Contents for FAQ's related to HR Section

Frequently Asked Questions Disclaimer: These FAQs are merely suggestive in nature. They are an attempt to facilitate information to Faculty/Staff. These are subject to change, from time to time, based on the administrative exigencies/institute requirements.

1.Common Queries from Faculty in particular.

1. Where can I find faculty orientation document.?

Ans. Faculty ordination document, Important circulars, Important information related to rate contracts, IPR and all forms in use are available on intranet at the following link. https://intranet.iith.ac.in/wiki/ForFaculty

2. What is the procedure for claiming Relocation expenses?

Ans: Relocation expenses covers airfare (By Air India) and transportation cost of personal belongings from the place of work to Hyderabad. You will have to submit your claim within 60 days from the date of journey performed. Note, however, that a claim can be submitted only once –So be sure to complete all the components (books being parceled by sea, for example) of your move before claiming reimbursement. The maximum amount reimbursable is Rs. 1 lakh. For claiming this kindly submit all tickets & TA claim form to HR (Faculty) office along with your office order.

3. What are latest CPDA guidelines for use of CPDA.

Ans: Following is an update on the use of CPDA (approved by FC/BoG), and this comes into effect from 20-05-2021:

As per MoE: A sum of Rs 300000.00 (Rupees Three Lakhs only) will be earmarked as CPDA to each faculty member for a block period of three years. The CPDA is primarily provided to meet the expenses for participating in both National and International conferences, for paying the membership fee of various professional bodies and for contingent expenses.

From the aforementioned 3 lakhs, a maximum of Rs 100000.00 (Rupees One lakh only) may be utilized from the earmarked CPDA towards contingent expenses relating to non-travel expenditure. **Procurement of Laptop/Desktop/Tablet/printer/software /research consumables/ computer peripherals / phones/ hard disks and such items are NOT allowed under CPDA.**

Non travel expenditure includes:

1. **Membership Fee for Professional Bodies**
2. **Purchase of books/monographs/journal subscriptions/author publication charges for peer-reviewed, reputed (non-predatory) journals/patent filing and related charges/any research related certification.**

For using CPDA for all of the aforesaid purposes:

1. Faculty are expected to take an approval via email, from the HoD, and Dean Faculty prior to any procurement/conference registration/membership.
2. For Author Publication Charges, the HoD is requested to confirm that the said journal is non-predatory, before approving the same.

Please note: A Maximum of 50% of the MHRD sanctioned CPDA grant for a block period can be carried forward from the one block period to the next block period. Since the current sanction is for INR 3 Lakhs/block period, a maximum of Rs. 1.5 Lakhs can be carried forward to the next block. At any given point of time, the total CPDA cannot exceed INR 4.5 lakhs (3 lakhs of the current block and 1.5 lakhs from the previous block).

4. What is the procedure for probation completion for faculty?

Ans. You will receive a mail approximately 15 days before your probation completion date from HR (Faculty), requesting you to send a one page write up on your work at IIT Hyderabad in past one year to your HOD.   Which will be routed through given channel of submission and approved by Director finally.
(The channel of submission is Faculty --> HOD --> Dean Faculty --> Director)

5. What is the procedure for movement from pay level 11 to pay level 12, Assistant Professor Grade II to Assistant Professor Gr I (Assistant Professor (on contract) to regular Assistant Professor as per 6th CPC)?

Ans: A faculty who joins as Assistant Professor Gr II in pay level 10 or 11 will have to face an internal review after attaining 3 years of post-PhD experience for upgrading himself/herself to Assistant Professor Gr I. Committee will consist of Director, Dean faculty, HoD and other members appointed by Director.
You will have to share your updated CV & Write-up on your work at IIT Hyderabad, to be shared with the committee members & keep a small presentation of 5 minutes ready to be presented on the day of review. Your write-up should cover following points:

Summary of activities-after joining IITH:
1. **Teaching**
2. **Research projects sanctioned/granted/applied for**

3. **Publications with IITH affiliation (pl mention the ones with IITH students or no IITH students, separately) and patents if any.**
4. **Administrative responsibilities & outreach activities**
5. **Future plans for teaching and research.**

6. What is the procedure for movement for placement in pay level 13A1 from pay level12?

Ans: All Assistant Professors Gr I, in pay level 12, will be placed in pay level 13A1 after spending three years in IIT's, this is time bound placement done with approval of the Director.

