

Date: 26/12/2017

CIRCULAR No. 23

STANDARD OPERATING PROCEDURE

The following Standard Operating Procedure will be effective with effect from 26th December, 2017.

1. TO CLAIM REIMBURSEMENT OF LOCAL CONVEYANCE

The claim should be forwarded to Dy. Director (Admin. & Accounts) through the respective head of department/section with remarks/ recommendation.

- The reimbursement of local conveyance will be entitled for
 - (a) Attending the office/work beyond 8.00pm or early reporting (before 8 am) for attending work.
 - (b) Undertaking the journey by private/public transport for office work during working hours.
 - (c) Attending office/work during holidays
- In the case of head of Branches/Departments, the reimbursement claim will be approved by Director.
- The claims of staff other than HODs shall be forwarded to Dy. Director (Admin & Accounts) through the respective HOD of department/section with the recommendation.

2. INDENT / PURCHASE / PROCUREMENT and PAYMENTS

All the indents / purchase / procurement and payment will be followed as per the **Revised Procurement Procedure Manual (PPM)**.

3. REIMBURSEMENT OF TA/DA CLAIM AND SETTLEMENT OF ADVANCE

- All TA/DA claims must be submitted within 7 days after completion of the journey if advance is drawn. In other cases within one month of completion of the Tour.
- The claim should be settled by Admn./Accts. within 4 days after receiving the claim in the section
- Accounts section should submit the list of employees drawn advances and become outstanding on every month to the DD (ADMIN)
- The TA/DA claim should be submitted to the AD(Estb.) duly recommended by HOD/Section together with all the vouchers, bills if any.
- The TA/DA claim of HOD's shall be approved by the Director.

4. VISIT REPORTS

- Functional Heads and Head of branches are required to obtain prior approval of Director before undertaking any visit including advisory visits to the Industry, for attending seminars, conferences, workshop as participants or speakers etc.
- Functional Heads and Head of branches must submit the visit report to the Director as soon as possible, however, not later than 15 days.
- All visit reports shall be kept and filed by the PA to Director and which shall subsequently be kept in the library as a bound volume as visit reports to meet the requirement under IPR of IIP.

5. CONSULTANCY PROJECT REPORTS

- All heads of branches and departments shall obtain the approval of Director prior to sending any proposal related to Consultancy Project.
- All head of branches and departments shall forward to Director a copy of the project report on consultancy together with the study undertaken, fees charged, date collected, compilation of report, recommendations etc.
- All project reports shall be maintained and filed by the PA to Director duly indexed which shall finally be kept in the library as project report for the year in bound volume as consultancy reports to meet the requirement under IPR of IIP.

6. CASUAL LEAVE/EL ETC. OF HOD's

- The HOD's of branches are requested to keep the Director informed about the request for C.L. preferably prior to proceeding on leave. However, in case of other circumstances, Director may be kept informed at the earliest possible either by email, fax/phone.
- Employees can avail the Earned Leave maximum thrice in a year with prior approval from sanctioning authority.

7. ATTENDANCE

The branch offices shall forward the details of the attendance register in respect of all employees including head of branch on every month indicating the following to AD(E) by 5th of next month.

- Name of employee
- Date of Absence
- Date of reporting late after 0945 hrs.
- Date and time of early going
- Late reporting after 09.45hrs. upto 10.29hrs. be indicated clearly
- 1/2 day CL should deducted by the head of branch for 3 late reporting after 0945hrs.
- For HO staff monitoring of attendance will be done directly by AD(Estb.). CL accounts of HO staff will be maintained by AD(Estb.).

- The CL account for the regional center should be forwarded to Dy. Director (Admin) in every three months.
- Employees will be allowed to leave office not earlier than 4:30 PM during working days with the permission of reporting officer for any emergency work. However, the number of such instances will not be more than two times in a month. In other case, ½ day CL will be deducted.

8. REIMBURSEMENT OF MOBILE BILL

- Additional Directors, Secretary, Dy. Director (Admn & Accts) and Regional Heads are eligible for reimbursement of mobile bills up to Rs.1000/- per month. The bill shall be submitted to Dy. Director (Admn & Accts) for payment.

9. STATUTORY/INTERNAL AUDIT AND REPORTING SYSTEM

- The selection of the internal auditor / statutory auditor will be based on at least three quotations from the reputed parties and the same will be evaluated by SPC-1 committee for recommendation and the same will be approved by the governing body.
- Secretary / Deputy Director (Admin) will issue the appointment letter with Scope of Work, Frequency of report and format of reporting etc., to the selected Internal Auditor / Statutory Auditor based on the approval of Governing Body and the direction from Director.
- The accounts department of head office and the head of regional centers shall make all documents, registers, files, records available to the auditors during the first week of the month for carrying out the audit.
- The auditors shall submit the audit remarks on or before 10th of every month to DD (Admin) in respect of head office and to the Regional Head for the regional centers. A copy of the monthly observation shall be forwarded to AD(B&A). Compliance report/ remarks shall be given by the DDA/Regional head to the auditor by 15th of the month.
- The DD (Admin) shall compile the quarterly reports separately for Head Office and the Regional Centers and submit for Director's comments and then sent to Chairman – Audit Committee duly constituted by Governing Body. Based on the discussion, the observations of the audit committee will be circulated by DD (Admin) to the concerned officer / regional centers for compliance.
- The Audit Committee Meeting will be held on quarterly basis which will be chaired by Chairman – Audit Committee.
- The audit committee meeting shall be attended by accounts staff, concerned officers and the internal auditor with prior clearance from the Director.

10. GRIEVANCE & COMPLAINTS REDRESSAL PROCEDURE

- IIP employees will submit their complaints relating to service matters to the Internal Grievance Committee constituted by Director and the recommendation will be submitted to the Director. If not satisfied with the reply from the Internal Grievance Committee, they may prefer an appeal to the Grievance Redressal Committee constituted by Governing Body which will act as an Appellate Authority.
- It will be incumbent on every employee to follow the aforesaid procedure and under no circumstances should an employee send any complaint regarding service matters directly to the Government or any other outside agency bypassing the said channels. Failure to comply with this procedure will render the concerned employee liable for disciplinary action as per IIP service rules.



Deputy Director (Admin & Accounts)