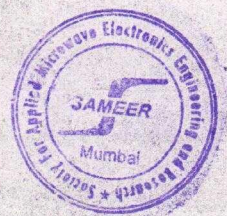


SERVICE CONDITIONS

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SERVICE CONDITIONS FOR THE STAFF OF SAMEER

The employees of the Society, other than the Chief Executive, are divided into the following four categories:

- (a) Member Scientific staff
- (b) Member Technical Support staff
- (c) Member Administrative Staff
- (d) Member auxiliary staff.

1. Pay Scale & Allowances and other facilities:

(a) PAY SCALES & ALLOWANCES

Member Scientific Staff (Scientists)

Grade	Scale Of Pay (in Rs.)
MSS I	6500-200-10500
MSS II	8000-275-13500
MSS III	10000-325-15200
MSS IV	12000-375-16500
MSS V	14300-400-18300
MSS VI	16400-450-20000
MSSVII	18400-500-22400

MSS stands for Member Scientific Staff

Member Administrative Staffs

MAS I	3050-75-3950-50-4590
MAS II	4000-100-6000
MAS III	4500-125-7000
MAS IV	5000-150-8000
MAS V	5500-175-9000
MAS VI	6500-200-10500
MAS VII	8000-275-13500
MAS VIII	10000-325-15200
MAS IX	12000-375-16500
MAS X	14300-400-18300

MAS stands for Member Administrative
Administration

Member Technical Support Staff

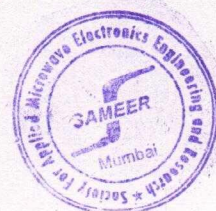
Grade	Scale of Pay
MTS I	3050-75-3950-80-4590
MTS II	4000-100-6000
MTS III	4500-125-7000
MTS IV	5000-150-8000
MTS V	5500-175-9000
MTS VI	6500-200-10500
MTS VII	8000-275-13500
MTS VIII	10000-325-15200
MTS IX	12000-375-16500

MTS stands for Member Technical
Support staff

Administrative Auxiliary Staff

AAS I	2550-55-2660-60-3200
AAS II	2610-60-3150-65-3540
AAS III	2650-65-3300-70-4000
AAS IV	3050-75-3950-80-4590
AAS V	3200-75-3950-80-4590
AAS VI	4000-100-6000
AAS VII	4500-125-7000
AAS VIII	5000-1508000

AAS stands for Member Administrative
Auxiliary staff



Pay Scale and allowances will be as per rules laid down by the Council from time to time; for the present Scales of Pay, Dearness Allowance (DA), House Rent Allowance (HRA), City Compensatory Allowance (CCA), Transport Allowance (TA) will be as applicable to Central Government employees.

(b) Designations

Besides Grade designations viz. Executive Technical, Executive Administration, Member Support Staff Administration functional designations could be assigned by this society to senior officers of Scientific/Technical cadre and all officers in Administration/Purchase who are required to correspond with other agencies and where the requirement is of such a nature to identify the designation of the signatory.

(c) Pattern Of Emoluments And Revision

The Pay and allowances have generally been patterned on the terms of employment in Central Government. Any benefits not provided for in these bye-laws/Policy manual should not be extended without approval by the administrative ministry. Any revision in the Pay and allowances will be made by the Council with the approval by the Administrative Ministry.

The benefits provided for in these Bye-laws shall be extended only to those who are working in the regular scale of pay against sanctioned posts in all other cases. Others like Research personnel, facilitation trainees, contract staff, consultants shall be offered consolidated lump sum remuneration. Such personnel shall only be allowed 8 days CL and 15 days Incidental Leave beyond the lump sum remuneration.

2. **Contributory Provident Fund (CPF)**

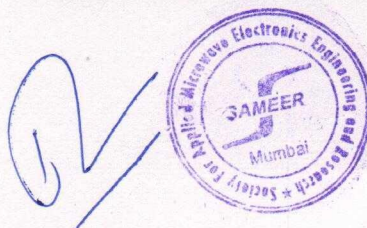
✓ | Employees of the Society shall be covered by the Contributory Provident Fund Scheme of Government of India in force and amended from time to time.

