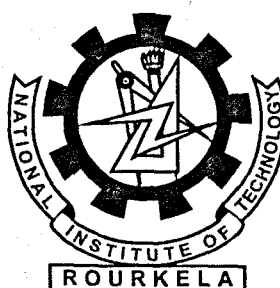


Minutes of Seventh Meeting of the Board of Governors



**National Institute of Technology
Rourkela – 769 008 (Orissa)**



**National Institute of Technology
Rourkela – 769 008 (Orissa)**

**Minutes of the 7th meeting of Board of Governors held at Hotel
Hyatt Regency, New Delhi On 25.05.2005 (Wednesday) At 11.00 A.M.**

Dr. B Panda, Chairman, Board of Governors chaired the meeting. The following members attended the meeting.

Members Present:

1. Dr. Bansidhar Panda -- Chairman
Chairman & Managing Director,
IMFA Group of Industries,
IMFA Building, Bomikhal
Rasulgarh, Bhubaneswar – 751010
2. Dr. G.L. Jambhulkar -- Representative of MHRD
Dy. Educational Advisor [In place of JS(Tech)]
MHRD, Govt. of India,
(Dept. of secondary & higher education),
Shastri Bhwan, New Delhi – 110 001.
3. Shri N. R. Mohanty -- Member
Ex-Chairman, HAL
Apartment No 302, SCION Court
1st Cross, Kaggadas Pura,
C.V. Raman Nagar P.O.
Bangalore – 560 093
4. Mr. B.K. Ray -- Representative of MHRD
Desk Officer (Finance) [In place of FA]
MHRD, Govt. of India,
(Dept. of Secondary & Higher Education),
Shastri Bhwan,
New Delhi – 110 001.
5. Father, E. Abraham -- Member
Director,
Xavier Institute of Management
Bhubaneswar-751013
6. Prof. P.K.J. Mohapatra -- Member
Professor,
Industrial Engg. & Management
IIT Kharagpur-721302 (W.B)
7. Prof. Satyananda Acharya -- Member
Director, IMFA Ltd.,
155 VIP Colony, Nayapalli
Bhubaneswar-751012

- | | | | |
|-----|---|----|--------------------|
| 8. | Prof. G. Panda
Professor & Dean (Admn),
E&I Department,
NIT Rourkela | -- | Member |
| 9. | Prof. K.R. Patel
Mechanical Engineering Department
NIT, Rourkela | -- | Member |
| 10. | Prof. B.K. Rath
Director, NIT Rourkela | -- | Member & Secretary |
| 11. | Mr. S.K. Upadhyay
Registrar, NIT Rourkela | -- | Special Invitee |

Members who could not attend the meeting:

- | | | | |
|----|--|----|--------|
| 1. | Joint Secretary (Tech)
MHRD, Govt. of India,
(Dept. of secondary & higher education),
Shastri Bhwan, New Delhi – 110 001. | -- | Member |
| 2. | Prof. D. Acharya
Vice Chancellor,
Biju Patnaik University of Technology,
Techno Campus, Kalinganagar,
Bhubaneswar-751003 | -- | Member |
| 3. | Dr.(Mrs) Renu Batra
Joint Secretary,
University Grant Commission,
Bahadur Shah Zafar Nagar,
New Delhi-110002 | -- | Member |
| 4. | Nominee of AICTE
Indira Gandhi Sports Complex,
I.P. Esate,
New Delhi-110002 | -- | Member |
| 5. | Dr. Sanak Mishra
Managing Director,
Rourkela Steel Plant,
Rourkela-769011 | -- | Member |

The leave of absence was approved for all members absent.



A. GENERAL AND PROCEDURAL MATTERS

BOG – 7 (2005) – 1: To welcome the members and invitees by the Chairman.

Prof. B.K. Rath, HOD Civil Engineering took over the charge of Director from Prof. S.K. Sarangi, Ex-Director on 28.03.2005. Prof. Sarangi had joined the institute on 7.05.2003.

Chairman welcomed all the members and the invitee. He also welcomed Prof. B.K. Rath, Director and appreciated the services rendered by Prof. S.K. Sarangi, Ex-Director.

BOG – 7 (2005) – 2: Confirmation of the minutes of 6th meeting of the BOG.

The minutes of 6th meeting were sent to the members vide letter No. NITRKL/PS.5 (ii)/2005 dated April 21, 2005 inviting comments on the correctness of recording. No comments have been received.

The minutes of the 6th BOG meeting were confirmed.

BOG – 7 (2005) – 3: To report on the actions taken on matters arising out of the 6th meeting of the BOG held on 28th January 2005. (To be put on the table)

Director presented the report on the action taken on matters of 6th BOG. It was advised to expedite the actions not yet taken on the resolutions of the 6th BOG and to be reported in next BOG meeting.

Annexure-M1

(page 8 - 13)

[Ref. Annexure-A1 of Agenda]

**BOG – 7 (2005) – 4: Complaint against the Director of NIT, Rourkela – Special verification of reported irregularities.
(To be presented by Chairman)**

Complying to the Ministry's request, Chairman gave a brief background on the subject and informed that a copy of the auditor's report along with corresponding reply of the Ex-Director have been forwarded to MHRD, Government of India.

BOG – 7 (2005) – 5: To discuss and approve the recommendation of the minutes of the 3rd Management Committee Meetings held on 3.05.2005.

The recommendations of the minutes of the 3rd Management Committee were discussed and approved. The decisions on the following specific items of Management Committee are as follows:



MC: 3 (2005) – 2 : Review of the status of the NMR/ Consolidated employees on contract (contract from 01.01.2005 to 30.06.2005).

It was decided to extend 24 contractual workers for a period of six months from 1.7.2005 to 31.12.2005. The employee who has filed case in the Hon'ble High Court, Orissa will not get extension until the Hon'ble High Court decides.

Annexure-M2
(Page 14 – 17)

MC: 3 (2005) – 4 : Discussion on TEQIP Programme at NIT Rourkela.

- a) The procurement procedure for TEQIP at NIT, Rourkela was approved. In all cases norms and guidelines as prescribed by NPIU and Institute rules will be strictly adhered to.

Annexure-M3
(Page 18 – 26)

- b) It was decided that faculty members of NIT, Rourkela for attending and presenting papers at international conference under TEQIP Programme would be reimbursed as per actuals including all expenses subject to maximum of Rupees one lakh from TEQIP Fund. In case, they receive financial assistance from any other source, the differential amount will be reimbursed.
- c) The appointment of Dr. S.K. Patra, Asst. Professor (E&I), as Nodal Officer (Finance), TEQIP was confirmed.

Annexure-M4
(Page 27)

MC: 3 (2005) – 5 : Recruitment of Faculty and Technical Staff.

Keeping in view of the overall position of the non-teaching employees and expansion of various UG/PG Courses, it was advised to carry out a revised manpower planning by a committee to be appointed by the Director. The recommendations of the Committee justifying for each post should be sent to MHRD for final approval.

