



Atal Bihari Vajpayee
Institute of Good Governance and Policy Analysis
(An Autonomous Institution of the Government of Madhya Pradesh)

Service Rules
(Ver. 1.0)

An ISO 9001: 2008 Organization
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Service Rules

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CHAPTER- I: RECRUITMENT PROCEDURE FOR CORE STAFF

1.1 Core staff other than experts for consultancies/projects and other services:

The institute will require to engage core staff which will consist of full time personnel on regular basis either on deputation or on tenure and others like experts for consultancies/projects and other services etc. (covered under Chapter XIII of GFAR) who will be mainly associated for a specific requirement generally in project mode for a pre-assigned objective and duration or even on part-time basis. The institute may recruit from time to time, the core staff as required as per the setup approved by the Executive Body.

1.2 Present Staff setup:

S.No	Post	No. of Post	Pay Scale for Deputationists	Consolidated emoluments for Tenure Employees
1	Director General	1	--	Rs. 1.5 lakhs
2	Director	1	At least in 37400-67000 + Grade Pay Rs. 10000	Rs. 1.2 lakhs
3	Principal Advisor (Centre for Governance)	1	37400-67000 + Grade Pay Rs. 8700/8900/10000	Rs.1,00,000/-
4	Principal Advisor (Centre for Infrastructure and Economic Development studies)	1	37400-67000 + Grade Pay Rs.8700/8900/10000	Rs.1,00,000/-
5	Principal Advisor (Centre for Social Sector Development)	1	37400-67000 + Grade Pay Rs. 8700/8900/10000	Rs.1,00,000/-
6	Principal Advisor (Centre for Knowledge Management)	1	37400-67000 + Grade Pay Rs. 8700/8900/10000	Rs.1,00,000/-
7	Advisors (Centre for Governance)	2	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-
8	Advisors (Centre for Infrastructure and Economic Development studies)	2	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-
9	Advisors (Centre for Social Sector Development)	2	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-
10	Advisor (Centre for Knowledge Management)	1	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-

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11	Manager (Administration)	1	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-
12	Manager (Finance)	1	Rs. 15600-39100+ Grade Pay Rs. 7600/6600	Rs.60,000/-
13	Deputy Advisors (Centre for Governance)	4	Rs. 15600-39100+ Grade Pay Rs. 5400	Rs.40,000/-
14	Deputy Advisors (Centre for Infrastructure and Economic Development studies)	4	Rs. 15600-39100+ Grade Pay Rs. 5400	Rs.40,000/-
15	Deputy Advisors (Centre for Social Sector Development)	4	Rs. 15600-39100+ Grade Pay Rs. 5400	Rs.40,000/-
16	Deputy Advisor (Centre for Knowledge Management)	2	Rs. 15600-39100+ Grade Pay Rs. 5400	Rs.40,000/-
17	Deputy Manager (HR and Stores)	1	Rs. 9300-34800 + Grade Pay Rs. 4200/3600	Rs.26,000/-
18	Deputy Manager (Estate)	1	Rs. 9300-34800 + Grade Pay Rs. 4200/3600	Rs.26,000/-
19	Personal Assistant	2	Rs. 9300-34800 +G pay Rs. 3200	Rs.24,000/-
20	Assistant Managers (Finance)	1	Rs. 5200-20200 + Grade Pay Rs.2800	Rs.20,000/-
21	Executive Assistant (HR/ Finance)	2	Rs. 5200-20200 + Grade Pay Rs.2400/2100	Rs.18,000/-
22	Library Assistant	1	Rs. 5200-20200 + Grade Pay Rs.2400/2100	Rs.18,000/-
23	Assistant	17	--	Rs.10,000/-
24	Driver-cum-Multi skilled (MSW)	3	--	Rs.8,000/-
25	Multi skilled Worker	9	--	Rs.6,500/-
26	Total	66		