3. **Gratuity :**

The employees of SAMEER will be covered by the Gratuity Scheme as per Central Government rules in force and amended from time to time.

4. **General Provident Fund(GPF)-cum-Pension Scheme :**

✓ | The employees of SAMEER, shall be provided with CPF and Gratuity benefits and the services shall not be pensionary. However, if any employee, prior to the approval of these rules, has been covered by the GPF-cum-Pension Scheme of Government of India, such employees shall continue to be covered by GPF-cum-Pension Scheme of Government of India, in force and amended from time to time but no fresh entrants to the Society shall be offered pensionary benefits.



5. Health Scheme:

The employees of SAMEER will be covered by a health scheme as per rules laid down by Council from time to time. For the present following scheme will be made applicable.

5.1 Physician/specialist fees :

5.1.1 If any employee of SAMEER or his family (i.e. wife, husband, parents, children, step children, unmarried or widowed sister) who are wholly dependent on the member, fall sick, SAMEER will reimburse the medical expenses including the visits and consultation fees charged by a specialist if his general practitioner advises such consultation.

5.1.2 Female employee can opt either her parents or parents-in-law as their family. The option once exercised shall be final.

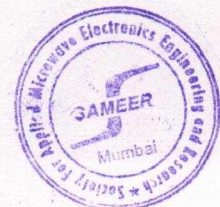
5.2 Cost of medicine etc.

The cost of medicines, injections, test, X-ray etc. prescribed by the general practitioner or specialist to member or any member of his family including hospitalization and nursing charges will be reimbursed by SAMEER on production of bills.

5.3 System of medicines :

5.3.1 SAMEER will not decide which particular doctor the members should consult. It leaves to the member to determine which system of medicine he/she should follow, allopathy, homeopathy, ayurvedic or unani. SAMEER will normally reimburse expenses on medical attendance and treatment up to an upper limit of one months basic pay + Dearness allowance as on 1st April, in a calendar year subject to a minimum of Rs.6,000/ per annum.

5.3.2 In any particular year if an employee does not spend the full amount available to him, he can carry forward the balance to the following two years. If he still does not utilize the amount carried forward during the following two years, the amount will lapse. In case the member is appointed in the course of calendar year, the reimbursement will be made on pro-rata basis.



5.4 Medical expenses in excess of entitlement:

In case of unforeseen and unavoidable medical expenses like accident, sudden major illness or emergency surgery which requires considerable expenditure, SAMEER would consider emergency medical reimbursement cases sympathetically. In such cases, as far as possible prior financial approval from the Director SAMEER is to be obtained by making a request, properly supported by statement from the doctor treating the case. The claims submitted for reimbursement on account of the various grounds mentioned above will be examined. The Director, on merits of each case, will sanction the amount of reimbursement to be made in excess of entitlement of such cases. Payments will normally be made directly to the Doctor/Hospital concerned. Only in exceptional cases an advance up to one month's basic salary will be given to the staff member. Such an advance will be adjusted against medical claims of the members within 60 days. The reimbursement will be limited to the ceilings as prescribed under the CGHS for various treatments and as revised from time to time.

5.5 Medical expenses after retirement :

The health scheme approved for SAMEER staff would be extended to the members of staff after retirement. The scheme will only be made applicable to husband and wife after retirement. The expenses will be reimbursed to the extent of *[one months' salary (basic + DA)] last drawn by the member. This could also be carried forward for another two years. The member has to produce the bills for treatment received by him and his wife for getting reimbursement.

6. TA/DA Rules :

TA/DA will be paid to an employee of SAMEER in accordance with the TA/DA rules as laid down by the Council from time to time. For the present, the rules as applicable to the employees of Central Government, will be applicable to the staff of SAMEER in respect of TA. However, in places where Guest House facilities are not available, the reimbursement of Hotel Charges will be as follows:

	Entitlement of Hotels charges	
	All cities of State capital	Other places
Chief Executive	Upto Rs.3,000.00	Upto Rs.1,500.00
All Group 'A' employees	Upto Rs.2,000.00	Upto Rs. 1,000.00
Other employees	Upto Rs.800.00	Upto Rs.400.00

Employees, who will be reimbursed hotel charges as above, will be eligible for ordinary DA applicable to the respective cities.