BOG – 7 (2005) – 6: To discuss and approve the minutes of the 5th meeting of Finance Committee.

The minutes of the 5th Finance Committee meeting were approved.

Annexure-M5
(Page 28 – 32)
(Ref. Annexure-A3 of Agenda)

B. ADMINISTRATIVE MATTERS (PERSONNEL)

BOG – 7 (2005) – 7: To consider the cases of the following faculty members due to violation of service rules and termination of their services.

- 1) Dr. P.S. Roop, Ex-Asst. Professor, CSEA
- 2) Shri Subrat Das, Ex-Lecturer (SS), ME
- 3) Shri P.K. Behera, Ex-Lecturer, Applied Mech. & Hydraulics
- 4) Mr. B.G. Prusty, Ex-Lecturer (SS), Civil Engg.
- 5) Dr. A.K. Swain, Ex- Professor, Elect. Engg.
- 6) Mr. S.K. Behera, Lecturer Ceramic Engg.

Sl.No.1 to 4 have not replied to the letter No.NITR/Est/11062 dt.24.11.2004

The termination of services of the above six faculty members was approved. The dues should be cleared as per earlier BOG resolutions vide BOG-5(2004)-3

BOG – 7 (2005)– 8: To consider and approve a set of Medical Rules for employees of NIT Rourkela in line with the decision of the Management Committee held on 3rd May 2005. (To be put on the table)

Medical rules for NIT, Rourkela was approved.

Annexure-M6
(Page 33 – 40)
(Ref. Annexure-A5 of Agenda)

BOG –7(2005)–9: Appointment of Administrative officers
On the recommendation of the Selection Committee, the appointment of Registrar, Dy. Registrar (Adm.), Dy. Registrar (F& A), Asst. Registrar (Academy), two Asst. Librarians and one Executive Assistant was approved by Chairman BOG for a period of two years on contract w.e.f 1st March'05 which will be renewed after completion of one year on satisfactory performance.

h
The appointments of above personnel were confirmed. However extension of Mr. KGR Patnaik PS to Director was not approved.

The Director is directed to write to MHRD, Govt. of India to release the terms and conditions of the above posts for appointment on a regular basis.

h
Annexure M6
BOG–7 (2005)–10: Appointment of Dr. A.K. Panda and Prof. Y.K. Sahu as Visiting Professors.

Dr. A.K. Panda and Prof. Y.K. Sahu were appointed as visiting professors on contract with the approval of Chairman, BOG for a period of two years w.e.f. 1st May, 2005.


h
The appointments of above personnel were confirmed.

BOG-7 (2005)-11: Any other item with the permission of the chair.

Consideration of appointment Dean (Administration) as the present term of Prof. G. Panda expires on 30.06.2005.

The Board considered the matter and extended the term of Prof. G. panda, Dean (Administration) for a further period of two years starting from 1.07.2005 to 30.06.2007.

The meeting ended with thanks to the Chair.



**B.K. Rath
DIRECTOR & SECRETARY
Board of Governors**



**Dr. B. Panda
CHAIRMAN
Board of Governors**

INDEX OF ANNEXURES

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Annexure-M1

TABLE ITEM 7TH BOG MEETINGACTION TAKEN ON THE 6TH MEETING OF BOARD OF GOVERNORS,
N.I.T. ROURKELA HELD ON 28.01.2005 AT BHUBANESWAR

BOG – 6 (2005) – 3	F.C.-4(2004)-5(c) : Regarding 50% merger of DA/DR. It was decided that Director and Registrar will take up with MHRD regarding rationalization of pay scales and the merger should be implemented after finalization with MHRD.	Implemented for Faculty members and Pensioners. Rationalisation of pay scale for Non-teaching employees is awaited.
BOG – 5(2004)–5(c)	<p>To consider the case of four faculty members recommended by Selection Committees for promotion under CAS by counting the long service rendered before adoption of 5th pay commission recommendations.</p> <ol style="list-style-type: none"> 1. Dr. B.K. Pal, Mining Engg. (For Professor) 2. Dr. M. K. Mishra, Mining Engg. (For Assistant Professor) 3. Dr. D. R. K. Parhi, Mechanical Engg. (For Assistant Professor) 4. Prof. Alok Satapathy, Mechanical Engg. (For Lectures (SG)) <p>The Board examined the information on faculty promotion under CAS and resolved that Dr D R K Parhi (ME) and Dr M K Mishra (MN) be promoted to post of Assistant Professor. The Board noted that Prof B K Pal and Mr Alok Satpathy do not satisfy the requirements for CAS promotion.</p>	Action yet to be taken.
BOG-5 (2004) – 9(b)	The Board once again discussed the representation of Sri Anil K Tiwari and Sri C S Rout, and the representation from NTEA, and resolved that Sri Tiwari and Sri Rout are not eligible for regularization under compassionate ground. The Board advised the Director to settle the outstanding dues of their late fathers and to see that they surrender the quarters occupied by them.	Under process.
BOG-5 (2004)-12	To consider the recommendation of the Screening Committee for deciding date of superannuation of non teaching employees constituted vide Ministry's letter No. . F.20-11/2003-TS. III dated November 12, 2003 The Committee, in its First Meeting held on 23.07.04 at NIT Campus, considered superannuation of	Intimated vide letter No. NITR/Estt/1736 Dated 23.02.05, No. NITR/Estt/1514 Dated 16.02.05 and No. NITR/Estt/1822 Dated 25.02.05. They are going to be retired on 30.06.2005

	<p>22 employees and recommends retirement of</p> <ol style="list-style-type: none"> (1) Shri Golap Lohar (2) Shri Juba Oram (3) Shri Dhanajay Kumar <p>at the age of 58. The retirement of all others considered has been set at 60 years of age. The BOG is requested to take into consideration the decisions of other NITs in this regard.</p> <p>The Board considered the representation from the NTEA on the subject to screening for early retirement and resolved that process directed by MHRD will continue. The draft norms given in Annexure-A2 were approved.</p>	
BOG – 6 (2005) – 4	To discuss the recommendation of the minutes of the 1 st and 2 nd Management Committee Meetings held on 27.09.2004 and 14.12.2004 put up on the table respectively.	Implemented.
BOG – 6 (2005) – 5	<p>The Budget for the year 2005-06 was approved.</p> <p>The Board advised the Director to prepare a comprehensive five year proposal for improvement of the Institute and submit to MHRD for funding.</p>	Comprehensive 5 year plan has been submitted to the MHRD in the minutes of 5 th Finance Committee Meeting.
BOG – 6 (2005) – 6	The discussion on the minutes of the 3 rd meeting of Building & Works Committee held at Board Room, NIT Rourkela on 5 th January, 2005 was deferred because of the special audit being carried out on matters related to building and works.	Deferred to 8 th BOG Meeting.
BOG – 6 (2005) – 7	To discuss matters related to strike by Class-III and Class-IV employees in the light of the recommendation of the Management Committee.	Action yet to be taken.
BOG – 6 (2005) – 8	It was reported to the Board that 30 (NMR & Consolidated) former workers filed three separate cases in the Hon'ble High Court of Orissa. The Hon'ble High Court heard the preliminary arguments on 10 th of January, 2005. The Hon'ble Court directed that the NIT authorities are at liberty to take action pursuant to Board decision. However, any action taken by the NIT authority pursuant to the above decision shall abide by the result of the writ petitions.	The case is pending in the Honorable High Court.

