

INDIAN INSTITUTE OF SPACE SCIENCE AND TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956),

Government of India, Department of Space, Valiamala P.O, Thiruvananthapuram

Bye-laws of the Institute framed under Rule 26 of the Memorandum of Association and Rules and Regulations of IIST and amended from time to time with the approval of BoM

BYE LAW NO. 1.1

RECRUITMENT AND REVIEW RULES

The manpower of the Institute will be broadly classified into the following three categories, viz.,

- Scientific & Technical – Faculty
- Scientific & Technical – Non-Faculty
- Administrative Personnel

1.1 Scientific & Technical - Faculty:

1.1.1 To meet the academic goals, the Institute will have the following **Faculty** positions and those who possess the stipulated norms will be inducted to hold the respective positions:

1.1.1

Sl No	Designation	Pay Band with Grade Pay	Norms	Age Limit*
1	Lecturer*	Rs.15600-39100/- with GP Rs.5400/-	Post-graduate Degree in Engineering / Science / Arts with one year academic experience	35 years
2	Reader*	Rs.15600-39100/- with GP Rs.6600/-	Ph.D in Engineering / Science/ Arts or Post Graduate Degree in Engineering / Science /Arts with a minimum of 4 years academic/ research experience OR By internal promotion	35 years
3	Assistant Professor	Rs.15600-39100/- with GP Rs.7600/-	Ph.D. in Engineering/ Science/Humanities with visible research output OR By internal promotion	40 years
4	Associate Professor	Rs.37400-67000/- with GP Rs.8700/-	Ph.D. in Engineering/Science/Arts with a minimum of 4 years academic/research experience with 2 years service at the level of Assistant Professor OR By internal promotion	45 years
5	Professor ()	Rs.37400-67000/- with GP Rs.8900/-	Ph.D in Engineering/ Science/ Arts with a minimum of 9 years experience out of which 5 years should be at the level of Associate Professor and with significant research contributions OR By internal promotion	45 years

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Sl No	Designation	Pay Band with Grade Pay	Norms	Age Limit*
6	Sr. Professor ()	Rs.37400-67000/- with GP Rs.10000/-	Ph.D. in Engineering/Science/ Arts with a minimum of 14 years academic/ research experience out of which 10 years should be in the level of Professor OR By internal promotion	--
7	Outstanding Professor	Rs.67000-79000/- (HAG)	By internal promotion	--
8	Distinguished Professor	Rs.75500-80000/- (HAG+)	By internal promotion	--
9	Director	Rs.75500-80000/- (HAG+)	Selection through Search-cum-Selection Committee as per the Orders issued by DOS Vide OM No.12034/16/2007-III dated 26.10.2007)	62 years
* Age Limit for Recruitment: Up to a maximum of 5 years will be awarded for serving academicians/ Government Institutions, except in the case of Director. * Ph.D. is mandatory for any faculty to grow above the level of Assistant Professor. * Norms for recruitment to the posts of Professor and Senior Professor are under revision. * No induction at the level of Lecturer and Reader from May 2009 onwards. () Norms relating to duration of experience required is under revision				

1.2 Scientific & Technical – Non- Faculty

1.2.1 The Institute will have the following **Non-Faculty (Technical)** positions by inducting skilled and dynamic persons possessing the stipulated qualifications. The norms followed for recruitment of scientific / technical personnel of ISRO will be followed for recruiting **Non-faculty (Technical)** personnel.

Sl No	Designation	Pay Band with Grade Pay	Basic Qualifications required	Age Limit
1	Technical Attendant	Rs.5200-20200/- with GP Rs.1800/-	As per ISRO Norms	35 years
2	Technician-B	Rs.5200-20200/- with GP Rs.2000/-	As per ISRO Norms	35 years
3	Scientific Assistant	Rs.9300-34800/- with GP Rs.4600/-	As per ISRO Norms	35 years
4	Technical Assistant	Rs.9300-34800/- with GP Rs.4600/-	As per ISRO Norms	35 years
5	Library Assistant-A	Rs.9300-34800/- with GP Rs.4600/-	As per ISRO Norms	35 years

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Sl. No	Designation	Pay Band with Grade Pay	Basic Qualifications required	Age Limit
6	Library Officer	Rs.15600-39100/- with GP Rs.5400/-	As per ISRO norms	35 years
7	Medical Officer	Rs.15600-39100/- with GP Rs.5400/-	As per ISRO norms	35 years
8	Nursing Attendant-A	Rs.5200-20200/- with GP Rs.1800/-	As per ISRO norms	35 years
9	Radiographer-A	Rs.5200-20200/- with GP Rs.2400/-	As per ISRO norms	35 years
10	Pharmacist-A	Rs.5200-20200/- with GP Rs.2800/-	As per ISRO norms	35 years
11	Lab Technician-A	Rs.5200-20200/- with GP Rs.2400/-	As per ISRO norms	35 years
12	Nurse-B	Rs.9300-34800/- with GP Rs.4600/-	As per ISRO norms	35 years
13	Sister-A	Rs.9300-34800/- with GP Rs.4800/-	As per ISRO norms	35 years

1.2.2 All orders, pertaining to recruitment, issued and amended from time to time by Department of Space will be followed.

1.3 Administrative Personnel

1.3.1 The Institute will have the following **Non-Faculty (Administration)** positions and will fill up all its administrative positions through open recruitment.

Sl No	Designation	Scale of Pay	Basic Qualifications required	Age Limit
1	Driver	Rs.5200-20200/- with GP Rs.1900/-	As per ISRO norms	25 years
2	Assistant	Rs.5200-20200/- with GP Rs.2400/-	As per ISRO norms	26 years
3	Junior Personal Assistant	Rs.5200-20200/- with GP Rs.2400/-	As per ISRO norms	26 years
4	Canteen Supervisor	Rs.9300-34800/- with GP Rs.4200/-	As per ISRO norms	35 years
5	Manager (Guest House)	Rs.15600-39100/- with GP Rs.5400/-	As per IIST norms to be decided later	35 years
6	Manager(Canteen Services)	Rs.15600-39100/- with GP Rs.5400/-	As per IIST norms	35 years
7	Manager (Hostel Services)	Rs.15600-39100/- with GP Rs.5400/-	As per IIST norms	35 years
8	Officers in Admin.	Rs.15600-39100/- with GP Rs.5400/-	As per ISRO norms	35 years
9	Officers in Finance	Rs.15600-39100/- with GP Rs.5400/-	As per ISRO norms	35 years
10	Officers in Stores/Purchase	Rs.15600-39100/- with GP Rs.5400/-	As per ISRO norms	35 years

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Sl No	Designation	Scale of Pay	Basic Qualifications required	Age Limit
11	Sr. Officers in Admn. Areas	Rs.15600-39100/- with GP Rs.6600/-	As per IIST norms	--
12	Dy. Registrar – Finance	Rs.15600-39100/- with GP Rs.7600/-	As per IIST norms	--
13	Dy. Registrar – Administration	Rs.15600-39100/- with GP Rs.7600/-	As per IIST norms to be decided later	--
14	Dy. Registrar - Examinations	Rs.15600-39100/- with GP Rs.7600/-	As per IIST norms	--
15	Registrar	Rs. 37400-67000/- with GP Rs.8900/-	As per IIST norms	--
16	Physical Education Teacher	Rs.9300-34800/- with GP Rs.4600/-	As per KVS norms	As per KVS norms

1.3.2 The norms followed for recruitment of Administrative/Auxiliary personnel of ISRO will be followed for recruiting Administrative Personnel except the post of Registrar, Deputy Registrar and Physical Education Teacher. All Department of Space orders existing (or modified from time to time) will be followed for their recruitment.

1.4 Special Provisions

1.4.1 The Institute will also resort to deputation from Department of Space and other Government Institutions for certain specialized posts.

1.4.2 The Institute will induct eminent Scientists / Engineers from ISRO and other institutions of eminence for specified subjects / practicals, on Sabbatical Leave with the permission of the respective Centres / DOS on payment of special financial package by the Institute. The Board of Management will formulate proper guidelines/instructions for this.

1.4.3 The Institute will also induct academicians / research fellows / Post-Doctoral fellows from other reputed Universities & Institutions on payment of special financial package. The Board of Management will formulate proper guidelines/instructions for this.

1.4.4 The Institute will adopt existing recruitment norms of Department of Space for most of the positions and develop its own norms for highly specialized positions, which are not defined in Department of Space.

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PROMOTION

2.1 Scientific & Technical – Faculty:

- 2.1.1 The Faculty will be governed by Merit Promotion Scheme (MPS) which is purely merit-oriented like Merit Promotion Scheme existing in ISRO.
- 2.1.2 IIST will follow the Merit Promotion Scheme of Department of Space wherein the individual will be promoted to the next higher grade after the pre-defined residency by the virtue of individual excellence without any reference to vacancies. The residency period defined (and modified from time to time) by Department of Space for ISRO Scientists/Engineers will be followed in the Institute.
- 2.1.3 The rationalised date of review and effective date of promotion will be 1st January and 1st July, as the case may be, as followed by ISRO.
- 2.1.4 The residency period required for promotion is as stipulated below:

	Reader	Assistant Professor	Associate Professor	Professor	Senior Professor	Outstanding Professor	Distinguished Professor
	Rs.15600-39100/- with GP Rs.6600/-	Rs.15600-39100/- with GP Rs.7600/-	Rs.37400-67000/- with GP Rs.8700/-	Rs.37400-67000/- with GP Rs.8900/-	Rs.37400-67000/- with GP Rs.10000/-	Rs.67000-79000/- (HAG)	Rs.75500-80000/- (HAG+)
Lecturer (Rs.15600-39100/- with GP Rs.5400/-)	+4 years	+4 years	+4 years*	+6 years*	+5 years^	+7 years*	+5 years*

*Revised from the rationalized date of 01.07.2014 onwards

^Revised from the rationalized date of 01.01.2016 onwards

- 2.1.5 Review being a performance assessment, factors such as Screening, Interview and ACR/APAR grading also form the basis for promotion.

2.2 Scientific & Technical – Non- Faculty

- 2.2.1 Like Faculty, the Non-Faculty (Technical) will also be governed by Merit Promotion Scheme (MPS) prevalent/ followed in ISRO for its scientific/ technical staff other than Scientist/Engineers.
- 2.2.2 Post will be upgraded to accommodate promotion of the existing incumbents up to the maximum post/grade in the same level of hierarchy as followed by DOS/ISRO.

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- 2.2.3 The rationalised date of review and effective date of promotion will be 1st January and 1st July as the case may be, as followed by ISRO.
- 2.2.4 Review being a performance assessment, factors such as Written/Trade Test, Interview and ACR/APAR grading form the basis for promotion.
- 2.2.5 The Institute will adopt the existing rules and regulations pertaining to acquisition of additional qualification for consideration of promotion as practiced by ISRO.

2.2.6 Scientist/Engineers (Non-Faculty)

The Scientist/Engineers in IIST will also be governed by the Merit Promotion Scheme prevalent/ followed in ISRO for its Scientist/Engineers including the norms and procedures, the residency period prescribed for each promotion and the rationalised date of review being followed for Scientist/Engineers in ISRO.

The review for promotion up to the grade of Scientist/Engineer-SF will be conducted by the Departmental Promotion Committee constituted by IIST with experts included from ISRO/DOS at appropriate levels.

The cases for promotion from Scientist/Engineer SF to Scientist/Engineer SG and above will be referred to the ISRO Common Committee which may include officials co-opted from IIST at appropriate levels.

2.3 Administrative Personnel

2.3.1 The Institute will adopt and follow its own Limited Flexible Complementing Scheme (FCS) wherein the individuals will be reviewed and promoted on individual merit without reference to availability of higher vacancies. The growth will be capped in the following manner:

2.3.1.1 Assistants / Personal Staff - Limited FCS up to Rs.9300-34800/- with Grade Pay Rs.4800/-. Further growth will be category change subject to availability of vacancies.

2.3.1.2 Officer in the grade of Rs. 15600-39100/- with Grade Pay Rs.5400/- will have limited FCS up to Deputy Registrar in the scale of pay of Rs.15600-39100/- with GP Rs.7600/-.

2.3.2 The norms followed for promotion of administrative / auxiliary personnel of ISRO will be followed for Administrative personnel in IIST.

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- 2.3.3 The rationalised date of review will be governed by the standing orders of Department of Space.
- 2.3.4
- i. Present post of Deputy Registrar in the pay band of Rs.15600-39100/- with GP of Rs.7600/- shall be re-designated as Deputy Registrar (Grade-I)
 - ii. The eligible incumbents in the post of Deputy Registrar (Grade-I) shall be considered for promotion to the post of Deputy Registrar (Grade-II) in the pay band of Rs.37400-67000/- with GP of Rs.8700/- under LFCS on completion of the required residency.
 - iii. The residency period for consideration for promotion to the post of Deputy Registrar (Grade-II) shall be five years continuous service in the grade of Deputy Registrar/Deputy Registrar (grade-I).
 - iv. If recommended for promotion, in the review, the incumbents shall be promoted to Deputy Registrar (Grade-II) by upgrading the post of Deputy Registrar (Grade-I), under LFCS.
 - v. Other norms and procedures followed for review for promotion to the grade of Sr.Heads of Administrative Divisions in DOS/ISRO (GP Rs.8700/-) shall be followed including the rationalised date of review.
 - vi. The Review Committee should include Officials from DOS and ISRO HQ, at appropriate levels.
- 3.0 Appointment of Director of the Institute
- 3.1 The Director shall be a whole time salaried officer of the Institute and shall be appointed in accordance with the procedure laid down by the Central Government with the approval of Appointments Committee of the Cabinet (ACC) from a panel of three-suggested by a Search-cum-Selection Committee through a public notification.
- 3.2 The composition of the Search-cum-Selection Committee shall be:-
1. A nominee of the Chancellor
 2. A nominee of the Chairman, UGC
 3. A nominee of the Board of Management
- The Committee shall be chaired by the nominee of the Board of Management.
- 3.3 The Institute shall follow the recruitment rules framed for recruitment to the post of Director, IIST and as amended from time to time by the Department of Space.

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BYE LAW NO.1.2

GENERAL RULES OF SERVICE

The Indian Institute of Space Science and Technology is fully funded by the Government (Department of Space). There will be mobility of personnel from the Government, Central Universities, etc., to the Institute. It is therefore essential that the Institute follows Service Rules akin to those under the Government (Department of Space). Accordingly, the following rules followed by the Government (Department of Space) shall be applicable to the employees of the Institute:

1. Fundamental Rules and Supplementary Rules
2. Leave Travel Concession Rules
3. Rules relating to Children's Educational Assistance
4. Staff Car Rules
5. House Building Advance Rules and Rules relating to other loans & advances
6. Over Time Allowance Rules
7. General Financial Rules, 2005
8. CCS (Extraordinary Pension) Rules
9. CCS (RP) Rules,

Subject to the following modifications/deviations:

- (1) The Director of the Institute shall hold office for a term of five years. He shall be eligible for a second term.

Provided that notwithstanding the expiry of the said five years, the Director of the Institute can continue in office till his/her successor is appointed and assumes office, but not beyond six months from the date of expiry of his/her tenure:

Provided further that a person appointed as Director shall retire from office during the tenure of his office, or extension thereof, if any, ordinarily on completion of the age of 65 years and the services can be extended beyond 65 years, in exceptional cases.

- (2) The Registrar and Finance Officer shall be whole-time salaried officers of the Institute and shall be appointed by the Board of Management on the recommendations of the Selection Committee duly appointed for the purpose or appointed on deputation basis. All the service conditions applicable to the Institute employees shall apply to the Registrar and

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Finance Officer of the Institute. If they are appointed on deputation basis, the service conditions applicable in their parent cadre shall apply.

- (3) **Deputations Abroad:** Deputations abroad in respect of the officials of IIST shall be as per the following rules:
1. Deputation in respect of Seminars, Conference, Symposium, Workshop, academic meetings shall be restricted to once in two years for every individual. Relaxation of the same shall be with the approval of the Chairman, Board of Management.
 2. Airfare shall be on excursion fare only. In the extreme circumstances of non-availability of such tickets and only if the presence of such IIST official is very important, Director, IIST may accord approval of travel by eligible class.
 3. Cash allowance per day will be payable as per the procedure in vogue in Department of Space.
 4. Accommodation allowance shall be at actuals subject to a ceiling of 120 US Dollars per day for Officers up to and including in the pay band of Rs.37400-67000/- with GP Rs.10000/-.
 5. The period of deputation shall be treated as on duty.
 6. Visa Charges shall be reimbursed at actuals.
 7. Insurance charges, if any, shall be reimbursed at actuals.
 8. Anticipated cash allowance and accommodation charges shall be paid by IIST in advance.
 9. The deputation (abroad) of officials up to pay band of Rs.37400-67000/- with GP Rs.8900/- and below shall be approved by Director, IIST and rest by Chairman, BOM. (as per the amendment carried out in item No. 1.21 under 1.10(Personnel)).
- (4) Any other Rules or Regulations not specifically mentioned in para 1 above, but are followed by the Government (Department of Space), shall also be applicable to the Institute.
- (5) The various Rules and Regulations as above shall not be applicable to the Institute in cases where the Institute has framed its own Rules and Regulations or bye-laws or where specific orders are issued to that effect after appropriate approvals.

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BYE-LAW NO. 1.3

VACATION AND LEAVE (INCLUDING STUDY LEAVE) RULES

The 'Vacation and Leave Rules' as under have been formulated for the employees of the Indian Institute of Space Science and Technology (IIST) in accordance with Rule 26 of the Rules and Regulations governing the Institute.

2. Commencement and Applicability

- 2.1 These rules shall come into force from the date of inception of the Institute.
- 2.2 The provisions contained in these Rules shall apply to all employees of the Institute, whether regular or temporary, or on contract in a pay scale unless otherwise stated differently in their appointment letters/contract, or they are governed by any other terms and conditions of service.

3. Definitions

In these rules, unless the context otherwise requires:

- a) "Average Pay" means the average of salary drawn by an employee of the Institute during the last 10 calendar months of his service as defined in the CCS (Pension) Rules, 1972, applicable to Government employees;
- b) "Completed years of service" means continuous service of specified duration under the Institute and includes periods spent on duty as well as on deputation and extraordinary leave;
- c) "Foreign Service" means service in which an employee of the Institute receives his pay with the sanction of Government from any source other than the Consolidated Fund of India and Union Territory;
- d) "Government" means the Department of Space, Government of India;
- e) "Holiday" means a holiday notified as such by the Institute;
- f) "Leave salary" means the monthly amount paid to an Institute employee on leave;
- g) "Leave Year" means the calendar year, i.e. the period commencing from January 01 to December 31 of the year.

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- h) "Non-Teaching Staff" means the employees other than the Teaching Staff;
- i) "Pay" means the pay as defined in Fundamental Rules adopted by the Institute;
- j) "Sabbatical Leave" means leave granted to any member of the academic staff for any of the objects mentioned in Rule 18 herein below;
- k) "Teaching Staff" means that employee who is appointed as faculty of the Institute; and
- l) "Vacation" means vacation declared for the 'students only' during the intervening periods of two academic Semesters;

4. Vacation

- 4.1 The Institute shall declare vacations for the students only during the intervening period of two semesters in each calendar year.
- 4.2 The Institute will notify the period of summer and winter vacations each year. The total period of the vacation so declared shall not be less than 60 (sixty) days in any given calendar year.
- 4.3 All employees of IIST will be on duty during the vacation period which is exclusively declared for students.

5. Right of Leave

Leave cannot be claimed as a matter of right and when the official exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

6. Authority empowered to sanction Leave

- 6.1 Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- 6.2 Chairman, Board of Management may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

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7. Commencement and Termination of Leave

- 7.1 Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.
- 7.2 Weekly holidays and other holidays may be prefixed and/or suffixed to the leave, as applicable, subject to any limit of absence on leave prescribed under each category of leave.

8. Combination of Leave

Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave, subject to any limit on the aggregate period of absence as may be prescribed in such cases.

9. Conversion of one kind of leave into another kind

- 9.1 At the request of a member of the staff, the sanctioning authority may convert any kind of leave including, extraordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the member of staff proceeded on leave; but the member of the staff cannot claim such conversion as a matter of right.

The member of staff should apply for such conversion within 30 days of completion of the relevant spell of leave.

Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service.

- 9.2 If one kind of leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and either the arrears of leave salary and allowances shall be paid or amount overdrawn shall be recovered, as the case may be.

10. Rejoining of duty on return from leave on medical grounds

A member of the staff, who has been granted leave on medical grounds, shall be required to produce a medical certificate of fitness from a competent authority before resuming duty.

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11. Rejoining of duty before the expiry of leave.

Except with the permission of the authority which granted the leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him/her.

12. General

12.1 Leave should always be applied for and sanctioned before it is availed, except in cases of emergency and for satisfactory reasons. The members of staff shall, however, inform the Sanctioning Authority at the earliest of the reasons for leave of absence.

Continuous temporary service followed by permanent service without any break shall be counted as permanent service for the purpose of computation of leave.

13. Kinds of leave

13.1 The following kinds of leave shall be admissible:

- a) Half Pay Leave
- b) Commuted Leave
- c) Earned Leave
- d) Extraordinary Leave
- e) Maternity/Paternity Leave
- f) Child Adoption Leave
- g) Hospital Leave
- h) Leave Not Due
- i) Special Disability Leave
- j) Child Care Leave

However, admissibility of Earned Leave to the Teaching Staff alone shall be as indicated in Rule 17 herein below. The rules and regulations for grant of the above kinds of leave shall be as applicable to Government employees.

13.2 The Teaching Staff shall also be eligible for Sabbatical Leave, as indicated in Rule 18 herein below.

13.3 Casual Leave and Holidays shall be treated as being on duty.

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14. Casual Leave

- 14.1 Casual Leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as a matter of right and its grant is always subject to the exigencies of service and subject to a maximum of 8 days in the aggregate in a calendar year as applicable to Government employees.
- 14.2 Casual Leave may be granted at the discretion of the sanctioning authority as and when occasion arises, provided that the total period of absence including weekly holidays and other holidays intervening, prefixed or suffixed, shall not ordinarily exceed nine days at a time. Weekly holidays and other holidays, whether intervening, prefixed or suffixed, shall not be counted as casual leave.
- 14.3 Casual Leave cannot be combined with any other kind of leave. However, casual leave can either be prefixed or suffixed with weekly holidays, other holidays and Special Casual Leave.
- 14.4 Half-day casual leave can be granted to an employee.
- 14.5 The employees of IIST are also eligible for two additional days casual leave in lieu of Restricted Holidays as practiced in Government.

15. Special Casual Leave

- 15.1 Special Casual Leave, not counting towards normal Casual Leave, may be granted by Director, IIST, to a member of the staff when he/she is –
- (a) summoned to serve as a Juror or Assessor or to give evidence before a Court of Law as a witness in a civil or criminal case in which his private interests are not at issue;
 - (b) deputed to participate in sports events and related activities;
 - (c) required to be absent for vasectomy or tubectomy/laparoscopy, as the case may be, to the extent admissible under the Government;
 - (d) an office bearer of a recognised service association/forum and is required to participate in a meeting/activity of the association/forum; and
 - (e) required to be absent for any other purpose approved by the Director/Board of Management.

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15.2 The periods of such leave as given in sub-para 15.1 above admissible in a calendar year shall ordinarily not exceed 15 (fifteen) days but should, however, be sufficient to cover the period of absence necessary.

16. Limits of accumulation and grant of Earned Leave (applicable to all members of the staff)

16.1 A member of the staff shall cease to earn such leave when the earned leave amounts to three hundred days or such number of days as applicable in Government.

16.2 The maximum amount of Earned Leave that can be granted to a member of the staff, other than teaching staff, at a time shall be 180 days. Earned leave may be granted to a member of the staff, other than teaching staff, for a period exceeding 180 days but not exceeding 300 days, if the entire leave so granted or any portion thereof is spent outside SAARC countries, provided that when Earned Leave for a period exceeding 180 days is so granted, the period of such leave spent within India, shall not in the aggregate exceed the aforesaid limits

17. Earned Leave to Teaching staff

17.1 The Teaching Staff shall not remain absent from duty during the period of vacation declared for students. In case a member of the Teaching Staff is required to remain absent for a few days during the period of vacation declared for the students, for compelling and justifying reasons, the same shall be subject to the discretion and final decision of the Director. In the event of his/her remaining absent for a few days with the prior permission of Director, he/she will be allowed credit of Earned Leave for the remaining days of duty attended during the said vacation as mentioned below:

$$30 \times \frac{(\text{No. of days of duty attended during vacation})}{60}$$

17.2 The accrued Earned Leave of every member of the teaching staff shall be credited to the Earned Leave account as on 1st January every year. The Leave at credit of a Teaching Staff shall be carried forward to the next year, subject to the condition that the leave so carried forward plus the credit for the preceding year do not exceed the maximum limit as prescribed under the Central Civil Services (Leave) Rules, 1972, for Earned Leave.

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18. Sabbatical Leave

18.1 Sabbatical Leave shall be admissible to a member of the academic staff –

- (i) After he/she completes four years of continuous service, or more, in the Institute.
- (ii) Such leave shall be restricted to three times during the entire service of such a member of the staff.

18.2 The Sabbatical Leave may be granted for one or more of the following objectives, namely:

- (a) to conduct research or undertake advanced studies in India or abroad;
- (b) to visit or work in industrial concerns and Scientific/Technical Departments of the Government of India to gain practical experience in the respective fields;
- (c) to visit or work in a University, Industry or Government Department, Research Laboratories, or any other Institute, in India or abroad; and
- (d) for the academic development of the staff member, as approved by the Board of Management.

18.3 The grant of sabbatical leave shall be subject to the following conditions, namely:

- (i) the period of sabbatical leave shall not exceed one year at a time but the Director, IIST may grant, in addition, any other leave available at his/her credit.
- (ii) a member of the teaching staff shall, during the period of sabbatical leave, be paid full salary and allowances as admissible under the normal rules but he/she shall not be entitled to any travelling allowance or any extra allowances in India or abroad;
- (iii) no substitute shall be appointed in the vacancy and his/her work shall be shared by the other members of the faculty;

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- (iv) a member of the academic staff shall not undertake, during the period of sabbatical leave, any appointment under any other organization in India or abroad. However, such a member of the staff shall be free to receive a scholarship or fellowship or bursary or any other adhoc honorarium other than his/her regular employment;
- (v) a member of the teaching staff availing sabbatical leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty, failing which he/she shall pay to the Institute an amount equal to leave salary for the period of shortfall.

- Note**
- (1) No ceiling in terms of money for fellowship/scholarship may be prescribed in grant of sabbatical leave to academic staff, in terms of the above provisions.
 - (2) Sabbatical leave cannot be granted for studies leading to higher degrees as it is covered under DOS study leave rules.

19. Study Leave:

The orders issued by the Government for the employees of the Indian Space Research Organisation, as amended from time to time, shall be applicable to the employees of the Institute.

20. Vacation and Leave Salary

- 20.1 (a) Except as provided in sub-para 20.1(b) below, a member of the staff on Earned Leave, is entitled to leave salary equal to average monthly pay drawn during the 10 completed months immediately preceding the month in which the leave commences or the substantive pay to which he/she is entitled immediately before the commencement of the leave, whichever is greater.
- 20.1 (b) A member of the staff who proceeds on Earned Leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.
- 20.2 A member of staff on Half Pay Leave is entitled to leave salary equal to the half of the amount specified in sub-para 20.1 (a) or (b) above, as the case may be.
- 20.3 A member of the staff on Commuted Leave is entitled to leave salary equal to twice the amount admissible under sub-rule 20.2 above.

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21. Increment during leave

If the annual or any other increment falls due during the leave, other than casual leave, the effect of increase of pay shall be given from the day following the date of expiry (last day) of the leave as such, without prejudice to the normal date of increment.

22. Limit of total absence

A member of staff will cease to be in the service of the Institute if he/she continuously absents from duty for more than ninety days without leave, unless such absence is on Foreign Service in India.

23. Cash equivalent of Leave Salary in certain cases

In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he/she gone on Earned Leave on the date of death shall be given to his/her family subject to a maximum of leave salary for 300 days or any other period as the Government of India may fix from time to time.

24. Cash payment in lieu of unutilised Earned Leave on the date of retirement

An employee may be paid cash equivalent of leave salary admissible in respect of the period of Earned Leave at his/her credit at the time of retirement on superannuation in one lump sum as a one time settlement subject to a maximum of such number of days, and further subject to other conditions as laid down by the Government of India from time to time.

25. Any rule or provision which has not been covered specifically herein above shall be as applicable to the Government employees. All amendments, modifications and clarifications with regard to leave issued by the Government will, *mutatis mutandis*, appropriately apply to the Institute.

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BYE LAW NO.1.4

CONDUCT RULES

- 1.0 The 'Conduct Rules' have been formulated for the employees of the Indian Institute of Space Science and Technology (IIST) pursuant to Rule 26 of the Rules and Regulations of the Institute.
- 1.1 All the rules, regulations and Government of India Instructions as contained in Central Civil Services (Conduct) Rules, 1964 as amended from time to time shall be followed except those Rules which stand modified hereunder.
- 1.2 Rule 1 of CCS Conduct Rules 1964 shall be replaced with the following in the 'Conduct Rules' of Institute:
 - 1.2.1 'Conduct Rules' shall come into force from the date of inception of Institute.
 - 1.2.2 These rules shall apply to all regular employees of the Institute, but do not apply to employees paid from Contingency or Contract employees.
- 1.3 Rule 2 of CCS Conduct Rules, 1964 relating to Definitions shall be modified to the extent specified below in these rules.
 - a) 'Government servant' means the employee of the Institute;
 - b) 'Government' means Department of Space;
 - c) 'Members of Family' means as defined under (c) of Rule 2 of CCS Conduct Rules, 1964.
 - d) 'Institute' means the Indian Institute of Space Science and Technology;
- 1.4 The Authorities in the Institute to whom the power is delegated in respect of the application of the rules of the CCS (Conduct) Rules, 1964 and the category of employees who are covered under the said rules shall be as stipulated in Annexure-I. However, in respect of the Director of the Institute, the Authority concerned shall be the Chairman, Board of Management.

