


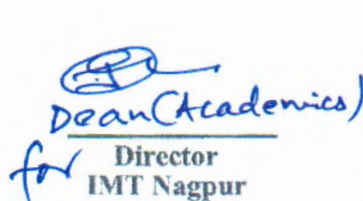


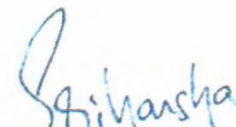
**Institute of  
Management Technology**  
Ghaziabad | Nagpur | Hyderabad | CDL

## **Group Employee Service Rules - 2022**

With effect from April 15, 2022

  
\_\_\_\_\_  
Director  
IMT Ghaziabad

  
\_\_\_\_\_  
Dean (Academics)  
for Director  
IMT Nagpur

  
\_\_\_\_\_  
Director  
IMT Hyderabad

  
\_\_\_\_\_  
Director  
IMT CDL

## Contents

<b>1.0 COMMENCEMENT</b> .....	1
<b>2.0 APPLICABILITY</b> .....	1
<b>3.0 DEFINITIONS</b> .....	1
<b>4.0 HR POLICY FOR FULL TIME REGULAR EMPLOYEES</b> .....	2
4.1 Retirement Policy .....	2
4.2 Transfer Policy .....	2
4.3 Probation Policy .....	2
4.4 Termination Policy .....	2
4.5 Resignation Policy.....	3
4.6 Promotions & Increments Policy.....	3
4.7 Allowances and Benefits.....	3
4.8 Working Hours, Holidays and Leave Rules .....	4
4.9 Traveling/ Conveyance and Transport.....	7
4.10 HR Policy applicable to Contract Employees and Consultants/Advisors.....	8
4.11 Model Code of Conduct.....	9
4.12 Administration, Interpretation and Amendments.....	11
4.13 Termination Policy.....	11
4.14 Grievance Redressal .....	11
<b>ANNEXURE-I: REIMBURSEMENT FOR OVERSEAS JOURNEY</b> .....	12
<b>ANNEXURE-II: REIMBURSEMENT FOR DOMESTIC JOURNEY</b> .....	14
<b>ANNEXURE-III: POLICY ON SALARY ADVANCES TO EMPLOYEES</b> .....	15
<b>ANNEXURE -IV: POLICY ON MISCELLANEOUS ALLOWANCES, FINANCIAL ASSISTANCE &amp; GIFTS</b> .....	16
<b>ANNEXURE - V: REIMBURSEMENT NORMS FOR LOCAL CONVEYANCE (Gzb, Ngp. &amp; Hyd )</b> .....	17

# IMT Group Service Rules

## 1.0 COMMENCEMENT

The Group Service Rules is nomenclated as IMT Group Employee Service Rules 2022, effective 15<sup>th</sup> April, 2022.

## 2.0 APPLICABILITY

- a) These Service Rules and regulations are applicable to all employees of the Institutes in IMT Group.
- b) Employees on contract shall be governed solely by the terms and conditions specified in their respective contracts.

## 3.0 DEFINITIONS

In these rules the following expressions shall have the meaning as indicated against them:

- i. **“Executive Committee”/ “Management Committee”** means a Sub-Committee of the Governing Council to monitor affairs of the Institutes under the Group.
- ii. **“Director”** means a person appointed as Director of an Institute or a person officiating as Director in the absence of the Director on leave or otherwise.
- iii. **“CEO”** means a person appointed as CEO of an Institute or a person officiating as CEO in the absence of CEO on leave or otherwise.
- iv. **“Employee”** means any person who is appointed for performing duties pertaining to academic as well as administrative activities of the institute. Further, the institute will have two categories of employees, namely “Faculty” (academic) and “Officers and Staff members” (administrative).
- v. **“Full Time Regular Employee”** in these rules means any staff who is in regular employment and is not a contract employee, and includes employees on probation.
- vi. **“Contract Employees”** are those employees whose services are hired for specific jobs and/ or for specific period.
- vii. **“Consultants”** or **“Advisors”** generally refer to service providers whose services may be hired for specific purpose and specific period.
- viii. **“Institute”** means Institute of Management Technology, Ghaziabad, Nagpur, Hyderabad and Centre for Distance Learning (CDL).
- ix. Words importing the masculine gender shall include the feminine gender.