BOG - 6 (2005) - 9	<p>The Board considered the cases of 2 temporary employees Sri Satyajit Sarangi and Mrs Anasuya Panda who had been recruited against open advertisement by the due process of law, but were given temporary assignments by the Administration. On the basis of legal advice, it was decided to regularize the services of Sri Satyajit Sarangi, Junior Assistant-cum-Typist (Consolidated) and Mrs Anasuya Panda, Junior Assistant-cum-Typist (Consolidated), with effect from the date of the BOG meeting. The Registrar was directed to issue appointment letters in this regard and report in the next meeting of the Board.</p>	<p>Board decision implemented and appointment orders issued to Sri Satyajit Sarangi and Mrs. Anasuya Panda vide appointment letter NO.NITR/Estt./3885 Dated: 12.05.2005 and NO. NITR/Estt./3886 Dated:12.05.2005 respectively.</p>
BOG - 6 (2005) - 10	<p>The Board considered that functioning of the NTMIS Nodal Center and the EDP which have been listed as Centers of the Institute in the MOA with the Ministry at the time of conversion of REC to NIT.</p> <p>The Board noted that the NTMIS Nodal Center is a project funded by AICTE and not a permanent constituent of the Institute. The Board resolved that the project shall be administered as a project under SRICCE, like any other project. Temporary staff employed in the project with undefined tenure will be put under contract for a period of one year with opportunity for fresh contract if the project continues.</p> <p>The EDP was a project funded by the Department of Science and Technology, which is over long ago. Since the project coordinator continues to be a de-facto Institute employee, it was decided to continue the activities as a separate unit. It was resolved that the EDP will be an in-house programme under the SRICCE cell. It will be a self-financing activity following the normal rules of the Continuing Education Programme. Dean(SRICCE) will function as the Head of the Department for administrative purposes.</p> <p>Sri R K Sinha will be the Programme Coordinator. While the Continuing</p>	Action yet to be taken.

	Education rules permits faculty members to be paid a remuneration for CE activity over and above their salaries, Mr Sinha will not receive any extra remuneration either as a teacher or as a coordinator, because Entrepreneurship Development is his primary function. EDP shall have no staff other than Mr R K Sinha, permanent or temporary.	
BOG – 6 (2005) – 11	Considering the de-facto permanent status of Mr Sinha, it was decided to regularize the services of Mr R K Sinha currently working as Project Co-ordinator under EDP. The details of the case will be sent to the MHRD for their perusal and records.	Action yet to be taken.
BOG – 6 (2005) – 12	The Board did not condone the break in service of Dr Ashok Kumar Sahoo, Professor, Civil Engineering department for calculation of terminal pensionary benefits.	Board decision implemented vide letter No.NITR/Estt/4120 dated: 19.05.2005
BOG – 6 (2005) – 13	The Board considered the procedure for delegation of charge in the absence of the director and Deans. It was resolved that in the absence of the Director, delegation of charge as acting director will be given to the deans in the order of their seniority. If no dean is available it will go to the seniormost professor, and to other professors in order of seniority. When a Dean is absent, he may handover charge to any other Dean or to the Director.	Board's decision communicated vide letter No.NITR/Estt/4119 Dt. 19.05.2005
BOG – 6 (2005) – 14	The Board accepted the proposal for renaming of "Electronics and Instrumentation Engineering Department" as "Electronics and Communication Engineering" and approved the increase the student strength of Electronics and Communication Engineering Department from 30 to 60. As recommended by the Senate, there shall be 2 BTech courses: (i) Electronics and Instrumentation Engineering with intake strength of 30, and (ii) Electronics and Communication Engineering with intake strength of 30. The Director was advised to obtain the	Approval has been sought from MHRD vide letter No. NITR/AC/510 dated 06.05.2005 of Dean(AA). Copy sent to AICTE.

	<p>approval of MHRD and AICTE if so asked by MHRD.</p> <p>For the Computer Science and Engineering Department the number of seats in BTech degree will be increased from 30 to 60. The Director was advised to seek approval of MHRD. The Senate will discuss and recommend to the Board regarding the necessity of continuing MCA programme after the seats are increased.</p>	
BOG – 6(2005) – 15:	The Board approved the representation of students in the senate one each from under graduate, post graduate and Ph.D. programmes. The Director was advised to seek consent of MHRD before implementation.	Action yet to be taken.
BOG – 6(2005) – 16	The Board approved in principle the amendment to SRICCE rules on distribution of revenues generated by testing services etc. Director was advised to follow the rules prevalent in IITs.	Action yet to be taken.
BOG – 6 (2005) – 17	<p>The Board considered the related issues of :</p> <p>(a) offer of Rourkela Municipality to construct a Community Hall adjacent to the Hanuman Temple, and from MPLADS funds</p> <p>(b) construction and management of places of worship on campus.</p> <p>The Board noted that (a) there was no need for a second community center for the small population of NIT, (b) further construction near unauthorized places of worship carry the potential for law and order problems, and (c) larger congregation of people on a major road will create traffic congestion, safety problems and security problems caused by outside visitors. While appreciating the magnimous gift by the Hon'ble Member of Parliament, the Board expressed its inability to accept the same keeping in mind the long term interest of the community. In case the employees feel the need for a second Community Hall, the Board will consider building one at a different location from Institute funds. The Director was advised to communicate the decision of</p>	Action yet to be taken.

	<p>Board to Rourkela Municipality and Mr Dilip Ray, the Hon'ble Member of Parliament who has offered the work from his MPLADS funds.</p> <p>The Board took a very serious view of the unauthorized construction of the Shiva Temple, ignoring the clear directive to the contrary by the REC BOG in its 99th Board meeting held on 28.01.2001. The Director was advised to ensure that further construction was stopped immediately, and to communicate the Board's decision to the officials concerned with the subject and persons responsible for unauthorized construction of the temple.</p>	
BOG - 6 (2005) - 18	<p>The Board appreciated the need for a new group insurance scheme (GIS) for the employees in lieu of the old scheme from the Government of Orissa. The Director and Registrar were advised to finalize the new GIS scheme for the employees out of the two candidate companies (LIC and SBI Life) in consultation with representatives of the faculty and staff.</p>	Under process.

