

(For private circulation only)

**Service terms, pay & allowances and perquisites as
applicable to employees of
National Brain Research Centre –**

At a glance



National Brain Research Centre

(Deemed University)

**& An autonomous body of Department of Biotechnology,
Ministry of Science & Technology, Government of India**

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**National Brain Research Centre
Manesar**

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Service terms, pay & allowances and perquisites as applicable to employees of National Brain Research Centre – At a glance

Preface: The brief facts & extracts of the Service terms, pay & allowances, benefits and other perquisites as applicable to NBRC Employees in general are given in this Booklet for information of all concerned. NBRC is presently adopting broadly the Rules & Regulations prevailing at NII, New Delhi. For further clarification/ details the relevant text of the rules have to be referred to.

The broad Terms & Conditions of Service at National Brain Research Centre (NBRC), a Deemed to be University and an Autonomous Body funded by the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India, are given in extract form taken out from different sources for easy and ready reference of the employees. NBRC is also registered as a Society for taking up the activities and objectives as envisaged in the Memorandum of Association.

1. Pay and Allowances:

Pay Scales followed are in accordance with Govt. of India Rules as per the Vth Central Pay Commission's recommendations. There are indicated in offer of appointment issued to the individual employees. However, the Scientists are appointed in the following grades

Sr. No.	Grade	Pay Scale
1	Scientist-III	10,000-325-15,200
2	Scientist-IV	12,000-375-16,500
3	Scientist-V	14,300-400-18,300
4	Scientist-VI	16,400-450-20,900
5	Scientist-VII	18,400-500-22,400
6	Director	25,000/- (Fixed)

- Pay Scales for other administrative posts are as approved.

1.1 Basic pay (BP) is the pay on which other allowances are computed which will be incremented annually as per the pay-scale structure over a period of time.

1.2 Annual Increment is the amount added annually on the running scale as indicated in the Pay-scale on which other applicable allowances will become payable.

1.3 Dearness Pay (DP) is 50% of the Basic Pay (BP)

1.4 Dearness Allowance (DA) is a variable component of the pay computed, as a percentage on the Basic Pay & D.P. the present DA is 35% w.e.f 1st January 2007.

1.5 Transport Allowance (TA):

Pay Scale (PS):	(Rs.)
Below 6500-200-10500	75/-
6500-200-10500	200/-
Above 6500-200-10500	400/-

1.6 Project Allowance

Pay Scale(PS):	(Rs.)
Upto 8,000-275-13,500	150/-
10,000-325-15,200 & 12,000-375-16,500	300/-
14,300-400-18,300	450/-
18,400-500-22,400	600/-

1.7 House Rent Allowance (HRA)/Leased Accommodation:

1.7.1 Option 1 HRA	5% (B.P + D.P)	All employees
1.7.2 Option 2 In lieu of HRA		
Leased Accommodation -	50% of upper Pay limit of the scale or, lease amount whichever is less	For the scale of pay of Rs. 6500-10500 & above
	- 30% of (B.P + D.P) or, lease amount whichever is less	For the scales below Rs. 6500-10500

The employee concerned may exercise either of the above options.

1.8 Washing Allowance

- 1.8.1 Admissibility – Common categories of Group ‘C’ and Group ‘D’ employees who have been supplied with uniforms.
- 1.8.2 Rate – Rs. 30/- per month.
- 1.8.3 No deductions during leave – No deduction, whatsoever, of Washing Allowance, need be made for the period of any leave taken by the employee.
- 1.8.4 Undertaking – Staff who is supplied uniforms / granted Washing Allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non-receipt of undertaking, further supply of uniforms / payment of Washing Allowance to be stopped.

2. Children Education Assistance

- 2.1 Children’s Age limit: 5-20 years
- 2.2 No. of Child Eligible: 2.
- 2.3 The employees are eligible for Children’s Educational Allowance (CEA) @ 100/- p.m. per child for classes 1 to XII which is exempted from Income Tax.
- 2.4 In lieu of CEA the individual may opt for reimbursement of tuition fee which will be Reimbursed as under and will taxable under the head “Salaries”.

For Class I to X	-	Rs. 40/- p.m. per child
For Class XI to XII	-	Rs. 50/- p.m. per child
For Physically handicapped/ Mentally retarded children	-	Rs. 100/- p.m. per child

Science Fee up to the limit of Rs. 10/- p.m. will be reimbursable in addition to the Tuition Fee in respect of children offering Science subjects in Class-IX to XII.