*All matters relating to sanction of leave, approval of international travel and other expenses, salary advance, transfer, termination, and increment of the Director will be decided by the Executive Committee/Management Committee.*

IMT Group Service Rules 2022, effective from 15.04.2022. This is an internal document for the Institutes under IMT Group in India.

## **4.0 HR POLICY FOR FULL TIME REGULAR EMPLOYEES**

### **4.1 Retirement Policy**

The age of retirement for all full time regular employees is given below:

- a) Academic: 65 Years.
- b) Officers/Staff: 60 Years.

### **4.2 Transfer Policy**

Any employee may be transferred to any campus/center/facility within the IMT group based on individual or institutional requirement. Such transfers may only be done with prior permission from the Executive Committee.

### **4.3 Probation Policy**

- (1) Every person appointed to a post in the Institute, after the commencement of these Service Rules, shall be on probation for a period of one year. Such a probation period should not exceed two years. The Director is empowered to reduce probation period after three months for deserving candidates after obtaining a performance appraisal of such person/s by a committee consisting of Academic Committee members (in case of faculty) and a committee constituted by Executive Committee for others. Where probation period is extended beyond one year, confirmation of such candidate will be done with the approval of the Executive Committee/Management Committee. If a person is not confirmed within two years, his / her services will be automatically terminated.
- (2) Where a person appointed to a post in the Institute on probation is found unsuitable for holding that post, the Appointing Authority may:
  - i. In the case of a person appointed by recruitment from outside, terminate services forthwith.
  - ii. In the case of a person appointed from within, revert him to the post held by him immediately before such appointment.

### **4.4 Termination of Service:**

- (1) The services of a full time regular employee may be terminated by the Director without assigning any reasons during the period of probation with one month's notice or one month's salary in lieu thereof as per the terms of employment.
- (2) The services of a full time regular confirmed employee may be terminated by the Director, with the approval of the Executive Committee/Management Committee, on notice of three months or on payment of pay for such period as the notice period falls short of three months, or without notice on payment of three months pay.
- (3) An employee who is given notice of termination of service under clause (2) of this section shall be granted, encashment of earned and medical leaves standing to his credit as on the date of relief.
- (4) Contractual Appointments may be terminated by the Director during Contractual period by serving notice as per terms of contract.

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#### 4.5 Resignation:

- (1) A full time regular confirmed employee may, by serving notice of three months in writing addressed to the Director, resign from the service of the Institute. During probation period, the required notice period will be one month unless otherwise mentioned in the terms of the appointment.
- (2) In case a full time regular employee resigns by giving a notice of shorter period than what is prescribed in clause (1) of this section, he will have to deposit salary for the period by which the notice falls short of the requirement or to be adjusted from terminal dues with the consent of the employee. Gross monthly salary shall be considered for recovering shortfall in notice period post adjustment of Earned Leave and Medical Leave, if any.
- (3) The Director may, if he deems proper in any special circumstances, relax the requirement relating to notice period and permit an employee to resign from the services of the Institute by notice of less than three months or one month, as the case may be, without having to deposit the salary as prescribed in clause (2) above.
- (4) A contractual employee, on resignation, will be required to serve the notice period as per contractual terms of the appointment.
- (5) Exit interview would be conducted by the Director and/or the Dean in case of Faculty Members and the Director/Head-Administration in case of Officers/Staff. Proceedings of the exit interview will be maintained in the relevant employee file.
- (6) In case of the Director/Dean, the exit interview may be taken by the Executive Committee/Management Committee.

#### 4.6 Promotions & Increments Policy

**Promotion:** Promotion of full time regular employees shall be considered after the completion of five years of satisfactory service by the employee at existing position in IMT. Exceptions to this rule can only be made with prior permission of the Executive Committee/Management Committee.

**Increment:** For all full time regular employees, the effective date of increment shall be 1<sup>st</sup> July of every year.

The Director will recommend the increments/promotion/confirmation of all employees of the institute to the Executive Committee/Management Committee for their approval.

The following shall be the norm for pay and settlement of dues:

- i. The pay and allowances to the employees of the Institute for each month shall be payable latest by the second working day of the succeeding month.
- ii. On termination/resignation, the pay and allowances shall be released after the employee's account is settled upon receiving No Dues Certificate and handing over charge to designated person.