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ANNEXURE-I to Bye-Law No.1.4

Sl. No.	Number of Rule	Name of power	Category of employees covered under the Conduct rules of the Institute	Authority to which the power is delegated
01.	4 (2)	Employment of 'near relatives' in private firms	All employees	Director, IIST
02.	4(2)(ii)	Intimation of acceptance by a member of a family of an employment in any firm	All employees	Director, IIST
03.	5 (2)	Report when a member of employee's family takes part in politics	All employees	Director, IIST
04.	8 (1)	Editing or management of newspaper or other periodical publications	All employees	Director, IIST
05.	8 (3)	Participation in radio broadcasts, contribution of article to newspapers, publication of books	All Employees	Director, IIST
06.	10	Evidence before an enquiry conducted by a person, committee or authority	All employees	Director, IIST
07.	13	Acceptance of gifts	All employees	Director, IIST
08.	14	Public demonstration in honour of Government servants/employees	All employees	Director, IIST
09.	15 (1) (2) & (3)	Private trade or employment	All employees	Director, IIST
10.	15 (4)	Acceptance of fee	All employees	Director, IIST
11.	16 (4)	Lending and borrowing	All employees	Director, IIST
12.	16 (4) (ii)	Report on transfer to a place which involves break of Rule 13 (4) or 16 (4)	All employees	Director, IIST
13.	17	Report on becoming the subject to a legal proceeding for insolvency	All employees	Director, IIST
14.	18 (2) & (3)	Immoveable and Moveable property	All employees	Director, IIST
15.	19 (2)	Vindication of acts and character of an employee	All employees	Director, IIST

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BYE LAW NO.1.5

CLASSIFICATION, CONTROL AND APPEAL (CCA) RULES

- 1.0 The 'Classification, Control and Appeal (CCA) Rules' have been formulated for the employees of the Institute of Space Science and Technology (IIST) in accordance with Rule 26 of the Rules and Regulations governing the Institute.
- 1.1 All the rules as contained in Department of Space Employees' (Classification, Control and Appeal) Rules, 1976 shall be applicable to the employees of the Institute except the modifications detailed below.
- 1.2 Any orders/decisions/clarifications etc issued by Government of India in this regard shall *mutatis- mutantis*, shall apply.
- 1.3 'Classification, Control and Appeal Rules of the Institute' shall come into force from the date of inception of Institute.
- 1.4 Rule 2 of the Department of Space Employees' (CCA) Rules, 1976, relating to Definitions shall be modified to the extent specified below in these rules:
 - (a) 'Appointing Authority' in relation to an employee, means the authority empowered to make appointments to the post which the employee for the time being holds;
 - (b) 'Board' means the Board of Management of the Institute;
 - (c) 'Chairman' means the Chairman of the Board of Management;
 - (d) 'Disciplinary Authority' means the authority competent under these Rules to impose on an employee any of the penalties specified in Rule 8 of DOS Employees' (CCA) Rules, 1976;
 - (e) 'Director' means the Director of the Institute;
 - (f) 'Head of Office' means the authority as appointed by Director, IIST;
 - (g) 'Govt. servant' means employee of the Institute;
 - (h) 'Institute' means the Indian Institute of Space Science and Technology;
 - (i) 'Registrar' means the Registrar of the Institute; and
 - (j) 'Schedule' means the schedule appended to these Rules;

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- 1.5 In the place of Rule 4, of DOS Employees (CCA) Rules, 1976, the following will be the classification of posts in the Institute:

Classification of posts in the Institute

Sl No.	Description	Classification
1.	Posts carrying Higher Administrative Grade scale of Rs.67000-79000 and Higher Administrative Grade plus scale Rs.75,500-80,000; and Posts carrying the following grade pays: Rs.12000/-, Rs.10000/-, Rs.8900/- and Rs.8700/- in the scale of pay of Rs.37400-67000/- in Pay Band-4, and Rs.7600/-, Rs.6600/- and Rs.5400/- in the scale of pay of Rs.15600-39100/- in Pay Band-3	Group A
2.	Posts carrying the following grade pays: Rs.5400/-, Rs.4800/-, Rs.4600/- and Rs.4200/- in the scale of pay of Rs.9300-34800/- in Pay Band-2	Group B
3.	Posts carrying the following grade pays: Rs.2800/- Rs.2400/-, Rs.2000/-, Rs.1900/- and Rs.1800/- in the scale of pay of Rs.5200-20200 in Pay Band-1	Group C
4.	Posts carrying the following grade pays: Rs.1300/-, Rs.1400/-, Rs.1600/-, Rs.1650/- in the scale of pay of Rs.4440-7440/- in 1S Scale	Group D (till the posts are upgraded)

Note:

'Pay' for the purpose of this classification has the meaning assigned to it in Fundamental Rules applicable to Government.

Pay Band, in relation to a post, means the running Pay Bands specified in Part-A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008, applicable to Government.

- 1.6 In the place of Rule 5 and 6 of DOS Employees (CCA) Rules, the appointments to the posts in the Institute shall be as under:

All appointments to posts in the Institute shall be made by the authorities specified in that behalf by a general or special order by the Chairman, Board of Management, or where no such order has been made, by the authorities specified in this behalf in the Schedule.

- 1.7 Rule 29 of DOS Employees (CCA) Rules, 1976 relating to supply of copy of the Union Public Service Commission's advice shall not be applicable.

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- 1.8 The Schedule describing the Appointing Authority, Authority to impose penalties, Appellate Authority with the description of posts in the Institute to which the said authorities shall exercise powers shall be the Schedule appended to these Rules.
- 1.9 The reference to Schedule with regard to Rules 6, 9(2) and 21(2) of Department of Space Employee's (CCA) Rules, 1976 shall be construed as reference to the Schedule appended to these Rules.

SCHEDULE

Sl No	Post/Description of post	Appointing Authority	Authority competent to impose penalties and penalties which it may impose		Appellate Authority
1	Director	Chancellor	Chancellor	All	Minister-in-charge of the Department of Space
2	(a) Registrar, and (b) Finance Officer	Chairperson, Governing Council	Chairperson, Governing Council	All	Chancellor
3	All posts (other than at 1 & 2 above) carrying a grade pay of Rs.8700/- or more	Chairperson, Governing Council	Chairperson, Governing Council	All	Governing Council
4	All posts carrying a grade pay not less than Rs.5400/- but less than grade pay of Rs.8700/-	Director	Director	All	Chairperson, Governing Council
5	All posts carrying a grade pay not less than Rs.4800/- but less than grade pay of Rs.5400/-	Director	Director	All	Chairperson, Governing Council
6	All posts carrying a grade pay less than Rs.4800/-	Registrar	Registrar	All	Director

Note:

'Pay' for the purpose of this classification has the meaning assigned to it in Fundamental Rules applicable to Government.

Pay Band, in relation to a post, means the running Pay Bands specified in Part-A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008, applicable to Government.

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BYE-LAW NO.1.6

MEDICAL SCHEME

1. Title

This Scheme may be called the 'IIST Medical Scheme', which is akin to the Contributory Health Service Scheme (CHSS) of the Government (Department of Space). The payment of contribution towards the Scheme by the prime beneficiaries as mentioned in Para 4 below, is compulsory.

2 Application

2.1 The Medical Scheme (hereinafter referred to as the 'Scheme') shall be applicable to all the employees of the Institute and members of their families, wholly dependent and normally residing with them.

2.2 The benefits under the Scheme shall also be admissible to:

- (a) Emeritus Professors, Emeritus Scientists, Visiting Professors, Visiting Fellows, Visiting Scientists, Post Doctoral Fellows and Research Fellows who wish to avail of the facilities under the Scheme for self and members of their families, wholly dependent and normally residing with them.
- (b) Members of the family of an employee of the Institute, who is registered under the Scheme and is posted to any Centre/Unit of the Government (Department of Space) or any Autonomous Body/Company under the administrative control of the Department of Space on transfer or on deputation, etc., to another station, provided the employee continues to pay the contribution, either to the Institute or to the concerned Centre/Unit of the Government, at the prescribed rate and the members of family continue to reside at the old station. Option to continue under the Scheme shall be exercised by the employee at the time of posting before being relieved. This concession will be available only with the prior approval of the Director, IIST.
- (c) Members of the family of a deceased employee provided the deceased employee had completed five years of service in the Institute [including the service rendered in the Government (Department of Space)] and also the contributions as prescribed by the Institute, from time to time, are paid by the family. The family of the deceased employee may avail of the benefits under the Scheme for the whole of the month in which the employee had died as well as for the succeeding calendar month without payment of contribution. The

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benefits under the Scheme shall be admissible only to those members of the family of the deceased employee who are covered by the term "family" defined for the purpose of family pension in the CCS (Pension) Rules, 1972 (in the case of those contributing to CPF, it being assumed as if the Family Pension Rules apply).

- (d) Retired employees of the Institute who opt for the benefits under the Scheme, and to the members of their families, subject to the following conditions:
- (i) The retired employee should have put in a minimum of five years service in the Institute/Government before his/her retirement on superannuation/ voluntary basis/compulsory retirement. However, in the case of employees/officers who are initially on deputation and later absorbed in the Institute/Government and All India Service Officers, the requirement of five years of minimum service in the Institute/Government would not be insisted upon, provided they retire from the Institute.
 - (ii) The retired employees should pay the contribution as notified by the Government from time to time.
 - (iii) Retired employees, who are engaged in any trade, business or profession or are employed in any capacity either under Government or otherwise, will also be eligible to the benefits of the Scheme subject to payment of additional contribution prescribed from time to time by the Government. The coverage will be limited to the employee and spouse only. However, retired employees of the Institute/Government when re-employed in the Institute need not pay the additional contribution. Additional dependants falling under the definition of 'family' will be included only on payment of contributions equal to the unsubsidized cost of the Scheme per dependent. Such retired employees can also opt out of the Scheme while engaged in any trade, etc., and may re-join the Scheme after final retirement from such employment, occupation or trade.

The benefits under the Scheme will continue to be made available to the members of the family of the retired employees who are covered by the definition of 'family' in the Family Pension Rules (in the case of those having retired on CPF, it being assumed as if Family Pension Rules apply) even after their death subject to payment of appropriate contribution and fulfilment of other conditions.

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- (e) The serving Central Industrial Security Force (CISF) personnel, if any, during the period of their posting to the Institute, and also to the members of their families, who are wholly dependent and are residing with them.

3. Definition of 'Family'

3.1 'Family' for the purpose of the Scheme shall mean:

- (a) an employee's wife or husband, as the case may be;
- (b) parents (which term does not include step father);
- (c) sisters (unmarried) and below 25 years of age;
- (d) widowed sisters;
- (e) minor brothers;
- (f) brothers and sisters (physically handicapped or mentally retarded);

[the total number of sisters (unmarried, widowed and physically handicapped or mentally retarded) and minor brothers and brothers (physically handicapped or mentally retarded) not to exceed 2];
- (g) unmarried children and step children – in the case of dependant sons the age restriction would be 25 years of age or till they start earning, whichever is earlier;
- (h) widowed daughters,

[the total number of unmarried children/step children and widowed daughters not to exceed the limits prescribed by the Government.]
- (i) Step mother dependent on the employee
- (j) Dependent minor children of widowed/separated daughters who are dependent on the employee. The upper age limit of the dependents for the purpose of being eligible for benefits under IIST Medical scheme will be 18 years, the age of their becoming major and further subject to the condition that they should be normally residing with the employee.

The terms and conditions prescribed by the Government for the admission of the parents, children, etc., as above, shall apply.

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4. Contribution

4.1 Serving employees

- 4.1.1 For the medical benefit provided under the scheme, a monthly contribution at the rate of 1% of basic pay (Pay in Pay Band + Grade Pay) without ceiling on minimum and maximum (to be rounded off to the nearest Rs.10/-) shall be recovered from all employees. For the purpose of recovery of the monthly contribution, 'pay' shall mean pay as defined in FR 9 (21)(a).
- 4.1.2 The contribution shall be recovered on the basis of the pay of the employee on the first day of each calendar month and in the case of persons newly appointed after the first day of the month, on the basis of the pay on the first day of appointment or assumption of duties.
- 4.1.3 Additional dependents falling under the definition of family will be included only on payment of contributions equal to the unsubsidized cost of the scheme per dependent as notified under CHSS by the Department from time to time.

Option

- 4.1.4 Employees who are retiring should have to exercise an option at the time of retirement, whether the payment of contribution is for life time period or annual. The option once exercised will be final.

Annual Contribution

- 4.1.5 Those who are opting for annual payment of contribution should have to remit contribution for a minimum of one year in advance.

Life Time Contribution

- 4.1.6 Those who are opting for payment of Life Time Contribution at the time of retirement should have to pay 10 times of the annual contribution, based on the contribution paid during the last serving month prior to the retirement as shown below:

Retirement Mode	Contribution
Superannuation	Normal rate
Voluntary retirement with service more than 30 years of qualifying service	Normal rate
Voluntary retirement with 25 years but less than 30 years of qualifying service	Twice the normal rate
Voluntary retirement with 20 years but less than 25 years of qualifying service	Thrice the normal rate

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4.2 Visiting Scientists etc.

4.2.1 The contribution shall be recovered from the Visiting Scientists/Fellows/Professors admitted to the benefits of the Scheme at the rate of 1% of basic pay drawn by them prior to retirement. This will also cover members of their families.

4.2.2 The monthly contribution to be recovered from the Visiting Scientists/Fellows/Professors who have retired before 01.04.2004 will be at the rate of 1% of basic pay/notional pay plus 50% of basic pay/notional pay drawn by them prior to their retirement, without ceiling on minimum and maximum.

4.3 Retired employees

The monthly contribution to be recovered from retired employees will be at the rate of 1% of last pay drawn by him/her prior to retirement, without ceiling on minimum and maximum.

4.4 Families of deceased employees

The monthly contribution to be recovered from the family of deceased employees/deceased retired employees will be at the rate of 1% of last pay drawn by him/her prior to death/retirement, without ceiling on minimum and maximum

4.5 In cases where both the wife and husband are employees of the Institute/Government, the payment of contribution will be regulated as under:

- (a) The contribution shall be recovered from only one of them (wife or husband) whose pay is higher. The husband and wife shall send a joint declaration to the Administrative Officer giving relevant details in this regard.
- (b) The employee from whose pay-bill the contribution is recovered shall be regarded as the prime beneficiary and will be eligible to register his/her parents.
- (c) In respect of cases where the pay of the husband and wife is equal, the contribution shall be recovered from the husband who will be eligible to register his parents. If the wife wishes to register her parents, who are otherwise eligible, a separate contribution shall be payable by her on the basis of her pay.

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- (d) If the wife is paying the contribution and the husband wishes to register his parents, who are otherwise eligible, he will have to pay an additional contribution based on his pay.
 - (e) In respect of cases where the husband or the wife draws higher pay alternatively every few months, the entire contribution shall be recovered from the husband who shall be regarded as the prime beneficiary and will be eligible to register his parents even if his pay is lower during certain months.
 - (f) The entitlement of parents shall be determined with reference to the pay of the prime beneficiary in all cases.
- 4.6** In the case of an employee who is on any kind of leave, the contribution shall be recovered on the basis of the pay last drawn by the employee immediately before proceeding on leave. The facilities of the Scheme will not be available to a person proceeding on extra-ordinary leave, unless the contribution for the period of extra-ordinary leave is paid in advance before the commencement of such leave.
- 4.7.1** An employee, who proceeds abroad on deputation alone or on deputation-cum-special leave or on any kind of study leave, may at his/her option avail of the benefits of the Scheme in respect of his/her family. The option shall be exercised before the employee proceeds on deputation/leave and shall be treated as final.
- 4.7.2** An employee who is on deputation and on foreign service terms to any other Department/Organisation/Public sector undertaking/autonomous body/State Government etc., members of his/her family are not eligible for coverage under this scheme.
- 4.8** In the case of an employee under suspension who is in receipt of a Subsistence allowance, the contribution shall be recovered on the basis of the amount of subsistence allowance. If the employee is, however, subsequently allowed to draw pay for the period of suspension, subsequently, the difference between the contribution recovered on the basis of the subsistence allowance and the contribution payable on the basis of the pay ultimately drawn shall also be recovered. If the subsistence allowance is withdrawn, the extension of CHSS facilities will be suspended as long as the suspension continues. For the purpose of determining entitlement under the Scheme, the pay that he/she would have drawn but for his suspension should be taken into account.

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4.9 Contribution should be deposited for a minimum period of one year, in advance, except in the case of serving employees.

5. Details of the Scheme

5.1 Under the Scheme, medical attention and treatment shall be available under the Allopathic, Ayurvedic and Homeopathic systems of medicine.

5.2 For the purpose of consultation by the employees and their eligible family members, Authorised Medical Officers (AMO) will be appointed. Specialists in various disciplines will be empanelled for the purpose of specialized consultation, and such consultation will be through the AMO. Certain hospitals/nursing homes and diagnostic laboratories will be recognized for the purpose of consultation, treatment, testing, etc., as the case may be, through either the AMO or the Specialists. Since the Government (Department of Space) is already administering its CHSS at Thiruvananthapuram, and has appointed AMOs, empanelled specialists and recognized hospitals, etc., both in Thiruvananthapuram and outside, the Institute will be utilizing the same for administering the medical scheme for its employees. Travel undertaken for availing such medical facilities with appropriate approval shall be as applicable to the employees of the Government (Department of Space).

5.3 The Director of the Institute shall have the powers to appoint Visiting Doctor(s) under the Scheme.

5.4 The beneficiaries can get hospitalisation/treatment only on a referral by the AMOs to the Ayurvedic/Homeopathic Hospitals. For hospitalisation/treatment under the Ayurvedic/Homeopathic systems at the Government Hospitals, the beneficiaries will be required to bear the charges initially and seek reimbursement from office. The beneficiaries may also go on their own to Government Ayurvedic and/or Homeopathic Hospitals for medical attention and treatment as out-patient or in-patient. They should however, report to the Department's Doctor/AMO within 4 days of occurrence of illness. Reimbursement to the employees will be admissible to the extent charged by these hospitals subject to production of bills and doctor's certificate. The cost of Ayurvedic and Homeopathic medicines prescribed by the AMOs/Hospitals are to be purchased from the pharmacies recognized for the purpose and only cost of such of those medicines as are approved by the Government (Department of Space) shall be reimbursed.

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6. Maternity Benefits

- 6.1** Maternity benefits will be admissible only to the wife of an employee or to a female employee. Eligible beneficiaries can be admitted for confinement in any of the recognised Nursing Homes/Hospitals/Polyclinics where maternity facilities exist. Expenditure in this behalf will be met under the Scheme in the same way as any other medical treatments.
- 6.2** Eligible beneficiaries will also have the option to go to any maternity home of their choice for confinement and claim the reimbursement as laid down by the Government (Department of Space) from time to time.
- 6.3** Reimbursement will be allowed on production of medical certificate from the Nursing Home/Hospital about the occurrence of birth or otherwise. The Municipal birth certificate will also have to be produced for verification. Reimbursement shall be allowed only if the confinement takes place in a maternity home/Hospital managed by a Doctor whose qualification has been recognised by the Indian Medical Council Act, 1956 or in a Government/Government recognised Hospital. In-patient care at the time of confinement will be covered by the flat rates prescribed by the Government (Department of Space) from time to time.
- 6.4** If a medical emergency arises at the time of confinement of the beneficiaries involving operative delivery or surgical operations on the infant or puerperal sterilisation, actual expenses not exceeding the rate prescribed by the Government (Department of Space), from time to time, may be reimbursed in addition to the flat rates as prescribed under the Scheme.
- 6.5** If the beneficiaries are admitted to a Government/Government recognised Hospital for confinement, the confinement charges including the charges for operative delivery/surgical operations will be reimbursed in full.
- 6.6** The maternity benefits as provided above will not be admissible to beneficiaries who have two or more living children at the time of confinement. The term confinement for the purpose of the Scheme shall include (a) Live Birth, (b) Still Birth, (c) Pre-natal termination of pregnancy, and (d) Abortion.
- 6.7** For determining the entitlement, the number of living children at the time of confinement and the number of occasions on which maternity benefits have been availed of shall be taken into account. For example, an employee who has one living child for whom he/she has not claimed any reimbursement for confinement nor availed of maternity benefits at

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recognised Nursing Home/Hospital/Polyclinic may claim for the second confinement, the flat rate admissible for the first confinement.

- 6.8** In determining the number of living children, the children of both the parents will be taken into account. For example, an employee who has two living children by an earlier marriage will not be eligible for reimbursement of confinement expenses for his second wife.
- 6.9** In the case of a domiciliary confinement supervised by a Doctor (having qualifications recognised by the Indian Medical Council Act, 1956), 50% of the appropriate rate will be payable. In such cases, an appropriate certificate from the attending Doctor should be produced by the employee.
- 6.10** The cost of medicines towards ante-natal and post-natal care will be reimbursable in accordance with the procedure prescribed for reimbursement of medicines.
- 6.11** Reimbursement to the eligible beneficiaries as per CHSS rates for pre-natal care from the last trimester and post-natal care till three months after the delivery, for confinements taking place at CHSS station other than their own CHSS station is allowed. The reimbursement may be claimed from their own CHSS station on production of bills and discharge summary in original. But the reimbursement will be subject to the CHSS-SOR prevailing at that CHSS station where the delivery has taken place. To avail this facility outside his/her CHSS station, the beneficiary should have sought a referral letter from his/her AMO by giving a declaration that the patient is availing the confinement facility in a particular CHSS station. The reimbursement for pre-natal and post-natal care expenditure in case of confinement in a non-CHSS station may be restricted to Rs.1500/- subject to other conditions.

7. Medical emergency (other than maternity)

- 7.1** In the case of an emergency, when the AMO is not available, a beneficiary can receive medical attendance and treatment from any doctor registered under the Indian Medical Council Act, 1956. In such cases, maximum reimbursement including cost of medicines will be limited to Rs.1,000/-. The employee will have to report about the emergency to AMO within four days after the occurrence of the emergency. Further attendance and treatment can be availed in such cases as advised by AMO. Hospitalisation arising out of such emergency should normally be in the recognized Hospitals/Nursing Homes/Polyclinics/Government recognized Hospitals. However, if such hospitalization is in an unrecognized nursing home or hospital, reimbursement of the expenses will be limited to CHSS rates.

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- 7.2** For the above purpose, the term 'emergency' shall mean a situation or contingency where but for the immediate medical aid sought, there would have been, on the basis of the medical and attendant considerations, a serious danger or hazard or severe or deleterious consequence to the health of the patient. The accessibility/availability or otherwise of the facilities under the Scheme in the context of the severity of medical emergency/ailment at the time of emergency will also be taken into consideration. The opinion of the Department's doctor/AMO shall be final as to what constitutes an emergency treatment, notwithstanding any medical certificate to the contrary produced from a private doctor or Hospital.
- 7.3** The reimbursement will be allowed only after scrutiny of the bills by the Institute, which shall determine whether a claim should be reimbursed or not as also to the extent to which the reimbursement should be allowed from the point of view of medical necessity, etc., for example (a) whether it was a case of medical emergency; (b) whether the intimation regarding emergency was given as required; (c) whether the items included in the claim were medically necessary; and (d) whether the charges/prices are reasonable.
- 8. Speech Therapy, Child psychiatric care & Medical-social care:** The facilities such as speech therapy, child psychiatric care and medical-social care recognised by the Department at Thiruvananthapuram shall also be deemed as recognised for the employees of the Institute.
- 9. Artificial appliances:** Artificial appliances for diseases like Polio, T.B or for Prosthesis or in cases requiring surgical operations may be supplied free of cost under the Scheme. Replacements, if justified, may also be allowed. However, in the case of replacement, 50% charges will be recovered from those who are in receipt of pay above Rs.4,000 per month. Those who are in receipt of pay up to Rs.4,000 per month will be allowed replacement free of cost. Firms/Institutions may be recognized for the supply of these appliances.
- 10. Dental care:** Periodical dental check-up may be availed by the employees and their families in the Dental Clinics recognized under the Scheme. In addition to this, the beneficiaries may go to the Government Dental Hospitals for treatment. Charges to the extent levied by them will be reimbursed. As for the supply of partial or full dentures, the beneficiaries will be permitted to go to the Government Dental Hospitals or to any recognized Dental Clinic and the reimbursement of charges will be restricted to CHSS schedule of rates of the Government (Department of Space).

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- 11 Eye care:** For getting their eyes tested, the beneficiaries will be permitted to go to the Eye Specialists on the approved panel by the AMO. The charges will be borne by the Scheme. This facility will be in addition to any other treatment prescribed by the eye specialists.
- 11.1** All prime beneficiaries including family members covered under the CHSS are entitled to purchase spectacles, with frames, without any limitation on pay/basic pay/pension.
- 11.2** The prime beneficiaries will first purchase the spectacles and thereafter claim reimbursement of the cost by enclosing the cash memo. The amount of reimbursement on purchase of spectacles shall be limited to a maximum of Rs.1000/-
- 11.3** The concession is available to all CHSS beneficiaries once in five years.
- 12. Ambulance:** When transport by ambulance is recommended on medical grounds, an ambulance may be hired and full charges incurred in connection with such hiring, to the extent considered reasonable by the Institute, will be reimbursed to the employee.
- 13. Hearse:** Charges for hiring 'Hearse' van for a deceased beneficiary of the Scheme will be reimbursed only in respect of an employee who is drawing a basic pay not exceeding Rs.5,000/- (pre-revised) per month.
- 14.** Hearing Aid is admissible as per the CHSS scheme.
- 15.** Glucometer is admissible as per the CHSS scheme.
- 16.** Entitlement of ward/bed charges during hospitalisation is as per the CHSS scheme as amended from time to time.
- 17. Limitation of liability**
- For the employees, there shall be a limitation of liability of in-patient care of one year for psychiatric cases and one and half years for other diseases. However, in the case of Visiting Fellows/Scientists/Professors, etc., and members of their families, the limitation shall be two months for both psychiatric cases and other diseases.
- 18. Penal provisions for misuse:** The Institute may withdraw temporarily or permanently the benefit of the Scheme in the following cases:

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- (a) When there are reasons to believe that there is no reasonable prospect of the employee/prime beneficiary resuming duty after a spell of absence.
- (b) When the contribution is not being paid by the employee/prime beneficiary in time.
- (c) In the case of misuse of the benefits of the Scheme by any beneficiary.
- (d) When the employee/prime beneficiary is either dismissed or removed from service.
- (e) When the subsistence allowance sanctioned to an employee/prime beneficiary, placed under suspension, is withdrawn, the Scheme shall also be withdrawn as long as the suspension continues.
- (f) In such other cases where such a step is considered necessary.

Before taking action as mentioned above, the beneficiary concerned will be given a reasonable opportunity, wherever possible, to explain his/her position.

19. Replacement for lost CHSS cards: A sum of Rs.100/- will be recovered in all cases on each occasion CHSS card is lost or misplaced requiring issue of a fresh card. In such cases photographs will have to be provided by the employees/beneficiaries concerned at their expense and no reimbursement of expenditure shall be made in this regard.

20. For the purpose of administering the Scheme, the detailed orders issued by the Government (Department of Space) under its CHSS shall be the sole basis. All orders, amendments, modifications, etc., and the Schedule of Rates issued by the Government (Department of Space) under its CHSS shall, *mutatis mutandis*, be applicable to the Institute.

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BYE-LAW NO.1.7

GROUP INSURANCE SCHEME

The 'Group Insurance Scheme' has been formulated for the employees of the Institute of Space Science and Technology (IIST) in accordance with Rule 26 of the Rules and Regulations governing the Institute to be effective from 01.07.2007.

- 2.** The Scheme is intended to provide for the employees of the Institute, at a low cost and on a wholly contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lump sum payment to augment their resources on retirement.
- 3.** The Scheme shall apply to all the regular employees of the Institute. Contract employees, persons on deputation from State Governments, Public Sector Undertakings, casual labourers, part-time or adhoc employees will not be covered by the Scheme.
- 4.1** The Scheme will be compulsory for all employees.
- 4.2** All employees who enter service on or after 2nd August of any year shall be enrolled as members of the Scheme on the next anniversary of the Scheme. The employees shall be enrolled as members of the Scheme only from 1st August of every year from 2008 onwards. If an employee enters service on or after 2nd August in any year, he shall be given the benefit of appropriate insurance cover only (but not the benefits from the Savings Fund under the Scheme) from the actual date of joining service till the end of that year. This arrangement will be for the first year of service only and continue until the date of next anniversary of the Scheme. The purpose is that, the insurance cover should be available immediately a person joins service, even though the full benefit of the insurance cover and the Savings Fund will be available from the next anniversary of the Scheme.
- 5.1** The subscription for the Scheme will be in units of Rs. 15/- p.m.
- 5.2** A Group D employee will subscribe for one unit, a Group C employee for two units, a Group B employee for four units and a Group A employee for eight units. Thus, the rate of subscription for a member of the Scheme with the subscription units of Rs. 15/- p.m. shall be Rs. 15/-, Rs. 30/-, Rs. 60/- and Rs. 120/- for Group D, C, B & A employees, respectively.
- 5.3** In the event of regular promotion of an employee from one Group to another, his/her subscription shall be raised, from the next anniversary of the Scheme, to the level appropriate to the Group to which he/she is promoted. Until the date of next anniversary of the Scheme, he shall

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continue to be covered for insurance for the same amount for which he/she was eligible before for promotion.

- 5.4** Sometimes, regular promotion, e.g., on 'until further orders' basis can be made for various reasons even though it is known that the promotion of the individual is likely to continue on a long term basis. Therefore, unless a promotion has been made for a specified or short period and expected that the employee would revert to a post in a lower Group at the end of that period, he/she should be treated to have been promoted, for the purpose of the Scheme, on a regular basis and subscription should be recovered accordingly. The question whether an employee is likely to revert to a post in the lower Group may be decided by the administrative authorities in their discretion, taking into consideration the circumstances of each case. Once a person has been admitted to a higher Group, the rate of subscription will continue at the same level even if that person reverts to a post in the lower Group later on for any reason.
- 6.** The employees entering service on or after 2nd August of any year will be given benefit of appropriate insurance cover from the date of joining the Institute to the date of their becoming members of the Scheme on payment of a subscription of Rs.5/- p.m. as the premium for every Rs. 15000/- of the insurance cover. From the date of anniversary of the Scheme, they will subscribe at the rate indicated in para 5.2 above.
- 7.** The Insurance Fund/Insurance cover and Savings Fund under the Scheme will be operated by the Institute through the Life Insurance Corporation or any Insurance Company approved by the Insurance Regulatory and Development Authority set up by the Government of India. The details of the sum assured for various Group of employees, premium payable, etc., are as under:

Category	Sum assured	Subscription per month (Rs.)	Amount payable for RISK PREMIUM (for insurance) (Rs.)	Amount payable towards SAVINGS FUND (Rs.)
1	2	3	4	5
Group D employees holding posts carrying a grade pay of Rs. 1650/- or less	15000	15	5	10
Group C employees holding posts carrying grade pay over Rs. 1650/- but less than Rs. 4200/-	30000	30	10	20
Group B employees holding posts carrying grade pay over Rs. 2800/- but less than Rs. 5400/- in PB-3	60000	60	20	40
Group A employees holding posts carrying grade pay of Rs.5400/- in PB-	120000	120	40	80

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3 or more				
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- 8.** In case of retirement, death, etc., the Institute will send necessary intimation to the LIC or other agency which would make the payment to the concerned employee or the nominee(s)/family of the employee, as the case may be, through the Institute.
- 9.1** The subscription of a member for a month shall fall due at the commencement of the normal working hours on the 1st of that month.
- 9.2** The subscription as a premium for the insurance cover from the date of joining the Institute to the date of membership of the Scheme shall initially fall due from the date of joining and subsequently from the commencement of normal working hours on the 1st of every month.
- 9.3** The subscription for a month shall be recovered by reduction from the salary of the employee for that month irrespective of the date of actual payment of salary for that month.
- 9.4** The subscription shall be recovered every month including the month in which the employee ceases to be in employment on account of retirement, death, resignation, removal, etc., from service.
- 9.5** The Finance Officer/Accounts Officer shall recover the subscription from the employees irrespective of their being on duty, leave or suspension.
- 9.6** No interest shall be levied on arrears of subscription if the non-recovery is due to delayed payment of salary.
- 9.7** If an employee is on extraordinary leave and there is no payment of his salary for any period, his subscriptions for the months for which no payments of salary are made to him shall be recovered with interest as advised by the LIC or the concerned agency.
- 9.8** If an employee proceeds on deputation or on foreign Service, the borrowing authority/foreign employer shall be requested to effect the recovery of subscription and credit the same to the Institute. It shall be ensured that necessary clause to this effect is included in the terms of deputation/foreign Service. The recovery of this amount will be watched in the same manner as applicable to leave salary and pension contribution.
- 10.1** It will not ordinarily be permissible to finance the Scheme from the General/Contributory Provident Fund. However, if at any stage the position of an individual member does not permit him to subscribe to the Scheme and to the General/Contributory Provident Fund at the same time, he may

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be permitted to make, as a separate transaction, a non-refundable withdrawal from the General/Contributory Provident Fund of an amount equivalent to a year's subscription paid for the Scheme.

10.2 The subscription to the Scheme will form part of the deduction allowable in respect of life insurance premia, contributions to the Provident Fund, etc., in computing the total income of the subscriber for the purpose of income-tax, except to the extent of the amount finally withdrawn from the General/Contributory Provident Fund on account of such subscription.

11. Nominations

11.1 The Institute shall obtain in the prescribed form from every member of the Scheme a nomination conferring on one or more persons the rights to receive the amount that may become payable under the scheme in the event of his/her death before attaining the age of superannuation. In the case of new employees, such nomination shall be obtained along with joining report.

11.2 If a member of the Scheme has a family at the time of his/her making the nomination, he/she shall make such nomination only in favour of a member or members of his/her family. For this purpose, family will have the same meaning as assigned to it in the General Provident Fund (Central Services) Rules, 1960, Contributory Provident Fund Rules (India), 1962, as the case may be.

