular Dialysis- Yes No

Any history of Surgery/ prolonged hospitalization (more than 2 weeks)

Yes / NO if yes, reasons thereof

Any history of loss of appetite- Yes No

Any history of loss of Weight- Yes No

Centre

Any history of altered bowel habit Yes No

Any history of Chewing Tobacco Yes No

Family History of: DM HT Obesity

Premature CAD Yes/ No

Malignancy Yes/ No

Stroke Yes/ No

T.B. Yes/ No

Glaucoma & Premature Cataract Yes/No

Smoker Yes No If yes Number per day

Ex-Smoker Years of Smoking Years of quitting smoking

Vegetarian Yes No Non vegetarian Yes No

Pan Masala Yes No

Alcohol Yes No If regular quantity in ml per day

Regular Exercise Yes No

- Nature of *Exercise
- Walking
 - Jogging
 - Cycling
 - Swimming

ANNEXURE-I**-3-****INVESTIGATION REPORTS**Tests for Group 'A' Officers/**FACULTY**

1.	<u>Heamogram</u> (i) Haemoglobin (ii) TLC (iii) DLC (a) Polymorphs (b) Lymphocytes (c) Eosinophils (d) Basophils (e) Monocytes (iv) Peripheral Smear
2.	<u>Urine Examination</u> (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Ezam.
3.	<u>Blood Sugar</u> (i) Fasting (ii) Post-Prandial
4.	<u>Lipid Profile</u> (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<u>Liver Function Tests</u> (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<u>Kidney Function Tests</u> (i) Blood Urea (ii) S. Creatinine (iii) S.Uric Acid

Contd...

7.	<p>Cardiac Profile</p> <p>(i) S.LDH (ii) CK-MB (iii) S.CRP (iv) SGOT</p> <p>For Men</p> <p>(v) PSA</p> <p>For Women</p> <p>(vi) PAP SMEAR</p>
8.	X-Ray-Chest PA View Report
9.	ECG Report
10.	USG Abdomen Report
11.	TMT Report
12.	Mammography Report (Women)

Gynecological Health Check UP

1	<p>Pelvic Examination</p> <p>(i) Local Examination (ii) Per Vaginum (P/V) (iii) Per Speculum</p>
	Surgical Examination
	Breast Examination
	Urological Examination (For Men only)
	Rectal Examination (For Men only)

Systemic Examination

1.	Resp System
2.	CVS
3.	Abdomen
4.	CNS
5.	Locomotor System
6.	Dental Examination

Contd....

Eye Examination

1.	Distant Vision
2.	Vision with Glasses
3.	Colour Vision
4.	Tonometry
5.	Fundus Examination

ENT

1.	Oral Cavity
2.	Nose
3.	Throat
4.	Larynx

Contd.....

ANNEXURE-III
ANNEXURE-II

-6-

SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO APAR)

1.	Overall Health of the officer	
2.	Any other remarks based on the Health Medical Check- up of the officer	
3.	Health profile grading	

Date:

Signature of Medical Authority
Designation

Contd.....



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No.F.13-8/2011-BOG
December 28, 2011

ORDER NO.17/2011

Subject:- Fiduciary and statutory responsibilities of all functionaries of the Institute.

The undersigned is directed to convey that the Board of Governors of the Institute in its 8th Meeting held on 30th November 2011, as recommended by the Finance Committee of the Institute in its 7th Meeting held on 30th November 2011 vide its Agenda Item No. FC.7-3(3) has stipulated that all functionaries of the Institute must submit a compliance report to the Director with regards to all legal, statutory and financial norms prescribed by the Government of India and such other statutory authorities while discharging their duties and responsibilities.

Accordingly all functionaries of the Institutes viz; Dy. Director, Deans, Heads of Schools, Chairman, PICs, Registrar, Asst. Registrar etc. are required to submit a certificate to this effect before each meeting of the Board/FC keeping in view the provisions under GFR-2005, Institute of Technology Act' 1961, Statutes thereunder, MOA & Rules of IIT Bhubaneswar Society and/or any other Rules & Guidelines circulated by the Institute from time to time in this regard.


(B K RAY)
Registrar &
Secretary, BOG

Copy to:-

1. All Deans / HOSs /Technical Adviser
2. Chairman / PICs
3. AR(Estt.)/AR(FA)/OSD(Acad)
4. Accounts Section
5. Secretary to the Director
6. Secretary to the Deputy Director
7. Guard File (BOG/FC)