## 4.7 Allowances and Benefits

### i. General:

Income Tax payable by the employee shall be deducted at source as per prevailing Income Tax Act.

### ii. Contributory Provident Fund:

In accordance with the provisions of the Employee's Provident Funds and Miscellaneous Provisions Act, 1952 and the Scheme made thereunder, every employee of the Institute shall be entitled to the benefit of Contributory Provident Fund. However, an employee having attained the age of superannuation or drawing salary above the figure up to which Provident Fund law is applicable, may be permitted to opt out subject to compliance of the Act.

### iii. Gratuity:

All full time employees will be eligible for payment of gratuity as per Payment of Gratuity Act 1972, as amended from time to time.

### iv. House Rent Allowance:

- a. All full time regular employees covered by these rules who are not being provided housing accommodation by the Institute will be entitled to House Rent Allowance at the rate of 20% of Basic plus DA (when DA is applicable).
- b. For cases where DA is not applicable, HRA of 30% of Basic Pay will be paid.
- c. In case the Institute provides the accommodation, the terms of appointment shall determine the payment of HRA or any other allowance in lieu of HRA.
- d. For employees who have been provided residential accommodation in campus, a deduction will be made from salary at the monthly rate of Rs. 5000 per flat with an area upto 1100 Sq. Ft or Rs. 6,000/- per flat with an area above 1100 Sq Ft and upto 1400 Sq Ft and Rs. 7,000/- per flat with an area above 1400 Sq Ft.
- e. For employees who have been provided residential accommodation in campus, a special allowance equivalent to the rate of HRA will be paid in lieu of HRA after deduction of above charges.

### v. Group Medical Insurance:

The Institute would provide Group Medical Insurance to all full time regular employees and their spouse, dependent children and dependent parents.

## 4.8 Working Hours, Holidays and Leave Rules

### a) Working Hours & Working Days:

- i. The working hours at IMT Ghaziabad, IMT Nagpur and CDL are 9.00 a.m. to 5.30 p.m., five days a week with 30 minutes lunch break each day.
- ii. The working hours at IMT Hyderabad are 9.30 a.m. to 6 p.m., five days a week, with 30 minutes lunch break each day.
- iii. The individual institute will have flexibility in changing working time and days for certain individual faculty, officers and staff based upon needs of the respective campus.
- iv. Flexibility is not permitted during the core time between 11 a.m. and 4.30 p.m. on each working day of the respective Institute.

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**b) Holidays:**

During December every year, a circular shall be issued by the respective Institute regarding declaring list of holidays for the next year.

Each campus shall have a total of 13 holidays in a year, to be drawn from a list of national holidays, festivals etc. including options for restricted holidays as per local requirements.

**c) Types of Leave**

The types of leave proposed are as follows:

Type of Leave	Allowed Every Year	Accumulation
Casual Leave	10 days	Not Applicable
Earned Leave	30 days	Unavailed earned leave to the extent of maximum 15 days per year can be carried forward subject to a limit of 300 days.
Medical Leave	10 days	No Limits
Maternity/Paternity Leave	-	Maternity and Paternity leave shall be governed as per Maternity Benefits (Amendments) Act, 2017.

**d) Encashment of Leave**

An employee is entitled to encash up to a total of 300 days of accumulated earned leave, as mentioned in above table, at the time of retirement/separation from IMT. However, any employee who has more than 30 days of accumulated earned leave at a time may encash his/her accumulated leave over and above 30 days, subject to the condition that the total encashment shall not be more than 300 days during the entire service tenure. This will be applicable for all full time regular employees from the date of their employment. Earned leave cannot be encashed more than once before separation date.

It is clarified that at the time of separation, accumulated earned leave not exceeding 300 days, shall be encashable irrespective of whether such accumulation is less than 30 days.

The calculation of leave encashment will be based on the entitled leave at credit taking the last drawn salary duly divided by thirty days. Salary means basic pay and dearness allowance, as applicable.

Un-availed Medical Leave can be encashed only on separation from the Institute.

**e) Sanctioning Authority**

Leave to employees of the Institute may be sanctioned as under:

Faculty: Director/Dean (Academics)

Officers and Staff: Head of the Department

However, in the case of all Heads of the Departments/Dean, leave will be sanctioned by the Director.