11.3 If a female member of the Scheme, by notice in writing to the Institute, expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of her family in matters to which the Scheme relates, unless she subsequently cancels such notice in writing.

11.4 If nominated member(s) of family subsequently cease to be the member(s) of the family, e.g., minor brother crossing the age of minority, marriage of unmarried sister, remarriage of widow before payment of insurance amounts, etc., nominations made in favour of such member(s) shall become invalid.

11.5 If a member nominates more than one person, he/she should specify in the nomination the amount of share payable to each of the nominee(s) in such a manner as to cover the whole of the amount payable under the Scheme, failing which the amount payable under the Scheme shall be equally distributed among the nominees.

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- 11.6** A member of the Scheme may at any time cancel a nomination by sending a notice along with a fresh nomination made in accordance with the above provision.
- 11.7** The nomination received from the members shall be countersigned by the officer concerned and pasted in their service books. The officer concerned shall also make an entry in the service book that the nomination has been duly verified.
- 12.** Any other clause not specifically covered herein above shall be as applicable under the Central Government Employees' Group Insurance Scheme, 1980. Any amendment or modification or clarifications issued under the said Scheme shall be applicable, *mutatis mutandis*, to the Insurance Scheme of the institute.

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NOMINATION FORM FOR BENEFITS UNDER THE IIST GROUP INSURANCE SCHEME

(when the employee has no family and wishes to nominate one person or more than one person)

I,, having no family, hereby nominate the person/persons mentioned below and confer on him/her the right to receive to the extent specified below any amount that may be sanctioned under the IIST Group Insurance Scheme in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death:

Name(s) and address(s) of nominee/nominees	Relationship with the employee	Age	*Share of amount to be paid to each	**Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the employee
1	2	3	4	5	6
1.					
2.					
3.					

Dated this day of 20..... at

Two witnesses:

- 1.
- 2.

Signature of the employee

.....

N.B.: The employee should draw a line across the blank space below his last entry to prevent the entry of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Scheme.

** The employee shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

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NOMINATION FORM FOR BENEFITS UNDER THE IIST GROUP INSURANCE SCHEME

(when the employee has a family and wishes to nominate one member or more than one member thereof)

I,, having a family, hereby nominate the person/persons mentioned below and confer on him/her the right to receive to the extent specified below any amount that may be sanctioned under the IIST Group Insurance Scheme in the event of my death while in service or which having become payable on my attaining the age of superannuation may remain unpaid at my death:

Name(s) and address(s) of nominee/nominees	Relationship with the employee	Age	*Share of amount to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the persons, if any, to whom the right of the nominee shall pass in the event of his predeceasing the employee
1	2	3	4	5	6
1.					
2.					
3.					

Dated this day of 20..... at

Two witnesses:

- 1.
- 2.

Signature of the employee

.....

N.B.: The employee should draw a line across the blank space below his last entry to prevent the entry of any names after he has signed.

* This column should be filled in so as to cover the whole amount that may be payable under the Scheme.

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BYE LAW NO.1.8

PROVIDENT FUNDS AND PENSIONS RULES

The 'Provident Funds and Pensions Rules' have been formulated for the employees of the Indian Institute of Space Science and Technology pursuant to Rule 26 of the Rules and Regulations governing the Institute.

2. Definitions

- (1) In these rules, unless the context otherwise requires -
 - (a) 'Board of Management' means the Board of Management of the Institute;
 - (b) 'Board of Trustees' means the Board of Trustees constituted by the Director of the Indian Institute of Space Science and Technology for managing the Funds;
 - (c) 'Emoluments' means pay, leave salary or subsistence grant as defined in the Fundamental Rule; The General Provident Fund (Central Services) Rules, 1960; The Contributory Provident Fund (India) Rules, 1962; The Central Civil Services (Pension) Rules, 1972; and The New Defined Contribution Pension Scheme, as the case may be, and as applicable to the Institute;
 - (d) 'Employees' mean the employees of the Indian Institute of Space Science and Technology, but shall not include persons engaged on casual/part-time/contract basis or persons working in sponsored projects financed by outside agencies not holding any regular post in the Institute;
 - (e) 'Family' shall have the same meaning assigned to it in the General Provident Fund (Central Services) Rules, 1960; The Contributory Provident Fund (India) Rules, 1962; The Central Civil Services (Pension) Rules, 1972; and The New Defined Contribution Pension Scheme, as the case may be;
 - (f) 'Finance Officer' means the officer to whom the duty to maintain the accounts has been assigned by the Director of the Indian Institute of Space Science and Technology;

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- (g) 'Fund' means the Indian Institute of Space Science and Technology General Provident Fund or the Indian Institute of Space Science and Technology Contributory Provident Fund or the New Defined Contribution Pension Scheme, as the case may be;
 - (h) 'Government' means the Department of Space;
 - (i) 'Government security' shall have the same meaning assigned to it in the Public Debt Act, 1944 (18 of 1944);
 - (j) 'Institute' means the Indian Institute of Space Science and Technology;
 - (k) 'Leave' means any type of leave recognised under the Vacation and Leave (including Study Leave) Rules of the Institute;
 - (l) 'Rules' means the IIST Provident Funds and Pensions Rules;
 - (m) 'Service' means regular service under the Institute and/or the Government, and includes the service rendered in any other Office/Establishment to which the General Provident Fund (Central Services) Rules, 1960, or the Contributory Provident Fund (India) Rules, 1962, or the New Defined Contribution Pension Rules, as the case may be, apply;
 - (n) 'Subscriber' means an employee who subscribes to the General Provident Fund of the Institute or the Contributory Provident Fund of the Institute or the New Defined Contribution Pension Fund, as the case may be; and
 - (o) 'Year' means a financial year commencing on the 1st day of April.
- (2) Any other expressions used in these Rules, which are defined either in the Provident Funds Act, 1925 (19 of 1925) or in the Fundamental Rules, are used in the sense therein defined but not defined herein, shall have the meaning respectively assigned to them in the Provident Funds Act, 1925 (19 of 1925) or in the Fundamental Rules, as the case may be.

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3. Application

3.1 These Rules shall apply to –

- (a) New employees of the Institute recruited afresh after its registration (such employees would be governed by the New Defined Contribution Pension Rules of the Government of India, as amended from time to time).
- (b) The employees of the Government (Department of Space), who have joined service in the Government (Department of Space) prior to 01.01.2004 and appointed on transfer basis in the Institute [such employees will subscribe either to the IIST General Provident Fund or the IIST Contributory Provident Fund depending upon the Fund to which they were subscribing to in the Government (Department of Space)];
- (c) The employees of other Offices/Establishments/Academic Institutions (Government/Aided) governed by the General Provident Fund (Central Services) Rules, 1960, or the Contributory Provident Fund (India) Rules, 1962, or analogous rules, as the case may be, who had joined service in such Offices/Establishments/Academic Institutions (Government/Aided) prior to 01.01.2004 and appointed in the Institute after his/her resignation on transfer on immediate absorption basis or such of those employees who have technically resigned from such Offices/Establishments/Academic Institutions (Government/Aided) for the purposes of joining the Institute (such employees will subscribe to the IIST General Provident Fund or the IIST Contributory Provident Fund as the case may be depending upon the Fund to which they were subscribing to in such Offices/Establishments/Academic Institutions (Government/ Aided));
- (d) The employees of the Government (Department of Space) or any other Office / Establishment / Academic Institutions (Government/Aided), who had joined service in the Government (Department of Space) or the other Office/Establishment governed by the New Defined Contribution Pension Rules of the Government of India after 01.01.2004 and appointed on transfer basis in the Institute (such employees will continue to subscribe to the New Defined Contribution Pension Rules of the Government of India, as amended from time to time); and

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3.2 These Rules shall not apply to persons engaged on casual basis, persons engaged on part-time or contract basis or persons working in sponsored projects financed by outside agencies but not holding any regular post in the Institute.

4. Constitution of Funds

4.1 The Funds shall vest with and be managed by a Board of Trustees to be constituted by the Director of the Institute. The rules and regulations for the functioning of the Board of Trustees shall be as detailed in the Appendix to these Rules.

4.2 The Funds shall be maintained in Rupees. All sums paid into or drawn from the Funds under these Rules shall be credited or debited, as the case may be, to the appropriate account – “IIST General Provident Fund” or “IIST Contributory Provident Fund” or “IIST New Defined Contribution Pension Fund”, as the case may be, to be opened and operated by the Board of Trustees in any one of the Banking Company as defined in the Reserve Bank of India Act, 1934 (2 of 1934), as amended from time to time.

5. Membership

5.1 (a) Membership of the Fund is compulsory for every employee of the Institute to whom these Rules apply.

5.1 (b) The services, if any, rendered by the employees of the Institute in any other Office/Establishment/Academic Institutions (Government/Aided) to which the General Provident Fund (Central Services) Rules, 1960, or the Contributory Provident Fund (India) Rules, 1962, or the New Defined Contribution Pension Rules of the Government of India, or analogous rules, as the case may be, apply/ies, prior to joining the Institute/Government (Department of Space), shall also be appropriately reckoned as service in the Institute for the purpose of these Rules,

Provided such an employee had resigned technically from the other Office/Establishment/Academic Institution (Government/Aided) for joining the Institute/Government (Department of Space) and the balance in his/her Provident Fund Account is/was transferred to his/her new Account in the Institute/Government (Department of Space);

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Provided that the pension contribution, etc., are/were made/paid by the other Office/Establishment/Academic Institutions (Government/Aided);

Provided further that in the case of employees appointed in the Institute on transfer basis from the Government (Department of Space), the orders issued by the Government (Department of Space) with regard to payment of pension contribution, etc., shall apply.

- 5.2** Such of those employees admitted to the IIST General Provident Fund under these Rules or their eligible family members, as the case may be, shall be eligible to receive pension, gratuity, etc., under the Central Civil Services (Pension) Rules, 1972 (including Family Pension, 1964), Central Civil Services (Commutation of Pension) Rules, 1981, and Payment of Arrears of Pension (Nomination) Rules, 1983, as the case may be, as amended from time to time.
- 5.3** Such of those employees admitted to the IIST Contributory Provident Fund under these Rules shall not be eligible to receive any pension, but shall receive a contribution from the Institute, which shall be equal to a percentage of the subscriber's emoluments drawn on duty during a year or period, as the case may be, prescribed under the Contributory Provident Fund (India) Rules, 1962, and also the gratuity.
- 5.4** Such of those employees admitted to the New Defined Contribution Pension Rules shall be eligible to receive the benefits as available under the New Defined Contribution Pension Rules of the Government of India.
- 5.5** The rate of subscription by the employees to the Fund concerned shall be as prescribed in the General Provident Fund (Central Services), 1960, or the Contributory Provident Fund (India) Rules, 1962, or the New Defined Contribution Pension Rules of the Government of India, as the case may be, as amended from time to time.
- 6. Option**
- 6.1 Scientific/Technical personnel falling under clause 3.1(b) herein above and subscribing to the IIST Contributory Provident Fund shall have one option to be exercised any time but not later than completion of twenty (20) years' qualifying service to switch over from IIST Contributory Provident Fund to the IIST General Provident Fund with pension under these Rules or to continue to subscribe to the IIST Contributory Provident Fund under these Rules, as they may wish. Those who do not exercise any option

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within the specified period as above will be deemed to have opted for switch-over to the IIST General Provident Fund with pension. The option once exercised will be final, and change-over from Pension Rules to CPF Rules will not be permitted.

- 6.2** There will be no option to those Scientific/Technical personnel who have already completed twenty (20) years' qualifying service or other categories of employees detailed under clause 3.1 herein above.

7. Management of the Funds

- 7.1** The rules and regulations relating to the management of the Funds and maintenance of the accounts like nominations, subscriptions, interest & contribution, deductions, advances & refunds, part-final & final withdrawals, final settlement, deposit-linked insurance, etc., shall be in accordance with the relevant rules and regulations contained in (i) the General Provident Fund (Central Services) Rules, 1960, (ii) the Contributory Provident Fund (India) Rules, 1962, (iii) the Central Civil Services (Pension) Rules, 1972, (iv) the Central Civil Services (Commutation of Pension) Rules, 1981, (v) the Payment of Arrears of Pension (Nomination) Rules, 1983, (vi) the Central Civil Services (Medical Examination) Rules, 1957, (vii) the Central Government Account (Receipts and Payments) Rules, 1983, (viii) the Civil Accounts Manual, and (ix) the New Defined Contribution Pension Rules of the Government of India, as the case may be, subject to the following modifications:

- (a) The authority to sanction an advance under normal circumstances shall be the Registrar or any other officer so authorised by the Director of the Institute; and
- (b) The authority to sanction an advance under special circumstances or part-final withdrawal shall be the Director of the Institute or any other officer so authorised by him/her.

- 7.2** In the application of the Rules/Manual aforementioned to the Funds,

- (i) 'Government' shall be read as the 'Institute';
- (ii) 'Government servant' shall be read as 'employee of the Institute'; and
- (iii) 'Head of Department' shall be read as 'Director of the Institute'.

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8. Investment of the Funds

The Board of Trustees shall invest all the incremental accretions to the IIST General Provident Fund, the IIST Contributory Provident Fund and the New Defined Contribution Pension Rules in Government securities, etc., as per the investment pattern approved by the Government of India from time to time.

9. Auditing of the Accounts of the Funds

The Accounts of the Funds shall be audited every year by the same Auditor who will be auditing the Accounts of the Institute. A copy of the Audited Statement of Accounts of the Funds shall be furnished by the Chairman of the Trust to the Director of the Institute for placing before the Board of Management of the Institute at its next meeting for information and direction, if any.

10. Interpretation

If any doubt or question arises relating to the interpretation of any of the provisions of these Rules, it shall be referred to the Government (Department of Space) whose decision thereon shall be final and binding.

11. Power to relax

Where the Institute is satisfied that the operation of any of the rule or provision may cause undue hardship to any particular case, the Institute may, with the prior approval of the Chairman, Board of Management of the Institute, dispense with or relax the requirements of any rule or provision to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

12. Amendment of the Rules

12.1 Any order or amendment issued under (i) the General Provident Fund (Central Services) Rules, 1960, (ii) the Contributory Provident Fund (India) Rules, 1962, (iii) the Central Civil Services (Pension) Rules, 1972, (iv) the Central Civil Services (Commutation of Pension) Rules, 1981, (v) the Payment of Arrears of Pension (Nomination) Rules, 1983, (vi) the Central Civil Services (Medical Examination) Rules, 1957, (vii) the Central Government Account (Receipts and Payments) Rules, 1983, (viii) the Civil Accounts Manual, and (ix) the New Defined Contribution Pension Rules of the Government of India, as the case may be, will, *mutatis mutandis*,

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apply to these Rules, unless otherwise decided by the Board of Management of the Institute.

- 12.2** Any other order or amendment to these Rules, which is not in conformity with the (i) General Provident Fund (Central Services) Rules, 1960, (ii) the Contributory Provident Fund (India) Rules, 1962, (iii) the Central Civil Services (Pension) Rules, 1972, (iv) the Central Civil Services (Commutation of Pension) Rules, 1981, (v) the Payment of Arrears of Pension (Nomination) Rules, 1983, (vi) the Central Civil Services (Medical Examination) Rules, 1957, (vii) the Central Government Account (Receipts and Payments) Rules, 1983, (viii) the Civil Accounts Manual, and (ix) the New Defined Contribution Pension Rules of the Government of India, as the case may be, shall be made by the Institute in exceptional cases only with the prior approval of the Board of Management of the Institute and the Government (Department of Space).

13. Review of the Funds

The management of the Funds shall be reviewed at least every two years by the Institute to ensure proper implementation for self-sustenance, and the results of such reviews shall be reported to the Board of Management of the Institute for information and direction, if any.

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APPENDIX TO BYE-LAW NO. 1.8

INDIAN INSTITUTE OF SPACE SCIENCE AND TECHNOLOGY (IIST) PROVIDENT FUNDS AND PENSIONS FUND TRUST RULES

- 1.1** Rule 4.1 of the IIST Provident Funds and Pensions Rules specifies that the IIST General Provident Fund, the IIST Contributory Provident Fund and the New Defined Contribution Pension Fund shall vest with and be managed by a Board of Trustees to be constituted by the Director of the Institute, and provides for framing of the rules and regulations for the functioning of the Board of Trustees.
- 1.2** Accordingly, the following shall be the rules and regulations to be followed by the Board of Trustees of the IIST Provident Funds & Pensions Fund.
- 2.** Every employee of the Institute shall subscribe to the Funds (the IIST General Provident Fund, the IIST Contributory Provident Fund and the Defined Contribution Pension Fund, as the case may be), at the applicable rates prescribed under Rule 5.5 of the IIST Provident Funds and Pensions Rules.
- 3.** The IIST Provident Funds and Pension Fund shall be maintained in Rupees. All sums paid into or drawn from the Funds under these Rules shall be credited or debited, as the case may be, to the appropriate accounts, viz., "Indian Institute of Space Science and Technology (IIST) General Provident Fund", "Indian Institute of Space Science and Technology (IIST) Contributory Provident Fund", and "Indian Institute of Space Science and Technology (IIST) New Defined Contribution Pension Fund" to be opened and operated by the Board of Trustees in any one of the Banking Company as defined in the Reserve Bank of India Act, 1934 (2 of 1934), as amended from time to time.
- 4. Board of Trustees**
 - 4.1** The Board of Trustees shall consist of equal number of representatives of the Institute and members of the Funds who shall look after all matters connected with the administration of the Funds, provided the number of Trustees shall be eight (8) with the following representation:
 - i) Four (4) to be nominated by the Director of the Institute;
 - ii) One (1) to be nominated/elected, as the case may be, from among the employees subscribing to the IIST General Provident Fund;

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- iii) One (1) to be nominated/elected, as the case may be, from among the employees subscribing to the IIST Contributory Provident Fund; and
- iv) Two (2) to be nominated/elected, as the case may be, from among the employees subscribing to the New Defined Contribution Pension Scheme.

4.2 Any change in the distribution of the Trusteeship as above among the subscribers of the Funds shall be made by the Director of the Institute after obtaining the prior approval of the Chairman of the Board of Management of the Institute.

4.3 The Chairman of the Board of Trustees shall be one of the Trustees representing the Institute and shall be so nominated by the Director of the Institute.

5. Meetings of the Board of Trustees

5.1 The Board of Trustees may meet for the transaction of business and adjourn, and regulate its meetings as it shall think fit. The Chairman may, whenever he/she thinks fit, and shall, within fifteen (15) days of receipt of a requisition in writing from not less than one-third (1/3rd) of the members of the Funds, call a meeting thereof, provided that the Board of Trustees shall meet at least once in every three months. Notice of the meeting containing the date, time and place of the meeting and Agenda thereof shall be circulated to the Trustees by the Chairman of the Board of Trustees at least seven (7) days before the meeting, provided that when the Chairman of the Board of Trustees calls a meeting for considering any matter which, in his/her opinion, is urgent, a notice giving such reasonable time as he/she may consider necessary, shall be deemed sufficient.

5.2 The Chairman of the Board of Trustees shall preside every meeting of the Board of Trustees at which he/she is present. He/She shall have a casting vote besides his/her own vote as a Trustee. If the Chairman of the Trustees is absent, the Trustees present may elect one of them to preside over the meeting and the Trustee so elected shall exercise all the powers of the Chairman of the Board of Trustees at that meeting, including the right to cast the casting vote. At any meeting of the Trustees, any six (6) Trustees – three (3) representing the Institute and three (3) representing the members of the Funds, shall constitute a quorum. If at a meeting the number of Trustees is less than the required quorum, the Chairman of the Board of Trustees shall adjourn the meeting to a date not later than seven (7) days from the date of the original meeting, informing the Trustees the date, time and place of the adjourned meeting, and it shall thereupon be

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lawful to dispose of the business at such adjourned meeting irrespective of the number of Trustees present.

- 5.3** Every item considered at the meeting of the Board of Trustees shall be decided by a majority of the Trustees present and voting. In the event of an equality of votes, the Chairman of the Board of Trustees shall exercise a casting vote. Any decision at the meeting of the Trustees shall be deemed to be the decision of all the Trustees, provided that any decision which is prejudicial to the interest of the members of the Rules shall be appealable to the Director of the Institute, whose decision thereon shall be final and binding.
- 5.4** The minutes of the meeting of the Board of Trustees showing *inter-alia* the names of the Trustees present thereat, shall be circulated to all the Trustees for approval, not later than seven (7) days of the meeting. Thereafter, the minutes shall be recorded in the Minutes Book as a permanent record. The records of the minutes of each meeting shall be signed by the Chairman of the Board of Trustees after confirmation with such modifications, if any, as may be considered by the Board of Trustees at its next meeting. A copy of the minutes of the meetings so recorded and signed shall be provided to the Director of the Institute.
- 6. Term of office of the Board of Trustees:** The term of office of the Board of Trustees shall be two (2) years commencing from the date of his/her nomination or election, as the case may be. An outgoing Trustee shall be eligible for re-nomination or re- election, as the case may be.
- 7. Resignation by a Trustee:** A Trustee may resign his/her office through a letter in writing addressed to the Chairman of the Board of Trustees, and his/her office shall fall vacant from the date on which his/her resignation is accepted by the Chairman of the Board of Trustees.
- 8. Vacation of the Trusteeship on account of death, etc.:** In the event of any Trustee vacating the office due to death or otherwise, a new Trustee can be appointed in his/her place by nomination by the Director of the Institute, if the Trusteeship vacated is that of a representative of the Director of the Institute. In the case where the Trusteeship vacated is that of a representative of the members of the Funds, a new Trustee may be appointed either by nomination from among the members of the respective Fund by the concerned recognized Service Association/Union or by election by the members of the respective Fund. However, the Trustee so nominated either by the Director of the Institute or the recognized Service Association/Union or elected shall hold office only for the unexpired term of the Board of Trustees.

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9 Nomination of Trustees by the Director of the Institute: The Director of the Institute shall nominate his/her representatives from amongst the officers of the Institute/Government. Such nomination by the Director of the Institute shall be four (4). An outgoing Trustee shall be eligible for re-nomination by the Director of the Institute.

10 Nomination of Trustees by the recognized Service Associations/Unions

10.1 If the Institute has recognized any Service Association(s)/Union(s) of the employees, such recognized Association(s)/Union(s), which will not exceed two (2), shall appropriately nominate four (4) representatives of the members of the Rules as Trustees as under:

1) If there are two recognized Service Associations/Unions, then -

i) the recognized Service Association/Union which has secured the highest percentage of membership of employees shall nominate three (3) members -one (1) member subscribing to the IIST General Provident Fund, one (1) member subscribing to the IIST Contributory Provident Fund, and one (I) member subscribing to the New Defined Contribution Pension Fund; and

(ii) the recognized Service Association/Union which has secured the second highest percentage of membership of employees shall nominate one (1) member subscribing to the New Defined Contribution Pension Fund.

2) If there is only one recognized Service Association/Union, it shall be allowed to nominate four (4) members – one (1) member subscribing to the IIST General Provident Fund, one (I) member subscribing to the IIST Contributory Provident Fund and two (2) members subscribing to the New Defined Contribution Pension Fund.

10.2 Any change in the distribution of the Trusteeship as above among the subscribers of the Funds shall be carried out with the prior approval of the Chairman of the Board of Management of the Institute.

10.3 An outgoing Trustee shall be eligible for re-nomination by the respective recognized Service Association/Union.

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11.1 Election of the representatives of the members of the Fund as Trustees: In case there is no recognized Service Association/Union in the Institute, election as prescribed hereunder shall be held for appointing the representatives of the members of the Funds as Trustees.

11.2 Qualification of members of the Fund for election as Trustees: Any employee of the Institute who is a member of the Funds may, if nominated as hereinafter provided, be a candidate for election as a Trustee

representing the members of the respective Fund. An outgoing Trustee shall be eligible for re-election.

11.3 Procedure for election of Trustees

11.3.1The Director of the Institute shall appoint a Returning Officer for conducting the election. The Returning Officer so appointed shall fix a date for receiving the nominations from the candidates for election as Trustees representing the members of the Rules. He/She shall also fix a date for withdrawal of the nominations and the date of election, which shall not be earlier than three (3) days or later than ten (10) days after the closing of the date for withdrawal of nominations. The date so fixed shall be notified to the members of the Fund at least seven (7) days in advance through the Notice Board(s) of the Institute. The notice shall also specify the number of seats to be filled from among the members of the Rules. A copy each of the notice inviting nominations, election notice, results of the election, etc., shall also be sent by the Returning Officer to the Director of the Institute.

11.3.2Every nomination shall be made in the form prescribed by the Returning Officer. Each nomination paper shall be signed by the candidate to whom it relates and one proposer who is a member of the appropriate Fund, besides attestation by two seconders who are members of the appropriate Fund, and delivered to the Returning Officer on or before the closing date & time fixed for receiving the nominations.

11.3.3The Returning Officer shall scrutinize the nomination papers received on the date following the last date fixed for withdrawing the nomination papers. At the time of scrutiny of the nominations received, the candidates or their nominees and/or the proposers or the seconders, may be present, if they so desire.

11.3.4If the number of candidates who have been validly nominated is equal to the number of seats, the candidates shall forthwith be declared as duly elected.

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- 11.3.5** If the number of candidates who have been validly nominated is less than the number of seats, the candidates shall forthwith be declared as duly elected. The seats remaining uncontested shall be filled by the Director of the Institute by nomination from among the members of the respective Fund.
- 11.3.6** If the number of candidates validly nominated is more than the number of seats, voting shall take place on the date and time fixed for election, which shall be conducted by the Returning Officer.
- 11.3.7** Every member of the Fund concerned shall have as many votes as there are seats to be filled by election to the Fund concerned, provided that each such member of the Fund shall be entitled to cast only one vote in favour of anyone candidate.
- 11.3.8** The voting shall be by secret ballot.
- 12.** The Board of Trustees shall be constituted by the Director of the Institute and the Trust shall be registered appropriately under the Trusts Act, 1882.
- 13. Disqualification of a Trustee:** A member of the Fund shall be disqualified for being a Trustee of the Board -
- if he/she has been declared to be of unsound mind by a competent Court of Law; OR
 - if he/she is an undischarged insolvent; OR
 - if he/she has been convicted of an offence involving moral turpitude; OR
 - if he/she has defaulted in the payment of any dues to the Fund or to the Board of Trustees recoverable under these Rules.
- 14. Absence from India:** Before a Trustee leaves India, he/she shall intimate the Chairman of the Board of Trustees of the dates of his departure from and expected return to India. In case a Trustee intends to absent himself/herself for a period longer than six (6) months, he/she shall tender his/her resignation. If any Trustee leaves India for a period of six (6) months or more without intimation to the Chairman of the Board of Trustees, he/she shall be deemed to have resigned from the Trust.

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- 15. Filling of casual vacancies:** In the event of a Trustee, nominated or elected, ceases to be a Trustee during the tenure of the Board of Trustees, his/her successor shall be nominated or elected, as the case may be, in the manner hereinbefore provided for nomination or election. A Trustee so nominated or elected shall hold office for the unexpired term of the Board of Trustees.
- 16. Removal of a Trustee:** The Director of the Institute and the recognized Association(s)/Union(s) of employees shall have the power to remove the respective nominated Trustees from the Board of Trustees at their discretion. In such a case, the Chairman shall be informed accordingly in writing by the Director of the Institute or the recognized Association(s)/Union(s) of employees, as the case may be, at least fifteen (15) days before such a decision takes effect. No notice shall be required to be given in such cases of removal.
- 17. Cessation and Restoration of Trusteeship:** A Trustee shall cease to be a Trustee on the Board if he/she –
- a) ceases to be a member of the Fund; OR
 - b) is a nominee of the recognized Service Association/Union and the Service Association/Union loses its recognition; OR
 - c) incurs any of the disqualifications mentioned under Rule 14 herein above; OR
 - d) fails to attend two consecutive meetings of the Board of Trustees without obtaining leave of absence from the Chairman of the Board of Trustees, provided that the Chairman of the Board of Trustees may restore him/her the Trusteeship if he/she is satisfied that there were reasonable grounds for such absence; OR
 - e) ceases to represent, in the opinion of the Director of the Institute, the interest which he/she purports to represent on the Board of Trustees,

provided that no such Trustee shall be removed from office under sub-clause (c), (d) & (e) above, unless a reasonable opportunity is given to him/her of making any representation against the proposed action, and the decision thereon of the Chairman of the Board of Trustees in this regard shall be final and binding.

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18. Supersession of the Board of Trustees

- 18.1** If the Director of the Institute is satisfied that the Board of Trustees has made default in performing any duties or has abused its powers, he/she may supercede and reconstitute the Board of Trustees in the manner prescribed herein above, provided that before such supersession, the Director of the Institute shall give a reasonable opportunity to the Board of Trustees to show cause as to why it should not be superseded, and shall consider the explanations and objections, if any, of the Board of Trustees.
- 18.2** After the supersession of the Board of Trustees and until it is reconstituted in the manner prescribed herein above, the duties and functions of the Board of Trustees shall be performed by such officers as the Director of the Institute may appoint for this purpose, provided that no such outgoing Trustee shall be appointed by the Director of the Institute for so performing the duties and functions of the Board of Trustees in the interregnum.

19. Responsibilities of the Trustees

- 19.1** The Board of Trustees shall maintain detailed accounts to clearly show the contributions credited, advances & withdrawals made and interest accrued in respect of each employee for each Fund.
- 19.2** The Board of Trustees shall submit appropriate returns to the concerned authorities within the due dates.
- 19.3** The Board of Trustees shall invest all the incremental accretions to the IIST General Provident Fund, the IIST Contributory Provident Fund and New Defined Contribution Pension Fund in Government securities, etc., as per the investment pattern approved by the Government of India from time to time. In the discharge of their duties for the administration of the Funds, the Trustees shall be indemnified by the Institute against proceedings, cost, demand, charges claims, damages, losses or liabilities caused otherwise than through their negligence or fraud.
- 19.4** The Trustees shall transfer, where necessary, the provident fund account of any employee.
- 20. Travelling Allowance and Daily Allowance to a Trustee:** The Travelling Allowance and Daily Allowance to a Trustee for journey connected with the administration of the Fund, shall be governed by the rules applicable to him/her for journeys performed on official duties, and shall be paid by the Institute.

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- 21. Investment of the Funds:** The Board of Trustees shall invest all the incremental accretions to the IIST General Provident Fund, the IIST Contributory Provident Fund and New Defined Contribution Pension Scheme in Government securities, etc., as per the investment pattern approved by the Government of India from time to time.
- 22. Auditing of the Accounts of the Funds:** The Accounts of the Funds shall be audited every year by the same Auditor who will be auditing the Accounts of the Institute. A copy of the Audited Statement of Accounts of the Funds shall be furnished by the Chairman of the Board of Trustees to the Director of the Institute for placing before the Board of Management of the Institute at its next meeting for information and direction, if any.
- 23.** Any decision/communication of the Trust may be given under the hand of the Chairman of the Trust.

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BYE-LAW NO. 1.9

ALLOTMENT OF RESIDENCES RULES

1.1 The 'Allotment of Residences Rules' as under have been formulated for the employees of the Indian Institute of Space Science and Technology (IIST) under the Rules and Regulations governing the Institute, and shall come into force from the date of inception of the Institute.

1.2. Applicability

These Rules shall apply to –

- (a) Regular/Temporary/Re-employed/Contract Teaching Staff;
- (b) Visiting Faculty/Visiting Scientists/Visiting Fellows;
- (c) Emeritus Fellows/Emeritus Scientists/Emeritus Professors/Post Doctoral Fellows;
- (d) Staff on deputation;
- (e) Staff employed in research schemes/projects of the Institute

2. Definitions

- (1) In these rules, unless the context otherwise requires –
- (a) 'Allotment' means grant of a licence to occupy a house owned, leased or hired by the Institute or a portion thereof, for use as residence;
 - (b) 'Director' means the Director of the Indian Institute of Space Science and Technology;
 - (c) 'Estate Manager' means any officer as may be so declared for this purpose by the Director;
 - (d) 'Government' means the Department of Space;
 - (e) 'Institute' means the Indian Institute of Space Science and Technology;

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- (f) 'Priority date' of an employee -
- (i) in respect of types A, B, C and D of residence to which he/she is eligible under these Rules means the earliest date from which he/she has been continuously in service in the Institute on a regular basis or under the Government (Department of Space);
 - (ii) in respect of residence in type 'E' and above, the date from which he/she has been continuously drawing emoluments, relevant to that type of accommodation, in a post in the Institute on regular basis or under the Government (Department of Space).