7. Children's Educational Assistance :

The staff of the Society shall be provided Children Education Allowance @ Rs.250/- per month and a book allowance of Rs.500/- per annum per child upto two children but limited to studies upto 10+2 level.

The assistance will be given for study up to 12th Standard in recognized institutions. If both husband and wife are working in Government/semi Government organization, only one of them will be eligible for assistance.

8. House Building Advance :

Permanent members of staff of SAMEER will be given House Building Advance within the provision made in the budget each year as per rules and conditions as laid down by the Central Government from time to time. Alternately, interest subsidy in respect of loans availed from Government approved Housing Finance organizations/banks may be considered subject to the stipulations laid down by the Executive Committee from time to time.

9. Other Loans :

Other loans will be payable to staff of SAMEER according to rules laid down by the Council from time to time. For the present following loan schemes will be operated:

9.1 Personal Loan :

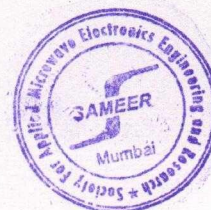
9.1.1 Personal Loan be granted to a permanent employee for the purpose of marriage/education of self, daughters or sons and purchase of furniture as follows :

- a) Up to Rs.5,000/- at 4% interest
- b) Above Rs.5,000/- up to a ceiling of 12 months' basic salary of Rs.15,000/- whichever is less at 8%

9.1.2 The Personal Loan will be recovered in 30 instalments.

9.1.3 Conditions to regulate the grant of loan :

- a) The second request for grant of personal loan will be considered after completion of 24 months from the date of grant of first loan or on settlement of the first loan already granted whichever is later.



9.2 Natural Calamity :

Advance to the extent of 3 months' basic pay to be recovered in 25 monthly installments in connection with natural calamity will be granted to the employee free of interest.

9.3 Unforeseen Eventuality :

Advance for any other unforeseen eventuality at the discretion of the Director equal to 2 months' basic salary subject to a maximum of Rs.10,000/- at 4% interest will be recovered in 6 monthly instalments.

9.4 Conveyance/Personal Computer/Table Fan :

Advance for the purchase of Conveyance/Personal Computer/Table Fan will be granted to an employee of SAMEER as per rules approved by the Governing Council of SAMEER ; for the present this will be on the basis of Govt. of India orders on the subject and amended from time to time.

10. Transport :

SAMEER will provide transport facility to employees from and to Railway Stations according to rules laid down by the Council from time to time. For the present SAMEER will provide transport facility to and from SAMEER premises and nearest Railway Stations one each on Central and Western Railway lines at Mumbai and from SAMEER Chennai to Chennai Central at Chennai and will recover 25% of the transport allowance payable, in return for the services being availed.

11. Membership of Professional Bodies/Institutions:

The Officers of the Society in the regular scale of pay of Rs.6500-10000 and above are encouraged to participate in professional bodies/institutions in the field of their specialization. The Society shall reimburse 90% of the membership fee of the subscription for one National and one International professional body. The maximum amount that can be reimbursed on this account is limited to Rs.10,000/- in a year. The list of professional bodies for membership both National and International shall be finalized by the Chief Executive of the Society.

12. Group Insurance Scheme- Savings Fund:

The Society shall formulate a similar scheme as the Central Government Group Insurance Scheme in association with any of the Insurance Companies where there shall be no contribution by the Society. The fund shall constitute contributions made by staff of the Society.



13. Reimbursement for Purchase of Books

The reimbursement facility is to encourage staff members to purchase professional book relevant to their functions.

Members in the pay scale of Rs.6500-10,500 and above are eligible for reimbursement of an amount of Rs.2,000/- p.a.