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**f) General Conditions of Leave**

- i.** Apart from Medical Leave, all leaves must be pre-sanctioned before proceeding on leave. It may be noted that mere application of Leave on ERP/Prescribed Form will not tantamount to approval of leave.
- ii.** To the extent possible, casual leave should be pre-sanctioned.
- iii.** Earned leave cannot be taken for more than four times in a calendar year (exceptions to this may be approved by the Director on a case to case basis).
- iv.** All the above types of leaves are calculated on the basis of the calendar year, i.e. from 1<sup>st</sup> January to 31<sup>st</sup> December. All types of leaves will be credited to individual leave record on a monthly basis.
- v.** During probation period, Earned Leave can be availed by faculty, officers, and staff provided he/she has completed one year of service and earned leave has been accrued and credited to his/her account during the period served from the date of joining. For new employee(s), proportionate Casual and Medical Leaves will be credited for availment. The rule of accumulation of maximum 15 days credit per year will not be applicable during first year of probation period or extended period where the full time regular employee is not entitled to avail the earned leave.
- vi.** Medical leave will be sanctioned only on production of evidence of sickness supported by medical documents, for medical leave of beyond two days.
- vii.** Sanction of all leave is at the discretion of the Sanctioning Authority. In case of exigency of work, leave of any kind may be refused or revoked, or curtailed by the Sanctioning Authority.
- viii.** Employees proceeding on sanctioned leave and not joining at the end of the sanctioned leave period without notice to the concerned authority will be liable for disciplinary action.
- ix.** For computation of number of days of leave, all Saturdays/Sundays and Holidays falling during period of leave taken, will be counted as part of the leave.
- x.** An employee, who absents himself without obtaining prior sanction or providing information about the cause of absence, will be treated as an unauthorized absence and may also be liable for disciplinary action.
- xi.** Leave shall not be granted to an employee against whom any enquiry is pending.
- xii.** No leave can be clubbed with any other type of leave.

**g)** The Director may with the prior approval of the Executive Committee send any faculty to a Corporate Organization for industry orientation or to any other institute of repute (accredited by AACSB/AMBA/ EQUIS) for a period of not exceeding 30 days in a year for training or faculty development purpose for which no leave will be deducted from the leave account of the faculty. This may be done by the Director only if such faculty has met his/her teaching commitments.

In case an employee is required to be on duty on a non-working day, the Director may allow such an employee not to be on duty on any other working day.

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**h) Frequency of Leave:**

Frequency of leave normally permitted is as follows:

**Casual:**

Not more than three days of Casual Leave at a stretch will be permissible.

**i) Proceeding on Lien to another campus of the Institute:**

In circumstances wherein an employee moves from one campus to another for a period of more than six months, extra ordinary leave not exceeding seven days may be granted to such regular employee subject to approval of the Executive Committee/Management Committee. Such leave may only be given for the purpose of relocation.

**4.9 Traveling/ Conveyance and Transport:**

**a) Foreign Travel**

Foreign traveling expenses for employees shall be borne by the Institute for the following purposes:

- Academic/Research Conferences/Conclaves/Seminars if such faculty is sponsored by IMT.
- Consultancy Projects where the travel expense is preapproved in the consulting budget.
- Work in IMT sister campuses abroad.

**Note: All the above types of domestic travel are to be approved by the Director; and all foreign travels are to be approved by V.P., at least 15 days prior to the travel date.**

- Travelling Advance (TA) can be claimed for boarding and lodging on the basis of approved tour program which should be in the prescribed format.
- Travel expenses bill should be submitted in the prescribed format within seven days of return from tour, and duly supported by the approved tour program, tour report and original vouchers. The TA bill should be sent to the Reporting Officer. Normally, further tour advance will be given to the employee concerned only once the tour bill is submitted and the earlier advances fully cleared.
- Ceiling for stay in hotel and daily allowance applicable to different cadre of employees and class of travel permissible are indicated in Annexure-I.

**b) Domestic Outstation Travel**

Domestic traveling expenses will be borne by the Institute for the following purposes:

- Academic/Research Conferences: travel to be approved by the Director.
- Consultancy Projects where the travel expense is preapproved in the consulting budget: travel to be approved by the Director.
- Admission / Placement purposes where the travel expense is preapproved in the Admission/ placement budget.

IMT Group Service Rules 2022, effective from 15.04.2022. This is an internal document for the Institutes under IMT Group in India.