Note: The priority date will be based on actual drawal of emoluments and shall not be notionally determined. In case there is a break in emoluments, the priority date shall be the latter date from which the officer started drawing the prescribed emoluments continuously:

Provided that where the priority date of two or more officers is the same, seniority among them shall be determined by the amount of emoluments, the officer in receipt of higher emoluments taking precedence over the officer in receipt of lower emoluments and where the emoluments are equal, by the length of service and where the emoluments and length of service are also same, by the date of birth.

- (g) 'Residence' means any house owned, leased or hired by the Institute or a portion thereof at any place for allotment to its employees, including out-houses, garages and servant residences appurtenant thereto; and
- (h) 'Rules' means the Allotment of Residences Rules of the Institute.

3. Earmarked Allotment and Out of turn Allotment

- 3.1** The Director and the Registrar of the Institute shall be entitled to a residence earmarked for them. The concerned person must vacate the earmarked residence within one month of relinquishment of the office. A person, who is allotted earmarked residence, may be allotted another residence as per his/her entitlement by the Estate Manager for the period of his/her entitlement after retirement. Such an allotment can be made by the Estate Manager up to two months before the date of retirement of the concerned person.

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3.2 Notwithstanding the provisions contained in these Rules, an allotment of residence may be made by the Estate Manager out of turn, on the orders and discretion of the Director, which, however, shall not exceed 10% of the quarters available in each Category.

3.3 Normally, the following categories of staff shall be entitled to out of turn allotment:

- (a) Emeritus Professors/Emeritus Scientists/Visiting Faculty/Visiting Scientists/Visiting Fellows/Post Doctoral Fellows/Contract Teaching Staff
- (b) Employees on deputation
- (c) Employees manning essential services
- (d) Employees on medical grounds certified by a Medical Committee constituted by the Director:

Provided that the out of turn allotment shall be for a residence of his/her entitled category or lower category;

Provided further that the Director may, at his discretion, order out of turn allotment of a residence to any other category of employees covered under Rule 1.2 herein above.

3.4 The son/daughter/widow of a deceased employee, if employed or being given employment in the Institute, may be considered for out of turn allotment at his/her request for a lower category residence in his/her group, provided that the deceased employee was living in a residence allotted by the Institute at the time of his/her death.

4. Sharing of residences

Sharing of residences shall not normally be permitted. In cases where it is required to share a residence, it shall be with the prior and specific approval in writing of the Director.

5. Relaxation of the rules

The Chairman of the Board, for reasons to be recorded in writing, may relax all or any of the provisions of these Rules in the case of any employee or residence or class of employees or category of residences,

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provided such relaxation is not in contravention of the DOS/ISRO Allotment of Residences Rules, 1975.

- 6.1** All other relevant provisions, rules, definitions, clarifications, etc., contained in the "DOS/ISRO Allotment of Residences Rules, 1975" shall be applicable under these Rules.
- 6.2** Any amendment or modification to the DOS/ISRO Allotment of Residences Rules, 1975, or any clarification issued by the Government (Department of Space) there under, shall be applicable, *mutatis mutandis*, to the rules, unless otherwise ordered by the Director.

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BYE LAW NO. 2.0

FINANCE AND ACCOUNTS RULES

The Institute will mainly be funded by the Government (Department of Space) through Recurring and Non-recurring grant-in-aid, for meeting its Revenue and Capital expenditure.

- 2.1 The Finance Committee shall finalise the financial estimates/budget proposals of the Institute for each financial year taking into account the income and other resources of the Institute. The Finance Committee shall fix limits in respect of the total recurring and non-recurring expenditure each year, and the Institute shall not incur any expenditure in excess of the limits so fixed by the Committee. The financial estimates/budget proposals finalised by the Committee shall be placed before the Board of Management of the Institute for consideration and approval.
- 2.2 In case of exigency, the Director of the Institute shall have full powers for reappropriation within the approved budget, subject to the condition that such expenditure is ratified in the next immediate meeting of the Finance Committee.
- 2.3 No expenditure other than that provided for the approved budget shall be incurred by the Institute without the approval of the Finance Committee.
- 2.4 The expenditure management & control of the Institute shall be in accordance with the rules, regulations and practices followed in the Department of Space/Government of India.
3. The Institute shall follow the general accounting and financial methods and principles as prescribed by the Controller General of Accounts/Government of India. With regard to the preparation and presentation of the yearly financial statements (consisting of income & expenditure statement, notes & other statements, explanatory material, etc.), the concerned Accounting Standards/framework formulated by the Institute of Chartered Accountants of India shall be followed by the Institute.

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BYE LAW NO.2.1

DELEGATION OF POWERS

Rule 8 of the Rules and Regulations of the Institute empowers the Board of Management of the Institute to delegate to the Director or any other Officer of the Standing Committee or the Adhoc Committee, by a resolution, such of its powers as it may deem fit, subject to the condition that the action taken by the Director or the Officer concerned or the Standing Committee or the Adhoc Committee concerned, in the exercise of the powers so delegated, shall be reported at the next meeting of the Board of Management.

- 1.10 In the Department of Space, the various Directors of the ISRO Centres/Units have been declared as Heads of Department, and certain powers relating to administration, finance, purchase, etc., have been delegated to them under the Department of Space Book of Financial Powers. Similarly, the Directors of the Autonomous Bodies under the control of the Department of Space have also been delegated with such powers.
- 1.11 Taking the above into account and the unique nature of the Institute, the delegation of powers to the Director/Chairman of the Board of Management and **Chairperson, Governing Council (GC)** of the Society/Institute shall be as contained in the Annexure to this Bye-Law No.2.1. Any power which has not been specifically delegated to the Director of the Institute shall be as available to a Head of the Department under the Department of Space Book of Financial Powers, General Financial Rules, etc.

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ANNEXURE TO BYE-LAW NO. 2.1

DELEGATION OF POWERS TO DIRECTOR, IIST/CHAIRMAN, BOARD OF MANAGEMENT AND CHAIRPERSON, GOVERNING COUNCIL (GC) OF THE SOCIETY/INSTITUTE

Sl. No.	Nature of Power	Delegation of powers to Director, IIST/ Chairman, BOM	Delegation of powers to Chairperson, Governing Council (GC)	Remarks
1.12 PERSONNEL				
1.1	Constitution of Selection/ Promotion/Review/ Screening Committees for appointment/ promotion of employees (other than for those provided for in Rule 12 of the Rules and Regulations of the Institute)	Full powers in respect of posts carrying pay band of Rs. 15600-39100/- with grade pay of Rs.7600/- and below.	Full powers	In respect of the posts of Director, Registrar and Finance Officer, the appropriate Committees shall be as provided for in the Rules and Regulations of the Institute.
1.2 (a)	Creation of temporary posts in approved scales of pay by upgradation of posts to accommodate promotions under the Flexible Complementing Scheme, to the next higher grade, keeping in abeyance the lower post as shadow post.	Full powers in respect of temporary posts carrying pay band of Rs. 15600-39100/- with grade pay of Rs.7600/- and below.	Full powers	

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Sl. No.	Nature of Power	Delegation of powers to Director, IIST/ Chairman, BOM	Delegation of powers to Chairperson, Governing Council (GC)	Remarks
1.2 (b)	Creation of permanent posts in approved scales of pay	Nil	Nil	Member for Finance in respect of posts up to the Pay Band of Rs.37400-67000 (PB4) with grade pay of Rs.10000/- and Cabinet in respect of posts of and above the pay band of Rs.37400-67000/- (PB4) with grade pay of Rs.10000/-.
1.3	Abolition of posts	Full powers in respect of posts for which he is competent to appoint.	Full powers excluding the posts of Director, Registrar and Finance Officer created as per the Rules and Regulations of IIST.	
1.4	Appointments/promotions (including officiating promotions) against sanctioned posts	Full powers in respect of posts carrying pay band below Rs.37400-67000/- with grade pay of Rs.8700/-	Full powers for all posts excluding the posts of Director, Registrar and Finance Officer	
1.5	Advance increments to selected candidates on first appointment	Full powers in respect of appointments to posts carrying pay band up to and including Rs. 15600-39100/- with grade pay of Rs.6600/-	Full powers	Subject to provisions under FRs and recommendation by the concerned Selection Committee

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Sl. No.	Nature of Power	Delegation of powers to Director, IIST/ Chairman, BOM	Delegation of powers to Chairperson, Governing Council (GC)	Remarks
1.6	Acceptance of resignation	Full powers except for posts for which Chairman, Board of Management, is the Appointing Authority.	Full powers except for posts for which Chairperson, Governing Council, is the Appointing Authority.	
1.7	Sanction of leave in accordance with appropriate leave rules	Full powers	Full powers	The power of Chairperson, Governing Council will be w.r.t. Director
1.8	Grant of Allowances in accordance with appropriate rules	Full powers	Full powers	The power of Chairperson, Governing Council will be w.r.t. Director
1.9	Reimbursement of medical expenses: In accordance with approved rules	Full powers	Full powers	Subject to the orders issued by the Government (Department of Space)
(a)	In relaxation of approved rules	As delegated by the Government (Department of Space) to the various CHSS	Full powers	
(b)	Reimbursement of expenses on travel undertaken for medical treatment	Administering Authorities Full powers	Full powers	
1.10 (1)	Self-controlling Officer for the purpose of TA/DA	Director, IIST, shall be the Controlling Officer for all personnel in IIST including himself	----	
1.10. (2)	Declaring an Officer of IIST as self-controlling officer for the purpose of TA/DA	Full powers	----	

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1.11	Advance of pay and TA in accordance with rules	Full powers	----	
1.12	Fixing of instalments for recovery of pay and allowances	Full powers	----	
1.13	Contingent expenditure (Recurring and Non-recurring)	Full powers	----	Subject to funds being available under the sub-head 'Contingencies'.
1.14	Authorization of air travel or travel in higher class of rail accommodation in special circumstances to non-entitled employees	Full powers	----	
1.15	Grant of loans and advances in accordance with the relevant rules	Full powers	----	Subject to budget provision and availability of funds
1.16	Sanction of grants for sports and recreational facilities and welfare measures	Up to a maximum of Rs. 10000/- in a financial year	----	Subject to orders issued by the Government (Department of Space) for such grants
1.17	Classification of quarters for allotment to the employees	Full powers	----	Subject to the general orders issued by the Government (Department of Space) for such classification
1.18	Grant of compensation under the Workmen's Compensation Act	Full powers	----	
1.19	Sanction of telephone connection (including residential), etc.	Full powers	----	
1.20	Grant of extension of time for joining a post on first appointment or on transfer	Full powers	----	

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1.21	Deputing employees for training courses, seminars, conferences and conventions etc.	Full powers if such training courses, etc., are conducted in India. Full powers in respect of personnel holding the pay band of Rs. 37400-67000/- with grade pay of Rs.8900/- and below if such training courses, etc., are conducted abroad subject to (i) below.	Full Powers	
	Deputing students of IIST for training courses, seminars, conferences and conventions etc.	Full powers if such training courses, etc., are conducted in India. Full powers if such training courses, etc., are conducted abroad subject to (i) below.	Full Powers	
1.22	Power to sanction undertaking of Consultancy work for which a remuneration is offered	Full powers.		

- (i) Chairman, BOM/Director, IIST will have full power for deputing employees/research scholars/UG, PG students for international training courses, seminars, conferences and conventions, if such training courses etc., are fully externally funded subject to the fulfilment of the general guidelines regarding funding for overseas academic visit and participation in conferences/workshops/symposia by faculty at IIST and eligibility criteria as per Annexure 2(a), 2(b) and 2(c).

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- (ii) In respect of all other cases, if such training courses etc., are fully funded/partially funded by the Institute, such proposals shall be sent to Chairman, Governing Council for approval.

2. FINANCIAL				
2.1	Power to write-off losses:			The power may be exercised subject to:
(a)	Irrecoverable losses of stores or of public money	Rs. 50,000/- not due to theft, fraud or negligence	Full powers	(a) the loss does not disclose a defect in rules or procedures,
(b)	Loss of revenue or irrevocable loans and advances	Rs. 10000/- in other cases	Full powers	(b) there has not been any serious lapse or negligence on the part of the employee concerned warranting disciplinary action.
(c)	Deficiency and depreciation in the value of stores included in the stock register and other accounts	Rs. 20000/-	Full powers	
2.2	To sell or dispose of any raw material, plant or machinery which is in excess of the requirement of the Institute or found unserviceable	Up to a book value of Rs. 5.00 lakhs in individual cases	Full powers	The powers are subject to the approved Stores Procedures
2.3	To award contracts for loading, unloading, handling transportation of materials, machinery & equipment, etc.	Full powers	----	
2.4	Sanction of any research project	Full powers	-----	Subject to availability of budget provision and reporting to Chairperson, Governing Council
2.5	Award or acceptance of project/supply contract, etc.	As mentioned in 3.1 to 3.6 below		Subject to availability of budget provision
2.6	Reappropriation of sanctioned budget	Full powers	----	Subject to the orders issued by the Government (Department of Space)
2.7	Sanction of expenditure on ceremonial occasions	Full powers	----	

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2.8	TA to external experts, consultants, etc.	Full power	---	
2.9	Sanction of expenditure on safety of employees, plant and machinery, etc., within the campus	Full powers	----	
2.10	Insurance against loss or damage by fire or otherwise for a specified period	----	Full powers	
2.11	Sanction of expenditure for transportation of materials other than by the cheapest mode, in case of emergencies	Full powers	----	
2.12	Sanction of hospitality expenses	Full powers	----	
2.13	Opening of bank account	Full powers	---	
2.14	Conclusion of any agreement or contract for technical collaboration or consultancy services with consultants in India or foreign firms.	Full powers	----	
2.15	Sanction of permanent advance/imprest	Full powers	----	
3. PURCHASE AND STORES				
3.1	Sanction of purchase of plant & machinery, tools and other stores	Full powers subject to the conditions mentioned in 3.2 to 3.6 below.	Full powers	Subject to the approved Purchase Procedures and availability of funds
3.2	Acceptance of tenders when open tenders are invited and more than one valid tender is received	Rs. 300.00 lakhs in each case (for lowest technically acceptable tender)	Full powers	Subject to the approved Purchase Procedures and availability of funds
3.3	Acceptance of single tender by negotiation after inviting tenders (reasons to be recorded in writing)	Rs. 200.00 lakhs in each case	Full powers	Subject to the approved Purchase Procedures and availability of funds
3.4	Purchase at controlled rates or purchase of proprietary articles without calling for tenders	Rs. 100.00 lakhs	Full powers	Subject to the approved Purchase Procedures and availability of funds

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3.5	Repeat orders within one year of original order provided there has been no downward trend in prices and the value and quantity of the repeat order does not exceed the value of the original order	Rs. 100.00 lakhs in each case	Full powers	Subject to the approved Purchase Procedures and availability of funds
3.6	Purchase against rate contracts and at DGS&D rates	Full powers	---	Subject to the approved Purchase Procedures and availability of funds
3.7	Urgent purchases	Rs. 50000/- on each occasion	Full powers	
3.8	Grant of extension of time beyond the period stipulated for execution of purchase order	Full powers	---	
3.9	Waiving liquidated damages relating to late deliveries	Full powers if purchase approval powers vest with Director	Full powers	
3.10	Sanction of demurrage/ wharfage charges	Full powers	---	
3.11	Declaration of stores and vehicles as surplus, obsolete or unserviceable	Up to Rs. 5.00 lakhs in each case	Full powers	Subject to the conditions prescribed in the Stores Procedures and orders issued by the Government (Department of Space) from time to time
4. WORKS				
4.1	Administrative approval and expenditure sanction	Full Powers	---	Subject to availability of budget provision
4.2	Excess over administrative approval and expenditure sanction therefore	Up to 10% in each case, subject to the total estimated cost not exceeding Rs. 25.00 lakhs	Full powers	Subject to availability of budget provision

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4.3	Acceptance of tenders for works – (a) Open tender (b) Single tender or limited tender	Full powers Full powers.	---- ----	
4.4	Sanction for commencement of work on a Urgency Certificate after Administrative Approval but before Technical Sanction to the estimate	Up to Rs. 10.00 lakhs	Full powers	Subject to availability of budget provision
4.5	Payment for sub-standard works at reduced rates	Full powers	----	
4.6	Demolition of temporary structures	Full powers	----	
4.7	Maintenance and Repairs	Full powers in respect of expenditure debitible to Revenue		
4.8	Additions and alterations to hired/ requisitioned buildings	Up to Rs. 10.00 lakhs for each building in respect of expenditure debitible to Revenue	Full powers	
4.9	Minor works	Up to Rs. 10.00 lakhs in each case in respect of expenditure debitible to Revenue		Subject to availability of budget provision
5. GENERAL				
5.1	Execution of instruments, deeds, leases, contracts, etc.	Full powers	----	
5.2	To institute, defend, compound or abandon legal proceedings or refer claims to arbitration and execute Powers of Attorney and sign Vakalathnama, Plaints, Affidavits, etc., and other	Full powers	-----	

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	documents and papers in the various Courts of Law, Tribunals, etc.			
5.3	Sub-delegation of powers to other officers/functionaries of the Institute	Full powers. However, the sub-delegated powers should not exceed the powers delegated to Director, IIST	Full powers. However, the sub-delegated powers should not exceed the powers delegated to Chairperson, Governing Council	
5.4	Fixing terms and conditions for transfer of technology/know-how to outsiders and vice versa and determining quantum and mode of payment of royalty	Up to 5% of the sale/ procurement value subject to a maximum of Rs. 1.00 lakh in each case	Full powers	
6. RESIDUARY POWERS				
6.1	Powers not specifically delegated as above	Powers equivalent to those delegated to the Director, VSSC, by the Government (Department of Space) from time to time and also the powers available to the Heads of Departments under the Fundamental Rules, Supplementary Rules, Book of Financial Powers, General Financial Rules, etc.	Any power not vested with the Director, IIST/ Chairman, BOM, shall vest with the Chairperson, Governing Council	

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Annexure-2(a)

General guidelines regarding funding for overseas academic visit and participation in conferences / workshops / symposia by faculty of IIST

	Category A: Fully externally funded	Category B: Partial funding from the Institute	Category C: Full funding from the Institute
1.	Period of visit shall be preferably during semester break.	Partial funding shall be to the extent of 50% of the overall cost, including travel by economy fare by the shortest route, visa fees, registration charges for the conference.	Funding shall be to the extent of travel by <u>economy fare by the shortest route</u> , visa fees, registration charges for the conference, and Per-diem as per existing DOS rules.
2.	If the total leave of absence extends more than <u>seven days</u> , the period of visit <u>should compulsorily be during the semester break</u> .	Per-diem may be paid as per existing DOS rules.	Full funding may be availed only once in three years .
2.	<u>Full external funding may be availed only once in a year</u>	Partial funding may be availed only once in two years .	Period of visit shall be preferably during semester break.
4.	The faculty will not be entitled to any per-diem from the institute during the period of visit.	Period of visit shall be preferably during semester break.	In case of any other academic visit being clubbed along with the conference participation, a. the funding, including per-diem, shall be only to the extent covering conference participation. b. if the total leave of absence extends more than seven days, the period of visit should compulsorily be during the semester break.
5.	Prior mandatory clearances from External Affairs Ministry/Home Ministry, wherever required, especially when any part of the visit is funded by a foreign agency, organization or university, will have to be obtained before undertaking the visit.	In case of any other academic visit being clubbed along with the conference participation a. the funding, including per-diem, shall be only to the extent covering conference participation. b. if the total leave of absence extends more than seven days, the period of visit should compulsorily be during the semester break.	The entire visit should be academic in nature.
6.		The entire visit should be academic in nature.	Faculty shall not accept funding from any other source for any part of the visit funded by the institute.

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Annexure-2(b)

Eligibility Criteria for Overseas academic visit and participation in conferences / workshops / symposia by faculty of IIST

	For Category A Fully Externally Funded	For Category B Partial Funding from the Institute	For Category C Full Funding from the Institute
1.	Faculty should make an application, through proper channel.	Faculty desiring to avail funding should make an application, through proper channel.	Faculty desiring to avail funding should make an application, through proper channel.
2.	In case of more than one overseas visit during a semester, the total leave of absence shall not exceed seven days.	To be eligible to apply, the applicant must have published at least one paper in the preceding two year period.	To be eligible to apply, the applicant must have published at least one paper in the preceding two year period.
3.		Full funding should not have been availed in the preceding year.	The conference must be thematic on the specific research area of the faculty.
4.		Full funding shall not be availed in the following year.	The faculty must be presenting a paper (not poster), or an invited talk. Invitation from the organizers / acceptance of paper to be presented should be submitted at the time of application.
5.		The conference must be thematic on the specific research area of the faculty.	In case the work being presented is a collaborative effort, the presenter should be the IIST faculty.
6.		The faculty must be presenting a paper (not poster), or an invited talk. Invitation from the organizers/ acceptance of paper to be presented should be submitted at the time of application. In case the work being presented is a collaborative effort, the presenter should be the IIST faculty.	

Note: In exceptional cases depending on the merit of the proposal, institute may relax the deputation norms subject to recommendation of the Foreign Deputation Committee.

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Annexure – 2(c)

General guidelines regarding funding for overseas academic visit and participation in conferences / workshops / symposia by Research Scholars of IIST

Full time research scholars of IIST may seek partial funding from the institute to participate in conference/workshop/symposia and present their research results. The general guidelines, norms and eligibility criteria for funding are as follows.

General guidelines, overview and eligibility:

1. The candidate should make an application, through proper channel.
2. Funding shall be to the extent of part of the overall cost, including travel by economy fare by the shortest route, visa fees, and registration charges for the conference.
3. The remaining part should be covered by any external agency / organization or self.
4. Partial - funding can be availed **only once in the entire fellowship tenure** of the scholar.
5. In case of clubbing of any other academic visit to any other institute, institute's funding shall only be to the extent of covering part of conference expenses.
6. The entire visit has to be academic in nature.
7. Prior mandatory clearances from External Affairs Ministry/Home Ministry, wherever required, especially when any part of the visit is funded by a foreign agency, organization or university, will have to be obtained before undertaking the visit.
8. Institute reserves the right to reject the application of the Ph. D scholar based on academic performance of the scholar.

Note:

1. For Undergraduate students, in exceptional cases based on the contributions made by the student, Institute may provide full funding to attend international seminars / conferences subject to recommendation of Foreign Deputation Committee.
2. Research Scholars, PG and UG students are encouraged to attend National conferences/Workshops /Symposia. Institute will fund as per recommendation of Supervisor and Dean (R & D).

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BYE LAW NO.3 PURCHASE PROCEDURE

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PURCHASE PROCEDURE FOR IIST

The following Purchase Procedure shall be followed by the Purchase Division of IIST.

1. INDENT ORIGINATION

- 1.1 The budgetary allocations of the Indian Institute of Space Science & Technology (IIST) are generally under two heads viz (1) Revenue Budget and (2) Capital Budget. Indenting under the Revenue budget and Capital budget shall be done by the officers concerned in the respective areas/Departments. Civil/Electrical/Air conditioning works shall be the responsibility of CMD.
- 1.2 All indents shall be prepared in the prescribed format to suit the requirements of the Institute. Indents should be initiated by all the permanent Officers/Faculty members of the Institute.
- 1.3 The Indents shall inter-alia consist of the name/description of the item, quantity, specifications with tolerances, supply conditions and estimated cost. Wherever appropriate, specification/performance parameters shall be generic in nature to attract as many offers as possible.
- 1.4 Separate indents shall be raised for different types/categories of materials/equipment to suit the working arrangements of the Institute. Items falling under different categories shall not be mixed up in the same indent.
- 1.5 Provisioning of stores needs to be done with utmost care taking into account the available stock, outstanding dues/supplies, the past consumption pattern and average life of the equipment/spares etc. The requirements also need to be properly clubbed and consolidated so as to get the most competitive and best prices. The requirements should not be intentionally bifurcated/split so as to avoid approval from higher authorities.
- 1.6 Purchases of capital equipments/spares should be properly justified depending on the actual requirement, usage, rate of return etc. Further, the obsolescence factor should also be taken into account i.e., the equipment to be purchased should conform to the latest specifications and technology available in the market.
- 1.7 In case of proprietary items not forming part of vendors list, the detailed justification for purchase on proprietary basis is to be placed on record to be endorsed by the next higher authority. In respect of indents for specific brand goods the indent should include the specific brand goods certificate signed by the indenter and approved by next higher authority with technical

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reasons for the choice of such goods. Justification for indents for procurement on single source basis also shall be cleared by the next higher authorities. Next higher authority means, officer above the indent approving authority. In case of items costing more than Rs.5 lakhs the Need Aspect Approval Committee shall review and agree or suggest alternative/other brands/sources to which tenders can be floated.

- 1.8 Estimated cost and desired delivery dates mentioned in the indent should be realistic. As the estimated cost is a vital element in establishing the reasonableness of prices, it is important that the same is worked out in a realistic and objective manner on the basis of prevailing market rates, last purchase prices, economic indices for the raw material/labour, other input costs, IEEMA formula, wherever applicable and assessment based on intrinsic value etc.
- 1.9 Availability of funds to cover the items to be purchased should be certified by the indenter clearly indicating the budget code number as well as the serial number in the budget document to which the particular item relates.
- 1.10 Emergent Indents: Where stores are required to be procured urgently, the indents should be prominently marked "Emergent". Unless absolutely necessary, indents should not be marked in this fashion. The quantities indented should be kept to the minimum consistent with urgent requirements. The indent should also specify the need for procurement on emergent basis.
- 1.11 In case of change of specification of an indented item requiring revised or fresh quotation, a fresh indent shall be raised by the indenter with revised specifications cancelling the item in the original indent.

2. INDENT APPROVAL

- 2.1 In case where the estimated total value of an indent is up to Rs.1,00,000/- it shall be approved by an authorized officer not below the rank of Assistant Professor or equivalent for this purpose; and up to Rs.2,00,000/- by the authorized Deputy Registrar or Associate Professors. In cases where the total value of an indent exceeds Rs.2,00,000/- and up to Rs. 10,00,000/- the indent shall be approved by the Registrar/Dean/ Professor/Senior Professor.

If any of the above Officers are the indent raising Officers themselves, the approval shall be by the next higher authority except in the case of Registrar & Director.

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2.1.1 In case of Emergency indents the following guidelines shall be followed for indent approval:

Value Up to Rs.10,000	Associate Professor or equivalent
Value up to Rs.25,000	Professor or equivalent
Value up to Rs.50,000	Senior Professor or equivalent
Value beyond Rs.50,000	Director

2.2 The names of Officers authorized to approve the indents shall be communicated to the Purchase Division and Accounts Division. The number of Officers authorized should preferably be limited to three commensurate with the manpower strength.

Need Aspect Approval Committee (s) (NAC)

2.4.1 Where the estimated unit value of single item/service exceeds Rs.5,00,000 or where the indent value (quantity x rate per unit) exceeds Rs.10 lakhs, the indent for the same shall be sent to the Purchase Division after obtaining the approval of the Need Aspect Approval Committee consisting of Technical experts from relevant field formed for this purpose at the Institute. If the estimated value was less than the financial limits specified above but as per the quotations received, the value exceeds financial limits specified above approval of need aspect review committee shall be obtained before placement of the order. Fresh approval of NAC is to be obtained if recommended order value exceeds 25% of the original value cleared by NAC or Rs.10 lakhs whichever is less.

2.4.2 NAC shall review/examine the need, appropriateness of the specifications, availability of funds, and mode of tendering etc., based on full justification furnished by the indenter in the prescribed format.

2.4.3 NAC shall be constituted by Director of the Institute.

2.5 INDENTS WITHOUT BUDGET SANCTION

2.5.1 Processing of indents for purchase of items can be done by the Institute even without specific budget allocation for the current year or the following year, provided such cases are cleared for administrative processing by the Director of the Institute. However, Purchase Orders can be placed only after specified budget provisions are authorised.

2.5.2 No such restrictions shall apply in the case of items under the Revenue and Capital Budget as long as the item forms part of the approved Revenue and Capital Cost Estimate. In case of new items, necessary

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reappropriation of budget should be approved by the competent authority before placement of order.

2.6 CLASSIFICATION OF SOURCES OTHER THAN GENERAL OR OPEN SOURCE

2.6.1 Proprietary: An item manufactured only by a particular firm. Its composition, process etc. are trade secrets and not known to anyone else. To procure such item, one has to contact necessarily the manufacturer or their authorised agent.

2.6.2 Specific Brand: Similar items manufactured by a few firms; but a particular brand from a particular manufacturer is required for functional reasons. However more than one dealer may be dealing with the particular brand and competitive bidding may be feasible.

2.6.3 Single Source: This is mostly considered in fabrication cases. Though the requirement can be met from various sources, 'Single Source' is indicated for reasons like previous experience, urgent requirement, availability of tooling and fixtures.

2.6.4 Limited Tender: Any tender, in the invitation of which all the possible tenderers are not given an opportunity to quote because of imposition of pre-bid qualification including either inclusion in the approved vendors list or other requirements other than that of belonging to particular class of registration or of past execution of works of a specified value should be treated as a limited tender.

3 TENDERING PROCEDURES

3.1 IIST is a publicly funded Autonomous Body under Department of Space. All Purchases shall be on the basis of equal opportunity being given through wide publicity of the item being procured. This is generally done either as a single or two step process. In the two step process the first step is one of pre-bid qualification which results in the selection of set of qualified vendors on objective criteria to whom limited tenders with full technical details can be floated. The need for pre-bid route is indicated where the technology involved is sophisticated or the project is complex, multi functional involving high cost.

3.2 The aerospace procurement is characterised by high-end technology and low volume where the reliability of the component/systems established over a period of time is a major criterion. Therefore, all procurement shall be made through two part bid basis. This is cumbersome and time

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consuming, if it is to be followed for all purchases. One option is to carry out "pre-bid" qualification through a process of vendor evaluation. This process provides an open access to any and all vendors who are capable and interested in supplying stores to the Institute to register, get evaluated and subject to being found fit to be included in the approved vendors' list to whom tenders for the relevant stores can be floated. Tendering procedure accordingly lays emphasis on the preparation, monitoring and updation of approved vendor list.

3.3 VENDORS LIST

3.3.1 To provide equal and fair opportunity, it is essential that utmost importance is given to the preparation, continuous evaluation and updation of the vendors' list. Towards this, the IIST shall institute a vibrant mechanism. The following must be implemented:

- a) There should be standing vendor evaluation committee(s) consisting of technical specialists in relevant areas
- b) Through periodic advertisements or through web site prospective vendors should be enabled to provide data and seek inclusion in the vendors list. The web site shall provide for web based submission of data in a relevant format.
- c) The vendor evaluation committee shall periodically consider the applications received and evaluate the same for possible inclusion in the list.
- d) Where required the committee or its sub-committee shall visit the facilities for first hand inspection, also, format presentation can be sought from the applicants
- e) The recommendation of the vendor evaluation committees shall be discussed in the Purchase Committees at the Institute level and with its recommendations shall be put up to the Director for formal approval.
- f) Performance of the vendors has to be continuously tracked. Stores section shall file a report upon delivery of the stores on the quantity delivered against order, actual date of delivery vis-a-vis date of delivery as per order, discrepancy in packing/transportation, rejection/short fall in technical performance and other relevant aspects. These reports shall be periodically considered by vendor evaluation committee for suitable decision regarding retention/deletion from the vendors list. Similarly, the quality agencies also shall evaluate the performance of the vendors.

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g) If the vendors fail to abide by the terms and conditions of inclusion in the vendors list or fail to supply goods on time or supply substandard goods or make false declaration which is not in public interest such vendors shall be removed from the list forthwith. The procedure set out for addition shall be followed for deletion also.