1.3 Appointment of the core staff:

- (i) The following procedures must be followed strictly while making appointments for the posts sanctioned in this category.
 - (a) Recruitment shall be made only if there is a post duly sanctioned.
 - (b) Recruitment to the post of Deputy Manager and above shall be made by inviting applications from eligible candidates for the post through open advertisements in “Rojgar Aur Nirman” and/or “Employment News” and at least one leading national and one state daily Newspaper, and one internationally reputed news magazine for example “The Economist” in the case of recruitment for Principal Advisor, giving reference to the detailed advertisement appearing in the website of the institute.
 - (c) Recruitment for the post of employees below the level of Deputy Manager shall be made by inviting applications from eligible candidates for the post through advertisements in “Rojgar Aur Nirman” and/or one state daily Newspaper giving reference to the detailed advertisement appearing in the website of the institute.
 - (d) A minimum of 21 days time shall be given to the applicants for sending applications from the first date of publication of the advertisement.
 - (e) Policies/rules framed by the government of Madhya Pradesh regarding reservations to Schedule Cast/Schedule Tribe/Other Backward Classes etc. shall apply mutatis mutandis to the recruitment in the institute.
 - (f) All the appointments against the following posts shall be made/extended at a time for a period not exceeding three years or till the appointee attains the age of 65 years. Any appointment can be terminated by the institute with a notice of 30 days. An employee may also resign from the post after giving a notice of 30 days.

(ii) Minimum qualification:

(I) Posts in the scale of Rs. 37400-67000+ Grade pay Rs. 8700/8900/10000 (in case of deputation) or Rs1,00,000 p.m. fixed in the case of tenure appointment:

- (1) One Principal Advisor (Centre for Governance)
- (2) One Principal Advisor (Centre for Infrastructure and Economic Development studies)
- (3) One Principal Advisor (Centre for Social Sector Development).
- (4) One Principal Advisor (Centre for Knowledge Management)
 - (a) The officer should have been drawing pay in any of the above Grades in a government/quasi government organization (in the case of deputationist) or a gross salary/cost to company of not less than Rs. 84,000 pm in reputed non-government organization/private sector.
 - (b) Qualifications for post at S. no. (1) to (3): A Post-Graduate degree with uniformly good academic record of 60% and above and a minimum research/field experience of 10 years, experience in analytical studies of policies/schemes/programmes in an area relevant to the expected work.

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- (c) Qualification for the post at S. no. (4): A Post-Graduate degree with uniformly good academic record of 60% and above and ten years of working experience in the field of Management related to knowledge acquisition/dissemination/capacity building with proven ability for introducing innovations and experience in the use of ICT in knowledge management.
- (d) Common desirable qualifications for post at S. no. (1) to (4): Capability to use ICT applications and acquaintance with some important projects and plans of the state government/government of India/International organizations like UNESCO, UNICEF, World Bank etc.

(II) Posts in the scale of Rs. 15600-39100+ Grade pay Rs. 7600/6600 (in case of deputation) or Rs 60000 p.m. fixed in the case of tenure appointment:

- (1) Two Advisors (Centre for Governance)
- (2) Two Advisors (Centre for Infrastructure and Economic Development studies)
- (3) Two Advisors (Centre for Social Sector Development)
- (4) One Advisor (Centre for Knowledge Management)
- (a) The officer should have been drawing pay in the above Grades in a government/quasi government organization (in the case of deputationist) or a gross salary/cost to Company of not less than Rs. 50,000/- pm in reputed non-government organization/private Sector.
- (b) Common qualifications for post at S. no. (1) to (3): A Post-Graduate degree with uniformly good academic record of 60% and above and a minimum research/field experience of 6 years, experience in analytical studies of policies/schemes/programmes in an area relevant to the expected work.
- (c) Qualification for the post at S. no. (4): A Post-Graduate degree with uniformly good academic record of 60% and above and 6 years of working experience in the field of Management related to knowledge acquisition/ dissemination/capacity building with proven ability for introducing innovations and experience in the use of ICT in knowledge management.
- (d) Common desirable qualifications for post at S. no. (1) to (4): Capability to use ICT applications and acquaintance, with some important projects and plans of the state government/government of India/International organizations like UNESCO, UNICEF, World Bank etc.

(III) Posts in the scale of Rs. 15600-39100+ Grade pay Rs. 7600/6600 (in case of deputation) or Rs 60,000 p.m. fixed in the case of tenure appointment:

- (1) One Manager (Administration)
- (2) One Manager (Finance)
- (a) The officer should have been drawing pay in the above grades in a government/quasi government organization (in case of deputationists) or drawing a gross salary/cost to Company of not less than Rs. 50000/- pm in reputed non-government organization/private sector.