Annexure-M2

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769 008(ORISSA)

No.NITR/Estt/11938

DL 23.12.04

OFFICE ORDER

In response to their applications against circulars no. NITR/Estt/10699, Dated 09.11.2004 and no. NITRKL/Estt/2004/11087, dated 25.11.2004 the under mentioned NMR/Consolidated workers are hereby offered a short-term contract engagement in the Institute on a consolidated remuneration of Rs.4000/- (four thousand) only per month for a period of six months w.e.f. 01.01.2005 to 30.06.2005.

SL.NO.	Name	Dept./Office	Nature of Job.
* 1.	Sri Satyajit Sarangi, Jr.Asst.	Director's Office	To assist office work
* 2.	Ms. Anusaya Panda, Jr.Asst.	COE Office	To assist office work
3.	Sri Santosh Kumar Nayak, Tech. Asst.	Electrical Engg.	To assist Dept. work
4.	Sri Anup Mohanty, Driver	General Office	To assist in Transport and vehicles
5.	Ms. Anjali Prava Mishra	Library	To assist library work
6.	Sri Hemanta Ku. Barik	Library	To assist library work
7.	Sri Soma Oram	Library	To assist library work
8.	Sri J.K.Nanda	Chemical	To assist Dept. work.
9.	Sri Sanjay Ku. Swain	Chemistry	To assist Dept. work
10.	Sri Rabindra Nath Barik	Chemistry	To assist Dept. work
11.	Miss. Padmalaya Dhar	Computer Centre	To assist Dept. work
12.	Sri Dillip Ku. Panda	Computer Centre	To assist Dept. work
13.	Sri Kailash Ch. Swain	Computer Centre	To assist Dept. work
14.	Sri Amiya Ku. Parida	Computer Centre	To assist Dept. work
15.	Sri Sukanta Ku. Naik	Physics	To assist Dept. work
16.	Sri Manoj Ku. Dash	Computer Centre	To assist Dept. work
** 17.	Sri H.K.Mohanty	Physics	To assist Office work

* regularized
H-M
3/6/05

**

** filed case with High Court
H-M
3/6/05

Cont...

* regularized vide office order No. NITR/ESTT/3885/2886/12.5.2005

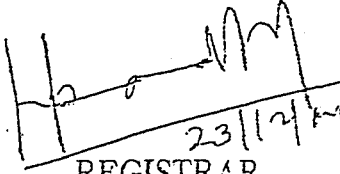
** filed case in the High Court

H-M
3/6/05

P.T.O.

1. All remuneration will be paid from the operating grant of the department of the concerned Department.
2. The engagement is purely on temporary basis and can be terminated at any time by giving one month notice from either side.
3. Their progress will be monitored by the concerned Head of the Departments.
4. They will not be eligible for any leave and vacation other than casual Leave as per Institute rules.
5. They will not be provided any accommodation in the Institute Campus premises.
6. They will be entitled for treatment in our Institution dispensary only. They will not be entitled for any outside treatment or reimbursement.
7. They should submit their joining report in triplicate in the Office of the undersigned within 07 days from the date of issue of this order.
8. They are required to sign a contract agreement on a non-judicial stamp paper of Rs.10/- (Ten) only before joining.

This issues with the approval of the competent authority.


23/12/24
REGISTRAR
23/12/24

Copy to :

1. Person concerned
2. All Deans/HODs/HOOs/Centres for information
3. Dy. Repr(A)
4. Accounts Officer
5. Medical Officer of Institute Dispensary
6. E.M.-cum-E.M. for information
7. PS to Director for kind information of Director.
8. Contractual Appointment File
9. Personal file

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769 008(ORISSA)

No.NITR/Estt/ 11939

DL 23.12.04

OFFICE ORDER

In response to their applications against circular no.NITRKL/Estt/2004/11087, dated 25.11.2004, the under mentioned NMR/Consolidated workers are hereby offered a short-term contract engagement in the Institute on a consolidated remuneration of Rs.2500/- (two thousand five hundred) only per month for a period of six months w.e.f. 01.01.2005 to 30.06.2005.

SLNO.	Name	Dept./Office	Nature of Job.
1.	Sri Manoj Ku. Roul	Central Workshop	To assist Lab. Work
2.	Sri Bata Krushna Moharana	Central Workshop	To assist Lab. Work
3.	Sri Siba Prasad Pradhan	Central Workshop	To assist Lab. Work
4.	Sri Bijoy Ku. Behera	Telephone Exchange (Egov. Office)	Telephone Operating
5.	Sri Om Prakash Kurnhar	EIE	To assist Lab. work
6.	Sri Piter Tirkey	EIE	To Assist Lab. Work
7.	Sri Sanyasi Padhi	Estate	To Assist Elect. Work.
8.	Sri Prakash Ch. Acharya	Met. & Mat. Eng..	To assist Lab. Work.
9.	Sri Khirendra Nath Barik	Met. & Mat. Eng..	To assist Lab. Work.
10.	Sri N.N.Pradhan	Met. & Mat. Eng..	To assist Lab. Work.

1. All remuneration will be paid from the operating grant of the department of the concerned Department.
2. The engagement is purely on temporary basis and can be terminated at any time by giving one month notice from either side.
3. Their progress will be monitored by the concerned Head of the Departments.
4. They will not be eligible for any leave and vacation other than casual Leave as per Institute rules.
5. They will not be provided any accommodation in the Institute Campus premises.
6. They will be entitled for treatment in our Institution dispensary only. They will not be entitled for any outside treatment or reimbursement.

Cont....

P-T.C.

7. They should submit their joining report in triplicate in the Office of the undersigned within 07 days from the date of issue of this order.
8. They are required to sign a contract agreement on a non-judicial stamp paper of Rs10/- (Ten) only before joining.

This issues with the approval of the competent authority.


23/12
REGISTRAR
23/12/17

Copy to :

1. Person concerned
2. All Deans/HODs/HOOs/Centres for information
3. Dy. Repr(A)
4. Accounts Officer
5. Medical Officer of Institute Dispensary
6. E.M.-cum-E.M. for information
7. PS to Director for kind information of Director.
8. Contractual Appointment File
9. Personal file

Annexure-M3

**TECHNICAL EDUCATION
QUALITY IMPROVEMENT PROGRAMME
(TEQIP)
AT
NATIONAL INSTITUTE OF
TECHNOLOGY
ROURKELA - 769008 (ORISSA)**

PROCUREMENT PROCEDURE

(DUTIES AND RESPONSIBILITIES OF VARIOUS FUNCTIONARIES UNDER TEQIP)

I N D E X

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INTRODUCTION

I. TEQIP IN GENERAL

The Technical Education Quality Improvement Programme (TEQIP) is a well conceived, well designed, prestigious project. The basic aim of the project is to help institutions improve themselves holistically from the present status to a self determined target status. The project is designed to help and support the efforts of the Institutions concerned towards quality improvements and not for purposeless horizontal spread of activities.