3.3.2 Based on need, special vendor evaluation committee may also be formed for any specific one of a kind procurement.

3.3.3 The approved vendors list shall be available for all Units of DOS for their use if required.

3.4 PURCHASE OF GOODS

Public Tender

3.4.1 Where the estimated value of indent is Rs.25 lakhs and above the procurement shall be done through Public or advertised tender. Advertisement shall be through Newspapers with at least one having all India Circulation. Public tenders shall also be available in the web of the Institute and DOS. The web site shall permit downloading of the complete tender document.

3.4.2 Waiver of Public tender is allowed under the following conditions.

a) Sources of supply are definitely known and possibility of fresh sources beyond those being tapped is remote.

b) It will not be in public interest to procure goods through public tender.

3.4.3 In all the above cases approval of Registrar is required up to Rs. 50 Lakhs and above Rs. 50 Lakhs, by Director.

Limited Tender

3.4.4 Where estimated value of indent is less than Rs. 25 lakhs, the procurement may be done through limited tendering to the approved vendors. The number of parties contacted should be more than three. Generally efforts should be made to contact as many vendors as possible to obtain more responsive bids on competitive basis.

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Single Tender

3.4.5 Procurement from a single source may be resorted to in the following circumstances:

- a) It is in the knowledge of the indentor that the item falls under the category defined in 2.6.1 or 2.6.3 is specific brand with only one agent / source.
- b) Due to emergency the required goods are necessarily to be purchased from a particular source.
- c) For standardization of machinery or spare parts to be compatible to the existing set of equipment, the required item is to be purchased only from a selected firm.

3.5 PROCUREMENT OF CONSULTANCY SERVICES

Public Tender

3.5.1 Where the estimated cost of the work or service is Rs. 25 lakhs and above, an enquiry seeking expression of interest from consultants should be published through Newspapers with at least one having all India Circulation. Public tenders shall also be available in the web of the Institute and DOS. The web site shall permit downloading of the complete tender document. Waiver of Public Tender is allowed under the following conditions:

- a) Sources of supply are definitely known and possibility of fresh sources beyond those being tapped is remote.
- b) It will not be in public interest to procure the service through public tender.
- c) In case of urgent demand and any additional expenditure involved is justified in view of urgency.

3.5.2 In all the above cases approval of Registrar is required up to Rs.50 Lakhs and above RS. 50 Lakhs, by Director.

Limited Tender

3.5.3 Where the estimated cost of the work or service is less than Rs. 25 lakhs a potential list of consultants may be short listed on the basis of informal or formal enquiry or through a process of vendor evaluation. Number of short listed consultants should not be less than three.

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3.5.4 In both the cases a Request For Proposal shall be issued setting out in detail the scope of work and criteria for evaluation for award of contract. Proposals should ordinarily be in Two-bid system with technical and financial bids sealed separately.

Consultancy by nomination:

3.5.5 Under some special circumstances it may be necessary to select a particular consultant where adequate justification is available for such single source selection. Full justification for such selection should be recorded and approval of the Director shall be obtained.

3.6 OUTSOURCING OF SERVICES

Public Tender

3.6.1 Where the estimated value of service is Rs. 10 lakhs and above public tender shall be advertised through Newspapers with at least one having all India Circulation. Public tenders shall also be available in the web of the Institute and DOS. The web site shall permit downloading of the complete tender document. Waiver of Public Tender is allowed under the following conditions:

- a) Service providers are to be restricted on the basis of quality, reliability, security and other relevant considerations.
- b) It will not be in public interest to procure the service through public tender.
- c) In case of urgent demand and any additional expenditure involved is justified in view of urgency.

Limited Tender

3.6.2 Where the value of service is less than Rs. 10 lakhs the Institute may prepare a list of likely contractors on the basis of formal or informal enquiries or through a process of vendor evaluation. The number of contractors so identified shall not be less than three.

Outsourcing by choice:

3.6.3 Should it become necessary, in an exceptional situation to outsource a service to a specifically chosen contractor the same may be done in consultation with the Finance Officer and with the approval of Director.

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3.7 COST OF PUBLIC TENDER DOCUMENTS

- 3.7.1 The tender documents may be sold at the rates prescribed by the Institute from time to time. The rates are exclusive of VAT on the sale of tender document, if any levied by the State Government.
- 3.7.2 Tender documents can be downloaded by tenderers from the Institute Website. In case a tenderer is using the documents and forms downloaded from the website, the cost of tender documents can be sent by the tenderer to the addressee in the form of Bank Draft attached to a forwarding letter in a separate envelope along with the other envelopes containing the quotations.

3.8 FREE SUPPLY OF PUBLIC TENDER DOCUMENTS

- 3.8.1 One set of tender documents can be supplied free of cost to Government Departments, Public Sector Undertakings (both Central & State). Tender documents can also be supplied free of cost to Small Scale Industries Units borne on the list of National Small Industries Corporation and foreign sources.

3.9 TENDER DOCUMENTS

- 3.9.1 The terms and conditions stipulated in the tender documents should be quite sufficient and clear and should not contain any obsolete, unwanted matter or conflicting and vague provisions which may result in wrong interpretation, disputes and time & cost over runs.
- 3.9.2 The following important clauses may be incorporated in the tender document in applicable cases to safeguard the interest of the Government as they have indirect financial implications in the evaluation of offers and execution of the contracts:
- a) The time/date of receipt and opening of tenders
 - b) Delivery Schedule: In order to meet the Institute requirement, it would be prudent to incorporate an acceptable range of delivery period with the stipulation that no credit will be given for earlier deliveries.
 - c) The evaluation/loading criteria with respect to the important terms like payment terms, delivery period, performance Bank Guarantee etc. Having financial implications need to be specified in unambiguous terms in the tender documents so that the evaluation of bids after tender opening could be made in a transparent manner without any subjectivity. Generally the

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Net Present Value method discounted at the Prime Lending Rate of RBI shall be adopted.

- d) Payment terms, Performance/Warranty Bank Guarantee, Pre-despatch inspection, Arbitration, Liquidated Damages/Penalty for the delayed supplies and Risk purchase etc., are to be specified carefully.
- e) Even at the time of inviting tenders the Institute may specifically state that, it would like to have more than one source of supply and the final orders may be given accordingly to most eligible ones if necessary.
- f) The detailed generic technical specifications including performance parameters and the technical evaluation criteria, if any need to be specified in the tender documents in unequivocal terms.
- g) The Government instructions on reservation of item and price preference to SSI Units and purchase preference to PSUs need to be incorporated in bid documents.
- h) It needs to be ensured that the evaluation of tender should not be based on conditional discounts and suitable clause should be included in the bidding documents.
- i) e-mail address of the Institute should be indicated in the tender notices.
- j) With a view to have wide, fair and adequate competition, it is important that sufficient time of say 4-6 weeks in case of Advertised/Global tenders and 3-4 weeks in case of limited tenders is allowed, except in cases of recorded emergencies wherein also a reasonable time should be permitted and tenders should be sent by faster means like speed post/fax/e-mail. The tenders should preferably be kept open for sale till one day prior to the date of tender opening.
- k) Proper arrangement for receipt of tenders through tender box/fax/e-mail should be adopted
- l) Any change in the tender terms & conditions, specifications and tender opening date etc., should be notified to all the bidders, sufficiently in advance of the revised tender opening date and time, in order to give equal opportunity to all the bidders and to maintain sanctity of tendering system.

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3.10 RATE/RUNNING CONTRACTS:

3.10.1 Rate/Running contracts can be entered into for items in regular demand for a period of 12 months or any other specified period based on public tender or limited tender following the procedure and the guidelines specified in the Purchase Procedure. Copies of the Rate/Running contracts entered into by the Institute shall be forwarded to the Senior Purchase and Stores Officer, Department of Space Bangalore for information and co-ordination. The Rate Contracts concluded by DOS are to be followed by the Institute, unless the instructions are to the contrary. The following guidelines for entering into Rate/Running contracts shall be followed:

- a) All stores of standard types required in bulk quantity which are in common and regular demand, the price of which is not subject to appreciable market fluctuations are to be purchased on the basis of Rate or Running contracts whichever is most suited to the circumstances of each particular case.
- b) Rate and Running contracts should not as a general rule be entered into for stores if the annual drawals against the contract are not expected to exceed Rs. 10,000/-.
- c) The period of the currency of a Rate or Running contract normally should be one year. In special cases, a shorter or longer period of contract may be entered into with the approval of Registrar. No extension of the validity period of the contract itself is required when deliveries against outstanding supply orders continue after expiry of the validity period. The contract will remain alive for the purpose of delivery for all the stores ordered during the currency of the contract until deliveries are completed.
- d) No new Rate contract should be placed with firms having backlog which is likely to continue for a major portion of the new contract period.
- e) Rate contract should be placed only on registered and / or reputed and established firms who are capable of supplying the stores as required.
- f) Quotations for Rate contracts should be invited for slab quantities and contracts concluded accordingly.

3.10.2 In addition to the usual applicable standard terms and conditions, the following clauses should be included in the Tender enquiries for Rate / Running contracts.

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- a) Fall Clause: The Prices charged for the stores supplied under the contract by the supplier should in no event exceed the lowest price at which the supplier sells the stores of identical description to any other person during the period of the contract.
 - b) The purchaser reserves the right to enter into parallel Rate Contract simultaneously or at any time during the period of the Rate Contract with one or more tenderers, to place ad hoc contract or contracts simultaneously or at any time during the period of the Rate Contract with one or more tenderers, and to terminate the contract by giving one month's time.
 - c) The successful tenderers shall maintain stocks at the station and shall make deliveries against supply orders from such stocks as and when required.
 - d) Against ex-stock deliveries, the stores shall normally be supplied within a fortnight of the date of receipt of the order. Upon receipt of the order, the supplier shall within seven days intimate the quantity that can be supplied from stock within the period stipulated therein and the time required to supply the balance quantity. If the supplier fails to give such intimation within the time aforesaid, he shall be deemed to have agreed to supply the stores within the delivery date stipulated in the supply order. If the supplier is unable to supply the stores or any part thereof within the time specified in the Supply Order and intimate the time within which the supply will be made by him, the officer placing the supply order will notify his acceptance of delivery time offered by the supplier or negotiated until an agreement is reached.
- 3.10.3 In all cases, the delivery time as deemed to be accepted by the supplier or agreed upon as aforesaid between him and the officer placing the supply order shall be deemed to be essence of the contract and delivery must be completed not later than such date.
- 3.10.4 If in any case no agreement with respect to the delivery time is reached between the supplier and the purchaser, it shall be lawful for the latter to withdraw the Supply Order and the supplier shall have no claim in respect of such withdrawals.

3.11 TWO-PART TENDER

- 3.11.1 Two-part bids shall be preferred wherever the technical aspects of the stores are sophisticated.

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- 3.11.2 Both techno-commercial and price bids received on or before the due date are to be considered as valid offers. Any bids received after tender due date and time irrespective whether it is technical or commercial should be considered as late tenders. However, they must be kept on record unopened noting the time and date of receipt.
- 3.11.3 Valid techno-commercial bids are to be opened for evaluation. The price bids are to be kept in safe custody till evaluation and finalisation of technical recommendation of technically acceptable bids.
- 3.11.4 The tender opening officers should sign on the envelopes and the signature of accounts representative should also be obtained on all the envelopes containing the price bids. Thereafter all the envelopes should be put in a bigger envelope / box and the same should be properly sealed duly signed by the tender opening officer and account representative.
- 3.11.5 Regarding opening of price bids, it is reiterated that in the first instance, techno-commercial evaluation of all bids need to be completed including clarifications / discussions with the bidders. Price bids are to be opened only after techno-commercial discussion / presentation is over and detailed clarifications obtained and the contract terms frozen as far as technical specifications are concerned.
- 3.11.6 During this process in case any changes in original technical specifications are expected, the parties should be asked to indicate separately the plus / minus impact from the original quote either by amount or percentage from the quoted bid instead of calling for fresh bids. Once the revised bids are received, both original and revised bids are to be opened, compiled, and evaluated on a common platform unless the purchase / contract finalisation committee decides to reinvoke the tenders because of material difference in the technical specifications. In case of major changes, it should be retendered.
- 3.11.7 In exceptional cases, if the Contract Finalisation Committee feels that it would be able to discuss the technical matters more meaningfully if the details of price bids are available to them, the price bids may be opened, only in case of Limited Tenders, but kept confidential. The decision to open price bids should be made by the Contract Finalisation Committee after taking into consideration the merits of the case with the approval of the Director. Otherwise, normal practice of opening valid price bids after complete evaluation and finalisation of the valid techno-commercial offers received against the tender must be followed. However, the details of all technical bids/price bids including those received late must be placed

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before the Purchase/Contract Finalisation Committee and taken note of and such invalid bids be kept in the concerned files at all times.

3.11.8 The price bids of short listed parties on technical grounds only are to be opened. The presence of tenderers or their authorised representatives are allowed if it is a Public Tender. Once it has been established that the offers meet the laid down specifications, the question of 'grading' as well as any 'pick and choose' should not arise. The contract shall be awarded to the lowest bidder.

3.12 PURCHASE OF GENERAL CATEGORY ITEMS

3.12.1 Patent Medicines & Drugs: For patent medicines and drugs, direct orders can be placed on the basis of manufacturers' price list as applicable to Hospital and Government Institutions.

3.12.2 Procurement of Stores through DGS&D Rate Contracts: Where DGS&D rate contracts exist, the agency of DGS&D shall be used if appropriate.

3.12.3 Low Value Purchase: At the discretion of Purchase and Stores Officer, where the value of an indent does not exceed Rs. 2,000/- procurement can be effected against cash payment.

3.12.4 Telephonic Quotations: At the discretion of Head, Purchase and Stores, where the total value of an indent exceeds Rs. 2,000/- but does not exceed Rs. 30,000/- quotations may be obtained by telephone/fax/email from at least three firms and the same should be recorded by the Officers as shown below:

- a) For indent value between Rs. 2001/- and Rs. 10,000/- By Purchase & Stores Officer
- b) For Indent value between Rs. 10,001/- and Rs. 30,000/- By Senior Purchase and Stores Officer.

4. TENDER OPENING

4.1 Late tenders i.e. tenders received after the specified time of opening, and delayed tenders i.e. tenders received before the time of opening but after the due date and time for receipt of tenders and post-tender offers shall not be considered. In respect of single tender, the due date is only to ensure timely receipt of tenders and if no response is received, Purchase & Stores division can extend the due date suitably.

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4.3 In respect of both late and delayed tenders, the envelopes containing the postal markings or other corroborative evidence shall be retained in the file along with the offers unopened. However, if it is found necessary to open them for reason other than for placement of purchase orders, approval of the Centre Director shall be obtained justifying the reasons for such action.

4.4 OPENING OF VALID TENDERS

4.4.1 All valid public tenders shall be opened in the presence of the attending tenderers or their authorised representatives. Finance and Accounts representative should be associated at the time of opening of all tenders.

4.4.2 While opening tenders each tender should be numbered serially, initialled and dated on the first page. Each page of the tender should also be initialled with date. Alternations in tenders, if any, made by the firms should be on the tenders. Whenever any erasing / striking off / over writing is observed, the substituted words should be encircled and initialled and the fact that such erasing / striking off / over writing of the original entry was present on the tender at the time of opening be also recorded. The tender opening officer should also prepare on the spot statement' giving details of the quotations received.

4.4.3 The tenders received on or before the due date and time by fax/e-mail, subject to clause 4.6, also has to be considered as valid tenders. To ensure that suppliers are able to respond in time, Purchase & Stores Division should indicate in their enquiry one or maximum two fax numbers/ e-mail address through which suppliers can send their offers. A check has to be made at the fax machine locations for fax responses up to the time fixed for receipt of tenders / quotations. In spite of such an arrangement, if the suppliers fax their offers to some other machine of the Institute and such tenders, if not received by Purchase & Stores division before due time and date should be treated as invalid tenders. Telex offers may be discouraged except where, it is unavoidable.

4.4.4 In case of two part tenders and in other cases of high value or where secrecy of price needs to be maintained, sealed quotations only are to be invited specifically, and fax / e-mail offers may be discouraged.

4.5 e-TENDERING

4.5.1 The Government of India intends to make it mandatory for all Ministries / Departments to conduct all their procurement electronically. Towards this, Institute should proactively engage itself in the development and commissioning of IT systems for e-procurement. The system should be

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secure, capable of maintaining complete confidentiality at the appropriate stages of bidding process so that the tenderers feel confident in electronically transmitting their bids.

- 4.5.2 The value and class of stores where only e-procurement will be exercised may be decided by the Institute based on its assessment. Such values could be different from import and indigenous items.

5. EVALUATION & RECOMMENDATION OF TENDERS

- 5.1 The Purchase and Stores Division shall prepare the comparative statement of the various offers received. These statements shall clearly bring out the details of the cost, payment terms and commercial terms quoted by each of the tenderers. The statement should be comprehensive enough to bring out the total cost and delivery schedule to enable recommendations/decisions.
- 5.2 Recommendations on valid offers received shall be made by the originators of the indents and approved by the indent approving authority. In cases where an offer other than the lowest is proposed to be accepted, such recommendations should be duly confirmed by the officer who approved the indent in the first instance and endorsed by the next higher authority. In the case of rejection of lower offers, the reasons should be recorded.
- 5.3 After the indenter's recommendations, the Purchase division will process the case further for the approval of respective Purchase Committees/Contract Finalisation Committee. For order values beyond the Institute power, the Purchase proposal requires the Departmental approval.
- 5.4 Evaluation of offers with advance payment and early delivery: Where advance amount is insisted upon by the suppliers, it is essential to cost and load the interest on the additional amount of advance, appropriately while evaluating the offers. The methodology adopted for costing/loading is to be transparent. The purpose of the exercise should be to bring out the realistic cost so as to facilitate the best purchase decision. Selection should be made from out of the offers, which meet the delivery requirement, and no weightage should be given for unnecessary early delivery, which was not indicated in the tender. AMC charges shall be taken into account if it forms a part of the tender for the purpose of cost comparison.

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- 5.5 If the quantity to be ordered is much more than the L1 alone can supply, the order may be distributed in such a manner that the purchase is done in a fair, transparent and equitable manner.
- 5.6 When the tenders are under examination, no other authority should be allowed to make queries or call for reports as apart from the proprietary involved, these would lead to delays in taking decisions.

6. NEGOTIATIONS

- 6.1 All post-tender negotiations are banned except in the case of negotiations with L1 (i.e. lowest tenderer) as per CVC letter bearing No. 1(h)98(1) dated 18.11.1998. Normally there should be no case for negotiations as the invitation to tender would be self-contained with comprehensive specifications, terms and conditions with an objective of getting the best possible offers without any need for negotiations. In case more technical/commercial information is needed to evaluate the offers on a common platform, it is desirable to call for such clarifications in writing from the parties.
- 6.2 It is the experience everywhere that the firms offer their best possible prices, terms and conditions under a competitive environment once they know that there will be no negotiations. Therefore the Institute should desist from any post tender negotiations.
- 6.2 However, in cases where single tender has been called for reasons of proprietary / preferred brand/single source, to secure best possible terms, negotiations can be held. In case of offers received against LT or PT, negotiations may be held only in rare cases with L1 after carefully evaluating the need with the approval of respective Purchase Committees.

7. PURCHASE COMMITTEES

- 7.1 To ensure transparency and fairness, it is essential that the proposed purchase from the selected party is considered by a group of personnel with both technical and financial competence. Accordingly, all the purchase recommendations that estimated landed cost is above Rs. 2 lakhs, shall be scrutinized and recommended for approval by duly constituted Purchase/Contract Finalisation Committees depending upon the value of purchase.
- 7.2 The purchases are made with the approval of the Purchase Committees. Therefore, the Purchase Committees discharge the most crucial duty in the whole process of procuring stores and services.

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- 7.3 The Purchase Committees are required to consider various aspects like tendering process, financial appropriateness of the recommendation of the indenter, lack of competition, price variation vis-a-vis estimated cost of the indent, availability of funds, payment terms and take appropriate decisions including need for re-tendering, if considered advantageous.
- 7.4 The Purchase Committee shall consider the terms and conditions quoted by the supplier which are at variance with the tender while approving the proposals.

7.5 PURCHASE COMMITTEES & CONTRACT FINALISATION COMMITTEES:

Purchase Committees & Contract Finalisation Committees are hereby empowered to take a final decision on all aspects pertaining to purchase of stores and services in all cases except those mentioned in clause 7.8(h):

- 7.6 The following committees may be constituted in the Institute to consider and approve the purchase of stores and services. They are also empowered to take decisions on all amendments except those mentioned in Clause 7.9.

	Estimated landed cost of Single Purchase Order
a) Junior Purchase Committee	Rs.2 L to Rs.20 L
b) Senior Purchase Committee	Above Rs.20 L to Rs.100 L
c) Contract Finalisation Committee II:	Above Rs.100 L to Rs.200 L
d) Contract Finalisation Committee	Above Rs.200 L

- 7.6.1 Approval by Purchase & Stores Officer/ Sr. Purchase & Stores Officer if it is lowest technically suitable offer. Other cases by Registrar. >Rs.2000 and <than Rs.2 L

- 7.7 Director of the Institute may constitute/recommend constitution of either a single committee or two Purchase and Contract Finalisation committees as mentioned above according to the requirements of the Institute.

- 7.8 The following guidelines shall be followed for constitution of Purchase Committees and their proceedings etc:

- a) Director of the Institute shall constitute Purchase Committees and the Contract Finalisation Committees.
- b) Finance Officer and Senior Purchase and Stores Officer shall normally be member of the Committees especially where the value exceeds Rs.20 lakhs. In all other cases, representative of the Finance and

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Accounts division and Purchase division shall invariably be member if not Finance Officer.

- c) For Purchases exceeding Rs.100 lakhs, the Registrar shall be a member if he/she is not Chairman of the Committee.
 - d) The file should contain clear recommendations of the indenter and the approvals of the indent approving authority.
 - e) All terms and conditions both commercial and technical should be made available together with a draft copy of the Purchase Order for consideration by the Committee.
 - f) To enable functioning of Purchase Committees/Contract Finalisation Committees in a systematic manner, there shall be a pre-set agenda for every meeting of the Committee. This agenda shall be circulated to each member of the Committee before the meeting along with exhaustive notes/annexures on each subject to enable the members to study in advance. Last minute additions to agenda may be avoided as far as possible.
 - g) Minutes of the meetings of all the Purchase Committees (including CFC-1) should invariably be signed by all members present.
 - h) All files shall be vetted and cleared by pre-audit before the case is presented to the Committees including CFC1. The views if any, of pre-audit or any revision by the Committee will be discussed and minuted. In case of any difference of opinion between pre-audit and the Committee, the matter shall be referred by Member Secretary through Registrar to the Director whose decision is final.
 - i) The Purchase Committee shall consider the payment terms quoted and decide on their acceptance. If not acceptable, the recommended terms should be informed to the tenderer for mutual acceptance.
 - j) Proceedings of the Committee should invariably contain very clearly the basis of approval.
 - k) The Committee shall specifically discuss the cost differential between the indent and the recommended offer and record its comments on reasonableness of the price.
- 7.9 The following cases need not be referred to Junior Purchase Committee/Senior Purchase Committee/CFC-II and CFC-I:

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- a) Repeat orders
- b) Amendments to Purchase Orders not involving financial implications. However, amendments not involving financial implications but having the effect of substantially altering/changing the scope of the Purchase Order / Supply will be referred to the respective Purchase Committees for their consent.
- c) Cancellation of order in part or in full and reinstatement of cancelled order.
- d) Orders placed with reference to DOS rate contracts.
- e) Orders placed with reference to DGS & D rate contracts/Direct orders placed on DGS & D rate contract prices.
- f) Amendments resulting in order value increase up to Rs.50,000/-.
- g) Amendments due to revised statutory levies within the original delivery schedule.
- h) Change in name & address of vendors.

Registrar of the Institute shall approve all the above cases.

8. EMERGENT PURCHASES

- 8.1 In case of emergency indents where the total estimated value of the indents exceeds Rs.30,000 but does not exceed Rs. 50,000 the Purchase & Stores Division shall obtain quotations from at least five firms by telephone/fax/e-mail. In the case of telephonic quotations, the same are to be recorded by an officer not below the rank of Senior Purchase & Stores Officer. If it is not possible to obtain at least three quotations, the reasons therefore should be recorded by the Senior Purchase & Stores officer and such purchases would require prior approval of Registrar.
- 8.2 Constitution of Special Purchase Committee: Purchase against emergent indents of an estimated value exceeding Rs.50,000 can be made, where considered absolutely necessary, by a committee constituted for the purpose consisting of representatives from Finance, Purchase & Stores and Indentor. The committee shall be constituted by the Registrar with the approval of Director of the Institute for which action will be taken by Purchase & Stores Officer / Senior Purchase & Stores Officer. The Committee shall follow the guidelines for procurement as may be laid down by the Director in consultation with Finance Officer. Purchase and Stores

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Division shall obtain prior approve of the authorities as specified below justifying the need for such mode of purchases.

Value of Stores to be purchased	Approving Authority
Up to Rs.1,00,000/-	Registrar
Above Rs.1,00,000/-	Director

8.3 A monthly statement indicating the value of emergent purchases made during the month should be submitted by the Purchase & Stores Division to Registrar/Director on or before the 10th of the succeeding month.

8.4 The following procedure shall be followed while formulating the guidelines for the committees making urgent purchases:

- (a) The committee should invariably include Registrar, IIST or his representative.
- (b) Approval of the Director, IIST should be obtained after clearly indicating (i) non-availability of the items in the Stores to meet the emergent requirement, (ii) justification to make the urgent purchases, (iii) approximate value of the items proposed to be purchased urgently.
- (c) Emergent purchases should not normally be considered for Office equipment and furniture.
- (d) Stores purchased on emergent basis should be utilised within a reasonable time after their receipt.
- (e) The right source of supply from the vendors list should be contacted/visited by the committee members for ascertaining availability of materials for immediate requirements.
- (f) Enquiries incorporating the terms and conditions of supply should be issued under acknowledgement to at least five firms subject to availability under vendors list, specifying the time as needed within which the quotations should be submitted in sealed envelopes. All the quotations should be opened on the prescribed date and time by the committee. In case the number of firms to whom enquiries are issued is less than five, reasons for the same should be recorded on the file. Purchase of proprietary/specific brand/preferred source goods could be made

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by obtaining single quotation provided the requisite approval has been obtained.

- (g) Immediately/after opening of quotations, comparative statement should be prepared, the offers analysed and inspection of equipment/samples etc as may be needed to carry out. The comparative statement with all relevant details should be examined by the Committee, which should function as the Purchase Committee for this purpose. Thereafter, orders should be placed on the basis of the lowest technically acceptable offer taking into account the delivery factor.
- (h) Where the lowest technically suitable offer is rejected on considerations of delivery period, the question of imposing liquidated damages for the delivery after the prescribed date and/or risk purchase clause should be considered. Liquidated damages are generally charged at 0.5% of the value per week or part of a week subject to a maximum of 10% of the total value of goods or 10 % value of goods that could not be put to use due to late supply, whichever is lower.
- (i) Inspection of the materials should be carried out as speedily as possible.
- (j) Payments can be made only against delivery of materials in question. Where immediate or early payment terms are agreed to, efforts should be made to obtain price discounts. Wherever price discounts are offered, these should be obtained in writing from the suppliers.
- (k) Prior arrangements for issuance of cheques as needed may be made.
- (l) Recommendations/decisions of the committee made on the spot shall be submitted to the Registrar/Director for post-facto approval.
- (m) Where 'Letter of intent' is issued by the committee, the same shall be regularized by issuing confirmatory Purchase Orders by the Purchase division without loss of time.

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9.0 PROCUREMENT FROM GOVERNMENT DEPARTMENTS/ UNDERTAKINGS/ AUTONOMOUS BODIES

9.1 When it is proposed to procure goods from Government Departments /Undertakings/Autonomous bodies it is not necessary to resort to normal tendering modes, but instead purchase can be effected based on the rates given by the Governmental agencies. Such purchases will be treated in the same way as purchase of items on single tender basis as in the case of proprietary items, etc.

10 DEVELOPMENTAL ORDERS

10.1 For specialized items where order cannot be finalized by inviting quotations or when it is necessary to establish a parallel indigenous source of supply, pre-order discussions may be carried out with the probable supplier (s) and developmental order placed with the approval of the Registrar, IIST where the values of the order is up to Rs.1,00,000 and Director, IIST for orders of value exceeding Rs.1,00,000/-, subject to the purchase approval powers as in the case of Single Source Purchase. Consultation with Finance Officer is necessary in the case of developmental orders.

11. INDUSTRY PARTICIPATION

11.1 With a view to promote the development of a cost-effective Space Industry, Institute may subject to the guidelines of the Board of Management, IIST / Department of Space, enter into Agreements for strategic procurement and / or production under collaboration or hiring out in-house facilities with or without lease charges, to the private industries or associate itself with private industry/consortia, for productionisation of different items as required from time to time.

11.2 Institute may also give management contracts for efficient and smooth management of its production facilities by Industries.

11.3 The reasoning adopted for association of any private firm or industry for collaboration, contracts, and development orders etc. should be recorded.

12. ORDERS FOR FABRICATION

12.1 The Purchase Procedure outlined based on the value of the indent will also be applicable to orders for fabrication, supply and erection and commissioning.

Free Issue of Materials (FIM)

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- 12.2 Generally for space products the Institute provides the raw materials/semi-finished product to which the value is added by the fabricator. Many times it is seen that the value of FIM is very high compared to value addition. All government property should be secured through Bank Guarantee. Where guarantee has to be given for a large value of FIM against a small value of purchase order, based on request from the vendor and taking into account his track record, Bank Guarantee for FIM can be waived, with the approval of the Director. However, the vendor at his cost has to secure such FIM through insurance cover with the Institute as beneficiary. In case of PSU and Government Organisation, Indemnity Bond can also be accepted instead of Bank Guarantee.
- 12.3 All Indents for external fabrication shall be raised clearly indicating the description of the FIM, the quantity and value, as these will have a bearing on the quotation being submitted by the Fabricator. Care should be taken to contact the right Fabricators having requisite capacity to undertake the job, like skilled manpower, financial soundness, etc.
- 12.4 The Purchase & Stores Division shall ensure the incorporation of all terms and conditions in the tender enquiry clearly indicating the following:
- a) Description of the FIM, quantity and value
 - b) Submission of the Bank Guarantee to be valid till supply and acceptance of the final product (also refer to para 12.2. above)
 - c) Suitable clauses to be incorporated to take care of the interest of the Government, including penalty clause for late delivery, etc.
 - d) In case of rejection of fabricated product due to the fault of the fabricator, fresh raw material will not be issued free of cost. In case of late delivery on account of such rejection, the penalty clause relating to late delivery shall be invoked.
 - e) The bulk scrap should be auctioned after fabrication and proceeds to be credited to the government.

13. TERMS AND CONDITIONS

13.1. General

13.1.1 The terms of the purchase order/contract must be precise and definite and there must be no room for ambiguity or misconstruction.

13.1.2 As far as possible standard forms should adopted. The alternatives used in the standard forms, which are not applicable, should be invariably scored out and only the applicable ones retained.

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- 13.1.3 No relaxation of specifications, terms and conditions agreed upon in a purchase order/contract by the Government should be made without proper examination of the financial effect involved such relaxation. The interest of the public exchequer should be taken due care of before agreeing to any relaxation of agreement or contract.
- 13.1.4 Provision must be made in purchase order/contract for safeguarding Government property entrusted to a party and for recovery of hire charges if any thereof.

13.2 DELIVERY TERMS

- 13.2.1 Indigenous Supplies: The normal delivery term shall be FOR Destination. Delivery ex-works and other conditions can be accepted based on need and suitability.
- 13.2.2 Import Supplies: The normal delivery terms shall be either FOB or FCA. Other terms may be accepted based on need and suitability.
- 13.2.3 All delivery terms shall be understood in terms of latest INCOTERMS dated prior to issue of Purchase Order/Contract.