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- (b) A graduate with experience of at least 6 years dealing with administration/ Personnel/HR for post at (1) and Finance for post at (2).

(IV) Posts in the scale of Rs. 15600-39100+ Grade pay Rs. 5400 (in case of deputation) or Rs 40,000 p.m. fixed in the case of tenure appointment:

- (1) Four Deputy Advisors (Centre for Governance).
- (2) Four Deputy Advisors (Centre for Infrastructure and Economic Development studies).
- (3) Four Deputy Advisors (Centre for Social Sector Development).
- (4) Two Deputy Advisors (Centre for Knowledge Management)
 - (a) The officer should have been drawing pay in the above grade in a government/quasi government organization (in the case of deputationists) or a gross salary/cost to Company of not less than Rs. 34,000/- pm in reputed non-government organization/private sector.
 - (b) Common qualifications for post at s. no. (1) to (3): A Graduate degree with uniformly good academic record of 60% and above and a minimum research/field experience of 3 years.
 - (c) Qualification for the post at S. no. (4): A Graduate degree (One of the Deputy Advisor (KM) will be required to have a degree in Library Science) with uniformly good academic record of 60% and above and 3 years of working experience in the field of Management related to knowledge acquisition/dissemination/capacity building.
 - (d) Common desirable qualifications for posts at S. no. (1) to (4): Capability to use ICT applications and acquaintance, with some important projects and plans of the state government/government of India.

(V) Posts in the scale of Rs. 9300-34800+ Grade pay Rs. 4200/3600 (in case of deputation) or Rs 26,000 p.m. fixed in the case of tenure appointment:

- (1) One Deputy Managers (HR & Stores)
- (2) One Deputy Manager (Estate)
 - (a) A graduate drawing pay in the above grades in a government/quasi government organization or a gross salary/cost to Company of not less than Rs. 22,000/- p.m.in non-government organization/private sector dealing with administration/personnel/HR/finance.
 - (b) Desirable qualification: Knowledge of Computer applications and capability to work for office automation.

(VI) Posts in the scale of Rs. Rs. 5200-20200+G pay Rs.2800 (in case of deputation) or Rs 20,000 p.m. fixed in the case of tenure appointment:

- (1) One Assistant Managers (Finance)
 - (a) A graduate and dealing with finance in a government/quasi government organization and drawing a salary in Grade Pay Rs. 2800 or a graduate with

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experience of at least 3 years of working in a non-government organization/private sector dealing with finance and drawing gross salary/cost to Company of not less than Rs. 16000 p.m.

(b) Desirable qualification: Knowledge of Computer applications and capability to work for office automation.

(VII) Posts in the scale of Pay Rs. 5200-20200+ Grade pay Rs. 2400/2100 (in case of deputation) or Rs18,000 p.m. fixed in the case of tenure appointment:

(1) One Executive Assistant (HR)

(2) One Executive Assistant (Finance)

(a) A graduate and dealing with administration/personnel/HR/finance in a government/quasi government organization and drawing a salary in Grade Pay Rs. 2400/2100 or a graduate with experience of at least 3 years of working in a non-government organization/private sector dealing with administration/personnel/HR/finance and drawing gross salary/cost to Company of not less than Rs. 14000 p.m.

(b) Desirable qualification: Diploma in Computer applications and typing diploma in English or Hindi from government recognized institutions.

(VIII) Post in the scale of Pay Rs. 5200-20200+ Grade pay Rs. 2400/2100 (in case of deputation) or Rs 18,000 p.m. fixed in the case of tenure appointment:

(1) One Library Assistant.

(a) Bachelor degree in library science from recognized university. Good academic record with experience of at least 2 years of working in a position not below the Grade Pay Rs. 2100 in a government/quasi government organization or a gross salary/cost to Company of not less than Rs. 14,000 p.m in non-government organization/private sector dealing with Library management and maintenance.

(b) Desirable qualification: Knowledge of Computer applications and capability to work for library automation and Hindi/English typing.

(IX) Posts in Rs 10,000 p.m. fixed as tenure appointment:

(1) Seventeen Assistants

(a) Graduate with Diploma in Computer applications and typing diploma in English or Hindi from government recognized institutions.

(b) Desirable qualification: Knowledge of Computer applications.