3. Medical Reimbursement

- 3.1 The medical reimbursement including OPD treatment per annum to each employee and his or her dependants is Rs. 10,000/- p.a. or one month's pay (BP+DP+DA) whichever is higher.
- 3.2 Indoor treatment / Hospitalisation: Further indoor treatment on Hospitalisation will be governed as per Group Hospitalisation Insurance Policy taken by the NBRC (excluding maternity related hospitalisation). Premium is first paid by Institute to the Insuring Company and the Employee's entitlement as in above will be reduced by 30% of the actual premium paid and the remaining 70% will be borne by the Institution. The said Hospitalisation cover will be extended to the employee as well as dependants as per rules at the time of renewal of the policy annually. New employees joining the Centre would be included in the policy at the time of annual renewal in November every year.

4. Telephone / Internet expenses reimbursement:

The reimbursement would include telephone expenses in landline/mobile/broadband or together in any of these services including facilities through which data, voice or image is transferred. The revised reimbursement limits to the eligible officers of NBRC will be governed and regulated as under:

Group 'A' officer in the Pay Scale of 12,000 – 16,500 and above : Rs. 1500/- p.m.*

Group 'A' officers in the Pay Scale of 8000 – 13,500 and below
the Pay Scale of 12,000-16,500 : Rs. 800/- p.m.*

Group 'B' officers in the Pay Scale of 6500-10500 on need basis
based on the essential nature of service required : Rs. 510/- p.m.*

* Plus taxes as applicable.

5. News Paper / Magazine expenses reimbursement

Following is the scale of reimbursement of expenses for procuring any Indian Newspapers and Magazines to various levels of Core Staff.

S. No.	Level of Officer/ Scale of Pay	Entitlement of Indian	
		Newspaper	Magazine
1.	18,400 – 22,400	4	3
2.	16,400-20,900 14,300-18,400 12,000-16,500	2	2
3.	10,000-15,200 8,000-13,500 7,450-11,500	1	1
4.	6,500-10,500	1	Nil

- 5.1 The procedure to be followed to avail this benefit is as under: The concerned officers may get authorized number of Indian newspapers/ magazines of their own choice as per their entitlement through their local hawker at their residence or in office. Claims for reimbursement against the paid bills would be submitted by the concerned officers to

the Accounts Office every month which will be met after adjusting the resale value (i.e 15 % of the Cost).

6. Leave Travel Concession (LTC)

6.1.1 Eligibility:

Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

6.1.2 The facility will be restricted to only two surviving children or stepchildren as per rule on the subject.

6.1.3 Applicable only to fully dependant members of the family residing with the employee subject to certain relaxations.

6.1.4 A member of the family whose income from all sources, including stipend, or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs. 1,500 p.m. is deemed to be wholly dependent on the Government servant.

6.1.5 Block of two Calendar years for the period 2006-2009 i.e. 2006-2007 & 2008-2009.

6.1.6 Concession for one block can be carried forward to the first year of the next block, i.e., the outward journey for 2006-2007 block can be performed up to 31/12/2008.

6.1.7 Employees entitled to LTC to Hometown for self-alone every year cannot carry forward the concession.

6.1.8 An Advance can be taken upto 90% of the fare.

6.1.9 LTC to Home Town is admissible once in a block of two calendar years. And in respect of officials entitled to Hometown LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Hometown for that year.

6.1.10 LTC to any place in India is admissible in lieu of one of the two journeys to Hometown in a block of four years.

6.2 Entitlements:

6.2.1 Journey by Rail:

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,339	AC Chair Car	AC 2 – tier	AC 2 – tier
Rs. 4,100 to 7,999	--do--	AC 3 – tier	First Class/AC 3–tier/AC Chair Car
Below Rs. 4,100	Not Entitled	Not Entitled	Sleeper Class

6.2.2 Journey by Air:

Pay range of Rs. 18,400/- and above travel by Air Economy (Y) class by National carrier.

6.2.3 Journey by Sea or by River Steamer:

Pay Range Officers drawing pay	A & N Islands and Lakshadweep Islands (Shipping Corpn. of India)	Others
Rs. 8,000 and above	Deluxe Class	Highest Class
Rs. 6,500 to 7,999	First/''A'' Cabin Class	If there be two classes only on the steamer, the lower class
Rs. 4,100 to 6,499	Second/''B'' Cabin Class	If there be three classes, the middle or second class. If there be four classes, the third class.
Below Rs. 4,100	Bunk Class	The lowest class.

6.2.4 Journey by Road:

Sr. No.	Pay Range	Entitlement
1.	Rs. 8,000 and above	Actual fare by any type of public bus, including air-conditioned bus :
2.	Rs. 4,100 and above but less than 7,999	Same as at (i) above with exception that journeys by air-conditioned bus will not be permissible.
3.	Below Rs. 4,100	Bus fare by ordinary bus.

