

IITM/IP/PA/03

PENALTIES AND APPEAL RULES

1. The following penalties may be imposed on an employee for good and sufficient reasons or for breach of Conduct Rules:

1.1 Minor Penalties:

- (i) Censure
- (ii) Recovery of losses caused to the Institute due to negligence or breach of orders
- (iii) Withholding increments of pay

1.2 Major Penalties: -

- (i) Reduction to a lower stage in the pay scale for a specified period, with or without cumulative effect, and with instructions on whether increments will be earned during this period
- (ii) Demotion to a lower time scale of pay, grade or position for a specified duration.
- (iii) Removal from service which shall not be a disqualification for future employment;
- (iv) Dismissal from service, ordinarily disqualifying for future employment under the Society

2. Procedure for Imposing Minor Penalties:

Normally, no formal inquiry will be conducted for the purpose of imposing minor penalties. Orders for minor penalties against an employee of the Institute(s) will be issued only after:

- 2.1 Informing the employee in writing about the proposed action, including the allegations of misconduct or misbehavior. The employee shall have 10 days from the receipt of the proposal to submit a written representation.
- 2.2 Considering the representation, if any, submitted by the employee.
- 2.3 Recording findings on each allegation of misconduct or misbehavior.



3. Procedure for imposing Major Penalties: As per rules of GGSIPU

4. **Appeal:** *(Elaborate Term – An appeal is one which has its reference to the appropriate Appellate Authority against an order of Penalty. The right to appeal has been provided to teaching and non-teaching staff in certain orders.)*
- 4.1 Appeals should be filed within 45 days from the receipt of the penalty order, addressed to the Appellate Authority, i.e., The Chairman. Any employee filing the appeal should do so in their own name, providing all relevant facts and statements. Use of discourteous language is prohibited. The Appellate Authority i.e. Chairman – BOM or President (MLSS) [as applicable] may consider appeals submitted after the expiry of the specified period if sufficient cause is demonstrated.
- 4.2 No appeals may be filed against orders issued by the Inquiry Officer during the inquiry process.
- 4.3 No appeal may be filed against orders issued by the Governing Body of the Institutes. The Governing Body may only review orders in consultation, either confirming, modifying, or setting them aside. Upon review of the appeal, the Appellate Authority has the power to confirm, enhance, reduce, or set aside the penalty, or pass any other appropriate order.