(X) Posts in the scale of Rs. 9300-34800+ Grade pay Rs. 3,200 (in case of deputation) or Rs 24000 p.m. fixed in the case of tenure appointment:

(1) Two Personal Assistants

(a) A graduate who has a shorthand and typing Diploma from government recognized institutions working in Grade Pay Rs. 2800 in a government/quasi government or a gross salary/cost to Company of not less than Rs. 20,000 p.m in non-government organization/private sector.

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(b) Desirable qualification: Knowledge of Computer applications.

(XI) Posts in Rs 8,000 p.m. fixed as tenure appointment:

(1) Three Driver-cum MSW

(a) Tenth standard pass and holder of a valid driving license (for the type of conveyance for which the driver is required) with at least 5 years of actual driving experience with no adverse remarks in the driving license.

(XII) Posts in Rs. 6,500 p.m. Fixed as tenure appointment:

(1) Nine Multi Skilled Worker (MSW)

(a) Eighth standard pass with multi skill capability to work as attendant/farash/daftari/typist/driver/gardener/sweeper/securityguard/cook/waiter/liftoperator/electrician /plumber/dak runner/painter etc.

(iii) Selection committee: All the applications received by the due date shall be scrutinized by a committee appointed by the Director General and placed before the selection committee. The respective selection committee will consider applications and after testing and interview of the short listed candidates, the committee will make its recommendations to the competent authority.

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CHAPTER- II: SERVICE CONDITIONS OF CORE STAFF OF THE INSTITUTE

- 2.1** This chapter contains the service conditions of the core staff of the institute.
- 2.2** The core staff of the institute can be either on deputation or on tenure basis. The condition of services of these two types of core staff will be as under:-

(i) On deputation:

- (a) The service conditions of the officers and other staff of the All India Services/autonomous institutions of the government of India working on deputation in the institute shall be governed by Classification, Control and Appeal Rules, Fundamental and Supplementary rules like Medical Reimbursement Rules, Leave Rules, etc. of the respective organization. Similarly, the service conditions of the officers and other staff of state government/autonomous institutions of the state working on deputation in the institute shall be governed by Classification, Control and Appeal Rules, Fundamental and Supplementary rules like Medical Reimbursement Rules, Leave Rules, etc. of the state government/autonomous institutions of the state government.
- (b) The government servants coming to the institute on deputation will be given a 20% incentive pay (on basic salary plus grade pay) and will be taken on deputation in the same pay scale and grade pay which they were drawing in the parent department.
- (c) However, in the interest of the institute, the Executive Body will have the powers to sanction other facilities to the officers/employees on deputation, during the tenure of their deputation in the institute.
- (d) In case of employees on deputation, the Director General will have the authority to return the services of the employee at any time, if the work of the employee is not satisfactory. One month notice will be necessary before returning the services of the employee on deputation. Similarly the employee, with the consent of the concerned department, can go back to his parent department after giving one month notice. The concerned department, with the approval of the Director General, will have the right to call back any officer from deputation if his/her services are needed in the department. However, the concerned department will have to give one month notice for such withdrawal.

(ii) On tenure:

- (a) The remuneration/salary of the tenure employees would be as per details given in Chapter- I.
- (b) The tenure employees of the institute will be given an annual increment of 5% on the salary drawn at time of increment (excluding other allowances).
- (c) However, in the interest of the institute, the Executive Body will have the powers to sanction higher emoluments on a case to case basis.

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- (d) The salary structure of the employees of the institute shall be reviewed every three years by the Executive body. However, in special circumstances such review may be conducted earlier.

2.3 Grade of officer:

For the purpose of calculating travelling allowance and daily allowance for journeys other than journeys abroad, the employees of the institute shall be divided into the following grades:-

Grade	Salary limit
Grade-A	Employees drawing salary of Rs 60,000 and above (in case of tenure employees) or grade pay Rs. 6600 and above (in case of deputaionists).
Grade-B	Employees drawing salary of Rs 40,000 and above, but less than Rs 60,000 (in case of tenure employees) or grade pay Rs. 5400 (in case of deputaionists).
Grade-C	Employees drawing salary of Rs 20,000 and above, but less than Rs 40,000 (in case of tenure employees) or grade pay Rs. 2800 and above but less than Rs. 5400 (in case of deputaionists).
Grade-D	Employees drawing salary less than Rs 20,000 (in case of tenure employees) or grade pay Rs. 2100 and above but less than Rs. 2800 (in case of deputaionists).