Members in Rs.12000-16500 grade and above are eligible for reimbursement of an amount of Rs.5,000/- per annum.

On the basis of Vouchers and bills submitted by the employee in the standard proforma, the reimbursement will be made on a quarterly basis. Not more than 4 claims are to be submitted in one calendar year.

14. Reimbursement for Purchase of Journals.

The reimbursement facility is to encourage staff members to purchase professional journals relevant to their functions.

Employees in Rs.10,000-325-15200 grade and above are eligible to claim a total amount of Rs.4,800/- per annum, for purchase of journals.

The Claim is to be made on Quarterly basis in the first month after the quarter concerned. All claims are to be supported with Vouchers and Bills.

15. Canteen Facility :

The employees will be provided with canteen facility to operate a Canteen or in the absence of such a facility, employees would be reimbursed the expenditure on account of tea/lunch as per entitlements to be worked out by the Governing Council

16. L.T.C. :

The members of SAMEER will be provided LTC facility as per rules laid down by the Governing Council from time to time. For the present, LTC will be made applicable according to Central Government LTC rules in force.

17. Ad-hoc Bonus :

Ad-hoc Bonus will be paid as per guidelines laid down by the Governing Council from time to time. For the present ad-hoc bonus will be paid to the members of staff as per the orders of the Govt. of India, Ministry of Finance, in force and as may be issued from time to time.



18. Holidays :

The Holidays prescribed by the Central Government for its offices will be followed by SAMEER.

19. Miscellaneous :

Any matter relating to the conditions of service of the employees for which no provision is made in these rules shall be determined by the Governing Council.

20. Newspapers/Magazines facility at residence :

- | | |
|---|-----------------------|
| a) Director | - Rs.1000/- per month |
| b) Employees working in the pay scale of Rs.16400-20,000 but below the scale of Chief Executive | : Rs.500/- p.m |
| c) Employees working in the pay scale of Rs. 6500-10,000 but below the scale of Rs.16400-20,000/- | : Rs.250/- p.m |
| d) For employees working below the pay scale Of Rs. 6500-10,000 | : Rs.100 p.m |

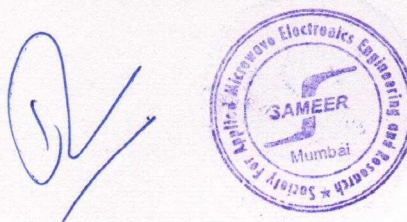
Deduction @ 15% will be made from out of the above amount on account of old Newspapers/Magazines.

21. Telephone facility at residence :

SAMEER will provide one official landline telephone on functional basis to the following category of employees. They may opt for the reimbursement of their personal phones. Internet connection charges will be reimbursed as per the entitlement given in the table.

- Director/Chief Executive
- Registrar
- ET-V & above grades

The maximum entitlement of the phone and internet charges on functional basis to various categories of employees shall be as under: One mobile phone connection including instrument and accessories to officials holding the post of Director, Registrar and Programme Director grade.



Level of the employee	Type	Maximum entitlement (No. of calls on monthly cycle basis)*	Internet connection (Duration in Hrs. per month)
Director/ Chief Executive	Official	No Limit	No Limit
Registrar	Official	No Limit	No Limit
Officers in ET-VI grade and above	Official	1000	30 hrs
Officers in ET-V/EA-IX grade	Official	250	15 hrs
Others (Key functionaries on functional grounds)	Official	100	-

*entitlement includes rentals besides number of calls exclusive of free calls

- The reimbursement of telephone charges of personal phones will be allowed if the registration of phone is in the name of the staff member, spouse, parents and in-laws.
- In case where both, husband and wife are employees of SAMEER, the reimbursement shall be given to either of them, whoever has a higher entitlement. However, the entitlement for number of calls will be clubbed for official use of the phone.
- The landline phone may be installed by any telephone company besides MTNL. However, the calculation for the reimbursement of entitlement shall be restricted/based on the rental and call charges of MTNL only.