13.3. TERMS OF PAYMENT TO INDIGENOUS SUPPLIERS

- 13.3.1 The normal terms of payment are 100% payment within 30 days time after receipt and acceptance of the materials in good condition.
- 13.3.2 If, in spite of the stipulation of the normal payment terms, in the tender enquiry, the suppliers insist upon any other terms of payment in their tender, the following could be agreed to:

Payment up to 90% against proof of despatch taking into consideration aspects like the standing and reputation and/or previous performance of the suppliers and pre-inspection of the goods at the suppliers premises wherever considered necessary by the approving authority. The balance of 10% within 30 days upon receipt at destination.

- 13.3.3 Where the credibility of the supplier is yet to be established and payment against delivery is to be considered, pre-inspection should be carried out before collection of the material. As such, terms of payment in such Purchase Orders should always read as "payment against satisfactory inspection and delivery".

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13.3.4 Wherever payment of advance is considered necessary or unavoidable, it should be allowed after getting an acceptable Bank Guarantee for an equivalent amount with sufficient validity. Reasonable time should be stipulated for validity of Bank Guarantee so that contractual remedies could be enforced if required. Bank Guarantee from any scheduled Bank shall be accepted. No Bank Guarantee is required towards advances payable to Central PSUs / Autonomous Bodies. Instead an Indemnity Bond may be secured towards the advance amount. Such contracts shall invariably incorporate Liquidated Damages (LD) clause at the rate of 0.5% per week subject to a maximum of 10% of order value. Other contracts may charge LD at 0.5% per week and maximum of 10% of order value with mutual agreement.

13.3.5 Advance payment towards goods/services should not exceed the following limits of the basic cost for rendering service, mobilization exclusive of installation/training costs and taxes/duties.

- a) Thirty percent to private firms
- b) Forty percent to State/Central Government agency/PSUs
- c) In case of maintenance contract, not exceeding six months payment.

13.3.6 Higher percentages of advances are permissible with the Purchase Committee's approval.

13.3.7 The Bank guarantee need to be properly examined with respect to the acceptable format and any conditions deterrent to the Interest of Government should be got withdrawn before acceptance besides verifying the genuineness of the Bank Guarantee from the Bankers. Normally, the Bank Guarantees permitting encashment without any demur, merely on a demand from the purchaser should be insisted. Timely action for revalidation/encashment of the Bank Guarantees also needs to be taken so as to protect the interest of the Government.

13.3.8 Where progressive payment is agreed to, the same shall be against identified verifiable milestones. As progress of the work involves expenditure on the part of the supplier, securing the progressive payment through Bank guarantees will not be feasible. Therefore the progressive payments may be agreed to only to established suppliers or suppliers of repute.

13.3.9 In order to safeguard the interest of Government, it would be appropriate to obtain Performance Bank Guarantee for a reasonable amount not less than 10% valid up to warranty period for due performance of the contract. The validity of the Bank Guarantee needs to be carefully

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watched and whenever extension in the delivery period is granted, the validity of Bank Guarantee should also be appropriately extended so as to protect the interests of Government. The genuineness of the Bank Guarantees should be checked with the issuing bank. It also needs to be ensured that in installation/ commissioning contracts, the guarantee/warranty should reckon only from the date of installation/commissioning.

13.4 TERMS OF PAYMENT TO FOREIGN SUPPLIERS

13.4.1 With regard to the payment to foreign suppliers, the normal terms of payment are against sight draft. Letter of credit in favour of foreign suppliers can be opened only with prior approval of Registrar/Director.

13.4.2 Wherever payment of advance is considered necessary or unavoidable, it should be allowed after getting an acceptable Bank Guarantee for an equivalent amount with sufficient validity. Many foreign suppliers insist on advance payment without Bank Guarantee for small value orders. These may be agreed to subject to RBI guidelines with the approval of the respective Purchase approving authorities.

13.4.3 The following guidelines are to be observed by all concerned in Purchase division, Finance division, pre-audit and Indenting division while recording the Foreign Exchange amount in the Noting, Recommendations, Purchase Approvals, Payment Approvals, Foreign Exchange release proposals, Foreign exchange sanctions, Letter of Credit opening proposals and in all internal correspondence:

- (a) The foreign exchange amount is properly worked out and recorded in the file.
- (b) The figures are reflected in words including the currency especially while recording the total amount payable.
- (c) Rupee equivalent is written along with the foreign exchange amount while noting the total amount payable.
- (d) Foreign exchange conversion rate adopted and the date should be recorded in the note/recommendation/purchase approvals etc.
- (e) The note addressed to the Finance division for opening of Letter of Credit is signed by the authorized Purchase & Stores Officer as per the value limits indicated in clause 14.2 of the Purchase Procedure.

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- (f) The application and the letter addressed to Banker for opening Letter of Credit is scrutinized in the Finance Division by Accounts Officer, IIST.

13.5 PAYMENT TO SUPPLIERS

13.5.1 Through the issue of the Purchase Order and Contracts, the Institute has undertaken the responsibility to pay the suppliers as per the payment terms. This responsibility shall be treated as solemn undertaking and all payments terms shall be honoured as committed.

Payment to Indigenous Suppliers:

13.5.2 Advance payments may be released against the submission of the Bank Guarantee conforming to the conditions stipulated in clause 13.3.4 along with invoice for the advance.

13.5.3 Progressive payments shall be released against the identified milestones against invoice and certificate of declaration on the realization of the milestone by the supplier. Where stipulated, counter verification by the Institute personnel should also be furnished.

13.5.4 Payment against deliveries shall be made in accordance with the delivery and payment terms of the Purchase Order/Contract.

13.5.5 Payment of 100% shall be released within 30 days upon acceptance of the item in Stores section based on the certification of Purchase & Stores Officer concerned and inspection by the indentor or quality personnel and raising of SRV.

13.5.6 Payment against proof of despatch through bank shall be released upon receipt of documents such as consignee copy of consignment note, inspection report, invoice etc. in accordance with the terms and conditions of the order.

13.5.7 Balance payments wherever applicable shall be paid upon fulfilling of order conditions like submission of performance bank guarantee etc. apart from the invoice.

Payment against imports

13.5.8 The payments against imports shall be in accordance with the Uniform Customs and Practice for Documentary Credits (UCPDC) of International Chamber of Commerce (ICC). Foreign suppliers shall be requested to

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furnish the SWIFT code in their proforma invoice and order acknowledgement.

13.5.9 Advance payments, if any, shall be only against Bank Guarantee Complying with 13.3.5. However, standby Letter of Credit may be accepted provided they also conform to the essence of 13.3.5. Where order value itself is small and the supplier requests advance payment and agreed to, the payment may be released against the supplier's invoice.

13.5.10 Progressive payments where agreed to may be made in terms of the Purchase Order against certification by the supplier and the indenter against the supplier's invoice.

13.6 PAYMENT OF AGENCY COMMISSION

13.6.1 The Agency Commission to the Indian Agents of foreign firms should be paid in Indian Rupees worked out on the basis of Telegraphic Transfer buying rate of exchange prevailing on the date of placement of order/contract and within 30 days from the date of receipt and acceptance of stores. The contract should specifically provide for payment of agency commission only in Indian Rupees. This has to be incorporated in all contracts with foreign firms where Indian Agents are involved. In no case the agency commission to Indian Agents should be paid in foreign exchange even if the Indian Agents claim payment in foreign exchange on the basis of their obtaining permission from Reserve Bank of India

13.6.2 In order to examine the genuineness of the prices quoted by the Indian Agent, the nature of services which would be available from Indian Agent and Compliance of Tax Laws by the Indian Agent and to prevent leakage of foreign exchange, the following aspect should be examined while entertaining the offers of Indian Agents for placing contracts on them:

- a) Foreign Principal's proforma invoice indicating the Commission payable to the Indian Agent and nature of after sales service to be rendered by the Indian Agent, if any.
- b) Copy of agency agreement with the foreign principal, precise relationship with them and mutual interest in the business, wherever feasible.

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13.7 PAYMENT OF FOREIGN CURRENCY EQUIVALENT IN INDIAN RUPEES

13.7.1 Certain orders are executed/services are rendered and the Indian party has to pay in foreign currency. In such case the applicable conversion rate can be TT selling rates but limited to the foreign currency payment made by the Indian party.

13.8 e-PAYMENT

13.8.1 E-banking and E-payments are now used by various banks by adopting Electronic Clearance System (ECS) and Electronic Fund Transfer (EFT) procedure. Payment to suppliers may be made through such mechanism where such facilities are available.

13.9 PRICE VARIATION

13.9.1 Price variation, where necessary may be accepted subject to the following:

- a) Price Variation Clause can be provided only in long-term contracts, where the delivery period extends beyond 18 months. In short-term contracts firm and fixed prices should be provided for.
- b) Where a price variation clause is provided, the price agreed upon should specify the base level viz, the month and year to which the price is linked, to enable variations to be calculated with reference to the price levels prevailing in that month and year. A formula for calculation of the price variations that have taken place between the Base level and the Scheduled Delivery Date should be included in this clause. The variations shall be calculated by using indices published periodically by Government or Chambers of Commerce.
- c) The price variation clause should also specify cut off dates for material and labour, as these inputs taper off well before the scheduled Delivery Dates.
- d) The price variation clause should provide for a ceiling on price variations, particularly where escalations are involved. It could be a percentage per annum or an overall ceiling or both. The Institute should ensure a provision in the contract for benefit of any reduction in the price in terms of the price variation clause being passed on to the Institute.
- e) The clause should also stipulate a minimum percentage of variation of the contract price above which price variations will be admissible (e.g. where

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resultant increase is lower than two percent, no price adjustment will be made in favour of the supplier).

- f) Where advance or stage payments are made there should be a further stipulation that no price variations will be admissible on such portions of the price, after the dates of such payment.
- g) Where deliveries are accepted beyond the scheduled Delivery Date subject to levy of liquidated damages as provided in the Contract, the liquidated damages (if a percentage of the price) will be applicable on the price as varied by the operation of the Price variation clause.
- h) No price variation will be admissible beyond the original Scheduled Delivery Date for defaults on the part of the supplier.
- i) Price variation may be allowed beyond the original Scheduled Delivery Date, by specific alteration of that date through an amendment to the contract in case of Force Majeure or defaults by Government.
- j) Where contracts are for supply of equipment, goods etc, imported (subject to customs duty and foreign exchange fluctuations) and / or locally manufactured (subject to excise duty and other duties and taxes), the percentage and element of duties and taxes included in the price should be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported item. The mode of calculation of variations in duties and taxes and Foreign exchange rates and the documents to be produced in support of claims for such variations should also be stipulated in the Contract. Full increase as applicable can be allowed due to taxes and duties if they are payable as extra. Increase on account of taxes and duties during the extended delivery period should not be considered except for reasons attributable to Department or force majeure.

13.10 CUSTOMS DUTY

13.10.1 Where imported supplies are ordered on Indian suppliers against their order, customs duty concession / exemption can be availed by the Institute by providing exemption certificates provided the stores are not sensitive in nature.

13.10.2 As the stores are to be transferred to the Institute by sale in India, other applicable duties and taxes are payable as per statutory requirements.

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13.11 INSURANCE

13.11.1 With regard to insurance of consignments, relevant provisions in the Book of Financial Powers of Department of Space and the orders issued by the Board of Management, IIST/Department of Space on this subject from time to time, shall be followed.

14. PURCHASE APPROVALS

14.1.1 The purchase approval powers are defined under clause 7.6. All procurements under the Revenue and Capital budgets of the Institute shall be approved by the respective Purchase Committees.

14.1.2 The Purchase approval powers defined under clause 7.6 are subject to the following conditions:

- (a) Unless otherwise stated, the gross value stipulated in this delegation is for each case. The values are gross including duties, taxes, freight, etc.
- (b) Lowest technically suitable offer means the lowest among the tenders received which conform to the technical specifications specified in the tender enquiry.
- (c) Any public tender purchase proposal, the value of which exceeds Rs.300 lakhs shall be referred to the Department of Space/Chairman, Board of Management, IIST for obtaining the approval.
- (d) Any limited tender purchase proposal the value of which exceeds Rs.200 lakhs shall be referred to the Department of Space/Chairman, Board of Management, IIST for approval.
- (e) Any negotiated or single tender proposal, the value of which exceeds Rs.100 lakhs shall be referred to the Department of Space/Chairman, Board of Management, IIST for approval.
- (f) Any purchase proposal of proprietary/specific brand/single source, the value of which exceeds Rs.50 lakhs shall be referred to the Department of Space/Chairman, Board of Management, IIST for approval.

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14.2 SIGNING OF PURCHASE ORDERS AND CONTRACTS

14.2.1 All Contracts/Purchase Orders are entered into on behalf of the President of India. Hence the words "for and on behalf of the President of India" should follow the designation appended below the signature of the officer authorised in this behalf.

14.2.2 Purchase Orders up to Rs.2,00,000 in value shall be signed by the Purchase & Stores Officer.

14.2.3 Purchase Orders exceeding Rs.2,00,000, but not exceeding Rs.10,00,000/- in value will be under the signature of the Senior Purchase & Stores Officer.

14.2.4 Purchase Orders exceeding Rs.10,00,000/- shall be signed by Registrar of the Institute.

14.2.5 The powers laid down for signing of purchase orders by different grades of offices should be strictly exercised by the officers concerned and are not to be deviated.

14.2.6 Before releasing of Purchase orders, Purchase Officers may verify the following:

- (a) Whether the Purchase has been approved by the Competent Authority.
- (b) Whether the terms and conditions incorporated in the Purchase Order are as mutually agreed,
- (c) In case of import orders the currency is correctly reflected.
- (d) Whether in the Purchase Order there are any unusual conditions or deviations from the prescribed standard terms and conditions and if so, whether the approval of the authority competent to accept the same has been obtained.
- (e) Whether the requisite certificate has been given in the prescribed form for Purchases pertaining to proprietary/specific-brand goods/single source.

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15 PRE-AUDIT

15.1 There will be no pre-audit for purchase orders of value Rs. 1,00,000/- and below but the Finance & Accounts division will note the commitments before release of such Purchase Orders in the Budget Control Register for verifying funds availability and watching commitments. However, there will be post-audit of all purchase orders whose value is Rs. 1,00,000/- and below also on a selective basis in a manner to be decided by the Finance Officer. All Purchase Orders exceeding RS. 1,00,000/- in value, shall be pre-audited before approval of Competent Authority/Purchase Committee. All amendments having financial implications have to be similarly pre-audited, if the value of an order after amendment exceeds Rs. 1,00,000/-.

15.2 The following guidelines are given for the pre-audit:

- (a) It should be verified whether sufficient budget provision exists to meet the total anticipated amount of expenditure.
- (b) It should be verified whether all the requirements of the Purchase Procedure have been complied with right from the beginning of the indent stage.
- (c) It should be checked whether the lowest offer is accepted and in case the lowest offer is not proposed for acceptance, reasons for the same may be ascertained since they are to be recorded by the authority competent to decide the case and that the same are to be available in the file for reference.
- (d) Wherever Purchase & Stores Officer/Indentor is unable to agree with the views of pre-audit, the matter shall be referred to the Registrar, IIST for orders. In the event of difference of opinion between pre-audit and Purchase & Stores Division, the matter shall be referred to the respective Purchase Committee.

16 REPEAT ORDERS

16.1 While the intention is not to encourage repeat orders, one repeat order can be placed based on the original order in case of absolute necessity and one more repeat order can be placed in case of urgency after issue of an Eligibility Certificate by Registrar. However, under no circumstances, the total quantity ordered under both the Repeat Orders put together should exceed the original quantity. Repeat order may be placed subject to fulfilment of the following conditions:

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- (a) The repeat order proposed should be placed within one year from the date of the original order.
- (b) The items to be ordered in the repeat order should be of identical specification of the item in the original order.
- (c) The Officer signing the repeat Purchase Order should be satisfied that there is no downward trend in the market price.
- (d) The original order should have been placed for a proprietary/specific brand good item or on the basis of lowest technically acceptable quotation.
- (e) Repeat order cannot be placed if the original order was an emergency order or an order placed on 'preferred delivery basis'.
- (f) Normally efforts should be made to obtain quantity discount from the supplier provided, inter alia:
 - * The Stores are amenable for bulk production
 - * The increased quantity enables cost reduction through learning curve effect, amortization of fixed cost etc.
 - * There is saving in terms of bulk delivery.

If no cost advantage accrues to the supplier, the purchase on the basis of the value of the order already existing may be made.

- (g) The value of the Repeat Order shall not exceed Rs.100 lakhs.

17 POST-CONTRACT MANAGEMENT AND MONITORING

17.1 It is essential to accord priority to the post contract follow up. The delivery period is to be extended on bona fide request only and not in a routine and casual manner. In case of delay in supplies by the supplier, the liquidated damages to the extent possible need to be recovered. Also in case of delay attributable on the part of the supplier, the Letter of Credit extension charges should be to supplier's account.

17.2 Normally any relaxation in the contract terms/specifications should be discouraged after conclusion of the contract. However, in exceptional cases where the modifications/amendments are considered absolutely essential, the same should be allowed after taking into account the financial implications.

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18 ACCEPTANCE OF STORES

- 18.1 Wherever it is absolutely necessary to accept variations in supplies up to 10% in quantity for items like cables, condensers, resistors, glass materials, fasteners, ferrous and non-ferrous materials, etc., these could be examined by the Purchase division in consultation with the indentor. Formal amendments to Purchase Orders are, however, required to regularize the transactions.
- 18.2 If quantity tolerance is specifically mentioned in the Purchase Order, Accounts shall release payment for actual quantity. Formal amendments shall be issued to the Purchase Order for regularizing the transactions.
- 18.3 All items of stores received from suppliers by Stores section shall be inspected before acceptance by the indentor or by his authorized officer with the assistance of Stores section within 10 days after receipt of intimation from stores section. A stores receipt voucher in the prescribed form will be prepared and signed by the Purchase & Stores Officer and Inspecting Officers/receiving officers etc and shall be forwarded by the Stores section to the Finance & Accounts division within 20 days from the date of receipt of stores for arranging payment or for adjustment of advances already paid.

19 PAYMENTS

- 19.1 All matters relating to payment shall be dealt with by Finance & Accounts Division and accordingly all bills/invoices for supplies made shall be received by them. Before authorizing payment, the bills shall be verified with reference to the copies of the Purchase Order, Receipt Voucher and relevant records including acceptance of stores. If for any reasons payment cannot be made, the supplier shall be informed of the specific reasons therefore.

20 SETTLEMENT OF DISPUTES

- 20.1 Mode of settlement of disputes shall be through arbitration. Institute shall first try to resolve the dispute amicably by mutual consultation, failing which either party may give notice to the other party of its intention to commence arbitration.
 - a) When the contract is with domestic supplier, the applicable arbitration procedure shall as per Indian Arbitration and Conciliation Act, 1996.

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- b) When the Contract is with a foreign supplier, the supplier has the option to choose either Indian Arbitration and Conciliation Act 1996 or Arbitration in accordance with the provisions of United Nations Commission on International Trade Law Arbitration Rules or as mutually agreed.

21 DEVIATIONS

- 21.1 If any deviation from the standard terms and conditions of contract and the prescribed purchase procedure is considered necessary in any specific case, prior approval of the Director, IIST should be obtained by recording sufficient justification. All such proposals should be routed to the Director, IIST through the Registrar. The exercise of these powers will be subject to the observance of the provisions of DOS Book of financial Powers, as well as General Financial Rules and other relevant orders.
- 21.2 However, deviation powers under this clause are not to be exercised to increase the monetary ceilings prescribed in the Purchase Procedure.

22 BEYOND THIS PURCHASE PROCEDURE

- 22.1 All important and significant aspects of procurement of goods, services and works are included in this Purchase Procedure. In case a situation arises for which a solution is not available in this procedure, the Institute shall refer the case to the Board of Management of the Institute/Department of Space for advice / guidance.

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BYE LAW 4

STORES PROCEDURES

1. INTRODUCTION

- 1.1 Proper control over receipt and issue of Stores, their custody and accounting is of considerable importance. Such material control and accounting shall be the Primary and complete responsibility of the Stores Wing of **IIST**.

2. ORGANISATION

- 2.1 The Stores Wing in the **Institute** will follow a single-tier system located at a central place.

3. FUNCTIONS AND RESPONSIBILITIES OF CENTRAL STORES

- 3.1 The important functions of IIST Stores include the following:-

- 3.1.1 Receipt of materials
- 3.1.2 Storage, Preservation and Safe Custody
- 3.1.3 Issue of materials against proper authorization
- 3.1.4 Quantitative accountal of the transactions
- 3.1.5 Disposal of obsolete/unserviceable/scrap items
- 3.1.6 Verification of Stores;
- 3.1.7 Other related works.
- 3.1.8 Indenting of optimum quantity of common stock items periodically at appropriate times.

These functions are elaborated in the succeeding paragraphs.

4. RECEIPT OF MATERIALS

- 4.1 Receipt of materials will, normally, fall into one of the following categories:-

- Items received for direct issue to the Indenting Division (Assets/Non-stock items);
- Items received for stock in Stores for periodical issues for user divisions.

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4.2 Receipt of Despatch Documents

Incoming consignments may arrive by rail/road/air/post/courier Service/direct and such receipt normally will be covered by RR/LR/Air Consignment Note/Postal dispatch Advice/Delivery Challan, etc. Additionally, there will be packing notes and invoice copies and wherever applicable, documents like Test Certificates, Insurance Papers, Guarantee Certificates, etc. These documents are received in Stores either directly or through other divisions. In some cases, as per terms of the purchase order, such dispatch documents are received through bank, which sends intimation to the **Institute** for retirement of the documents.

4.2.1 Retirement of documents from Bank

On receipt of intimation from Bankers, the Accounts division **of IIST** shall retire the documents from the Bank, after verification of their authenticity, and hand-over the consignment note in respect of indigenous orders and the Bill of Lading, etc., in respect of imported consignments to Purchase & Stores Section for clearance.

4.2.2 Registration of Lorry Receipt/Railway Receipt/Air consignment Note

The Despatch Documents, on receipt at the Stores, should be immediately entered in the RR Register as per Format No.CS:F:001 with all relevant details giving each entry a serial number. The authentication of the documents will be verified with the Purchase Orders.

4.3 Consignment Clearance Procedure

The person/agency in charge of clearance work shall clear consignments daily from Railway/Road Transport Companies, Airlines etc., against documents after carefully checking the weight of the consignments and outward conditions of the parcels. All consignments as far as possible should be cleared without any loss of time to avoid wharfage/demurrage charges. Wherever necessary, the services of a Transport Contractor/Clearing Agent may be engaged for carrying out the clearance work. When the clearance work is entrusted to any approved Transport Contractor, such documents will be handed-over to him against acknowledgements.

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4.3.1 Open Delivery and Clearance against Indemnity Bond

In the cases of damaged consignments or when it is suspected that the contents are broken/damaged/lost, "Open Delivery" should be insisted upon if applicable and/or necessary shortage/loss certificate/endorsements taken from the carriers.

In case of non-receipt of Railway Receipt/Lorry Receipt, etc., the clearance of consignments shall be effected under an Indemnity Bond promptly.

4.3.2 Wharfage/Demurrage and Octroi Charges

Consignment arriving by Road/Rail should be given top-priority in the matter of clearance to avoid wharfage/demurrage charges in view of the limited free period allowed by the Carriers. In cases, where wharfage/demurrage charges become due the same shall be paid and consignment cleared. Such payments are to be regulated as follows:

- Due to reasons attributable to the supplier in sending the despatch documents late, the demurrage charges are recoverable from the party for which action is to be initiated by Stores and intimation sent to the Accounts Officer for further action/follow up;
- Due to reasons not attributable to the supplier are to be regulated by obtaining approval of the competent authority in the **Institute** designated for this purpose.

Octroi Charges: Wherever Octroi Charges have been levied on the materials consigned to the Centres, action will be initiated by the Purchase & Stores Officer to get the amount refunded as expeditiously as possible. However, if the Octroi has been levied, due to non-compliance of the terms of the Purchase Order by the suppliers, the same shall be deducted from their bill.

4.3.3 Handling Over of Cleared Consignments

The consignments cleared daily should be properly accounted for. The consignments cleared daily should be listed out in 'Goods Transport Note' (GTN) as per Format No. CS:F: 002.

4.3.4 Clearance of parcel, VPPs from Post Office

All VPPs/Post Parcels addressed to the **Institute** should only be received by Stores. Clearance of VPPs and parcels should be done without any delay after verifying the amount claimed, etc., properly.

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4.3.5 Clearance of Imported Consignments at Ports and Custom Duty parcels

At times, custom duty parcels are also received via local Post Officer, for the **Institute**. Such parcels however should be cleared by the Stores out of imprest available with them. The wrappers in respect of customs duty parcels shall be sent to Accounts Officer while recoupment of payment is sought for. If a claim arises for customs duty refund, Accounts Officer shall forward the original wrapper to Purchase & Stores Officer (Purchase), while keeping a certified Photostat copy of the wrapper duly making suitable endorsement to the effect. Wherever customs Duty amount is high and cannot be met from imprest cash, separate advances shall be drawn from the Accounts Officer.

4.3.6 Collection of Materials from Local Suppliers

The order number and other details in respect of orders placed on local parties shall be noted down separately before filling so as to arrange for the daily/weekly collection of the goods. All such collection shall be done by the clearance/collection personnel of the Stores or the authorized clearing contractor. In all such cases, the materials on collection shall be routed through the Stores for completing the receiving formalities. After taking delivery of the materials from the suppliers, a provisional acknowledgement can be given to the suppliers by impressing a rubber stamp on the challan/invoice copy with the following remarks:

IIST Stores

"Supplies received, subject to
final inspection and acceptance
at our site"

Date..... Signature.....

The material so collected shall also be entered in the 'Goods Transport Note' (GTN) wherever GTNs are maintained. At times, collection of materials from out-station also shall become necessary. In such cases, the Stores shall arrange for the same in consultation with the division/indenter concerned, if possible.

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4.3.7 Door Delivery Consignments from Local/Out Station Suppliers

Door delivery means the delivery of materials at our site, made against purchase orders or other valid authorization by suppliers both local or from out-stations. In all such cases, the basic documents shall be the purchase order copy and/or any other authorized letter/documents such as delivery challan/invoice copy, etc. Stores shall ensure that the consignments are safely unloaded by employing suitable material handling devices, wherever possible at the nearest site where it will be required and shall arrange to release the carrier's vehicles with the least delay, to avoid any detention charges. They shall also take action for the payment of the carrier's freight bills after due checking of all the required details and certifying the same. In respect of door delivery consignments, the Stores may issue a provisional receipt to the carrier or the agent, if required, by affixing a rubber stamp on the relevant delivery challan indicating the following details as relevant for the particular case:

- Received.....Packages in sound/damaged condition;
- Weight/contents not checked/checked and found correct.
- These supplies received are subject to our approvals and acceptance after check of quantity, quality and proper functioning;
- This receipt is issued provisionally in token of having received the consignment and shall not be treated as a final acceptance receipt.

Signature of Purchase & Stores Officer
Receiving Section

4.4 Packing and Despatch of Materials

A 'Requisition for packing/dispatch' as per format No.CS:DP:001 shall be completed for outward dispatch of items.

Stores shall arrange for packing of all materials meant for outstation dispatches. They shall also arrange for packing other materials sent by Division/Indentors for official purpose on the basis of a request from the latter. Care should be taken to pack the items securely and usual marks such as "Handle with Care, inflammable", etc., depending upon the nature of contents, should be displayed on the packages either by affixing labels or by writing. A packing slip as per Format No.CS:F:015 duly filled with the relevant details shall be placed inside the

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package just beneath the top lid. The duplicate of the packing slip shall be kept with the related records as officer copy.

4.4.1 Despatch of Materials

All packed consignments and other items which are to be dispatched to out-stations shall be dispatched through carriers/railways/airways/post, as the case may be, with necessary "Despatch Advice" as per Format No.CS:F:016 wherever required. A dispatch register as per Format CS:F018 shall also be maintained for all outstation dispatches. Items to be received back in the organization shall be carefully watched by reviewing the dispatch register entries periodically.

4.5 Imprest Money Accounting etc.

An imprest shall be maintained by the Stores to meet expenditure on freight Charges, wharfage/demurrage, coolly charges, VPP charges and also for affecting cash purchases of materials urgently required for stores wing. The expenditure supported with vouchers shall be submitted at least once a month to the Accounts Division duly signed by the concerned Stores Assistant and countersigned/certified by authorized officer of the Stores in the Recoupment Voucher form. An imprest Cash Book as per Format No.CS:F:025 shall be maintained for recoupment of imprest.

4.5.1 Cash Receipt Towards Cooly Charges

Proper receipts should be obtained as per format No.CS:F:026 after payment, for accountal and for recoupment of imprest. All such cash payments should be approved by an Officer of the Stores not below the rank of Purchase & Stores Officer.

4.6 Receipt of Goods

All materials collected/cleared and brought to the **Institute** and those materials directly received in Stores shall be checked on the basis of Goods Transport Note/Invoice/Challan/order copy, etc. Equipment/machinery or bulk items which are to be directly delivered to the divisions can be taken to the respective sites to avoid double handling and necessary paper work completed thereafter without any delay at any rate within 48 hours.

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4.6.1 Opening of Consignments and Preliminary Checking

All consignments will be opened and checked by Stores for any visual damages and for the correctness of the quantity with reference to documents like purchase order, packing slip, delivery challan or invoice copy. Full particulars of the supplies shall be entered in the "Goods Inward Register" as per Format No.CS:F:003 (Specimen enclosed) and the Registration No. (Inward Serial No.) and other relevant details shall be enclosed on the receiving documents. A "Material identification Label" as per details given below shall be tied to the materials for proper identification.

RECEIVING SECTION

1. Inward No. & Date
2. Brief Description of material
3. Order No. & Date
4. Indented by (Divn. Etc.)

Inspection of Materials

Stores will arrange to get the materials inspected for acceptance by the concerned user Division. For this purpose the Stores will initiate the Material Arrival Intimation (MAI) to the concerned division. The last copy of the SRV serves the purpose of MAI. The indenter/inspection Group of the concerned Division shall check for the quality and other relevant particulars to satisfy that the materials supplied conform to order specifications and can be accepted and taken to stock. In respect of general stock items (Common user items) for which the Stores is the indenting Department such inspection may be done by a senior officer of the Stores who, if necessary, can seek the help of any of the user Division also. In case of rejection, the inspection authority shall send an Inspection and Test certificate as per format No.CS:F:006 to the Stores. If materials are accepted, the inspection, authorization and receipt columns in the Stores Receipt Voucher (SRV) shall be signed with date wherever applicable by the inspection/authorized/receiving personnel. All rejection on inspection should be duly supported by adequate justifications. All inspections should normally be completed within three days from the date of receipt of intimation by the Divisions though in the case of materials which require qualitative test, functional

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test, etc., the inspection and related formalities are to be completed within seven days. During the absence of the concerned Indentor, the Head of the Division/Section shall authorize a person to carryout the inspection to avoid delay. However, it must be ensured that SRVs complete in all respects are forwarded to Accounts within 20 days from the date of receipt of materials at Stores.

In case where Purchase Order stipulates for payment within specific periods, especially where linked with cash discount, Stores will make special efforts to finalise and send SRVs at least two days ahead of the required time, for arranging payment.

Pre-Delivery Inspection.

Whereas pre-delivery inspection at the supplier's premises is called for, as per the purchase order terms, the inspecting authority shall provide a copy of such inspection reports to the Stores for Stores record purposes and also to Accounts for suitable action. Similarly, where the Orders stipulate approval of samples before effecting full supply, such approval reports should also be sent to Stores and Accounts.

Discrepancies

Discrepancies, if any, on visual checking shall be promptly reported to the suppliers under intimation to Indentor/Accounts. Discrepancies are likely to be due to:-

- Wrong materials supplied;
- Shortages/excesses;
- Damaged materials, and
- Defective materials.

In the case of indigenous supplies, all discrepancies shall be clearly noted in a Discrepancy Register Format CS:F:008. Where 'Claims Cell' functions separately, a claim as per format No.CS:F:019 will be prepared in the Stores for further action. Outward dispatch of goods under discrepancy and receipt of replacement supply shall be routed through Stores.