2.4 House rent allowance:

An employee of institute (whether tenure or on deputation) shall be entitled to get house rent allowance at the rate of 15 % of tenure pay and in the case of deputationists at the rate of 15 % of the basic pay plus grade pay or the rate applicable to his parent cadre, whichever is higher, subject to the following conditions:-

- (i) This allowance shall not be payable to the employee who are provided with residential accommodation or to those who are staying along with a person who has been allotted accommodation by any government agency.
- (ii) This allowance shall not be payable to the employee in case any member of his family, staying in the house with him/her is receiving house rent allowance from the institute or any other government or semi-government organization.
- (iii) Employees, who are in possession of accommodation provided by the government/parent organization, will not be entitled for house rent allowance. They will be required to pay standard license fee in accordance with the rules of their parent organization/department or of the institute. The remaining license fee, if any, will be paid by the institute.

2.5 Telephone reimbursement:

- (i) The institute shall reimburse expenses for residential landline telephone and Broadband up to the maximum limit described below. The limit excludes Taxes and Surcharges. One time installation charges will also be reimbursed. In addition to this mobile allowance will be applicable as shown in the table below:-

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Designation	Amount Per Month
Director General: 1. Land line 2. Broadband 3. Mobile	Rs. 1500 Rs. 900 Rs. 1000
Director: 1. Land line 2. Broadband 3. Mobile	Rs. 1000 Rs. 900 Rs. 1000
Grade-A officers (Mobile)	Rs. 1000
Grade-B officers (Mobile)	Rs. 750
Any other employee of the institute as per exigency	To be approved by Director General

- (ii) In case the reimbursement claim exceeds the limit in a particular month, it should be set off against the succeeding months in such a manner that the annual reimbursement shall not exceed 12 times of the monthly limit.

2.6 Medical allowance:

- (i) The medical allowance will be applicable to all tenure employees as detailed below:-

Grade of officer	Amount Per Month
Grade-A	Rs. 2000
Grade-B	Rs. 1500
Grade-C	Rs. 1000
Grade-D	Rs. 500

- (ii) In addition to the above monthly allowance, tenure employees will be eligible for reimbursement to the extent given below if they subscribe to any medical insurance policy:-

Grade of officer	Amount Per Annum
Grade-A	Rs. 5000
Grade-B	Rs. 4000
Grade-C	Rs. 3000
Grade-D	Rs. 2000

- (iii) Employees on deputation can opt for the above allowance and facility in place of

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reimbursement as per medical rules of their parent organization. The option shall be exercised at the time of joining the institute. The option once exercised will not be changed during the tenure of employee.

2.7 Local conveyance allowance:

- (i) Conveyance allowance to employees of institute shall be paid as per following rates:-

Grade of officer	Local Conveyance Amount
Director General	Institute/Hired vehicle
Director	Institute/Hired vehicle
Grade-A	Rs. 1000 per month
Grade-B	Rs. 750 per Month
Grade-C	Rs. 500 per Month
Grade-D	Rs. 250 per month

- (ii) The monthly petrol/diesel limit for institute vehicles allotted to specific officers would be 120 liters for local use. For hired vehicle, the monthly entitlement would be 1500 km for local use. For this facility, the officer would be required to pay Rs. 250 per month. This entitlement and monthly deduction may be reviewed by the Director General from time to time.

2.8 Official tour:

- (i) The travelling allowance rules, as approved by the state government from time to time will also be applicable to the employees of the institute.

(ii) Grant of advances in connection with transfers and retirement:

- (a) Power of sanction: The Manager (Administration) may sanction advance for travelling allowance to an employee on deputation, while on duty or on leave, when he reverts to his parent department/organization or on his retirement.
- (b) Amount of Advance: The amount of advance, which may be sanctioned, to an employee under this section shall not exceed the amount of travelling allowance to which he may be entitled in consequence of his transfer or retirement.
- (c) Adjustment of travelling allowance advance: The amount of an advance for travelling allowance is to be adjusted by submission of T.A. bill within 3 months from the date of release of advance.