The project designers have identified the following essential project elements for an improvement on all counts.

- ❖ Achieving Academic Excellence
- ❖ Net working with other institutions to share each others resources for economy in investment and to benefit from each others' strengths and qualities
- ❖ Rendering services to the community and economy within institutional technical capabilities
- ❖ Managing institutional affairs on it's own in accordance with the best practices for achieving institutional excellence
- ❖ Promoting / safeguarding interests of the SC/ST/OBC students
- ❖ Promoting / safeguarding interests of women students and faculty
- ❖ Changing several current academic, financial, administrative and managerial practices to achieve higher quality and efficiency standards.

The TEQIP is duely approved by Government of India, Ministry of Human Resources Development, Department of Secondary and Higher Education (Technical Section – VII) vide F.No.16-15/2003-TS.VII, dated 11th April, 2005. Accordingly, NIT, Rourkela was asked to submit the MOU for acceptance of the Concise Institutional Proposals (CIPs), by the National Project Implementation Unit (NPIU), vide their letter NO.FM/TEQIP/GEN/2005, dated 13th April, 2005.

The 1st cycle under TEQIP was made effective from 12th March, 2003. The 2nd cycle under TEQIP was made effective from 8th July, 2004. *NIT, Rourkela was enlisted for the implementation of the project from 1st April, 2005.*

II. TEQIP AT NIT, ROURKELA

The formalities for signing of MOU between MHRD, Government of India and NIT, Rourkela has been completed on the 26th day of April, 2005 and communicated vide letter NO.FM/TEQIP/World Bank/2005/587, dated the 3rd of May, 2005. The Credit No. allotted to NIT Rourkela is TEQIP (CR-3718-IN).

NIT, Rourkela, inducted into the programme with effect from 1st April, 2005 has been sanctioned a sum of Rs.10.00 crores (100 Millions) in the 1st module under TEQIP, by MHRD, Government of India vide letter F.No.16-3/2005-T.S/VII, dated 31st March, 2005 (the sum has been credited in the current A/C No.12546, at Canara Bank, Rourkela, in the name of NIT, Rourkela).

The project at NIT, Rourkela has to be completed by 31st Dec., 2007 and closed by 30th June, 2008. However, it has been assured a further sum of Rs.10.00 crores in the 2nd module subject to the satisfactory implementation of the 1st module.

III. CONCISE INSTITUTIONAL PROPOSAL (CIP) OF NIT, ROURKELA

The CIP has been accepted by NPIU. The division of funds, head wise, as presented and approved by NPIU is presented below:

Division of Funds Head wise:

Programme Component	Amount sanctioned for utilization (Rs.in Crore)
A. Promotion of Academic Excellence	
(1)	(2)
(I) INVESTMENT COST	
Civil Works	1.00
Equipment	5.70
Furniture	0.35
Vehicle	0.00
Books and LRs	0.50
Consultants service & Research Studies	0.10
Training/Study tours / Fellowships (Local & Foreign) Workshops	<u>0.35</u>
Total	8.00
(II) INCREMENTAL OPERATING COST	
Salaries for agreed additional staff	0.80
Consumables	0.30
<u>Operation and Maintenance</u>	<u>0.40</u>
Total	1.50
Sub - Total A (Total (i + ii))	9.50
B. Networking of Institutions	0.30
C. Services to Community & Economy	0.20
GRAND TOTAL (A + B + C)	10.00

The various functionaries for implementation of the project include the followings:

1. Director (Head of the Institution)
2. Coordinator TEQIP
3. Co-coordinator TEQIP
4. Nodal Officers (Academic Activities, Civil work, Procurement, Financial Aspects)

In addition, for implementation and monitoring the various TEQIP related activities various committees have been formed which include, committee for monitoring implementation of the programme, committee for procurement of CIVIL works, for implementation of reforms, etc..

PROCEDURE FOR PROCUREMENT OF GOODS / EQUIPMENT

Procurement of goods / equipment can be made under four headings as suggested by World Bank. These are :

1. National Purchase / shopping / bidding
2. National Competitive Bidding
3. International purchase
4. International Bidding

In addition procurements can be made through direct contracting (DGS & D Rate Contract).

A detailed norms and guidelines pertaining to the implementation of procurement under each of the categories mentioned above, has been specifically specified by NPIU and is available with the Institute.

All procurements must be made following these norms and guidelines in totality. On the basis of the guidelines suggested by NPIU a step-by-step implementation of procedure has been worked out for smooth and meaningful conduct of the project at NIT, Rourkela. This also includes the duties and responsibilities of the various functionaries for implementation of the project. This is presented below item wise.

A) PREPARATION OF BIDDING DOCUMENT

Each of the Departments would suggest a list of goods / equipment keeping in mind their specific requirements pertaining to the laboratory to be upgraded to the TEQIP cell for record.

The Departmental Coordinator will prepare the bidding documents in the prescribed form and send these to the TEQIP cell. (The names of the Departmental Coordinator and Lab-Coordinator will be suggested by the respective HODs)

B) APPROVAL OF THE PURCHASE COMMITTEE

The bidding documents have to be processed by the TEQIP Cell for obtaining approval of the purchase committee.

The purchase committee will include the following members.

- a) TEQIP Coordinator / Co-coordinator
- b) Nodal officer (Procurement)
- c) Nodal Officer, (Finance)
- d) HOD of the Department or his nominee
- e) Departmental Coordinator
- f) Specialist from the Department
- g) Lab. Coordinator

(For a bid value above 25 lakhs two nos of additional members from other Departments will be included in the committee)

After deliberation on a scheduled date and time, the purchase committee would approve the bidding documents.

C) APPROVAL OF THE BID BY COMPETENT AUTHORITY

The approved bid document will now be processed by the TEQIP cell for approval of the bid by competent authority (the TEQIP Coordinator and Director of the Institute). The bid must be approved by both (the TEQIP Coordinator and Director of the Institute) before further processing.

D) FLOATING OF ENQUIRIES

The TEQIP cell will arrange for floating of the enquiries, following the norms as prescribed by the NPIU for different types of procurements and put it up to the Nodal Officer (Procurement) for verification and signature.

(E) BIDS OPENING

Following the prescribed guidelines, the TEQIP cell will open the bids in the presence of Nodal Officer (Finance), TEQIP Coordinator / Co-coordinator, Departmental Coordinator and Lab. Coordinator, strictly adhering to the stipulated place, date and time for bid opening.

(F) EVALUATION OF BIDS AND PREPARATION OF COMPARATIVE STATEMENT

The bids will be evaluated and the comparative statement will be prepared by the Departmental Coordinator and the Lab. Coordinator pertaining to each of the purchases, with the help of the TEQIP Cell.