6.3 **Advance**

6.3.1 Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

6.3.2 The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawl of the advance.

6.3.3 Advance can be drawn separately for self and family.

6.4 **Claim**

6.4.1 Claim – 1

When advance is taken, (a) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(a) When claim submitted within stipulated time but unutilised portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(b) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

- (c) When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

6.4.2 Claim – 2

When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

6.5 **LTC to Hometown**

Admissible to all employees irrespective of the distance involved.

Hometown once declared is treated as final. In exceptional circumstances, the Head of the department may authorize a change, only once during entire service.

Admissible to visit Andaman and Nicobar Islands instead of Hometown in their entitled mode and class of travel.

Admissible once in a block of two calendar years. The blocks are 2006-07, 2008-09 and so on.

An employee (including unmarried) having his family at his Home town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

6.6 **LTC to anywhere in India**

6.6.1 Scope: i) This concession is admissible in lieu of one of the two journeys to Hometown in a block of four years. The current block is 2006-09.

ii) Available for travel to any place in India – mainland or overseas – including employee's Hometown.

iii) Officials availing LTC to Hometown for self along once very year, are not entitled to LTC to anywhere in India.

6.6.2 **Spouse / dependent children residing away from the Government servants' headquarters:** - Claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.

6.6.3 **Different places:** - Members of family can visit either the same place as that visited by the Government servant or different places.

6.6.4 **Different batches:** - Members of family can travel in one of more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.

6.6.5 **Different calendar years:** - Members of family can travel either in the same calendar year or in different years in respect of the same block.

6.6.6 **Intended place of visit to be declared:** - The intended place of visit should be declared by the official to the Controlling Authority in advance.

6.6.7 **Change in the declared place of visit:** - Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Heads of Departments / Administrative Ministry.

6.6.8 **Carry forward:** - Concessions not availed in a block of four years can be carried forward to the first year of the next four-year block. In respect of officials entitled to Hometown LTC, the concessions can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Home town for that year.

6.7 Encashment of EL during LTC

Encashment of earned leave while availing LTC – Will be admissible subject to the following conditions –

Limited to 10 days of earned leave on one occasion and 60 days in the entire career.

6.7.1 Will be taken into account while computing the maximum admissible for encashment at the time of quitting service.

6.7.2 At least equal number of days of earned leave should be availed along with encashment.

6.7.3 The balance at credit should be not less than 30 days after deducting the total of leave availed plus leave for which encashment was availed.

7. Leave Rules

7.1 Earned Leave (EL)*

Total leaves: 30 per annum (calendar year)

Earned leave will be credited in advance of 15 days on every 1st January and 1st July.

Earned leave can be accumulated up to 300 days (including the number of days for which encashment has been allowed along with LTC).

7.2 Half Pay Leave (HPL)*

Total leaves: 20 days p.m. (calendar year)

Half Pay Leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year.

This leave may be commuted on medical grounds for full pay, in such cases twice the no. of days of leave will be debited to the individual account.

Note: * Any intervening Holidays will also be counted as leave. However, prefix and suffix is permitted without counting of leave.

7.3 Casual Leave (CL)

Total leaves: 8 days per annum (calendar year)

Casual Leave can be taken for half-day also.

It should not normally be granted for more than 5 days at any one time.

Casual leave cannot be combined with Earned Leave/HPL.

8. TA / DA on Official Tour

8.1 Entitlements for travel by rail:

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs., 16,400 & above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 6,500 to 7,999	--do--	AC 3-tier	3-tier/AC Chair Car
Rs. 4,100 to 6,499	--do--	--do--	--do--
Below Rs. 4,100	--do--	--do--	Sleeper Class

Jan Shatabdi Train – Basic Pay Rs. 4,100 and above – AC Chair Car
Below Rs. 4,100 – Second Class.

8.2 Journeys by Air

Entitled Officers – Officers in receipt of pay of Rs. 16,400 and above (Basic Pay + NPA + SI) may, at their discretion, travel by air on tour/transfer.

Non-Entitled Officers - Those drawing pay of Rs. 12,300 (Basic Pay + NPA + SI) and above but below Rs. 16,400 may travel by air on tour/ transfer at their discretion, if the distance involved is more than 500 km and the journey cannot be performed overnight (ordinarily covered between 6 p.m. and 8 a.m.) by a direct train / direct slip coach service.