(iii) Grant of advance in connection with tours:

The Manager (Administration) or other officer declared as controlling officer for the purpose of TA may sanction to an employee of the institute who is required to proceed on tour for institute purposes an advance to cover personal traveling expenses for a period not exceeding thirty days. For the purpose of these rules (i) "Personal traveling expenses" mean steamer, rail or airfares, road mileage and daily allowance. (ii) "Contingent charges" mean expenses on hire of conveyance for the carriage of

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records or equipments or other institute property. Following conditions would be applicable.

- (a) The amount of advance shall be adjusted within 30 days from the completion of the tour or the date on which the employee resumes duty after completion of tour.

If the T.A. claim is not preferred within one month, the advance paid shall be recovered from pay. If the claim is not preferred within three months of completion of the journey, then the claim is forfeited. In such a case the employee loses the right to claim the amount thereafter.

- (b) The traveling allowance shall be drawn from the outside body/organization, which has nominated the employee concerned on the committee, etc.
- (c) The Director General, in case of delay in getting an advance from the outside body/organization, may sanction an advance up to an amount equivalent to eligible travel expenses of the T.A. claim from the inviting institution/organization.
- (d) The advance shall be repaid by the employee to the institute within a period of one month or on his getting T.A. from the outside body/organization, whichever is earlier, failing which it will be recovered from his salary.
- (e) Except in emergent circumstances necessitating the undertaking of journey soon after completion of earlier one, a second advance cannot be made to an employee under this section until a statement of account has been given of the first.

(iv) Grant of advances in connection with attendance at conferences, symposia, etc.:

- (a) An advance may be sanctioned by the competent authority to an employee for meeting traveling expenses for attending an international conference, etc.
- (b) Where a definite sum of money is sanctioned as a contribution from the institute, the full amount of such contribution may normally be paid in advance.
- (c) Where the institute meets the traveling and halting allowances, as is normally the case when an employee is deputed to attend a conference within India, 80% of the estimated amount of the T.A. claim may be advanced on request.
- (d) The provisions of sub-rule 9.2 of Chapter IX will apply in case of the advances made under this provision.

(v) Submission of TA bills:

- (a) TA bills should be submitted within 30 days of date of return. If TA bill is not submitted within 30 days of journey, the advance amount shall be deducted from the next monthly salary.
- (b) TA bill submitted after the scheduled time period as mentioned above at (viii)(a) can be allowed for settlement of reimbursement in special cases by the Director General.

2.9 Leave rules:

- (i) The tenure employees shall be entitled to get Earned leave of 15 days in a year and casual leave of 13 days in a year. They will also be entitled to avail 3 restricted holidays as decided

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by the state government. The leave shall be availed by the employee with prior sanction of the competent authority.

- (ii) Women tenure employees will additionally be entitled for 180 days maternity leave. The maternity leave could be availed by the employee up to two children. Men tenure employees will be entitled for 15 days paternity leave up to two children within one month, prior or after the delivery.
- (iii) To avail earned leave, one should apply in the prescribed format at least 15 days in advance, giving reason for availing the leave.
- (iv) Casual leave in balance as on 31st December will be treated as lapsed and cannot be carried over to the next year.
- (v) Tenure employee shall also be entitled to earn medical leave at 1 day per completed month. This earned leave can be utilized only in case of hospitalization. The tenure employees will be allowed to accumulate their earned medical leave as long as they are working in the institute.
- (vi) In special medical cases leave not earned may be sanctioned by the Director General.
- (vii) The Competent Authority can sanction Extra Ordinary Leave (Leave without pay) in case when no other entitled leave is at the credit of the employee. This extra ordinary leave can be granted by the competent authority in special circumstances such as delivery, medical ground, for higher study for which permission has been granted by competent authority. The period of extra ordinary leave will be limited to 06 months. This period will not be counted for granting annual increment.

2.10 Lump-sum grant to provide for immediate financial relief to the family of an employee who dies while in service:

- (i) Powers of Sanction: The Director General may sanction grant to the family of a tenure employee, (excluding casual and daily rated employee), who dies while in service, whether on duty or on leave with or without pay, in order to enable the family concerned who have been left in indigent circumstances upon the death of the employee on whom they were dependent and is in immediate need of financial assistance.
- (ii) Amount of grant shall be subject to a maximum of Rs. 15000/- in each case.