The Comparative Statement so prepared will be approved by

- i) The concerned purchase committee
- ii) TEQIP Coordinator and
- iii) Director

(G) FUND BOOKING AND VETTING

The TEQIP Cell will make the fund booking. The Internal Auditor of the Institution will do vetting.

(H) APPROVAL OF THE CONTRACT

The contract will now be approved by the Competent Authority. The following individuals will be competent to approve the contract.

- i) Up to Rs. 25,000 /- HOD of the concerned Department
- ii) Upto Rs. 50,000/- TEQIP Coordinator
- iii) Above Rs. 50,000/- Director on the recommendation of TEQIP Coordinator

(I) AWARD OF CONTRACT

Documents for award of contract will be prepared by the Departmental Coordinator with the assistance of the TEQIP cell. The documents for award of contract will be verified and signed by the Nodal Officer (Procurement)

(J) RECEIPT OF MATERIALS

The materials need to be received, verified, tested and installed by the concerned Departments for goods / equipment pertaining to the Department. The stock book needs to be maintained separately by the concerned Departments in this case.

The materials pertaining to Institute facilities will be received, verified, tested and stock entered by the TEQIP cell.

The HOD of the Department will send a copy of the stock certificate to the TEQIP cell.

The TEQIP cell will maintain records for all items received at the Department or at the institute level.

(K) PROCESSING OF BILLS

- i) The TEQIP cell will process the bills for payment after the verification of all the documents, i.e, the stock certificate, the invoice, etc.
- ii) The bills will be passed by the TEQIP Coordinator
- iii) Cheques will be prepared by TEQIP cell and jointly signed by Nodal Officer, Finance and TEQIP Coordinator.
- iv) In the absence of Nodal Officer (Finance) and TEQIP Coordinator the cheques will be signed by Director.
- v) Cheques will be dispatched by TEQIP cell.

NB: In all cases norms and guidelines as prescribed by NPIU and Institute rules will be strictly adhered to.

Annexure-M4



**NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA
NOTE SHEET**

Page:

Director

Do S.K. Patra, Asst Prof
E & I Dept will ~~continue~~
act as Nodal Officer
— Financial Activities
of TEQIP program in place of
Dr. R.C. Behera who resigned
from this post due to
personal reason.

The above proposal
may be accepted &
(the BOG may
be informed about this
change.

Approved

23/5/2005

Director
National Institute of Technology
Rourkela - 769 008 (Orissa)

23/5/05

Coordinator
TEQIP Cell
National Institute of Technology
Rourkela-769008 (Orissa)

Annexure-M5



**National Institute of Technology
Rourkela – 769 008 (Orissa)**

**Minutes of the 5th Meeting of Finance Committee, NIT Rourkela held
in the Board Room of IMFA Building, Bhubaneswar on 28.01.2005
(Friday) at 11.00 A.M.**

Dr. B Panda, Chairman, Board of Governors and Finance Committee chaired the meeting. The following members attended the meeting.

Members Present:

- | | | | |
|----|--|----|--|
| 1. | Dr. Bansidhar Panda
Chairman BOG and FC
NIT Rourkela | -- | Chairman |
| 2. | Mr. B.K. Ray
Development Officer (Finance)
MHRD, Govt. of India,
(Dept. of secondary & higher education),
Shastri Bhwan,
New Delhi – 110 001. | -- | Representative of MHRD
[in place of Dy. EA] |
| 3. | Prof. P.K.J. Mohapatra
Professor,
Industrial Engg. & Management
IIT Kharagpur | -- | Member |
| 5. | Prof. S.K. Sarangi
Director, NIT Rourkela | -- | Member |
| 6. | Prof. G. Panda
Professor & Dean (Admn),
NIT Rourkela | -- | Member |
| 7. | Mr. S.K. Upadhyay
Registrar & Secretary FC,
NIT Rourkela | -- | Member & Secretary |

Members Absent:

1. Dr. G.L. Jambhulkar -- Member
Dy. Educational Adviser, MHRD,
Department of Secondary &
Higher Education
Shastri Bhawan, New Delhi

2. Mrs. N. Sumati -- Member
Director Finance, MHRD
Department of Secondary &
Higher Education
Shastri Bhawan, New Delhi.

The leave of absence was approved for all members absent. The Committee received written comments from Dr G L Jambhulkar on the opinion of the Ministry which were considered during the deliberations.

F.C. 5 (2005)- 1: Welcome to the members by the Chairman.

The Chairman welcomed all the members and invitees including the new members Prof G Panda and Prof K R Patel. The Board recorded its appreciation of the service rendered by the outgoing members Prof B K Rath and Prof B Pradhan.

The members condoled the passing away of Late Binod Kumar Gupta on 14.08.04, Ex-Member, BOG and Smt. Ila Panda on 11.01.05, Ex. M.P and noted personality of Orissa.

F.C. 5 (2005)-2 : Confirmation of the minutes of the 4th Meeting held at the Board Room of Hotel Hyatt Regency, New Delhi on 12.08.2004.

The Minutes of the 4th meeting of Finance Committee held in the Board Room of Hotel Hyatt Regency, New Delhi on 12.08.2004 were confirmed.

F.C.5 (2005)-3 : Discussion on matters arising out of the 4th Meeting of the Finance Committee.

The Committee discussed merger of 50% of DA/DR with pay/pension as directed by MHRD. The Committee noted that 50% merger is allowed only for organizations offering Central Government Pay scales. The Committee resolved that (a) 50% merger of DA/DR may be done with effect from 1.04.2004 for all employees and pensioners, and (b) the Institute must adopt post based rationalization of pay structure of non teaching employees in consultation with MHRD. The two items are to be implemented through a single order. The decision may be given effect without bringing the details to FC once again.

The Actions taken against the minutes of F.C.4 were discussed in detail and noted.

(Annexure-I)

F.C.-5 (2005)-4: Revised Estimate Budget for the financial year 2004 – 2005 and Budget estimate for 2005-2006.

The revised estimate of the budget for the financial year 2004-05 and the new budget for 2005-06 were presented. MHRD pointed out that a budget under Plan Grant should be made for a 5 year period and accordingly the proposal should be revised. It was also pointed out that from next year onwards the budget proposal should be given in the month of August so that the plan grant can be given at the beginning of the next financial year.

(Annexure-II)

F.C.-5 (2005)-5 : **Conversion from CPF to GPF and vice versa for N.I.T. employees.**

MHRD pointed out that the proposal of conversion from CPF to Pension and vice versa has not been accepted by MHRD for other institutes like Indian Institute of Science Bangalore and IIMs. Therefore the proposal can not ordinarily be accepted for NIT Rourkela. However, the matter can be referred to MHRD for final decision, in view of the special circumstances. (Annexure-III)

F.C.5 (2005)-6 : **Honorarium for external members attending BOG and its subcommittees, Finance Committee, Building & Works Committee and Senate meetings.**

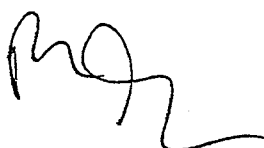
It was decided to give an honorarium of amount Rs. 1000/- (Rupees one thousand) only to all external members attending BOG and its subcommittees, Finance Committee, Building & Works Committee, Senate Meetings and Selection Committee. The decision may be implemented from this meeting onwards.