- Travel for any reason would require Director's approval.
- Prior to proceeding on tour, employee has to take approval from the appropriate sanctioning authority, at least 7 days prior to the date of travel.
- Travelling advance can be claimed for boarding and lodging on the basis of approved tour program and should be submitted in the prescribed form.
- Travel expenses bill should be submitted in the prescribed form within seven days of return from tour, duly supported by the approved tour program, tour report and original vouchers. The TA bill should be sent to the Reporting Officer. No further tour advance will be given to the employee concerned until and unless the tour bill is submitted and the earlier advance is fully cleared.
- Ceiling for stay in hotel and daily allowance applicable to different cadre of management staff and class of travel permissible are indicated at Annexure-II
- Travel of the Dean/Head of Departments will be approved by the Director.

**c) Local Travel: Faculty/ Officers/ Staff:**

- Reimbursement for use of personal four-wheel vehicle for official duties will be made for each round trip at the rate of 50% of the permissible per diem as applicable to domestic outstation travel (reference **Annexure II**) except for round trip travel within the city- limits of Ghaziabad, Nagpur and Hyderabad for which **Annexure V** will be referred.
- For the purpose of this reimbursement any travel which touches A-class city will be entitled to the rates of A-class city.
- Reimbursement for use of personal two wheeler vehicle for official duties is made for each round trip at the rate of 50% of his per diem as applicable to domestic outstation travel. (**reference Annexure-II**)
- Local conveyance bills, including reimbursement for use of personal vehicles should be submitted in the prescribed form duly approved by the Dean (Academics) for Faculty and Head (Administration) for Officers and Staff.

**Note: No person will approve his own expenditure of any kind.**

**4.10 HR Policy applicable to Contract Employees and Consultants/Advisors**

- a) Contract Employees** are those employees whose services are hired for specific jobs and/ or for specific period.
- b)** Employees on contract shall be governed solely by the terms and conditions specified in their Contract.
- c)** Contract employees may be hired for any academic/administrative activity. The criteria for selection and appointment will be the same as for regular employees.
- d)** Contractual salary shall comprise a consolidated remuneration and Provident Fund or as stipulated in the respective contract letter.

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- e) Contractual employees shall be entitled to leaves as mentioned in their contract.
- f) **Retirement Policy**- As per terms of employment.
- g) **Termination Policy** –As per terms of employment.

#### **4.11 Model Code of Conduct :**

IMT upholds a set of standards that govern its global activities and stakeholder relationships. The standards explained in this “Code of Conduct Commandments” are the ethical foundation of the institute and apply to all transactions/dealings undertaken by the institute. IMT believes that all employees must be aware of and abide with its values and policies.

#### **To be read and signed by all IMT employees (full time regular, contractual, temporary ad- hoc & consultants / advisors)**

- a) All employees are expected to maintain a high standard of discipline, good conduct and behavior.
- b) Being in a high end service industry of providing Education and Executive Learning and Development, it is of utmost importance for all IMT employees to present themselves in an acceptable manner.
- c) All employees are expected to be enthusiastic, honest, professional, and interested in all dealings with the various stakeholders of IMT.
- d) Employees shall be regular in attendance and punctual in maintaining the office timings.
- e) Employees shall devote their whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or occupation or any other educational institute on part time whether honorary or otherwise. However, on a limited basis, the Director may approve short-term visiting teaching assignments, only in Institutions of repute.
- f) Employees shall not enter into any monetary dealings with Institute’s suppliers or contractors or students, nor accept any present or gratification in any form from them.
- g) Employees going out during office hours should always take permission from their respective superiors. If immediate superior is not available, they must obtain permission of next higher authority.
- h) Employees shall endeavor to continuously promote the interest of the Institute and serve the Institute, its associates/branch anywhere in India/abroad whether existing or to be established in future in such capacity as the Institute may decide.
- i) Employees shall intimate to the Institute in writing about any change in their residential address.
- j) Employees shall not leak out any information or divulge any secret of the institute pertaining to the affairs of the Institute.
- k) Employees shall not remove books, articles, pictures, documents or any other assets under their control or from any other place of the Institute without prior permission from the Director/HOD.
- l) Whenever any money or property of the institute is placed in the possession of an employee, it becomes his absolute responsibility to take care of it and to render a proper account for the same.
- m) Misleading/misinforming any employee within or outside the boundaries of the IMT premises for the purposes of spreading negative sentiments which is detrimental to the functioning of the institute will

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face disciplinary action.