2.11 Office hours and holidays:

The office hours will be 10.30 to 5.30 or as decided by the Director General. Institute employees will be entitled to avail government holidays as decided by the state government.

2.12 Interpretation:

These rules shall be interpreted by the Director General whose decision shall be final and binding to all.

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CHAPTER- III: AIGGPA CONDUCT RULES

3.1 Introduction:

This chapter contains the conduct rules for the employees of the institute.

3.2 Short title, commencement and application:

- (i) These rules may be called the AIGGPA Conduct Rules, 2015.
- (ii) They shall come into force at once.
- (iii) These rules shall apply to every person appointed to the institute on tenure. Deputationists will be governed by the Rules applicable in their parent department.

3.3 Definitions:

In these rules, unless the context otherwise requires:-

- (i) "AIGGPA" means the Atal Bihari Institute of Good Governance and Policy Analysis;
- (ii) "The Government" means the government of Madhya Pradesh;
- (iii) "AIGGPA employee" means any person appointed by AIGGPA to work for the institute on tenure;
- (iv) "Members of family" in relation to an AIGGPA employee includes:-
 - (a) the wife or husband as the case may be, of the AIGGPA employee, whether residing with the AIGGPA employee or not but does not include a wife or husband, as the case may be, separated from the AIGGPA employee by a decree or order of a competent Court;
 - (b) son or daughter or step-son or step-daughter of the AIGGPA employee and wholly dependent on him/her, but does not include a child or step-child who is no longer in any way dependent on the AIGGPA employee or of whose custody the AIGGPA employee has been deprived by or under any law;
 - (c) any other person related, whether by blood or marriage to the AIGGPA employee or to the AIGGPA employee's wife or husband, and wholly dependent on the AIGGPA employee.

3.4 General:

- (i) Every AIGGPA employee shall at all times:-
 - (a) Maintain absolute integrity and high ethical standards;
 - (b) Maintain discipline, punctuality, professionalism and devotion to duty;
 - (c) Commit him/her to and uphold the supremacy of the Constitution of India and democratic values;
 - (d) Maintain political neutrality;
 - (e) Promote the principles of merit, fairness and impartiality in the discharge of duties;
 - (f) Maintain accountability and transparency;
 - (g) Maintain responsiveness to the public;
 - (h) Maintain courtesy and good behavior;

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- (i) Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
 - (j) Not place himself/herself under any financial or other obligations to any individual or organisation which may influence him/her in the performance of his official duties;
 - (k) Not misuse his position and not take decisions in order to derive financial or material benefits for himself/herself, his family or his friends;
 - (l) Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (ii) (a) Every AIGGPA employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all AIGGPA employees for the time being under his control and authority;
- (b) No AIGGPA employee shall, in the performance of his official duties, or in the exercise of powers conferred on him/her, act otherwise than in his best judgment except when he is acting under the direction of his official superior;
- (c) An AIGGPA employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I- An AIGGPA employee who habitually fails to perform the task assigned to him/her within the time set for the purpose and with the quality of performance expected of him/her shall be deemed to be lacking in devotion to duty within the meaning of clause (b) of sub-rule (1).

Explanation II- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering an AIGGPA employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

3.5 Prohibition of sexual harassment of working women:

- (i) No AIGGPA employee shall indulge in any act of sexual harassment of any woman at any workplace.
- (ii) Every AIGGPA employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation- (I) For the purpose of this rule:-

- (a) "Sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely:-
 - (I) Physical contact and advances; or
 - (II) A demand or request for sexual favours; or
 - (III) Making sexually coloured remarks; or
 - (IV) Showing pornography; or
 - (V) Any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

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- (b) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-
- (I) Implied or explicit promise of preferential treatment in employment; or
 - (II) Implied or explicit threat of detrimental treatment in employment; or
 - (III) Implied or explicit threat about her present or future employment status; or
 - (IV) Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - (V) Humiliating treatment likely to affect her health or safety.

3.6 Employment of near relatives of AIGGPA employee in AIGGPA, companies or firms:

- (i) No AIGGPA employee shall use his position or influence directly or indirectly to secure employment for any member of his family in AIGGPA or any company/firm;
- (ii) No AIGGPA employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the AIGGPA employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

3.7 Taking part in politics and elections:

No AIGGPA employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

3.8 Joining of associations by AIGGPA employees:

No AIGGPA employee shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

3.9 Demonstration and strikes:

No AIGGPA employee shall:-

- (i) Engage himself/herself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) Resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other AIGGPA employee.