7. What is the procedure for leave during semester?

Ans:
a. To prevent disruption of academic activity and sponsored/consultancy or other project work, Faculty may avoid availing leave and/or LTC during Semester.

b. In exceptional cases, during the semester, leave of any kind, with or without LTC, for duration not exceeding 10 (ten) working days in a single spell, may be availed, on a case to case basis, by Faculty with the approval or the Head of the Department. In case of leave of any kind, with or without LTC, for duration exceeding 10 (ten) working days in a single spell, may be availed by Faculty, on a case to case basis, during Semester with the approval of the Head of the Department and the Dean of Faculty.

c. The above provision, is subject to the stipulations that academic work/activity as well as work relating to project, if any, shall not be adversely affected. The concerned Faculty shall make necessary arrangements, with written intimation to the Head of the Department, relating to academic and project activity/work so that there will be no disruption of any kind.

8. What are Earned (vacation) leave rules?

Ans. Earned leave is admissible to members of vacation staff (faculty). In a given academic year, a faculty can avail up to a maximum of 60 days of vacation as declared by the Institute, which can be converted into a credit of 30 days of EL by not availing the vacation. Every two days of vacation that is not availed will be converted as one day EL subject to a maximum of 30 days in a calendar year and 300 days in entire service. Institute will, however, afford an advance credit of 15 days in every half year i.e. on

1stJanuaryand 1stJulyand the credit earned as above will be adjusted from this advance credit.

9. Procedure for obtaining NOC for an abroad visit.

Ans. Mail may be sent to faculty office with following information:

- Invitation letter (attached)
- Source of funds
- Period of stay

On receiving the above information note will be moved for issue of NOC, which will be routed through given channel of submission and approved by Director finally.
(The channel of submission is HOD --> Dean Faculty --> Director)

10. Procedure for obtaining Passport/ VISA documents.

Ans. Mail may be sent to faculty office with following information
- Photo to be handed over physically
- Current address (if address proof is also needed)
- If NOC for dependent is required, it is to be ensured that name of dependent is reflected on form-3

2.FAQ's for Employees (common for Faculty and non-Faculty)

11. What are the mandatory documents to be produced for the first time of reporting to duty?

The Institute will inform the selected candidate about documents to be submitted at the time his/her reporting. However, the list is as follows:

a) Proof of date of birth
b) Attested copies of Educational and Technical qualifications along with the Originals for physical verification
c) Attested copy of Community certificate along with the original, in case of SC/ST/OBC
d) Relieving certificate from the present employer, if employed.
e) Medical Certificate from a Gazetted Govt. Medical Officer or a Medical Officer of a Govt. undertaking

f) Declaration of not having any bond and non-submission of any application at other Organizations
g) Property Declaration Form
h) Attestation Form in triplicate
i) Declaration of Marriage
j) Personal Data
k) Character certificate
l) Identity certificate
m) Any other documents asked for

12. Can I get any financial/travel assistance at the time of joining in IIT Hyderabad?

The benefit of Transfer Travelling Allowance is available only to the regular employees of Central Govt. organization/Central Autonomous Bodies consequent to their appointment in a post of IIT Hyderabad.

For details on Transfer Travelling Allowance one may go through the following document https://doe.gov.in/sites/default/files/TA%20English.pdf

13. What is the time-limit for submission of bills to claim Transfer Travelling Allowance?

Time-limit for submission of claim is Sixty (60) days succeeding the date of completion of the Journey.
If the employee and his/her family members performed journey separately, then the dates shall be reckoned separately for each journey and the claim shall be submitted within sixty days succeeding the date of completion of each individual journey. The same is applicable in case of transportation of personal effects and conveyance charges.

14. Is Pay protection available to the employees joining the IIT Hyderabad?

Pay protection is available only to the regular employees of Central Govt. organization/Central Autonomous Bodies/PSUs consequent to their appointment in a post of IIT Hyderabad as per the guidelines of DoPT to this effect.

15. How do I get Institute's email id?

Upon reporting to the HR Section, the section will raise a ticket requesting the Support team of Computer center to create an email Id on your name. The credentials of new

email id will be shared on your personal email id (given at the time of reporting) within 24hr of such request.