The following acts will constitute misconduct on the part of an employee: -

- (i)** Willful insubordination or disobedience.
- (ii)** Obstructing work in contravention of any statutes, law or enactment from time to time and for the time being in force either singly or with others or inciting any employee while within the premises of the IMT to go on strike.
- (iii)** Theft, fraud or dishonesty in connection with the Institute's business or property.
- (iv)** Taking or giving bribes or any illegal gratification whatsoever.
- (v)** Habitual late attendance and habitual absence without leave or without sufficient cause.
- (vi)** Habitual negligence of work.
- (vii)** Habitual Indiscipline.
- (viii)** Causing damage to work in process or to any property of the IMT by negligence or with intention.
- (ix)** Threatening or intimidating any employee within the boundaries of the IMT premises.
- (x)** Giving false information of any kind at the time of seeking employment or for securing any facility given by the IMT.
- (xi)** Giving false information or producing false certificate for the purpose of securing any privilege granted by the IMT (Use of the system for personal benefit and in breach of the institute's standard employment policies).
- (xii)** With respect to the use of IT in the campus, such as use of the public Internet and Institute Intranet, dissemination of sensitive information as well as sharing of user ids, passwords, IP Addresses, etc. is not permissible.
- (xiii)** Accessing, downloading or distribution of any form of confidential information about other employees of IMT, or its stakeholders, or any obscene or other offensive material.
- (xiv)** Accessing, downloading or distribution of any message, graphics or picture that might result in bullying or harassment, on account of age, color, gender, race.
- (xv)** Sending unofficial mass e-mails through the Intranet/Extranet, seeking to malign colleagues/co-workers or seniors.
- (xvi)** Offensive/Inappropriate usage of words, phrases, sentences while communicating through Intranet/Extranet.
- (xvii)** Accessing of unauthorized activities like online gambling, unauthorized software.
- (xviii)** Taking private grudges & grievances to a public forum through Intranet/Extranet and social networking sites like Twitter, Facebook, LinkedIn, etc. will be deemed inappropriate and unprofessional behavior. Such activities, if engaged by employees go against the culture of the organization and will not be accepted or tolerated.
- (xix)** Plagiarism in any form (presenting other's ideas as one's own or taking credit for other people's work or effort) will also be viewed as a serious misconduct and lapse on the part of any employee.

#### **4.12 Administration, Interpretation and Amendments:**

The Director would be the executive authority for proper administration of these Rules.

These Group Service Rules or any part thereof may be changed or amended from time to time by the Executive Committee/Management Committee.

#### **4.13 Termination based on misconduct**

The Director/Dean will follow due process and seek approval from the Executive Committee/Management Committee in cases where termination/other penalty is applicable.

#### **4.14 Grievance Redressal**

Any employee, with a grievance regarding conditions of employment or decisions of his/her superiors, should raise the matter with his/her immediate superior for satisfactory resolution. In case the issue is not resolved to the satisfaction of the employee within 15 days, he/she will have a right to send a written memorandum to the department head/Dean – who will give such an employee a personal hearing. In case, the issue is unresolved despite the personal hearing, the employee will send a written memorandum to the Director, whose decision on the issue will be final.

## ANNEXURE-I: REIMBURSEMENT FOR OVERSEAS JOURNEY

### For Director/CEO (In case of IMT-CDL)

1.	Hotel – Room Charge (actual basis- subject to a maximum of)	US \$ 250/- per day	Australia, Japan, Europe, North America, U.K. Singapore, Hong Kong, UAE
		US \$ 200/- per day	Other countries
2.	Per Diem	US \$ 200/- per day	Australia, Japan, Europe, North America, U.K. Singapore, Hong Kong, UAE
		US \$ 150/- per day	Other countries
Permissible Class for overseas Air Travel by Directors: Business			

### For Deans, All Faculty Members, and Officers with Basic above Rs. 75,000/month

1.	Hotel – Room Charge (actual basis- subject to a maximum of)	US \$ 200/- per day	Australia, Japan, Europe, North America, UK, Singapore, Hong Kong, UAE
		US \$ 150/- per day	Other countries
2.	Per Diem	US \$ 150/- per day	Australia, Japan, Europe, North America, U.K., Singapore, Hong Kong, UAE
		US \$ 100/- per day	Other countries
Permissible Class of Air Travel to overseas journey: Economy			