3.10 Connection with press or other media:

- (i) No AIGGPA employee shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper, magazine or electronic media.

- (ii) Nothing in sub-rule (1) shall apply in case an AIGGPA employee in the bonafide discharge of his official duties publishes a book or participates in a public media programme.
- (iii) An AIGGPA employee publishing a book or participating in a public media programme shall at all times make it clear that the views expressed by him are his own and not that of the institute or Government.

3.11 Criticism of government:

No AIGGPA employee shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:-

- (i) Which is capable of embarrassing the relations between the central government, state government and the government of any foreign state;
- (ii) Provided that nothing in this rule shall apply to any statements made or views expressed by an AIGGPA employee in his official capacity or in the due performance of the duties assigned to him/her.

3.12 Evidence before committee or any other authority:

- (i) No AIGGPA employee shall, except with the previous sanction of the Director General, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (ii) Nothing in this rule shall apply to:-
 - (a) Evidence given at an enquiry before an authority appointed by the government, Parliament or a State Legislature; or
 - (b) Evidence given in any judicial enquiry; or
 - (c) Evidence given at any departmental enquiry

3.13 Communication of Official Information:

Every AIGGPA employee shall, in the performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made there under.

3.14 Subscriptions:

No AIGGPA employee shall, except with the previous sanction of the Director General or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself/herself with the raising of, any funds or other collections in cash or in kind in pursuance of any object whatsoever.

3.15 Gifts:

- (i) Save as provided in these rules, no AIGGPA employee shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

Explanation- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the AIGGPA employee.

NOTE (1) - A casual meal, lift or other social hospitality shall not be deemed to be a gift.

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NOTE (2)- An AIGGPA employee shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him/her.

- (ii) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, an AIGGPA employee may accept gifts from his near relatives or from his personal friends having no official dealings with him/her.

3.16 Dowry:

No AIGGPA employee shall:-

- (i) Give or take or abet the giving or taking of dowry; or
- (ii) Demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation- For the purposes of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961(28 of 1961).

3.17 Private trade or employment:

- (i) Subject to the provisions of sub-rule (ii), no AIGGPA employee shall, except with the previous sanction of the institute:-
 - (a) Engage directly or indirectly in any trade or business, or
 - (b) Negotiate for, or undertake, any other employment, or
 - (c) Hold an elective office, or canvass for a candidate or candidates for an elective office, in anybody, whether incorporated or not, or
 - (d) Canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
- (ii) An AIGGPA employee may, without the previous sanction of the AIGGPA:-
 - (a) Undertake honorary work of a social or charitable nature, or
 - (b) Undertake occasional work of a literary, artistic or scientific character, or
 - (c) Participate in sports activities as an amateur, or
 - (d) Take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific, educational or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, educational, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
 - (e) Take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government servants, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that:-

- (I) He shall discontinue taking part in such activities, if so directed by the AIGGPA; and
- (II) In a case falling under clause (d) or clause (e) of this sub-rule, his official duties do not suffer, and he shall, within a period of one month of his taking part in such activity, report to the AIGGPA giving details of the nature of his participation.

3.18 Sub-letting and vacation of AIGGPA accommodation:

- (i) No AIGGPA employee shall sub-let, lease or otherwise allow occupation by any other person of AIGGPA accommodation which has been allotted to him/her.
- (ii) An AIGGPA employee shall, after the cancellation of his allotment of AIGGPA accommodation vacate the same within the time-limit prescribed by the allotting authority.

3.19 Canvassing of non-official or other outside influence:

No AIGGPA employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under AIGGPA.

3.20 Consumption of intoxicating drinks and drugs:

An AIGGPA employee shall:-

- (i) Strictly abide by any law relating to intoxicating drinks or drugs;
- (ii) Not be under influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in anyway by the influence of such drink or drug;
- (iii) Not appear in a public place in a state of intoxication.

3.21 Prohibition regarding employment of children below 14 years of age:

No AIGGPA employee shall employ to work any child below the age of 14 years.

3.22 Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Director General whose decision thereon shall be final.

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