NPA- Non Practicing Allowance

SI - Stagnation Increment

8.3 Journeys by Road

(i) Basic Pay + NPA + SI	(ii) Entitlements
(iii) Rs. 16,400 and above	AC Taxi/Ordinary Taxi/Car/Auto rickshaw/ Own Scooter /Moped / Any Bus including AC Bus.
(iv) Rs. 8,000 to 16,399	Same as 1 above, except AC Taxi.
(v) Rs. 6,500 to 7,999	Same as 1 above, except AC Bus/ AC Taxi.
(vi) Rs.4,100 to 6,499	Autorickshaw/ Scooter/Moped/Any Bus except AC Bus.
(vii) Below Rs. 4,100	Autorickshaw/Scooter/Moped/Ordinary Bus.

8.4 Daily Allowance

8.4.1 Rates

Rates of D.A. for halt at various stations/localities are given below. The localities of Columns 2 to 4 of the Table are specified in the next subject.

(1)	(2)		(3)		(4)		(5)	
Pay Range	'A-1' Class cities		'A' – Class cities and specially expensive localities		'B-1' Class cities and expensive localities		Other localities	
(*)	Ordy	Hotel	Ordy	Hotel	Ordy	Hotel	Ordy	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Rs. 16,400 & above	260	650	210	525	170	425	135	135
Rs. 8,000 to 16,399	230	505	185	405	150	330	120	225
Rs. 6,500 to 7,999	200	380	160	305	130	250	105	200
Rs. 4,100 to 6,499	170	245	135	195	110	160	90	130
Below Rs. 4,100	105	125	85	100	70	85	55	65

Note: (*) Ordinary (Ordy) Rate is applicable if one makes his own arrangement
Hotel Rate is applicable if accommodation is hired in hotel.

8.5 Basis for D.A. calculation

8.5.1. Absence from headquarters on calendar day basis, i.e., from midnight to midnight.

Absence not exceeding 6 hours	Nil
Absence exceeding 6 hours but not exceeding 12 hours	70%
Absence exceeding 12 hours	100%

8.5.2 D.A. for journey period is only at ordinary rates as in Column (5) of the Table even if it is through an expensive locality.

8.5.3 For return to headquarters on the same day, D.A. is at ordinary rates only, irrespective of the fact that the journey was performed to an expensive locality.

8.6 Eligibility of D.A. in various circumstances

(a)	Free boarding and/or lodging charges availed	
	Free boarding and lodging	25% of ordinary rate.
	Free boarding only	50% --do--
	Free lodging only	75% --do--
	Stay in office building free of cost	75% --do—
(b)	Lodging charges paid in excess of 25% of normal D.A. while staying in Government/Public Sector Guest House/Hostel attached to Indian Institute of Public Administration, New Delhi.	75% of ordinary rate + lodging charges (exclusive of breakfast/meals) restricted to hotel rate.
(c)	Stay in hotel and other establishments including private lodges, guest/rest house, YMCA/YWCA hostels.	90% of ordinary rate + lodging charges restricted to hotel rate.

Note 1. Claim for hotel rate of D.A. to be supported by vouchers for payment of lodging charges.

Note 2. Luxury Tax charged by hotels allowable subject to overall ceiling.

9. TA on Transfer /Joining the assignment

- (i) A composite transfer grant equal to one month's Basic Pay plus Dearness Pay;(Not admissible if no change of residence is involved even where the distance between the two stations is more than 20 kms.)
- (ii) Actual fares for self and family for journey by rail/steamer/air;
- (iii) Road mileage for journey by road between places not connected by rail;
- (iv) Cost of transportation of personal effects from residence to residence; and
- (v) Cost of transportation of conveyance possessed by the employee.

Table of Entitlement:

Basic pay + NPA + Stagnation Increment	Composite Transfer Grant	Personal effect		
		By train/steamer	Rate per km for transport by road	
		Maximum	'A-1', 'A' & 'B-1' cities	Other Places
Rs. 16,400 & above	Equal to one months's basic pay + NPA + SI + DP	Full four-wheeler wagon, or 6,000 kg by goods train, or one Double Container	Rs. P. 30.00	Rs. P. 18.00
Rs. 8,000 to 16,399	--do--	Full four-wheeler wagon, or 6,000 kg by goods train, or one Single Container	30.00	18.00
Rs. 6,500 to 7,999	--do--	3,000 kg	15.00	9.00
Rs. 4,100 to 6,499	--do--	1,500 kg	7.60	4.60
Rs. 3,350 to 4,099	--do--	1,500 kg	7.60	4.60
Below Rs. 3,350	--do--	1,000 kg	6.00	4.00

An employee, whose family does not accompany him to the new station while joining on transfer, has an option to claim-

either for the first journey undertaken to join the new post.

or for the journey subsequently undertaken along with family members.

10. Contributory Provident Fund (CPF):

Monthly Deposit to Employee's CPF: 10% (BP + DP) from employee's Salary and equal amount from NBRC's fund.