### For other Officers/Staff not covered above

1.	Hotel – Room Charge (actual basis- subject to a maximum of)	US \$ 150/- per day	Australia, Japan, Europe, North America, UK, Singapore, Hong Kong, UAE.
		US \$ 100/- per day	Other countries
2.	Per Diem	US \$ 100/- per day	Australia, Japan, Europe, North America, UK, Singapore, Hong Kong, UAE
		US \$ 70/- per day	Other countries
Permissible Class of Air Travel to overseas journey: Economy			

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**Local Transport for Foreign Travel (for all):** On production of actual taxi/local train/bus- ticket/bills pertaining to work if in excess of \$30/day. In cases when bills are not available, only \$30/day for the duration of institutional workdays is payable.

- If a faculty/officer/staff chooses not to claim reimbursement of hotel accommodation from the institute, then the applicable Per-Diem shall be double.
- If free accommodation and food is provided by the host organization/Institute, then the applicable Per-Diem shall be 50% of per diem.
- Basis of calculation would be on 24-hour cycle basis, from office/ residence and back. For fraction of a day, 50% of per diem will be payable up to 12 hours of tour or else full per diem will be payable.
- Per-Diem for overseas journey may be reviewed every year.

#### **Travel Policy for IMT Dubai related work**

Any faculty, officer/staff traveling to IMT-Dubai, for work related to IMT Dubai needs to stay in the IMT–Dubai campus only (unless they make their own private arrangements for stay and local transport). **This is not applicable for Directors.**

- Out of pocket allowances for IMT-Dubai related assignment:
  - If stay in IMT-Dubai is  $\leq 15$  days, Per-Diem of \$75 per day is payable.
  - If stay in IMT-Dubai is  $>15$  days but  $\leq 30$  days, Per-Diem of \$50 per day from 16th day onwards is payable.
- For faculty traveling to IMT Dubai for teaching purposes, above rules are not applicable; and faculty members will be paid allowance for such teaching assignments as per Faculty Handbook.

## ANNEXURE-II: REIMBURSEMENT FOR DOMESTIC JOURNEY

Cadre	Class of Travel	Per Day Ceiling for Hotel Room Rent (*inclusive of taxes)		Per Diem	
		'A'	'B'	'A'	'B'
Directors/CEO (In Case of CDL)	Air (Economy)	11,500	7,500	2,500	1,500
All Faculty	Air (Economy)/I-AC	7,500	5,500	1,500	800
Officers with monthly gross pay above Rs. 1,00,000/-	Air (Economy)/I-AC	7,500	5,500	1,500	800
Officers with monthly gross pay between Rs. 75,000/- and upto Rs. 1,00,000/-	Air (Economy)/II AC	6,500	4,500	1,000	600
Other Officers with monthly gross monthly pay below Rs. 75,000/-	II A.C. Rail	4,500	3,200	650	450
Staff	III A.C. Rail	2,500	2,000	400	300

'A' Towns are NCR (National Capital Region includes Delhi, Ghaziabad, Faridabad, Noida and Gurgaon), Mumbai, Calcutta, Chennai, Bangalore and Hyderabad. All other towns in India will be treated as 'B' Towns.

**Any Air Travel beyond the above entitlement will be subject to Director's prior approval.**

**Administration Department will book the air tickets for employees when they travel on official work, after verifying prices appropriately.**

- If campus accommodation is being reimbursed/provided by the institute to the faculty/officer/staff, then 100% of applicable Per Diem shall be payable.
- If faculty member /officer/staff chooses not to claim reimbursement of hotel accommodation from the institute, then 200% of applicable Per-Diem shall be payable.
- Basis of calculation would be on 24-hour cycle basis, from office/residence and back. For fraction of a day, 50% of per diem will be payable upto 12 hours of tour or else full per diem will be payable.
- If free accommodation and food is provided by the host organization/Institute, then the applicable Per-Diem shall be 50% of Per- Diem in case of any seminar/ workshop etc. sponsored by the Institute. **Local Transport (for all) for domestic travel:** On production of actual taxi/local train/bus- ticket/bills pertaining to work.