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Claims

Discrepancies pertaining to consignments which might have been insured by the **Institute** shall be reported to the Insurance Company immediately at any rate within the allowed time limit given by the insurance Co. and necessary claim preferred for the same. If required, preliminary claims are to be registered with the Insurance Company pending filing of the final claim. Claims shall also be preferred on carriers within the prescribed time limit with Claim Bill, etc. The claim bill should be as per Format No.CS:F:020

Transit Losses

Loss of materials either due to non-receipt or damage during transit, for the reasons not attributable to supplier/carrier/any employee of **Institute** and which cannot be recovered from any source may be written-off in accordance with the prescribed rules and procedures and with the approval of competent authority as per the delegation of powers.

Materials finally rejected shall be kept by the Stores and action taken as follows:

- Intimate the supplier as per Format CS: F:007
- If the supplier solicits any assistance from the Stores for returning the said materials, the same may be extended to him.
- If there is no response from the supplier to such intimation, he may be given a final opportunity in the form of a notice to take delivery of the materials intimating therein that if the supplier does not remove the materials within the time allowed, he shall have no further claim on the materials and the same will be disposed of as deemed fit by the **Institute**.
- Such materials will be finally disposed of in the best manner possible after taking the approval of the **Director, IIST**.

Purchase division shall also complete customs formalities for returning the items. Stores section shall arrange packing & dispatch of the items as required.

If the rejected imported materials are not to be returned, on getting intimation from Purchase, Stores shall initiate suitable disposal action.

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Preparation of Stores Receipt Vouchers (SRVs)

STORES shall prepare Stores Receipt Vouchers with relevant details for all materials received from external sources as per Format No.CS:F:004 (Each SRV shall be given a Control Serial number for which an SRV Control Register as per Format No.CS:F:005 shall also be maintained by Stores. The last copy titled as "Material Arrival intimation" (MAI) should be sent by Stores to the Indentor concerned immediately on receipt of materials for arranging speedy inspection. One copy shall be retained in Stores as Control copy. The distribution of the completed SRVs, which should suit the working arrangement of the **Institute**, could be printed in the bottom of the SRV. For this purpose, different colours may be used for each copy SRVs.

Acceptance of Excess Supplies

Excess supplies already received up to 10% of the ordered quantity can be accepted if in standard packing length or size, under intimation to Purchase Division for issuing suitable amendment. Any excess supplied other than the above may be accepted only after issuance of an amendment to the order by the Purchase Section.

Delivery Beyond special Time Limit

In case of delivery of materials by the supplier beyond the specified time limit mentioned in the Purchase Order, materials may be accepted after obtaining necessary amendment/advice from the Purchase Division and keeping in view the terms and conditions of the Purchase Order regarding delay in delivery of the materials.

5. STORAGE/CUSTODY AND PRESERVATION

5.1 Stock and Non-Stock items

5.1.1 The materials received in the **Institute** can be broadly divided into two categories, viz., (i) Stock items, and (ii) non-Stock items.

Stock items are those, which are, considered as general stock materials and are indented and stocked in bulk by the Stores for the use of the various divisions in the Institute. Non-Stock items include all items of non-consumable and consumable nature, which are mainly indented by and are ordered for the

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various divisions/projects themselves for their specific use. These also cover Asset items including equipment, machinery, furniture, etc. which are specifically ordered for divisions. The stock items are received, inspected and stocked in the Stores for periodical stock transfer to the Divisions. Non-stock items are received by the Stores and issued to the Divisions concerned. The Stores shall arrange to circulate a list of all general stock items to be stocked in the Stores to all Divisions for their information once in a year, i.e., January, so that such items need not be indented by them in the normal course. When stock of such item is not available in Stores and at the same time, the Divisions need them urgently the purchase indents raised by the Divisions need them urgently the Purchase indents raised by the Division shall be certified for non-availability by the Stores. Also, the Stores will indicate if any alternate materials are available with them in respect of such items for their consideration.

Procurement of common stock items can be done through standardization by constituting a committee. Wherever replacement requirements of office equipment like PCs, Printers, Photocopying machines, fax machines, etc are to be processed, a committee can be constituted for effecting the Purchase on a buy-back scheme.

5.1.2 Budget for Stock Items

Purchase of all stocks items will be made by the Stores in order to avail of the benefit of price concession for bulk purchases to avoid varying purchase prices for different orders and also to cut down delays in processing numerous indents. However, budget provision for purchase of stock items will be made by the respective Divisions on the basis of their annual requirement. The annual requirement should also be intimated to the Stores for consolidating the indents and for taking action for bulk purchases.

5.2 Custodian of Stock

The Stores Assistants are the custodians of the Stock held in their charge and shall be responsible for the same.

5.3 Preservation

Adequate precautions may be taken to avoid deterioration of materials during storage using preservatives. Proper storing methods shall be adopted and specific instructions in this regard may be issued from time to time.

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5.4 Protection from Fire Hazards

Suitable provision shall be made for protection of materials from fire hazards. Smoking inside the storage area shall be strictly prohibited. 'No Smoking' boards shall be displayed at prominent places. Highly inflammable articles shall be kept separately and properly secured.

5.5 Location

All materials shall be stocked in a systematic way so that minimum time is spent in picking out the materials for day-to-day issues. Thus, each rack and bin in the Stores will be identified with a location number, which shall be indicated on the respective stock cards/Bin cards.

6. ISSUE OF MATERIALS

6.1.1 The materials which are issued from Stores are of two types, viz., (a) Stock items, and (b) Non-Stock items. Stock items are issued (Stock-transferred) from Stores to Divisions on Stock Transfer voucher whereas the non-stock items which are handed over to divisions simultaneously on receipt at the Stores, shall be issued against 'Stores Receipt Voucher-cum-Issue Voucher' (Format No.CS:F:004).

6.2 Stock of Transfer Voucher

The issue of general stock items from Stores to divisions shall be done in bulk, generally on the monthly basis through a 'Stock Transfer Voucher' (STV) as per Format No. CS:F:013. The indenting Divisions shall prepare the stock transfer voucher and present it to the Stores for the transfer of stock. All STVs thus processed will be given a control number by the Stores. Transfer of stock from one division to another division will also be done on the STV Format No.CS:F:013.

6.3 Stores Issue Voucher (SIV)

All materials (other than stock transfer which are usually done in bulk periodically and not daily) shall be issued against proper 'Stores issue Vouchers' (SIVs) as per Format No.CS:F:012. The Principle of FIRST-IN-FIRST OUT shall be followed as far as practicable. Stores Issue Vouchers are to be prepared by the Indentor concerned duly signed by the authorized person. Each Division shall

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provide to Stores a list of such authorized personnel with their specimen signatures. Any addition/deletion to this shall be communicated to Stores promptly.

6.4 Issue of Non-Stock items

Since issue of such items is a simultaneous process of receipt, no separate Stock Transfer Voucher or Stores Issue Voucher is necessary for these cases.

6.5 Asset items

Asset Items are those which have a definite life, intrinsic value and separate entity.

Some items which fall under this category are: Equipment, Plant and Machinery, Machine Tools, Vehicles, Office Equipment, Furniture and Fixtures (such as Fans, Air-Conditioners, etc).

Generally all items of the above nature costing above Rs.10,000/- per piece, shall be considered as Assets. However, Furniture, Fixtures and Office Equipment shall be considered as Assts irrespective of value.

6.5.1 Non-consumable items are those, which neither fall in the category of Asset nor consumables.

6.6 Numbering and de-numbering Asset items and transferring of ownership title in case of old vehicles disposed off

Immediately after acceptance, all Asset items shall be allotted a number which should be painted on it preferably on the sidewall or at the back of the equipment without effecting the aesthetics by the Stores. These numbers shall be maintained by the respective divisions for easy identification on later dates. While disposing off the surplus/unserviceable equipments to outside parties the numbers painted on them should be erased before they are handed over. In case of disposal of vehicles, it should be ensured that the ownership title is transferred to the new buyer in the certificate of Registration by the Road Transport Authority before the vehicle is handed over.

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6.7 Return of Materials to Stores

Any Materials returned to Stores shall be returned under a Stores Return Note (SRV) as per Format No.CS:014. Materials returned to Stores shall be of some monetary value or they should be in support of an item proposed for write off.

7. ACCOUNTING OF MATERIALS

7.1 All materials which are accepted on inspection shall be taken on charge on appropriate stock cards on the basis of Stores Receipt Vouchers. The materials shall be accounted in the common accepted form of accounting units (metric system), such as kgs., Litres, metres, pairs, numbers, etc. Only the usual quantitative accounting need be done for all transactions. However in the case of receipt entries, unit rate shown in the order also shall be entered in the appropriate column of the stock card.

7.2 Records

For the proper accounting of materials, records as detailed below may be maintained.

7.2.1 Asset Registers

In respect of all Asset items, received and distributed to Divisions the Stores shall maintain an "Assets Register" NO.CS:F:011. As regards distribution, the equipment number/identification number should be invariably indicated in the remarks column wherever return and issues take place.

The Division/Group Head shall furnish once in a year, a list of Asset/Furniture in their custody to the Stores for updating the records and reconciliation for easy physical verification.

Movement/change of custodian shall be communicated to Stores together with proper documents such as Handling/Taking over Reports, Transfer request, etc., for updating Master Asset Registers being maintained by Stores once in a year.

7.2.2 Stock Cards

For accounting purposes of the various transactions in respect of the general stock items the Central Stores shall maintain stock cards as per Format

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No.CS:F:009.1 and 009.2. Where this function is computerized, the stock cards need not be maintained manually. The stock card comprises of two parts. Part I contains relevant information such as details of the materials, source of supply, order and SRV reference, monthly consumption pattern, etc., for managerial information whereas Part II reflects quantitative accountal of all transactions.

The Stores in the **Institute** should ensure that the rate column in Proforma No.CS:F:009.1 is duly filled in respect of all supplies received/purchases made. This will facilitate working out the cost of works done on behalf of other Departments/Agencies and value of stores for the purpose assessing losses and write off, etc.

7.2.3 Bin Cards

In addition to the stock cards, wherever possible, Bin cards, which are kept with the materials in the respective racks/bins shall also be maintained as per Format No.CS:F:010. The day-to-day postings in respect of Stores Receipt/Issue/Transfer should be posted in the Bin card immediately after a transaction is effected.

7.2.4 Furniture Ledger

Standard furniture items such as Tables, Chairs, etc. are usually received in bulk quantities and issued/distributed to Divisions according to requirement. A Furniture Ledger as per the Assets Register Format No.CS:F:011 shall be maintained in the Stores.

7.2.5 Stock Register at Division/Section

The Furniture issued to Officers/Staff members for their specific use as well as those issued to Divisions/Sections for common use are to be accounted properly and responsibility for the custody identified. For furniture issued to Officers/Offices in the divisions, a Personal Inventory Register (PIR) as per Format No.CS:F:027 shall be maintained by Divisions/Sections as per specimen attached. Separate folios shall be allotted in PIR to each eligible staff member and all furniture issued to him shall be entered in the relevant folios. Similarly, for accounting of furniture items issued to Division's common use, a divisional/sectional inventory register as per Format CS:F:011 shall be maintained by the Division/Section, which also serves as Divisional Inventory

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Register. Periodical verification conducted in the division shall cover all items accounted in PIR also.

8. DISPOSAL OF OBSOLETE/SURPLUS/UNSERVICEABLE/SCRAP ITEMS

8.1 Surplus, Obsolete and Redundant Materials

Each Division shall have to review the materials of different nature held in their Division once in a year, i.e., in April. Items, which may not be required any longer by the Divisions, should be declared as surplus with the approval of the competent authority. A Proforma may be used for this purpose as per Format No.DS:F:005 which may be forwarded to the Stores for further action. Such materials will be returned to the Stores under a Stores Return Note with the approval of competent authority.

8.1.1 Utilisation of the Surplus Stores

The Stores Shall once in a year compiles the list of surplus items for the **Institute** and explores the possibility of effective of utilization of the same by various Divisions in the **Institute**. For this purpose, items where issues have not taken place for over a year shall be considered as surplus unless there are reasons to treat them otherwise. Further, if the items in stock are far in excess of the average issues/anticipated requirements of the Stores for a year, the balance of the stock in excess of the average requirements shall be treated as surplus even through there are issues during the year. In case there is no requirement by any Division in the Centre, such list of surplus items may be circulated if expedient to other Divisions to meet their requirements, if any. In case other Divisions also do not require the same, such surplus materials shall be disposed of by public auction/tender after obtaining necessary approval from the **Director, IIST** or such authority to whom Director may specifically delegate.

8.2 Unserviceable Items

All unserviceable Asset items available in the various Divisions shall be listed out and proposals for declaring them as unserviceable may be made by the Head of the Division in the proforma as per Format CS:F:023. Such items shall be inspected by a "Survey Committee" to be constituted by **Director, IIST**. Thereafter such proposals shall be submitted through Senior Purchase & Stores Officer and Finance Officer, IIST to the competent authority who is empowered to declare them as unserviceable and also to approve the disposal of the same.

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After obtaining necessary approval from the competent authority, the sanction papers in original shall be forwarded by the Divisions to the Purchase & Stores Officer (CS:F:024) for communicating the sanction to all concerned. The unserviceable materials shall be returned to the Stores with the list and Stores. In respect of non-asset items sanction of the competent authority for the disposal of the same will be obtained and there will be no inspection by the "Survey Committee". These items will be returned to Stores as in the case of Asset items.

8.3 Loss of Materials and Write Off

Loss of materials may be due to a variety of reasons, viz., shortage, damages, pillage, shrinkage, evaporation, theft/pilferage, etc. All such cases whenever detected shall be listed out in the Proforma vide Format No.CS:F:022 by the concerned Division/Group. Approval for write off may be obtained from the competent authority after proper examination and in accordance with the delegation of powers. In such cases also the documents containing the approval in original with the supporting documents shall be forwarded to the Purchase & Stores Officer for communicating the sanction to all concerned.

- 8.3.1 All proposals either for the purpose of declaring the item as unserviceable/surplus/obsolete or for write off should be submitted to the competent authority through the IFA of the Institute as the case may be.

8.4 Disposal of Scrap/Unserviceable Items

Suitable enclosed type scrap dumping yards shall be provided to the Stores in their vicinity for the collection of scrap materials (metal cuttings, turnings, chipping, bits, etc) generated from various workshops and other Divisions. Scrap of aluminium, stainless steel, mild steel, etc., should be dumped in separate bins/lots. However, the scrap of valuable materials, such as copper, brass, molybdenum, bronze, etc., which are usually generated in smaller quantity in the workshops, should be kept under safe custody of the workshop Supervisor in colour code drums of 200 Kgs. Capacity (lockable type), such scrap shall be handed over to the Stores by weight under a Return Note. The scrap accumulations, i.e., metal scraps, empties, etc., shall be disposed of by weight/lot/numbers as expedient half-yearly or even earlier depending upon the quantum of scrap accumulations. The Stores shall arrange to intimate the availability of scrap to the Stores with relevant details sufficiently in advance for arranging necessary disposal by public auction/tender. Detailed procedure for

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disposal of scrap/unserviceable materials may be evolved by the IIST in consultation with IFA. In this connection, the provisions of GFRs 196 to 201 and the Government of India instructions there under shall also be followed.

8.5 Accounting of Surplus and Obsolete Stores

Items declared as unserviceable/surplus/obsolete by the competent authority could be removed from Stock Registers but they should be accounted for in a separate "Disposal Register" as these items have sale value and a close watch should be kept for the final disposal in accordance with the rules. In order to ensure that these stores fetch good returns, the stores should be protected properly till their removal by the Purchaser and the time lag between the declaration the stores as obsolete/surplus/unserviceable and their actual disposal should be minimized.

The details of the disposal of these items by transfer or recoveries made by disposing of these items should be recorded in the disposal register and amounts recovered should be credited to the "Receipt of the IIST".

8.6 Empties

All empties, which can be disposed off as empties such as drums, gunny bags, polythene/glass carboys, etc., shall also be accounted in a suitable Register. Other empties which are of scrap value may be treated as 'Scrap'.

9. PHYSICAL VERIFICATION OF STORES

9.1 The Physical verification of the stores shall be effected by (i) routine verification of the stores to be carried out by the custodian of the stores and (ii) periodical physical verification by a team.

9.1.1 Routine Verification

The Store Keeper/Store Assistant in-charge of Stores should check his stock daily covering at least 20 to 25 items or more if possible so that he covers all items in the stock at least once in a year. The idea is to have a sort of continuous stock taking throughout the year. The result of such verification should be recorded and initiated in the stock card/stock ledgers. In case of discrepancies, he shall check with SRVs/SIVs/other records and reconcile the same under intimation to the higher authorities. Whenever the Stores Asst / Purchase & Stores Officer

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during the course of stock verification of particular item/s comes across difference in the balance of stock card/bin card, the same should be reconciled with proper recording. Besides the routine check by the custodian of the Stores, Officers of the Stores shall also conduct surprise checks and record their findings.

9.1.2 Periodical Verification

The physical verification of all stores shall be conducted periodically but at least once in every year. Such periodical physical verifications will be conducted by a team under the overall supervision of an Officer nominated by the **Registrar, IIST**. The team shall comprise of a representative each from Accounts Division and Stores (persons not connected with the custody or accountal of the Stores being verified) and two or three Engineers/Technical staff who are conversant with various equipment and materials. Physical verifications by the team shall always be made in the presence of the subordinate authority responsible for the custody of the stores or of a responsible person deputed by him. In this connection, the provisions in GFRs 192(1,2,3) shall also be followed by the team.

9.2 Stock Verification Sheets

For the stock verification, stock verification sheets as per Format No. CS:F:021 shall be used.

9.3 Materials to be verified

The physical verification team shall cover the following items:

- All stock items held in stock including consumable/non-consumable/asset items (if any)
- All Asset items distributed to the divisions.

9.3 Discrepancies

If the physical verification reveals discrepancies, the stock holder has to reconcile these. The Purchase & Stores Officer in charge of the Stores shall investigate in details and submit his report to the **Dy. Registrar** making recommendation for adjustments or any other action required under the circumstances. Final adjustments in the stock card/stock ledger shall be made only after obtaining the orders of the competent authority.

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10 OTHER RELATED WORKS

10.1 Managerial Information System

The Stores shall compile necessary managerial information and forward it to the **Dy. Registrar** periodically.

10.2 Classification, Codification and Computerisation of Stores

10.2.1 Classification

In view of the availability of Computer facility, in order to retrieve information quickly, it is desirable that computerisation of Stores is undertaken. For this purpose, proper classification and codification of materials should be evolved.

10.2.2 Codification

For the material coding, IIST shall evolve its own material codes.

10.2.3 Out-put Information

The following is the common out-put information recommended.

(i) Consumable Stores

Stock Items	Non-Stock Items
a) Monthly Stock balance in Stores (Stores No. Item Code, Item Description, Quantity)	a) Frequency of Stores issue with Quantity (half-yearly)
b) Monthly Unit/Divn./Section wise consumption statement showing the value with progressive total of quantity and value (Divn, S.I.V ref., Item code, material, quantity, value)	b) Annual list of non-moving items.
c) Frequency of Stores issues on a monthly basis	c) Unit/Divn/Section wise monthly statement of non-stock items with progressive total of quantity and value for budgetary purposes.
d) Weekly list of items reaching reorder levels.	d) Yearly stock levels in Stores with quantity.

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e) Quarterly review of stock levels to be maintained by Stores based on the periodical change in consumption pattern.	
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- (ii) Asset items such as equipment, furniture, etc
 - a. Asset items available in Unit/Divn.Section with quantity value, etc. (Unit/Division, item code, Item description, quantity, value, total value)
 - b. Category-wise list (annual) of each Asset items (Such as Lathe, Oscilloscope, etc) in the IIST with distribution
 - c. Quarterly review statement of Asset items, Divn./Section wise.

11 GENERAL

11.1 Transfer of Charge of Stores

Whenever there is a change in the incumbency of the custodian of Stores, there shall be a handing over/taking over of the charge of stock, stores records, keys, etc recorded in a proper manner.

11.2 Security

Adequate provision for security of the entire stores is extremely essential. Measures taken should include:

- Easy segregation of the storage section from other offices.
- only one outlet from the storage area (as far as possible).
- a continuous watch over the various entrances and exits and ensuring entry only of duly authorised personnel.
- proper closing and opening of the Storage Section, by duly authorised staff.
- Despatch of materials with a covering document from duly authorised staff.

11.3 Fire Protection

The Stores building and in particular the Storage area should be safe-guarded with appropriate type, size and numbers of approved Fire Extinguishers fitted in easily approachable locations.

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11.4 Updating General Stock Items

Based on the consumption pattern, frequency of issues and general demand for the various materials, many items from the non-stock category shall be brought to general stock items.

12 Deviations

Where deviations from the prescribed Stores Procedure are considered necessary, prior approval of the **Director, IIST** should be obtained by furnishing sufficient justification for such deviations and the reasons thereof should be recorded in writing. All such proposals should be routed to the **Director, IIST through the Finance Officer.**

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BYE LAW NO. 5

GRIEVANCE REDRESSAL MACHINERY

These grievance redressal mechanisms have been formulated for the employees of the Indian Institute of Space Science and Technology (IIST) in accordance with Rule 14 of the Rules and Regulations governing the Institute.

2. STAFF GRIEVANCE REDRESSAL

- 2.1** The Institute shall constitute a Staff Grievance Committee under the Chairmanship of a suitable officer at least in the pay band of Rs.15600-39100/- with grade pay of Rs.7600/-. The Chairman of the Committee shall be designated as the Staff Grievance Officer.
- 2.2** The Staff Grievance Officer should make himself/herself freely available to hear the grievances personally, at least twice in a month, on a fixed date and at fixed timings. Similarly, the Director of the Institute should make himself/herself available, at least once in a month, at fixed timings when employees could meet him/her in person for redressal of their grievances.
- 3.** Every grievance from the employees should be registered and if a final decision is not possible within a fortnight, an interim reply should be sent to the employee concerned indicating as to when he/she can expect a final reply.
- 4.** The Staff Grievance Officer should personally monitor the grievances and ensure that timely action is taken on the same. As a matter of general rule, no grievance should pend beyond the limit of three months. As far as possible, a self-speaking reply should be given while finally disposing of the grievance submitted by the employee.
- 5.** The Staff Grievance Officer shall furnish a monthly report to the Director indicating the status of the pending grievances.
- 6.** It should be the duty of every employee of the Institute to deal with the staff matter in a fair, impartial and speedy manner. The rules or regulations or procedures should be applied uniformly. Discretion, where permissible, should be used in a limited number of cases and in a manner which does not lead to dissatisfaction among other employees.

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- 7.1** Service matters like completion of service documents, drawal of annual increment, preparation of seniority lists, etc., which are necessary for promotion to higher grades should be continuously reviewed and delays avoided so that employees do not have to undergo hardship in such matters.
- 7.2** In service matters like transfers, postings, etc., there should be clear-cut norms.
- 8.** Meetings of the Selection Committees/Departmental Promotion Committees should be held regularly and the select lists of officials approved for promotion prepared in advance so that when an official retires and the vacancy is to be filled up, the same is done promptly without affecting the work or efficiency of the Institute. This will also ensure that opportunity of timely promotion to an employee next in line is not delayed or denied which otherwise could give rise to a grievance.
- 9.** For requests from the employees on personal matters, like, seeking permission to join educational institutions, grant of leave, sanction of loans & advances, etc., time limits for completion of action should be fixed within which the Personnel/Administration Section should, as far as possible, complete the action so that the employee need not have to waste time on unnecessary enquiries or personal visits to the concerned Section.

B. REDRESSAL OF GRIEVANCES OF SC/ST EMPLOYEES

- 10.** The Director may nominate a Liaison Officer for Scheduled Castes and Scheduled Tribes and set up Special Cells to assist them (i) to ensure due compliance of the orders on reservation issued by the Government of India from time to time in favour of SCs/STs, (ii) to ensure prompt disposal of the grievances of SC/ST employees, and (iii) to scrutinise and consolidate the statistical data. The Liaison Officer may hold a post in the pay band of Rs. 15600-39100/- with grade pay of Rs.7600/- or above.
- 11.** It shall be the duty of the Liaison Officer for SCs/STs to:
 - Ensure due compliance by the subordinate authorities with the reservation orders and other benefits admissible to SCs/STs.
 - Scrutinise and ensure prompt submission of the prescribed annual statements by the appointing authorities and consolidation of the annual statements.

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- Scrutinise properly all proposals for dereservation and to certify, after due satisfaction, that such dereservations are inevitable and that all steps prescribed in this regard have been faithfully taken.
 - Liaise with concerned authorities for supply of required information, answering queries and clearing doubts.
 - Conduct annual inspection of the rosters maintained, keeping a record of such inspection.
 - Extend necessary assistance to the Commissioner for SCs and STs in discharge of his/her duties and functions.
- 12.** Cases of negligence or lapse in the matter of following the reservation and other orders relating to SCs and STs coming to light through inspections carried out by the Liaison Officer or otherwise shall be reported to the Director. The orders of Director on such reports shall be carried out by the officers concerned.
- 13.** The Liaison Officer shall grant interviews to those SC/ST employees who are desirous of meeting him/her in connection with their grievance regarding appointment, promotions, etc. The meeting may, however, be informal without any agenda and no minutes thereof need be prepared.

C. REDRESSAL OF GRIEVANCES OF OBC EMPLOYEES

- 14.** There shall also be a separate Liaison Officer for Other Backward Class employees appointed in the Institute to look after the reservation matters relating to OBCs. The Liaison Officer for OBCs should be holding a post in the pay band of Rs. 15600-39100/- with grade pay of Rs.7600/- or above. The functions of the Liaison Officer for OBCs shall be at par with the Liaison Officer looking after the work of SC/ST in services/posts.

D. PREVENTION OF SEXUAL HARRASSMENT OF WOMEN EMPLOYEES

- 15.** The Director shall take appropriate steps to prevent sexual harassment of women at the work place. He shall provide appropriate conditions in work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work place and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with employment.

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- 16.** The Director shall ensure that victims of sexual harassment or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.
- 17.1** The Director shall create an appropriate complaint mechanism in the Institute for redressal of the complaints made by the victims. Such compliant mechanism should ensure time-bound treatment of complaints.
- 17.2** The complaint mechanism shall include a Complaints Committee, a Special Counsellor or other support service, including the maintenance of confidentiality. The Complaints Committee should be headed by a woman and not less than half of its members should be women. Such Complaints Committee shall also involve an officer from the Government who is familiar with the issue of sexual harassment, in order to prevent the possibility of any undue pressure or influence from senior levels. It shall also be ensured that the Complaints Committee is headed by an officer sufficiently higher in rank than the perpetrator.
- 18.** Awareness of the rights of female employees should be created in particular by prominently notifying the guidelines in a suitable manner.
- 19.** Where sexual harassment occurs as a result of an act or omission by any third party or outside, the Institute will take all steps necessary and reasonable to assist the affected person in terms of support and preventive action.
- 20.** The guidelines issued by the Government of India from time to time on prohibition of sexual harassment of working women shall be followed by the Institute.

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BYE-LAW NO – 6

STUDENTS ADMISSION RULES

6.1 Admission to B. Tech Course

1. Admission for students of Indian nationality seeking to pursue education in the Institute shall be on all India basis, through a Common Entrance Test recognized by the Institute.
2. The number of seats for admissions in any of the approved programmes of the Institute shall be as decided by the Board of Management, based on the input from ISRO. Reservation of seats for various categories shall be as per the guidelines issued by the Government of India from time to time.
3. Admission to B.Tech. Courses shall be during the first year only.
4. Students admitted to B.Tech. Courses shall have to continue with the course initially allocated at the time of admission. However, the Institute may allow a change of branch to a limited number of students at the end of the first year, subject to meeting the academic requirements stipulated by the Institute.
5. The Admissions to B.Tech. Courses will be through personal counselling in the order of merit. The order of merit fixed takes into account the Government reservation policy.
6. Each student admitted to any of the programme of the Institute shall submit the original marks cards of Classes X and XII, Transfer Certificate, Pass Certificates issued by the respective academic Board/University, Caste Certificate wherever applicable and Medical Fitness Certificate issued by a Civil Surgeon, at the time of admission.
7. The admission, provisional or otherwise, of any student who either does not submit the required documents by the stipulated date or fails to meet any other stipulated requirements for admission shall stand cancelled.
8. Each student selected for admission shall execute a Surety Bond (on Rs.100/- Non-Judicial paper) in the prescribed format duly signed by the student, parent and surety at the time of admission at the Institute. The bond conditions, inter-alia, are as under: - (Pl refer to the surety bond executed by the students for full

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details) (These bond conditions are applicable to the students admitted from the academic year 2013-2014 onwards)

- On completion of course in four years of admission with a minimum of 7.50 CGPA on a 10 point scale, a student shall be considered for absorption, stream wise, in the order of merit in ISRO/DOS establishments, subject to availability of vacancies for the purpose of absorption in the year of completion of the course.
 - The student cannot claim for absorption in ISRO/DOS against the vacancies notified for absorption during the subsequent years.
 - In case of absorption in ISRO/DOS, students have to serve ISRO/DOS for a minimum period of 3 years.
 - The rejection of offer of absorption will amount to non-fulfilment of service obligation of 3 year in ISRO/DOS.
9. The admission of any student may be cancelled by Director, IIST, at any point of time if the student:
- a. has supplied false information or suppressed some relevant information while seeking admission;
 - b. has violated the Code of Conduct & Discipline as determined by the Institute;
 - c. has not met the academic performance standards as per stipulation of the Institute;
 - d. is found to be unfit on medical grounds while studying in the Institute.
10. The Institute shall be open to persons of either sex of whatever race, caste or class, and no test or condition shall be imposed as to religious belief or profession while admitting the students.
11. Institute may make changes in the Rules, Regulations and Guidelines as deemed appropriate in the best interest of maintaining academic standards.

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6.2 Admission to M. Tech Course

- 1 The M. Tech/ MS programme is of two year duration and is currently available in the following areas:
 - i. Propulsion (Aerospace Engineering)
 - ii. Aerodynamics & Flight Mechanics (Aerospace Engineering)
 - iii. Structure & Design (Aerospace Engineering)
 - iv. RF & Microwave Engineering (Avionics)
 - v. Digital Signal Processing (Avionics)
 - vi. VLSI and Microsystems (Avionics)
 - vii. Control Systems (Avionics)
 - viii. Geoinformatics (Earth and Space Science)
 - ix. Earth System Science (Earth and Space Science)
 - x. Optical Engineering (Physics)
 - xi. Solid State Engineering (Physics)
 - xii. Material Science and Technology (Chemistry)
 - xiii. Soft Computing and Machine Learning (Mathematics)
 - xiv. Astronomy and Astrophysics (MS Programme, Earth and Space Science)

All the courses are open to external candidates as well as departmental candidates from ISRO in the ratio 6:4. The total candidates admitted in each discipline are presently restricted to 10. The clauses provided in the rules and regulations may change based on the decisions of the Board of Management of IIST based on recommendation of IIST Council.

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2 ADMISSION

The PG Programme is categorized into two.

- i. **External candidates** are the students admitted to the PG programme based on open advertisement as per identified selection procedure.
- ii. **Department candidates** are the employees of Department of Space admitted to the PG programme as per identified selection procedure. The Departmental candidates also will have to fulfil the residential requirement of two years.

(A) Eligibility

- a) Minimum qualification:
All applicants must have a B.Tech/MSc/equivalent degree in the relevant area (as specified in the programme) with first class or equivalent throughout their academic career. The external candidates must have a valid GATE SCORE.
- b) In case of external candidates the applicants should be below 28 years at the time of application. Departmental candidates from units of ISRO/DOS should be below 45 years on the last date of application.
- c) Age relaxation as per Govt. of India rules will be applicable to specific category of candidates.
- d) Nationality: Applicants should be Indian citizens.

(B) Selection Procedure:

External candidates:

- i. The selection will be done annually through open advertisement which is also posted in the IIST website. The candidates will have to apply in the prescribed application form.
- ii. Candidates will be screened based on their GATE score and the set eligibility criteria, based on their marks/grades in the qualifying examination. The selection from the shortlisted candidates will be based on written test/interview.