Advance from the CPF: Advance may be granted only for specific purposes and advance ceiling limit to an employee will be either employee's three months pay or half the amount of subscriptions and interest thereon standing to the credit of the employee's fund.

11. Flexible Complimenting Scheme for Career Growth

The system of Flexible Complimenting Scheme (FCS) also known as in-situ promotion shall be followed in the matter of promotion of Institute's Scientists in the grade of Staff Scientist-II, III, IV, V, VI & VII. The assessment committee would evaluate the performance of the Scientists for promotion to the next higher grade. The Institute will be free to vary the number of posts in the different scales so as to promote the scientists from the junior scale to senior scale for which proven merit and record of research shall be the only criteria. A minimum residency of five years in each grade shall be required for consideration under the flexible complementing scheme.

The review shall be done by the assessment committee biannually before 1st January and 1st July every year as far as practicable.

12. **Policy for Foreign visits of Scientists / Faculty**
(for attending conference/ Seminars/Symposium etc.)

The faculty may participate in two International meetings-

One fully funded participation in International conference per year

One partially funded participation in International conference per year

The financial support from NBRC will be within a budgetary allocation of 2.00 lakhs over a period of three year period per faculty member to meet the above expenses.

13. **Conduct Rules**

13.1 **Do's**

13.1.1 Maintain absolute integrity at all times.

13.1.2 Maintain absolute devotion to duty to all times.

13.1.3 Those holding responsible posts – maintain independence and impartiality in the discharge of your duties.

13.1.4 Maintain a responsible and decent standard of conduct in private life.

13.1.5 Render prompt and courteous service to the public.

13.1.6 Observe proper decorum during lunch break.

13.1.7 Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.

13.1.8 Keep away from demonstrations organized by political parties in the vicinity / neighbourhood of Government offices.

13.1.9 Maintain political neutrality.

13.1.10 Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.

13.1.11 If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.

13.1.12 Act in accordance with Government policies.

13.1.13 Observe courtesy and consideration to Members of Parliament and State Legislatures.

13.2 **Don'ts**

- 13.2.1 Do not make joint representations in matters of common interest.
- 13.2.2 Do not indulge in acts unbecoming of a Government servant.
- 13.2.3 Do not be discourteous, dishonest and partial.
- 13.2.4 Do not adopt dilatory tactics in your dealings with the public.
- 13.2.5 Do not practise untouchability.
- 13.2.6 Do not associate yourself with any banned organizations.
- 13.2.7 Do not join any association or demonstration whose objects are activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
- 13.2.8 Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
- 13.2.9 Do not get involved in unauthorized communication of any official document or information.
- 13.2.10 Do not join or support any illegal strike.
- 13.2.11 Do not enter into any private correspondence with Foreign Embassies or Missions/ High Commissions.
- 13.2.12 Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
- 13.2.13 Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with institution.
- 13.2.14 Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
- 13.2.15 Do not accept any gift from any foreign firms which is having official dealings.
- 13.2.16 Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
- 13.2.17 Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.

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- 13.2.18 Do not approach your subordinates for standing surety for loans taken from private sources either by you / your relations / friend.
- 13.2.19 Do not undertake private consultancy work.
- 13.2.20 Do not speculate in any stock, share or other investment.
- 13.2.21 Do not purchase shares out of the quote reserved for friends and associates of Directors of Companies.
- 13.2.22 Do not bid at any auction of property where such auction is arranged by your own officers.
- 13.2.23 Do not stay as guest with Foreign Diplomats or foreign nationals in India.
- 13.2.24 Do not invite any Foreign Diplomat to stay with you as your guest in India.
- 13.2.25 Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission / Government or Organization.
- 13.2.26 Do not bring any political influence in matters pertaining to your services.
- 13.2.27 Do not consume any intoxicating drinks or drugs while on duty.
- 13.2.28 Do not appear in public place in a state of intoxication.
- 13.2.29 Do not indulge in any act of sexual harassment of any woman at her work place.
- 13.2.30 Do not employ children below 14 years of age.
- 13.2.31 Do not accept award of monetary benefits instituted by Private Trusts / Foundations, etc.

14. Activities requiring permission/sanction:

Prior permission/sanction of the prescribed authority is necessary –

- 14.1 To join educational institution or course of studies for University degree.
- 14.2 To enrol as member of St. John Ambulance Brigade.
- 14.3 To join Territorial Army.
- 14.4 To join Home Guards Organization.
- 14.5 To join foreign language classes conducted by Indo-Foreign Cultural Organization.

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14.6 To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.