### ANNEXURE-III: POLICY ON SALARY ADVANCES TO EMPLOYEES

1. This policy will form part of Group Service Rules of IMT.
2. Salary advance will be paid ONLY to full time regular employees on the pay rolls of IMT.
3. Concerned employee will be required to make an application with proper reasons and submit the same to the Department Head/ Head- Administration. The controlling officer of the employee will be the recommending authority and needs to be approved by the Director. Approval from the Executive Committee/ Management Committee will be mandatory for any application of employee advance exceeding Rs. 2,00,000/- (Rupees Two lakhs only).
4. Salary advance is not a right and is only an additional support given by the management to tide over unforeseen emergencies and **should not be treated as a source of interest free finance**. The decision of the Director will be final and binding on the employee.
5. Maximum advance against salary will be restricted to one-month gross salary of the employee.
6. The advance given will be recovered in equal monthly installments, not more than 12 in number.
7. There shall be a minimum gap of 2 years for fresh advance between the month of repayment of previous advance and the next eligibility.
8. When an employee leaves, resigns from service or the service ceases for any reason, the outstanding advance will be recovered from the settlement amount in full.
9. An employee will be eligible to apply for the advance only when he or she has completed the probation period.

## **ANNEXURE-IV: POLICY ON MISCELLANEOUS ALLOWANCES, FINANCIAL ASSISTANCE & GIFTS**

### **1. Conveyance Reimbursement for Working on Holidays/ Saturdays/ Sundays etc.**

Faculty or Officers/Staff who are required to work on holidays including Saturdays and Sundays may be paid a conveyance reimbursement at 50% of the Per-Diem applicable for domestic out station travel provided he/she has neither opted for compensatory off nor availed institute transport.

### **2. Financial assistance/ gifts in the case of marriage of dependents/self- marriage for all employees.**

This will be at the discretion of the Director. However, on individual occasions, the cost to the Institute shall not exceed Rs. 10,000/-.

### **3. Relocation Expenses on Joining/Transfer by Institute**

All personnel selected for employment in IMT and existing employees moving from one campus to another campus on permanent transfer will be paid Relocation Expense on the production of actual receipt subject to the maximum of the amount (inclusive of taxes) as indicated below:

All Faculty	-	On Actuals Upto Rs. 50,000/-
Officers with CTI $\geq$ Rs. 30L/annum	-	On Actuals Upto Rs. 50,000/-
Officers with CTI between 15L-30L/annum	-	On Actuals Upto Rs. 40,000/-

This allowance shall be provided on the submission of actual bills. The employee shall serve IMT for at least a period of one year from date of joining/transfer; otherwise the same shall be recovered from the full and final settlement on pro-rata basis.

### **4. Reimbursement of Mobile and data card/broad band Expenses**

Reimbursement of mobile expenses (including data card) for the following categories of personnel will be given as under:

(a) Directors/CEOs	-	No specific limit
(b) Deans & all HoDs – Admin/Accounts/Placements	-	Rs. 2500/- Per month

The above expenses are only reimbursed subject to submission of bills for one mobile connection and one data card/internet charges, if any. Prepaid bills for mobile will not be entertained. For other cases if there is genuine need to reimburse cost, the Director may approve so up to a limit of Rs. 1500/- per month.

### **5. No individual is authorized to pass his own bills. In all cases the bills shall be passed by a controlling authority.**

### ANNEXURE-V: REIMBURSEMENT NORMS FOR LOCAL CONVEYANCE

		<b>Rate</b>
Round trip within City limits of Ghaziabad (subject to approval of the concerned authority and provided IMT- CDL has not provided any car/hired taxi facilities)	Faculty & Officers	Rs.200
	Staff	Rs.125
Round trip between Nagpur City Limits and IMTN Campus- ( subject to approval of the concerned authority and provided IMTN has not provided any car/hired taxi facilities)	Faculty & Officers- (HODs)	Rs.900
	Other officers	As per Local Travel Rules As per Local Travel Rules
	Staff	
Round trip between Hyderabad City Limits from and to IMTH Campus- ( subject to approval of the concerned authority and provided IMTH has not provided any car/hired taxi facilities)	Faculty & Officers- (HODs)	Rs.900
	Other officers	As per Local Travel Rules As per Local Travel Rules
	Staff	