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Departmental candidates:

- i. Advertisement inviting application for PG programme will be placed annually.
- ii. Employees from any of the units of ISRO/DOS can apply for the PG programme in the prescribed format forwarded through their respective Units/Centres.
- iii. After screening, the candidates will have to appear for an interview before a selection committee constituted by the Director IIST. The final selection will be based on the performance in the interview.
- iv. Departmental candidates will have to fulfil the minimum residential period of two years.

(C) Admission and Registration:

Candidates whose selection is approved by the Director IIST will be admitted to the PG programme and they will have to register for the specified course.

(D) Stipend and fees structure:

The external candidates are eligible for a stipend of Rs. 8000/- per month as specified by AICTE. The departmental candidates are eligible to draw their salary and other allowances as specified by DOS/ISRO at the time of their deputation.

Admitted candidates have to pay the required fees for the semester. The present fee structure is as given below:

1.	Semester tuition fees	Rs. 5000.00
2.	Student amenities fees	Rs. 1350.00
3.	Hostel charges	Rs. 4500.00
4.	Establishment charges	Rs. 8000.00
5.	Medical Cover	Rs. 800.00
	Total	Rs. 19650.00

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For the departmental candidates the fees will be paid by their respective parent Unit/Centres of ISRO/DOS.

Details for rules/provisions on evaluation of performance, thesis format guidelines etc. can be had from the brochure published.

6.3 Admission to Ph.D

1 Doctoral programme leading to Ph.D degree is currently available in the following disciplines:

- i. Aerospace Engineering
- ii. Avionics
- iii. Chemistry
- iv. Earth and Space Sciences
- v. Humanities
- vi. Mathematics
- vii. Physics

2 Ph.D. Programme Categories

The Ph.D programme is categories into 2 groups as given below:

2.1 Full-time Ph.D. Programme

a) IIST Ph.D Fellowship

IIST Ph.D Fellowship scholars will be selected and admitted to the Ph.D. programme based on open advertisement as per identified selection procedure and pursue research work within the Institute on a full time basis for Ph.D.

b) IIST-ISRO Ph.D. Fellowship

Ph.D scholars will be selected and admitted into the IIST-ISRO Fellowship programme based on open advertisement and selection as per identified procedures. The Ph.D Scholars shall do research work in the Institute on a full time basis for Ph.D and will be required to assist the Department in tutorials and related academic activity normally limited to 8 hours per week. The Ph.D.

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Scholars will be required to execute a bond to serve the Department of Space (DOS) for a minimum continuous period of three years on the successful

completion of Ph.D., in a position appropriate for fresh Doctoral degree holders in ISR/DOS. The specific areas and the number Fellowships in this category are determined by the explicit requirement of ISRO.

2.2 Part-time Ph.D. programme for DOS Employees

Employees of Department of Space can be admitted as part-time research scholars as per identified selection procedures.

Part-time Research Scholars will have to fulfil a minimum residential requirement of six months at the IIST campus for course work.

3 ELIGIBILITY

3.1 Minimum qualifications:

- a) Applicants with Master's degree in Engineering/Technology must have secured first class or equivalent in the Master's and Bachelor's degrees. They must have pursued their Master's degree on the basis of qualified GATE score. MS degree holders in Engineering or equivalent from leading foreign Universities with outstanding academic record (or) MS by Research with outstanding academic record can be considered without GATE. Candidates with Integrated Master's degree (or Dual Degree) in Engg/Tech from IITs and IISc with minimum CGPA of 9.0/10 can be considered without GATE.
- b) Applicants with Master's Degree in basic Science subjects must have secured first class or equivalent in their Master's and Bachelor's degrees. They must have qualified UGC/CSIR NET-JRF (or) NET-Lectureship (or) GATE qualified in the relevant disciplines.
- c) Applicants with Master's degree in Humanities must have secured first class or equivalent in their Master's and Bachelor's degrees. They must be qualified UGC/CSIR NET-JRF (or) NET-Lectureship in the relevant disciplines.

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- d) Outstanding Candidates with Bachelor's degree in Engineering can be considered for direct admission to Ph.D Programme. Such candidates must have secured CGPA of 9.0/10 or better and a valid GATE score of 675 or better. B.Tech students from IITs with CGPA better than 9.0/10 do not require GATE.

3.2 Age Limit

Applicants should be below 28 years at the time of application for full time scholars. Part-time scholars from the Centres/Units of Department of Space should be below 45 years on the date of their application to IIST.

Age relaxation as per norms will be applicable to specific categories of applicants.

3.3 Nationality

Applicants should be Indian citizens.

4. SELECTION PROCEDURE

4.1 Full-Time Ph.D Programme

Selection for research scholars for full-time Ph.D. Programme will be done twice in a year, for January Session and July Session, through advertisements in national news papers and the Institute website.

4.1.1 IIST Ph.D Fellowship

- a) The total number and area-wise distribution of full-time research scholars to be admitted under IIST Ph.D Fellowship for each of the two sessions in a year will be determined based on the Proposals for Doctoral Research Scholars, with a Title and Brief Description, received from the Research Supervisors through the respective Heads of Departments of the Institute and duly recommended by the Research Council taking to consideration the Institute's research strategy, research outcome and the academic load.
- b) From the eligible applicants, a short-listing will be done taking to account their applicable GATE/NET scores. The final selection is based on a written test and interview or interview alone depending on the number candidates.

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- c) Result awaited candidates in the final year/semester are also eligible to apply, if they have qualified for GATE/NET as required. Such candidates may be screened in for Test/Interview based on the marks obtained by them until the current year/semester. Based on the Test/Interview performance, these candidates may be provisionally selected subject to the condition that they have to produce the provisional certificate of obtaining the qualifying degree with required percentage of marks by the date of joining stipulated in their provisional admission letter. If they fail to produce the provisional/degree certificate by this date their admission offer may be withdrawn and the offer may be given to the next eligible candidate in the waiting list.
- d) In exceptional cases, a provisionally selected candidate may be allowed to join IIST without submitting the provisional/degree certificate on the stipulated date of joining, subject to the following conditions:
- i. At the time of joining the candidate should have completed all the requirements for the award of the qualifying degree including all examinations, project works and viva voce.
 - ii. The candidate should produce at the time of joining a Course Completion Certificate issued by the competent authority in the University/Institute specifically confirming that all examinations, project works and viva voce for the qualifying degree are completed.
 - iii. If (ii) is satisfied, the candidate can be given provisional admission with the undertaking that all pending certificates, mark sheets, degree certificates (Original or Provisional) will be submitted to IIST latest by 30th April for the January session, or by 31st October for the July session of the respective admission year, failing which the admission stands cancelled.
 - iv. For such candidates who are provisionally admitted to the IIST Ph.D. Programme as per (iii) above, no fellowship is paid during the period before the required certificates are submitted. However, on regularisation of admission following the submission of all required documents before the stipulated date, the candidate will be paid fellowship with retrospective effect from the date of joining.

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4.1.2 IIST-ISRO Ph.D Fellowship

- a) Selection for IIST-ISRO Fellowships Ph.D Programme will be done twice in a year for January Session and July Session depending on the number of positions available in this category.
- b) The areas of specialisation for doctoral programme will be finalised in consultation with ISRO Centres/Units and availability of expertise in the Institute.
- c) The basic eligibility conditions for this category are also identical to the IIST Ph.D Fellowship requirements. The candidates will apply for Ph.D Programme in the prescribed format.
- d) After scrutiny of the applications, short-listed applicants will be called to appear for a written test/interview aimed to evaluate the basic understanding and proficiency in the broad area of their academic study. Final selection will be based on the performance in the Interview.

4.2 Part-time Ph.D Programme for Scholars from ISRO/DOS

- a) The IIST Part-time Ph.D. Programme is regulated as per the existent rules of the ISRO-IIST Educational Programme and is open to Scientists/Engineers, Faculty Members working in any of the Centres/Units of ISRO/DOS including IIST faculty.
- b) Prospective candidates will make an application, duly forwarded to IIST by their respective Unit/Centres, giving details of their previous academic record, research experience, and publications, if any, along with a brief summary of the proposed research work.
- c) After a preliminary scrutiny, the application shall be reviewed by the IIST Research Council to evaluate the overall relevance of the proposed research topic and the ability of the Applicant to pursue the programme.
- d) The Applicant will be invited to present a seminar on the broad area of proposed research before the Research Council and other Expert Members in the field who will be invited for the Seminar.

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- e) The section of the applicant for the Part-time Ph.D. Program of the IIST is based on the recommendation of the Research Council and the approval of Director, IIST.
- f) Part-time Research Scholars will have to fulfil a minimum residential requirement of six months at the IIST campus, during which period they will undergo course work identified by the proposed Supervisors in consultation with the Heads of Department.
- g) The stay of Part-time Ph.D. Scholars from ISRO/DOS at IIST during their Residential requirement and the general conditions of their Ph.D Programme will be regulated as per the existent rules of ISRO-IIST Educational Programme.

5. ADMISSION AND REGISTRATION

Applicants whose selection is approved by the Director, IIST will be admitted to the Ph.D Programme by duly undergoing the process of Admission and Registration in the respective Academic Departments on the dates specified in the communication to the selected candidates.

6. DURATION

The normal duration of the Ph.D programme and the time limit for submission of thesis are counted from the initial date of enrolment as a Ph.D. Scholar and is given below for different categories of Ph.D. Scholars.

Sl. No.	Category	Normal Duration	
		Minimum	Maximum
1	Full-time	Two years	Four years*
2	Part-time	Three years	Five years*

*Beyond the normal duration, in exceptional and genuine cases, the Ph.D. Scholar can apply for an extension up to one year at a time, for the submission of the thesis. Based on the recommendation of the Doctoral Committee on the progress of the research work, and the endorsement of the Research Council and Research Board, the Director IIST may approve extension for submission of the thesis. Beyond the duration of six years for full-time scholars, and beyond the

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duration of seven years for part-time scholars, no further extension for the submission of the thesis can be granted, and the candidacy will be terminated.

Details for rules/provisions on IIST Research Board, Research Fellowship, Doctoral Committee, Thesis Submission, Thesis Evaluation, Thesis format guidelines, Award of Degree etc. can be had from the brochure published.

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BYE LAW NO - 6.1

CODE OF CONDUCT AND DISCIPLINE FOR STUDENTS

(A) IN THE CAMPUS:

- 1.1 Each student of the Institute shall conduct himself/herself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of national importance. No student is expected to indulge in any activity, which tends to bring down the prestige of the Institute.
- 1.2 Each student shall maintain high degree of discipline, decorum and decency, punctuality and attendance.
- 1.3 Each student shall show due respect and courtesy to the Teachers, Administrators, Officers & Employees of the Institute, officials of the Government during their stay in the premises of DOS/ISRO and good neighbourly behaviour to fellow students. They should also pay due attention and courtesy to the visitors.
- 1.4 Amended and added at Para 5
- 1.5 Each student is required to remain on campus at all times except when he/she is specifically exempted by the Competent Authority on genuine grounds. Unauthorized absence will be treated as a serious breach of the Code of Conduct and Discipline.
- 1.6 Each student shall refrain from resorting to unfair means and malpractices during examinations.
- 1.7 No student is allowed to use the cell phone within the academic boundaries or to keep cell phones in their bags while in the academic sessions/practical classes. The security instructions followed at the Institute and other Government Institutions shall be totally complied with by the students during their visit/stay to/in the said premises.
- 1.8 Each student is expected to maintain a clean environment and not to litter the campus.
- 1.9 Each student shall display his/her Identity Card while on the campus and produce on demand by the authorities.
- 1.10 The entire campus of IIST and the premises of the Government (Department of Space)/Indian Space Research Organisation are declared as 'No Smoking' zones and students shall not smoke in these areas.

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- 1.11 Each student shall come to the class room in decent and presentable attire.
- 1.12 Each student shall note the following for strict compliance.
 - a. Writing on walls, toilets & roads and pasting of posters on the wall are strictly banned.
 - b. Do not indulge in any act of sexual harassment of any women.
 - c. Do not bring any political influence in the matters pertaining to his/her academic career.
 - d. Discipline and decorum shall be maintained at Institute functions / Convocation / Institute Day / Sports Day, etc.
 - e. Strike, Picketing, Gherao, etc., are totally banned in the campus.
 - f. Use of Internet for the purpose other than academic related activities is banned.
 - g. Prescribed dress code has to be maintained in the respective labs.
 - h. Records should be brought and instructions should be followed accordingly.
 - i. A congenial atmosphere should be maintained in the laboratory classes.

(B) IN THE HALLS OF RESIDENCE

- 2.1. IIST is a residential Institute and every registered student shall reside in a room assigned to him / her in one of the halls of residence to which they are assigned at the time of admission or as per changes made from time to time.
- 2.2. No Student shall change or give up the assigned residence in any Hall of Residence without the prior permission of the concerned wardens or officials designated to function as wardens.
- 2.3. Separate accommodation will be provided to girl students within the campus.
- 2.4. Students shall be responsible for the good up-keep of furniture and fittings provided in the rooms for the entire period of their stay in the Institute.
- 2.5. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance, disinfection, etc.
- 2.6. Students shall be responsible for the safe keeping of their own property. In the event of loss of personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of compensation.

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- 2.7. All members of Halls of Residence must maintain a decent dress code especially in the Institute, Dining Hall and Common Areas.
- 2.8. All games / sports / cultural activities must be carried out with restraint and decorum exhibiting a high level of sportsmanship. Such programmes and activities will not be allowed beyond the time stipulated by the Institute.
- 2.9. Students going out of the Institute must obtain prior permission from the concerned authorities, indicating his/her destination and probable time of return.
- 2.10. For overnight or longer stay off campus, a resident must get prior permission of appropriate authority and indicate his / her destination and the expected duration of absence in writing to the Manager Hostel Services. In the event of unexpected absence from the Hall under emergency conditions, the resident must report to the authorities through phone at the earliest opportunity. Before proceeding on vacation or long leave, it is mandatory for every resident to inform the Manager, Hostel Services, in writing about his / her destination.
- 2.11. All Hall properties such as newspapers, books, Television, Washing Machines and other utilities must be used with utmost care as per the user procedures defined by the Institute and wilful damage to these will be considered a serious offence.
- 2.12. All residents should strictly keep up the timings set down for meals by the authorities.
- 2.13. Students who have accommodation in a Hall of Residence shall abide by the rules and procedures of the Hall of Residence as defined from time to time both in letter and spirit.
- 2.14. Each student shall note the following for strict compliance.
 - a. Wilful damage of furnishings due to improper handling and misuse shall be treated as an act of gross indiscipline and suitable action in terms of levy of fine towards compensating the loss of property shall be taken.

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- b. Use of electrical appliances like heaters, refrigerators, Television, VCR, VCD players, play station etc., in the rooms is strictly prohibited.
- c. Engaging personal attendants and keeping pets are not permitted.
- d. Acquaintances / relatives / parents/friends of students will not be permitted to visit individual rooms or stay in Halls of Residence. Short duration visits to the Visitor's Room / Office Room may be permitted by the Warden on request. All such visits must be recorded in the Visitors Book maintained for the purpose.
- e. Bursting of crackers [except in specified pre-notified place during Diwali and other festive occasions], playing loud music, etc., in the Halls of Residence, in the rooms, in the corridors, etc., is strictly prohibited.

(C) GENERAL:

- 3.1. Smoking in the Institute campus and Halls of Residence is strictly prohibited.
- 3.2. Possession, distribution and consumption of Alcohol, drugs and all other intoxicants in the Institute and Halls of residence are banned. All reported/suspected cases will call for strict disciplinary/legal action as per the rules of the Institute.
- 3.3. Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute. (The UGC Regulations, 2009 on curbing on the menace of ragging in higher educational institutions may be referred to).
- 3.4. Improper behaviour with fellow students, staff, wardens, harassment of Juniors/Seniors, causing disturbance to others, etc., will be treated as acts of indiscipline.
- 3.5. Pasting of posters and pictures or writing of graffiti on the walls of the Institute and Halls of Residence is strictly prohibited.
- 3.6. Each student shall respect the rights and privileges of other individual to express his / her ideas, pursue his / her interests and follow the style of life most meaningful to him / her without infringing on the Code of Conduct and Discipline.

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- 3.7. Victimization or harassment of any one, for any reason, shall be treated as a serious breach of discipline.

(D) VIOLATION OF CODE OF CONDUCT AND DISCIPLINE

- 4.1. In order to ensure orderly behaviour with fellow students and a commitment not to perpetuate any kind of indiscipline and misbehaviour in the campus as well as Halls of Residence, the Institute shall take deterrent action as detailed below depending on the gravity of the offence and as per decision of appropriate authorities of the Institute:

- i Reprimand
- ii Imposition of fine
- iii Suspension from attending classes and academic privileges
- iv Suspension/Expulsion from the hostel.
- v Debarment from any test, examination or other evaluation process.
- vi Withholding the results
- vii Disallowing the use of certain facilities of the Institute
- viii Debarring from representing the Institute in any regional, national or international meet, tournament, youth festival etc.
- ix Withholding/Withdrawing Assistanceship/Scholarship, Awards, Medals and other benefits
- x Rustication for a specified period
- xi Expulsion from the Institute along with recovery of Assistanceship Fee and imposition of prescribed penalty as per the rules of the Institute

In cases involving a group of students, where the persons committing or abetting the acts of discipline are not identified inspite of all efforts, the Institute may resort to collective punishment.

- 4.2. In order to ensure orderly behaviour with fellow students and a commitment not to perpetuate any kind of indiscipline and misbehaviour in the campus as well as Halls of Residence, the Institute shall take deterrent action as detailed below:

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Sl No	Misconduct	Penalty
A	Unauthorized absence	<ul style="list-style-type: none">• First time : Oral warning• Second time: Fine of Rs 500/-• Third time : Fine of Rs 1000/- and written memo with copies to parents• Fourth time : Summoning parents• Fifth time : Expulsion from the Institute with directions to parents to refund the entire expenses incurred by the Institute
B	Misbehaviour	<ul style="list-style-type: none">• First time : Oral warning• Second time: Fine of Rs 500/-• Third time : Fine of Rs 1000/- and written memo with copies to parents• Fourth time : Suspension and Summoning parents• Fifth time : Expulsion from the Institute with directions to parents to refund the entire expenses incurred by the Institute
c	Use of mobile phones in the Campus	<ul style="list-style-type: none">• First time: Mobile will be confiscated and kept with the Institute for two weeks.• Second time: Confiscation with a written memo and a fine of Rs 500/-• Third time: Confiscation followed by written memo and a fine of Rs 1000/- and summons to parents.• Fourth time: Expulsion from the Classes
d	Smoking [Strictly prohibited in campus]	<ul style="list-style-type: none">• First time : Fine of Rs 300/-• Second time : Fine of Rs 500/-• Third time : Fine of Rs 1000/- + written memo• Fourth time: Fine of Rs 1000/- + intimation to parents.• Beyond fourth time, parents will be summoned followed by expulsion with a direction to refund the entire expenses incurred by the Institute.

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e	Consumption of alcoholic drinks [Strictly prohibited in campus]	<ul style="list-style-type: none">• First time : Confiscation of drinks followed by a fine of Rs 500/-• Second time: Confiscation with a fine of Rs 1000/- and a written memo with copies to parents.• Third time: Confiscation with suspension and summons to the parents.• Fourth time: Confiscation and expulsion from the Institute with direction to parents to refund the entire expenses incurred by the Institute.
f	Possession, distribution and Consumption of drugs	Legal action, confiscation and expulsion from the Institute with direction to parents to refund the entire expenses incurred by the Institute.
g	Malpractices / copying in the examination hall	<ul style="list-style-type: none">• First time: will be debarred, by Director, IIST, from appearing for the examinations in the remaining subjects.• Second time: Apart from the above action, suspension followed by expulsion from the Institute with direction to parents to refund the entire expenses incurred by the Institute.

Note: All the above cases of misconduct, public misbehaviour will be referred to the Disciplinary Committee and the decision of the Director, IIST will be final on the recommendations of the Committee.

4.3 The Director of the Institute will constitute a Standing Committee to investigate, wherever required, the alleged misbehaviour of a student. Any student, teacher, Director or any other functionary of the Institute can refer violations of the Code of Conduct and Discipline by a student or a group of students to this Committee. The Standing Committee will submit its findings to the Disciplinary Committee for its recommendations regarding penalty to be imposed on the student.

4.4 In exceptional circumstances, the Director may appoint a Special Disciplinary Committee to investigate and /or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students, which may tarnish the image of the Institute.

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- 4.5 Any student, on whom a penalty has been imposed under the provisions aforementioned, may appeal against such penalty to the Chairman, Board of Management for a final decision thereon.
- 4.6 A student who is found guilty of a major offence may not be recommended for the awards, medals and other honours instituted by the Institute. However he/she may prefer an appeal to the management for appropriate decision thereon.
- 4.7 All students should comply with the Rules and Supplementary Rules and Bye-Laws as may be applicable to all registered students of IIST from time to time. Ignorance of any of these shall not be accepted as an excuse for its non – observance on the part of the students. For any violation of the rules and for any other act of indiscipline, the Competent Authority and or the Hall Disciplinary Committee shall take action as deemed necessary and appropriate.

5 ATTENDANCE RULES OF IIST

- 5.1 IIST is a fully residential institute, where students are expected to attend every lecture, tutorial and practical class and draw maximum benefit from these learning sessions. Attendance will be an important criterion in judging whether an individual student has satisfied the requirements for completion of a given semester. Absence from classes should only be in exceptional circumstances, with the prior knowledge and permission of competent authorities.
- 5.2 An attendance record will be maintained by the faculty member, based on roll calls (or any equivalent procedure), in every scheduled lecture, tutorial and practical class. The percentage of attendance at the end of the semester will be the yardstick for deciding a student's eligibility to appear in the end semester examination for the subject.
- 5.3 Although the students are expected to have 100 % attendance in all subjects, relaxations subject to a minimum attendance of 80 % can be given in the following cases:-
 - a. Specific illness, hospitalization, accident etc.
 - b. Participation in State, National and International level sports
 - c. Participation in approved cultural, technical and other events
 - d. Other very genuine reasons

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Note: Absence in all cases (except unexpected medical exigencies needing hospitalization) should be with the prior permission of competent authorities. In the case of hospitalization the student should apply for condonation within 3 days of returning to the campus along with medical certificate(s).

5.4 A student, who has an attendance lower than 80% in any subject will not be permitted to appear in the end semester examination of that subject, whatever the reason for shortfall may be (except prolonged illness and very genuine family exigencies). He / she shall also not be allowed to appear in the supplementary examination that immediately follows the end semester examination. The registration of the student for the course will be treated as cancelled and he/she shall be awarded 'F' grade in that subject. If the course is a core subject, the student should repeat the course when it is offered next.

5.5 Condonation of Attendance:

Attendance shortfall below 80% can be condoned only on special grounds such as prolonged illness and very genuine family exigencies, subject to the following conditions:

- a. Such condonation will be done only in exceptional circumstances and will be decided on a case by case basis.
- b. The student must have at least 80% attendance for the period other than his/her condonation period
- c. Overall attendance in a course including the period of illness and/or absence on special grounds is not below 60%

5.6 All cases of medical emergency must be duly certified by the Institute Physician.

5.7 The Institute authorities shall alert parents about attendance shortfalls of their wards at the appropriate time.

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BYE LAW NO.6.2

ALLOTMENT OF HALLS OF RESIDENCE RULES

1.0 The Institute is residential in nature and all registered students will be required to reside in the halls of residence to which they are assigned at the time of registration or as per changes made from time to time. Students will be accommodated in the following types of accommodation depending upon the eligibility criteria indicated in para 1.1 herein below:

1. Double seated rooms
2. Single seated rooms
3. Single room kitchenette

1.1 Separate accommodation will be provided to girl students within the campus. Following norms will be followed for allotment of Halls of Residence:

1. Double seated rooms: All students pursuing first year of the studies shall be allotted in this category wherein two students shall share one room accommodation.
2. Single seated rooms: All students pursuing studies from second year onwards will be allotted in this category wherein one student shall be given one room.
3. Single room kitchenette: This category will be allotted to research scholars pursuing post doctoral fellowships. Additionally, married Ph.D. students will also be given this category of accommodation subject to availability.

2.0 THE CONSTITUTION, FUNCTION AND JURISDICTION OF COMMITTEES

2.1 The Hall Executive Committee [HEC]

Each Hall of Residence shall be managed by a Hall Executive Committee. HEC shall consist of Warden or any official designated to function as Warden, Manager-Catering Services, Manager-Hostel Management and 2-3 student representatives. HEC will oversee the administration, mess, maintenance of individual Halls of Residence and discipline among the residents.

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2.2 The Hall Management Committee [HMC]

The authority and responsibility for maintenance and supervision of Halls of Residence rest with the Hall Management Committee. The HMC shall consist of Dean, Academics and all the wardens and one student representative. HMC will coordinate and regulate the overall functioning of the Halls of Residence.

3.0 Principles and procedures for accommodating registered students:

1. All the students will have to mandatorily stay in the Halls of Residence allotted to them. Accommodation in a specific room or hostel or entity cannot be claimed as a matter of right. Allotment of accommodation in Halls of Residence will be made by the Office of the Chairman, Hall Management Committee as per the guidelines laid down by the Committee from time to time.
2. Under special circumstances, Director, IIST may authorize special allotment to a parent (s) of a student so that parent(s) reside with his/her/their ward for a brief period in the same campus, depending on the availability. Director, IIST, may also allow the parent(s) and his/her/their ward to stay outside within a reasonable distance from the Institute. However this permission may be withdrawn at any time at the discretion of Director, IIST without assigning any reasons.
3. No married accommodation shall be provided to any student of the undergraduate courses.
4. Allotment of accommodation will be made as per the under mentioned procedure:

Administrative Officer, IIST will forward the names of selected candidates, in a prescribed format, to the Office of the Chairman, H.M.C., at least 72 hours before dispatching the offer of admission.

On receiving this information the office of Chairman, H.M.C will make allotment of accommodation to the selected candidates in various Halls of Residence depending upon the availability of seats and considering the homogeneous distribution of various categories of students.

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The allotment list will be sent to the respective Sections and also to the respective Halls of Residence.

The allotment will be done only once in a year whereas special reallocations will be done once in every semester.

5. Allotment will be valid only for the period for which a student holds a valid registration for an academic programme of the Institute or the period of allotment indicated by HMC which is ever is shorter.
6. A student who is likely to register again in the next academic session may be allotted another accommodation or permitted to retain his/her accommodation in the Hall of Residence as decided by the HMC.
7. Students may be permitted to stay in the Halls of Residence during summer vacation for pursuing genuine academic work.
8. A resident shall be required to vacate the room whenever he/she is proceeding on vacation or on long leave for more than 15 days at a stretch. The belongings of the resident may, however, be kept under the custody of the HMC at his/her own risk.
9. Final clearance on completion of the course of studies will be given only when the resident vacates his/her room after clearing all the dues including the penalties imposed by the Competent Authority for violating any Code of Conduct & Discipline as enumerated in Bye-law No. 9.2 and after completing all the requisite formalities.

4.0 Principles and procedures for accommodating non-students

The following categories of non-students may be given accommodation in the Halls of Residence, with the approval of Director, IIST, depending upon the availability of seats after all the registered students have been accommodated:

- (a) Research Staff – Project Research Staff, Research Associates, Research Assistants, Research Engineers.
- (b) Participants in Conferences and Seminars
- (c) Staff and students of other Institutions on temporary posting/stay.

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4.1 Procedure for allotment

- (i) Research staff desirous of getting accommodation in a Hall of Residence must submit the requisition in the prescribed form to the Office of the Chairman, HMC, after securing the *bona fide* certificate and recommendations of the Head of the Department/Centre. In case of Project Staff, including scholarship holders from outside agencies like CSIR, UGC etc an undertaking from the Competent Authority of the said agency to the effect that all the requisite charges, if any, will be paid regularly.
- (ii) Accommodation for participants of conferences and seminars may be granted by the Chairman, HMC, on request with at least one week notice and only during the summer and Winter Vacations.
- (iii) Staff and students of other organisations shall be provided accommodation only when they apply well in advance through their employers and the concerned Department/Centre/Sections certify the *bona fide* nature of the purpose.
- (iv) Guests of non-students will not be accommodated in any Hall of Residence. However under exceptional circumstances the parents/relatives of students shall be permitted to stay in a Hall of Residence identified for the purpose, depending upon availability of accommodation. However, Guests of students may seek accommodation in any of the Guest Houses situated in Campus, subject to availability.

4.2 Room, Establishment and service charges for non students

- (i) All the Research staff accommodated in the Halls of Residence must pay charges per month which will be fixed by the Institute from time to time for the room, inclusive of the electricity charges, to be deducted from the salary. In addition, they will have to pay service charges which will be fixed by the Institute from time to time for utilizing the common amenities of the Hall of Residence.
- (ii) All other categories of non-students will have to pay room charges and service charges as fixed by the Institute from time to time.

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5. Terms and Conditions of allotment

- (i) Any person given accommodation in a Hall of Residence shall abide by the rules and procedures of the Hall of Residence both in letter and spirit.
- (ii) Any person given accommodation in any Hall of Residence for more than one month will be required to join the Hall Mess and pay the required mess advance and mess overhead charges which will be fixed by the Institute from time to time.

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BYE LAW NO 6.3

AWARD OF ASSISTANCESHIP

- 1.1 IIST shall have an Assistanceship Package for all students once in a semester to meet the cost of education and book allowance as detailed below.

Statutory semester fees	:	Rs. 20,000
Students Amenity fees	:	Rs. 4,000
Hostel charges including dining	:	Rs. 14,400
Establishment charges	:	Rs. 8,000
Medical cover	:	Rs. 2,000
Book Allowance	:	Rs. 3,000

Total Assistanceship package : Rs.51,400

- 1.2 The Institute shall arrange to credit to the individual student account in SBI the Assistanceship Package value of Rs. 51,400/- once in a Semester.
- 1.3 Each student shall authorize the Bank to pay from his / her account to IIST Rs. 48,400/- per Semester towards various services offered by the Institute.
- 1.4 The Institute shall issue necessary receipt to all students.
- 1.5 The amount payable to the students under the Assistanceship Package or the amount payable by the students to the Institute towards various services may be revised appropriately by the Institute after obtaining the approval of the Chairman, Board of Management.
- 1.6 In the event the student (other than the student belonging to SC,ST and PD category) admitted from the academic year 2013-2014 onwards, while studying in IIST, fails to secure a minimum Grade Point Average (GPA) of 7.5 in a scale of 10 in any semester, the student, will not be paid full Assistantship for the succeeding semester. However, the said student has to remit the pre-notified fees (Statutory semester fees, students Amenity fees, Hostel charges including dining, Establishment charges, Medical coverage) for the particular semester to continue the studies as applicable at that time for that semester/year.

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For student belonging to SC, ST and PD category admitted from the academic year 2013-2014 onwards this assistantship will be continued beyond the first semester only if he/she secures a minimum GPA of 6.5 (in a scale of 10) in any semester, has to remit the pre-notified fees except for the Tuition fees to continue the studies in the next semester. In the event the SC,ST, PD category student secures a GPA of less than 5.5 (in a scale of 10) in any semester, he/she will not be paid full Assistantship for the succeeding semester and he/she has to remit the entire pre-notified fees (Statutory semester fees, Student Amenity Fees, Hostel charges including dining, Establishment charges and medical coverage) for the particular semester to continue the studies as applicable at that time for that semester/year.

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BYE LAW NO.6.4

MEDICAL SCHEME FOR STUDENTS

Since health of the students is of utmost concern to the Institute, students shall be provided medical care under a comprehensive medical consultancy through a reputed well-equipped hospital near the Institute. First-Aid-Clinic shall be available in the campus of the Institute. An agreement shall be entered into with a reputed hospital for both outpatient and inpatient treatment including the cost of medicines, laboratory expenditure etc. The hospital shall be in a position to maintain the health records of each student as prescribed by the Institute.

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