14.7 To give evidence in connection with any enquiry conducted by any person, committee or authority.

Exception –

(i) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or

(ii) Giving evidence in any judicial enquiry; or

(iii) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.

14.8 To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

14.9 To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.

14.10 To accept membership of Book Clubs run by Foreign Agencies.

14.11 To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government servant.

Exception –

(i) To take part in informal farewell entertainment held on occasion like retirement or transfer.

(ii) To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions.

14.12 To engage directly or indirectly in any trade or business, or hold an elective office, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family.

14.13 To accept fee for work done for any private or public body or person.

14.14 Acceptance of a part-time lectureship in an educational institution, which is in the nature of a regular remunerative occupation.

14.15 To enrol himself as an Advocate with the Bar Association (subject to the condition that the Government servant does not engage himself in the legal profession so long as he continues in Government service).

14.16 To accept remuneration for services rendered regularly to co-operative societies.

14.17 To undertake medical practice during spare time on purely charitable Basis, if registered as a practitioner in any system of medicine.

14.18 To enter into negotiations with private firms to secure commercial Employment even while in service.

14.19 To acquire or dispose of any immovable property either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own

Abstract: service terms

name or in the name of any member of his family, if the above transaction is with a person having official dealings with the Government servant.

14.20 To enter into transactions in movable property, if its value exceeds prescribed limits (Rs. 20,000/- in the case of Group 'A' / Group 'B' Officers, or Rs. 15,000/- in the case of Group 'C' / Group 'D' employees) and if the transaction is with a person having official dealings with the Government s servant.

14.21

- a) To acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.
- b) To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.
- c) To enter into any transaction with any foreigner, foreign government, foreign organization or concern-
 - I. For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family of any immovable property.
 - II. For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

14.22 To have recourse to any Court or to the press for the vindication of any Official act, which has been the subject –matter of adverse criticism or an attack of a defamatory character.

14.23 To stay with Foreign Diplomats and foreign nationals abroad.

14.24 To be members of or actively participate in the activities of Indo-Foreign Cultural Organization.

14.25 In the case of pensioners who, immediately before retirement, were Group 'A' Officer, to accept any commercial employment before the expiry of two years from the date of retirement.

In the case of Items 8,9,20,21,22 and 23 above, if the permission sought for is not refused within the time-limit specified below, a Government servant is free to assume that the permission sought for has been granted.

<i>Item No.</i>			<i>Time-limit</i>
20, 21	30 days.
22	60 days
23	3 months

15. Property Transactions

Transactions by Government servant out of own funds:

15.1 Immovables – When a Government servant acquires, or disposes of any immovable property or through Power of Attorney, directly by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family,

he should give prior intimation to the prescribed authority regarding such transaction.

15.2 Movables – Any transaction in movable property by the Government servant either in his own name or in the name of any member of his family should be reported to the prescribed authority within one month of such transaction, if the value of such property exceeds -

- (a) Rs. 20,000 in the case of Group 'A' / Group 'B' Officers, or
- (b) Rs. 15,000 in the case of Group 'C' / Group 'D' employees.

In both the cases, if the transaction is with a person having official dealings with the employees previous sanction of the prescribed authority is necessary.

Movable property includes –

- (a) Jewellery.
- (b) Insurance Policies, the annual premia of which exceeds Rs. 10,000 or 1/6th of the total annual emoluments of the official (whichever is less).
- (c) Shares, Securities and Debentures.
- (d) Loans advanced or taken by such employees, whether secured or not.
- (e) Motor cars, motor cycles and other means of conveyance, and
- (f) Radios, television sets, radiograms and refrigerators.

NOTE – In addition, if the total transactions in shares, securities, debentures, mutual funds, etc., during a calendar year exceed Rs. 50,000 by a Group 'A' / 'B' officer and Rs. 25,000/- in the case of a Group 'C' / 'D' employee, intimation is to be sent to the prescribed authority.

Prescribed authority – The Head of Department for Group 'A' and Group 'B' Officers, and Head of the Office for others.

15.3 Transactions of family members -

Transactions entered into by the family members of a Government servant out of their own funds (including stridhan, gifts, inheritance, etc.) in their own names, need not be reported to Government (such transactions do not attract Conduct Rules).

15.4 Annual property returns, by 31st January –

Group 'A' and Group 'B' Officers shall submit an annual return "as on 31st December" every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person/s name. If there is no change in any year, it is enough if an entry "No change" or "same as last year" is made in return.

15.5 Transactions with foreigners or in property outside India –

Transaction in immovable property situated outside India and transaction immovable property with any foreigner/foreign Government/foreign organization/foreign concern require previous sanction of the prescribed authority whether the transaction is in the official's name or in any of his family member's name.