F.C.-5 (2005)-7: a) **Payment of TA Bills as per actual for attending Board of Governors, Finance Committee, Building & Works Committee, Senate meetings and to all External Examiners, Selection Committee members and Institute Guests.**

Considering the difference between market prices and Government of India approved rates; it was decided that TA Bills will be reimbursed as per actual expenditure for attending the Board of Governors and its subcommittees, Finance Committee, Building & Works Committee, Senate Meetings, Selection Committee, to all External Examiners and other Institute Guests.

b) **Payment of local conveyance in Rourkela to external visitors and institute employees at market rate.**

The Committee resolved that local conveyance at Rourkela will be reimbursed to external visitors and Institute employees at the market rate. Presently the rate is Rs. 50/- and Rs. 120/- from NIT campus to Railway station for auto and taxi respectively.



- c) **Payment of local conveyance at all IITs, NITs and other Central Government organization at rates approved by their respective Institutions.**

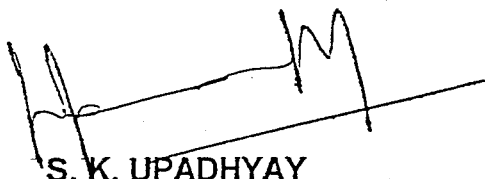
The Committee decided that local conveyance at all IITs, NITs and other Central Government organization will be reimbursed at a rate as approved by the respective institutions.

- F.C.-5(2005)-8 :** To engage external auditors for auditing all files of current financial year including reconciliation of Accounts and to advise proper financial procedures.

The Committee decided to engage a reputed accounting firm on contract basis for (a) advising on proper financial procedures to be followed, (b) reconciliation of bank accounts pending for several years, (c) addressing to the audit paras raised by CAG auditors, (d) and training of Institute personnel. It was further suggested to look a firm approved by the CAG or appointing retired officers of CAG who may have wide experience with auditing of Government accounts.

- F.C.-5(2005)-9:** Any other item with the permission of the Chair.

The representative from MHRD explained that MHRD will not compensate electricity bills due to the employees of NIT. The bill should be charged individually as per the actual meter reading of the individual houses.



**S. K. UPADHYAY
REGISTRAR & SECRETARY
FINANCE COMMITTEE**



**Dr B. Panda
CHAIRMAN
FINANCE COMMITTEE**

Annexure-M6



National Institute of Technology
Rourkela - 769 008 (Orissa)

Minutes of the Medical Committee meeting held on 18.05.2005 & 19.05.2005 for
formulating Medical Rules for NIT Rourkela

.....

Members Present:

Prof. G. Panda, Dean (Admen.)	...	Chairman
Prof. A. K. Sahoo, HOD, civil Engg.	...	Member
Dr. (Mrs.) S. Panda, Head, Dispensary	...	Member
Dr. S. Naik, Sr. Medical Officer	...	Member
Mr. S.K. Upadhyay, Registrar	...	Member Secretary

The Committee met on 18th and 19th May, 2005 and decided the following:

1. The enclosed draft Medical Rules consisting of 08 pages (including *five* Annexures) are forwarded to Director.
2. On acceptance and approval by the competent authority, action will be taken for tie up with recommended referred Hospitals.

The meeting ended with thanks to the Chair.

(Prof. A. K. Sahoo)
(Prof. A. K. Sahoo)
Head, Civil Engg

(Dr. (Mrs.) S. Panda)
(Dr. (Mrs.) S. Panda)
Head, Dispensary

(Dr. S. Naik)
(Dr. S. Naik)
Sr. Medical Officer

(S.K. Upadhyay)
(S.K. Upadhyay)
Registrar & Secretary

(Prof. G. Panda)
(Prof. G. Panda)
Dean (Admen.) & Chairman



**NATIONAL INSTITUTE OF TECHNOLOGY,
ROURKELA-769008 (ORISSA)**

1. (a) These rules may be called " National Institute of Technology, Rourkela
"Medical Attendance Rule"
- (b) These rules shall apply to Institute "employee" (Annexure-I), their
"dependants" (Annexure-II) and "student" (Annexure- III).

Definitions

2. In these rules, unless there is anything repugnant in the subject or context –
 - (a) " Authorized Medical Attendance " means
 - (1) Medical Officers appointed by NIT in its dispensary.
 - (2) Medical Officers or Specialist where the patient is referred to.
 - (3) Authorized Medical Attendant outside Headquarters in respect of Institute employees and their family members will be government medical officer of the nearest Government Health facility (like Health Centre, Public Health Centre, Hospital or Medical College)
 - (b) " Board " means Board of Governors of the NIT, Rourkela.
 - (c) " Competent Authority" means Director or Board of Governors as the case may be.
 - (d) " Institute" means National Institute of Technology, Rourkela – 769008
 - (e) " Authorized Hospital " means
 - (i) Dispensary maintained by the Institute
 - (ii) Any Referral Hospitals at Rourkela.
Board may authorize any Hospital at Rourkela like Ispat General Hospital (IGH) Community Welfare Society Hospital (CWSH) or any other Institution from time to time according to need.
 - (iii) Referral Hospital outside Rourkela means a Hospital where a patient shall be referred as decided by Ispat General Hospital Referral Board only. The Institute may make a panel of reputed Hospital for specified diseases as per Government of India/ or Referred Hospitals approved by Board of Governors, NIT., Rourkela.

amw
Gubati
19/5/05

19/5/05

[Signature]

[Signature]

- (f) (i) "Treatment" means the use of all medical and surgical facilities available at the authorized Hospitals or dispensary at which the treatment is provided.
- (ii) Dental treatment is not covered by these rules.
- (iii) Treatment for defective vision will be provided to Institute employee only in every alternate year but not to the dependants.
3. An Institute employee or dependant family members shall be entitled free of charges to medical attendance by the authorized Medical Attendance Rules.
4. All referral including follow up treatment has to done by Institute Medical Officers and Ispat General Hospital Referral Board.
5. **Procedure for re-imbusement:**
- i) An advance of Rs. 5000/- may be sanctioned to the employee going for outside treatment towards incidental expenses, which will be treated as personal advance and has to be regularized with actual bills within one month from returning from referral hospitals.
- ii) Medicines prescribed by the NIT Medical Officers but not available at NIT Dispensary will be reimbursed on production of actual vouchers as per Institute rules.
- iii) Patients referred outside will produce the bill within a month after return to the head quarter and will be processed as per Institute rules.
- iv) The medical bills directly submitted by the referred Hospitals will be sent to Dy. Registrar (F & A) which will be processed as per Institute rules.
6. On recommendation by the Referral Board, one escort shall be allowed to accompany the patient who will get TA as per Institute rules. However the employee patient will be given TA as per entitlement subject to maximum of AC 2 Tier.
7. **Procedure for referral:**
- i) Registrar/ Dy. Registrar (Admn.) shall forward the letter to IGH/ CWS Hospital on recommendation of the Medical Officer , NIT, Rourkela for local referrals at Rourkela. **(Annexure – IV)**
- ii) For outside Rourkela referrals, Medical Officer, NIT Rourkela on recommendation of IGH Referral Board, Rourkela will forward to Registrar. After due approval by Director, NIT Rourkela, Registrar will issue the Office Order. **(Annexure –IV)**

an
19/5/05 *19/5/05*

Rourkela *[Signature]*

8. **Ceiling on different diseases:**

The maximum ceiling of advance / expenses for medical treatment of different diseases will be Governed by Central Govt. rules .