16. How do I get Institute Identity Card?

At the time of joining, an application form has to be submitted to the HR section for the purpose. The Identity card will be issued to you within 24-48 hrs.

17. How can I add dependents?

At the time of joining, a declaration (in Form-3) and required documents for adding dependents is submitted. Further employee may also submit an application to the HR Section to add or remove the dependents, with relevant supporting documents.

18. Where can I collect my medical books?

New Joinee / Employee can collect medical books for self and dependents from HR Section.

19. Can I change my Date of Birth in service book?

Employee can make alteration in the date of birth only within five years of his entry into service, with the approval of the competent authority subject to the following conditions:

   a)   A request in this regard is made within five years of his entry into service;
   b)   It is clearly established that a genuine Bonafide mistake has occurred; and
   c)   The date of birth so altered would not make him ineligible to appear in any school or University or Union Public Service Commission examination in which he had appeared or for an entry into Government service on the date on which he first appeared at such examination or on the date on which he entered service.

20. Can I change my Home Town?

The hometown once declared and accepted by the controlling officer shall be treated as final. In exceptional circumstances, competent authority may authorize a change in such declaration as per the regulations provided that such a change shall not be made more than once during the entire service.

21. I am from the same station (in case where Home town and HQ of Office i.e. IITH are located in same station); Can I avail Home Town LTC?

No, one cannot avail Home Town LTC if his/her Home Town is same station.

22. I joined IITH recently; Can I avail LTC?

An Employee who joins service for the first time has to complete at least 1 year in order to avail the LTC scheme. Fresh recruits are allowed to travel to their home town along with their dependent family members on three occasions in a block of four years and to any place in India on the fourth occasion. This facility shall be available to the fresh recruits only for the first two blocks of four years applicable after joining the Government service for the first time.

You may visit https://dopt.gov.in/sites/default/files/31011_7_2013-Estt.A-IV-26092014.pdf for further details on the topic.

23. I joined IITH after 4 years of service in another Government organization. What is my entitlement for the purpose of LTC scheme?

Your past service in your previous Govt. organization(s) will be counted for the purpose of LTC.

24. Is it mandatory to apply leave in order to avail LTC facility?

Yes! LTC can't be availed without approved leave. Leave is mandatory to avail **Leave Travel Concession (LTC)**.

25. How are the claims of LTC adjusted?

Wherever advance has been drawn, the claim for reimbursement shall be submitted within one month of completion of the return Journey.

Where no advance has been drawn, the expenditure incurred shall be submitted within three months of the completion of the return journey.

26. What is the definition of Family for the purpose of LTC?

(I)   Spouse of the Employee and two surviving unmarried children or step children.

(II)   Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with and wholly dependent on the Employee.

(III)   Parents and/or step parents residing with and wholly dependent on the employee

(IV)   Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands, and widowed sisters residing with and wholly dependent on the employee provided their parents are either not alive and are themselves wholly dependent on the Govt. servant.

27. I want my educational qualifications to be updated in my service book as I recently completed my UG/Masters/PhD after joining IITH, what is the procedure?

You may submit an application along with copies of certificate(s) at the HR Section. You are required to produce the original degree too for physical verification.

28. What is the procedure to get No Objection Certificate for applying employment outside?

1) You may submit an application along with copy (ies) of advertisement through proper channel to the HR Section. There is a restriction of 4 chances in a calendar year, to apply for outside employment.

29. I lost my Institute's ID card; How can I get a new one?

You need to lodge a complaint in any Mee-Seva center. With the report received from Mee-Seva against your complaint, you may submit an application in HR Section for issuance of new ID Card.

30. What is the Date of Next Increment?

There shall be two dates for grant of increment namely, 1st January and 1st July of every year. The increment in respect of an employee appointed or promoted or granted financial upgradation during the period **between the 2nd day of January and 1st day of July** (both inclusive) shall be granted on **1st day of January** and the increment in respect of an employee appointed or promoted or granted financial upgradation during the **period between the 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July**.

31. What is the length of Probation period at IITH?

One (1) Year with effect from the date of Joining. However, it may also be extended beyond one (1) year in cases where it is necessary with the approval of the Competent Authority.

32. What are the kinds of leave available for Faculty & Non Faculty?

Apart from the general holidays, weekend and public holidays, following are the leaves an employee can avail.