15.6 Construction of house -

Construction of house amounts to acquisition of immovable property for which intimation/sanction, is required. This is independent of sanction of Government loan. It is the case where the expenditure incurred on repairs or minor construction work in respect of any house is estimated to exceed Rs. 10,000.

15.7 Time-limit for permission -

If the prescribed authority does not communicate/refuse its sanction within sixty day of the receipt of the request in respect of cases covered by 4 above and within thirty days in all other cases, the official is free to assume grant of sanction.

15.8 Punitive action –

Non-furnishing of returns in time or furnishing wrong information will be ‘good and sufficient reason’ for taking disciplinary action against the officer.

Internal Telephone / email Directory : NBRC, Manesar

➔ **EPBX Telephone Nos.:** 0124-2338922/23/24/25 & 26

➔ **Fax Nos.:** (i) Admn.: 0124-2338910 (ii) Academics: 2338916 (iii) Director's Office: 2338928
(iv) Stores & Purchase: 2338918 (v) Imports& Projects: 2338917

S. no	Name of Official	Designation	Office	Residence	Mobile	Email-id
1	Prof. V. Ravindranath	Director	2338929 Ext 206	2564605	--	director@nbrc.ac.in
2	Dr. AR. Subramanian	Chief Administrative Officer	2338927 Ext 226	2308304	9810603127	subra@nbrc.res.in
3	Mr. K.V.S.Kameswara Rao	Registrar	2338916 Ext 215	2574834	9810603147	registrar@nbrc.ac.in
4	Mr. Surya Narayan Mishra	Administrative Officer	2338910 Ext 209	--	9810507399	admin@nbrc.ac.in
5	Mr. Santosh Kumar	Finance & Accounts Officer	Ext. 210	--	9811952972	finance@nbrc.ac.in
6	Mr. Rajbir Singh	Head, Engineering Section	Ext. 265	2371225	9911253030	rajbir@nbrc.res.in
7	Mr. Sanjeev Kr. Chaudhary	Asst Engineer (Civil)	Ext. 267	--	9810720809	schoudhary@nbrc.res.in
8	Mr. D.D. Lal	Technical Officer i/c Library	Ext. 229	--	9868498482	library@nbrc.ac.in
9	Mr. P K Srivastav	Stores & Purchase Officer	2338918 Ext. 269,266	--	9810178799	stores@nbrc.ac.in
10	Dr. Shikha Yadav	Veterinarian	Ext. 271	2219986	9810938666	shikha@nbrc.ac.in
11	Dr. Suresh Yadav	Technical Officer	Ext. 287	--	9812393044	suresh@nbrc.res.in
12	Mr. Hariharan S.	Asst Admin Officer (Imports & Proj)	2338917 Ext. 240	--	9818874915	hariharan@nbrc.res.in
13	Mr. Jothbasu V	Information Scientist (DIC)	Ext. 214	--	9818699289	jothbasu@nbrc.res.in
14	Mr. R. Khader Valli	Technical Officer	Ext. 234		9971045195	khader@nbrc.res.in
SCIENTISTS /FACULTY						
15	Dr. Aditya Murthy	Scientist	Ext. 310	4251360	9810983360	aditya@nbrc.ac.in
16	Dr. Anirban Basu	Scientist	Ext. 225	2309046	9818622540	anirban@nbrc.ac.in
17	Dr. Ellora Sen	Scientist	Ext. 235	2309046	9910120457	ellora@nbrc.res.in
18	Dr. Nandini C.S.	Scientist	Ext. 333	--	9899117725	nandini@nbrc.ac.in
19	Dr. N.K.Dhingra	Scientist	Ext. 221	4037400	9818201314	naren@nbrc.ac.in
20	Dr. Neeraj Jain	Scientist	Ext. 220	2380052	9810446444	neeraj.jain@nbrc.ac.in
21	Dr. Nihar Ranjan Jana	Scientist	Ext. 217	4031830	9971122775	nihar@nbrc.ac.in
22	Dr. Pankaj Seth	Scientist	Ext. 212	4034236	9899592444	pseth@nbrc.res.in
23	Dr. Probodha Kumar Swain	Scientist	Ext. 216	4117831	9818447831	prabodh@nbrc.ac.in
24	Dr. Prasun Kumar Roy	Scientist	Ext. 312	44106051	--	pkroy@nbrc.ac.in
25	Dr. V.Rema	Scientist	Ext. 218	2380052	--	rema@nbrc.ac.in
26	Dr. Shiv K. Sharma	Scientist	Ext. 232	2309129	9871982839	sharmas@nbrc.ac.in
27	Prof. Shobhani L. Rao	Scientist	Ext. 336	--	9818146720	shobini@nbrc.ac.in
28	Dr. Shyamala Mani	Scientist	Ext. 223	--	9811504804	shyamala@nbrc.ac.in
29	Dr. Soumya Iyenger	Scientist	Ext. 219	--	9818373025	Soumya25@nbrc.ac.in