9. **Tie up with Hospitals:**

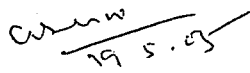
NIT Rourkela will tie up with the following Hospitals and other Hospitals as approved from time to time by Board of Governors, NIT., Rourkela.

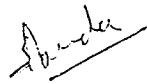
- i) Tata Memorial Hospital, Bombay (for Cancer treatment)
- ii) CMC Medical College, Vellore (Specialized treatment)
- iii) All India Institute of Medical Science, New Delhi (Specialized treatment)
- iv) Sankar Netralaya, Madras (Eye specialized treatment)
- v) Appolo Hospital, Chennai
- vi) Escorts, New Delhi
- vii) Narayan Hrudayalaya, Bangalore
- viii) Kalinga Hospital, Bhubaneswar
- ix) Hospital for Mental Disease, Ranchi
- x) Rehabilitation Centre, Bhubaneswar (for artificial limbs etc.)
- xi) JPM Rotary Eye Hospital, Cuttack (for Eye treatment)
- xii) All Govt. Medical College Hospitals in Orissa and outside.

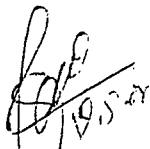
9. The Director depending on merits of a case, will make decisions / to make exceptions in all cases as he thinks necessary.

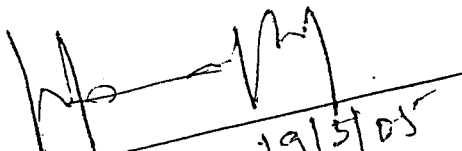
10. The Institute will explore the possibilities for introduction of insurance linked Medical schemes for the employees in line with IITs.

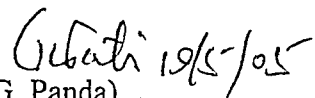
10. Any rules not covered in the above shall be treated in the line of Central Government Medical Attendance Rules.


Prof. A. K. Sahoo
Head, Civil Engg


(Dr. (Mrs.) S. Panda
Head, Dispensary


(Dr. S. Naik
Sr. Medical Officer


(S.K. Upadhyay)
Registrar & Secretary


(Prof. G. Panda)
Dean (Admn.) & Chairman



ANNEXURE - I

Definition of Employee:

- (1) All regular employees of the Institute
- (2) All employees on lien to Institute. They shall have option of medical Attendance of the parent Institution/organization or of Medical Attendance Rule of NIT, Rourkela.
- (3) All employees appointed on contractual basis against regular posts and their dependant family members will be entitled for treatment at NIT Dispensary and referral hospitals at Rourkela only as other regular employees.
- (4) All visiting faculty members/ sponsored faculty from other Institutions and organizations will be entitled for treatment at NIT Dispensary and referral hospitals at Rourkela only as other regular employees.
- (5) All other casual employees, and employees not covered by above rules shall get free consultation only at the Institute dispensary.

G. S. S.
19/5/05

19/5/05

over

S. S. S.



ANNEXURE - II

Definition of Dependants:

(1) Son: - Till earning or attaining the age of 25 years or getting married whichever is earlier.

(2) Daughter Till starts earning or gets married irrespective of age limit.

(3) un-employed Son / daughter suffering from any permanent disability of any kind (physical) or mental shall be declared dependant irrespective of age.

(4) Parents: Wholly dependant on the employee whose income from all sources not exceeding Rs.1500/- per month (one thousand five hundred only) and as amended from time to time. Retired employees from Govt. / Public Sector or Private Ltd.. Companies(like SAIL, NALCO, NTPC AND TISCO etc.) will not be eligible to be dependant.

Explanation: Parents means both father or mother. When father or mother getting any pension more than Rs.1500/- (Per month), they will not be entitled for any medicine but free check up at Institute dispensary may be extended.

(5) Spouse: Dependant wives and husbands whose monthly income is not more than Rs.1500/- (Rupees Fifteen hundred) shall be declared as dependant. The working spouse shall have the option of taking medical facility of this Institution or their employer. In such case they have to furnish a certificate from the employer that they are not availing any medical facility from them.

.....

G. S. S.
19/5/05

19/5/05

S. S. S.

.....

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ANNEXURE - III

Definition of student:

- (1) All under graduate students will get free consultation and medicine from Institute dispensary only. All expenses on account of referral has to be borne by them. The day scholar residing with their parents shall not get any medical benefit from the Institute dispensary.

- (2) All post graduate students and research scholars except under QIP (M.Sc., M.Tech., MCA, M.Tech.(R) etc.) - same as above


- (3) All research scholars under QIP – The scholar on Quality Improvement Programme along with their family members shall get medical benefit of dispensary along with medicines.

.....

Arjun

Arjun
10/5/05

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1945





NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

REFERRAL OF EMPLOYEE/DEPENDANT FAMILY MEMBES FOR THEIR MEDICAL TREATMENT IN IGH/CWS, ROURKELA OR OUTSIDE HOSPITAL

1. Name _____ 2. Employee Code _____
3. Designation _____ 4. Dept./Office _____
5. Type of Disease _____
6. Name of the Hospital referred _____
7. Recommendation of the Medical Officer of the Institute Dispensary for treatment in IGH/CWS(Outdoor/Indoor) Recommended
8. Recommendation by Institute Medical Officer based on the referral by the IGH Medical Board for outside treatment. Recommended
9. Special remarks (if any) by Institute Medical Officer incase of allotment of Institute vehicle

Signature of
Medical Officer

For Office use only

1. Notes of the establishment section/office Supdt.
2. Remarks by the Deputy Registrar(Admin.).
3. (a) Approval of the Registrar in case medical treatment in IGH/CWS.
(b) Recommendations of the Registrar incase of referral for outside treatment.
Recommended
- Registrar
4. Recommendation of the Dean(Administration) for referral case of 3(b) Recommended
- Dean(Administration)
5. Approval of Director in case of 3(b) Approved

Director

h
19/5

ash
19/5

Shukla

[Signature]