The following kinds of leave shall be admissible to Employees of IITH:
  (a) Casual Leave
  (b) Special Casual Leave
  (c) Special Leave
  (d) Half-pay Leave
  (e) Commuted Leave
  (f) Earned Leave
  (g) Extra-ordinary Leave
  (h) Maternity Leave
  (i) Paternity Leave
  (j) Leave to a female member of staff on adoption of a child
  (k) Hospital Leave
  (l) Quarantine Leave
  (m) Leave-not-due
  (n) Vacation Leave (Only for Faculty)
  (o) Sabbatical Leave (Only for Faculty)
  (p) Study Leave
  (q) Child Care Leave (CCL)

For further details about leaves and their provisions, please visit the **Schedule E** of **Statutes of IIT Hyderabad** at https://iith.ac.in/assets/files/pdf/Statutes-1-70-IIT-HYDERABAD.pdf

33. Can I avail Casual leave in combination with any other kind of leave or vice-versa?

Casual leave can be combined with Special Casual Leave/Vacation leave but not with any other kind of leave

34. How to get an address proof certificate from the Institute to open bank account/to change address in my Aadhaar/to apply for loan etc.?

You can submit a request to the HR Section with a supporting document (rental agreement/ Gas connection book etc.) in order to obtain an address proof certificate.

35. To whom should I contact in case of matters related to HR section?

Contact details of the section are as follows:

Designation	Email id	Contact number
Deputy Registrar	dr.hr@iith.ac.in	040-23016060
Assistant Registrar	ar.hrstaff@iith.ac.in	040-23016074
Section Officer	office.establishmentstaff@iith.ac.in	040-23016774

3. **FAQ's related only to Non-Faculty**

36. What is the procedure for submission of Leave application?

The employee intended to avail any kind of leave should submit his/her application to the concerned Head of the Department/Section for approval/ recommendations, as the case may be.

Type of Leave	Recommending Authority	Approving Authority	Remarks
Casual Leave		Head of the Department/Section	Leave record shall be maintained at the concerned department/section. A copy can be sent to HR Section for record keeping
Earned Leave		Head of the Department/Section	Leave application should be forwarded to the HR Section for updating the service records and record keeping
Any other leave	Head of the Department/Section	Dean-Admin	Upon recommendation, the applicant shall submit his/her Leave application along with the required

			supporting documents to the HR section for necessary action.

37. Is Career Progression scheme available in IIT Hyderabad (for Non-Faculty)?

The details related to Recruitment and Promotion Rules in IIT Hyderabad are available under the following link:
https://iith.ac.in/assets/files/pdf/Recruitment-and-Promotional-Scheme-for-non-faculty-positions-in-IIT-Hyderabad.pdf

38. Will the employees be allowed to attend the training programs? (for Non-Faculty)

Yes! IITH encourage its employees to attend the training programs being organized by reputed Training Institutes subject to availability of training budget.

An interested employee can submit his/her application through the concerned Head of the Department/Section to the HR Section for further needful action in this regard.

39. What is the superannuation age of an employee at IIT Hyderabad (for Non-faculty)?

60 Years (except certain posts where the superannuation age is higher)

4. FAQ's for Aspirants (Non-Faculty positions)

40. Where and when to apply for a job in IIT Hyderabad?

As per the requirement, the Institute notifies the vacancies on its website and publish the advertisement in leading daily Newspaper(s)/Employment News etc. The aspirant may check the Institute's website (https://iith.ac.in/careers) regularly and can apply for a post suitable to him/her as per the eligibility criteria as and when notified under the particular advertisement.

41. Who can apply?

Eligibility criteria for each post will be notified in the advertisement. Candidates who meets the eligibility criteria can apply.

42. Whether reservations applicable in recruitments of IIT Hyderabad?

Yes, IIT Hyderabad follows the Government of India guidelines with respect to provision of Reservations to the SC, ST, OBC, EWS and PwD applicants.

43. Whether PwD candidate can apply for a post in IIT Hyderabad?

Yes, The PwD candidate can apply for any post except those identified as not suitable. The details will be mentioned in the advertisement.

44. What are the selection methods being followed by IIT Hyderabad?

As per Govt. of India norms, the selections will be done through written test for the posts at Level-6 & below and through Written test/Interviews for the posts at Level-8 and above.