Abstract: service terms

Sr. No.	Sections & Other Support Services	Extension	Email_id
1.	Reception (IB-3 Building)/EPBX Board	9/ 4001	
2.	Reception (fMRI Building)	356	
3.	Reception (Hostel)	241	
4.	Academics (Shyam Kumar)	231	academics@nbrc.ac.in
5.	Accounts	228	finance@nbrc.ac.in
6.	Admn-1 (Anuj Gupta)	227	anuj@nbrc.res.in
7.	Admn-2 (Anoop Singh)	208	anoop@nbrc.res.in
8.	Animal Facility	271/ 287	
9.	Animal House Stores	286	
10.	Cafeteria	230	
12.	DIC	214/233	dic@nbrc.ac.in
13.	Director's Office (Pooja Gosain)	205/206	Pooja_gosain@nbrc.res.in
14.	Engineer's Office (Sanjeev Bhardwaj)	277	sanjeev@nbrc.res.in
15.	Lab-1 (Ground Floor)	234	
16.	Lab-2 & Lab-3 (First Floor)	213	
17.	Library	229	library@nbrc.ac.in
18.	Maintenance Services/ Complaints (Civil/Electric/A.C.)	264	
19.	Security - Main Gate /Guard Room	270	
20.	Stores (Beena)	285	beena_70@nbrc.res.in

→ Other General Information:

Sr. No.	Group name	Email_id
1.	Groups Email Address	faculty@nbrc.ac.in
		faculty@nbrc.res.in
		staff@nbrc.res.in
2.	General Email Address	academics@nbrc.ac.in
		admin@nbrc.ac.in
		dic@nbrc.ac.in
		info@nbrc.ac.in
		stores@nbrc.ac.in

CALENDAR -2007

January 2007						
S	M	T	W	Th	F	Sa
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February 2007						
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March 2007						
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April 2007						
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May 2007						
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June 2007						
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July 2007						
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August 2007						
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September 2007						
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October 2007						
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November 2007						
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December 2007						
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23	24	25	26	27	28	29

Gazetted Holidays					
Holiday	Date	Holiday	Date	Holiday	Date
Idul Zuha (Bakrid)	1-Jan	Milad-Un-Nabi	1-Apr	Idul Fitr	14-Oct
Republic Day	26-Jan	Good Friday	6-Apr	Dussehra	21-Oct
Muharram	30-Jan	Buddha Purnima	2-May	Diwali	9-Nov
Maha Shivaratri	16-Feb	Independence Day	15-Aug	Guru Nanak's Birthday	24-Nov
Ram Navami	27-Mar	Janmashtami	4-Sep	Idul Zuha (Bakrid)	21-Dec
Mahavir Jayanti	31-Mar	Mahatma Gandhi's Birthday	2-Oct	Christmas Day	25-Dec

Restricted Holidays							
Holiday	Date	Holiday	Date	Holiday	Date	Holiday	Date
New Year's Day	1-Jan	Holi	4-Mar	Parsi New Year	20-Aug	Dussehra(Maha Navami)	20-Oct
Guru Gobind Singh's B'day	5-Jan	Chaitra Sukhladi / Gudi Padava	19-Mar	Onam	27-Aug	Maharishi Valmiki's Birthday	26-Oct
Makara Sankranti	14-Jan	Easter	8-Apr	Raksha Bandhan	28-Aug	Deepawali(South India)	3-Nov
Pongal	15-Jan	Vaisakhi	14-Apr	Janmashtami	3-Sep	Naraka Chaturdasi	8-Nov
Bansanta Panchami	23-Jan	Mesadi/Vishu	14-Apr	Ganesha Chaturthi	15-Sep	Goverdhan Puja	10-Nov
Guru Ravidas's Birthday	2-Feb	Vaisakhadi/Bahag Bihu	15-Apr	Jamat-UI-Vida	12-Oct	Bhai Duj	11-Nov
Maharishi Dayanand Sarasvati Jayanti	12-Feb	Rath Yatra	16-Jul	Dussehra (Maha Saptami)	18-Oct	Guru Teg Bahadur's Martyrdrom Day	24-Nov
Holi(Holikadahana)	3-Mar	Hazarat Ali's B'day	28-Jul	Dussehra (Maha Ashtami)	19-Oct	Chritmas Eve	24-Dec

With Best Compliments From NBRC