

Amendments in CIPET Administrative Manual – June 2018 (Revision No:3)

Sl. No.	Amendment in Rule / Clause No.	Title	Approved by Governing Council / Competent Authority	Remarks / download
1	Part I, Chapter-2 of Rule-27	Acts, Conduct and Commissions which amount to Misconduct	127 th Governing Council meeting of CIPET held on 17 th May, 2019.	Copy enclosed
2	Part I, Chapter-1 of Rule-15(3)	Probation	127 th Governing Council meeting of CIPET held on 17 th May, 2019.	Copy enclosed
3	Part I, Chapter-7 of Rule-7	House Building Advance	127 th Governing Council meeting of CIPET held on 17 th May, 2019.	Copy enclosed
4	Part II, Chapter-1 of Rule- I (III) (i) (d) & (g)	Direct Recruitment: Guidelines for conducting Interview / Written Test / Skill Test for recruitment of Group A, B & C employee(s).	129 th Governing Council meeting of CIPET held on 11 th September, 2019.	Copy enclosed
5	Part I, Chapter-1 of Rule-15(4)	Benchmark for Confirmation in respect of Probationers	Approved by the Competent Authority vide Note dated 01.02.2022.	Copy enclosed
6	Part I, Chapter-5 of Rule-6 & 8	Calculation of Gratuity	138 th Governing Council meeting of CIPET held on 03 rd June, 2022.	Copy enclosed
7	Part I, Chapter-6 of Rule-9 (1) (iv)	Travelling Allowance	138 th Governing Council meeting of CIPET held on 03 rd June, 2022.	Copy enclosed
8	Specimen Copy	NOC for Outside Employment	Approved by the Competent Authority vide Note dated 19.12.2023.	Copy enclosed



Amendment in CIPET Administrative Manual – June 2018 (Revision No:3) Part I, Chapter 2, “Rule 27” - Acts, Conduct and Commissions which amount to Misconduct, as per the approval of the 127th Governing Council meeting of CIPET held on 17th May, 2019,

Rule -27. Acts, Conduct and Commissions which amount to Misconduct:

The following acts, conduct and commissions which are only illustrated would generally amount to misconduct:

01. If the act or conduct is prejudicial or likely to be prejudicial to the Interests or the reputation of Institute
02. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his/her duty.
03. If the act or conduct of an employee makes it unsafe for the employer to retain him/her in service.
04. If the act or conduct of the employee is so grossly immoral that all reasonable people will say that the employee cannot be trusted.
05. If the act or conduct of the employee is such that the Institute cannot rely on the faithfulness of the employee.
06. If the act or conduct of the employee is such as to open before him/her temptations for not discharging his/her duties properly.
07. If the employee is abusive or if he/she disturbs the peace at the place of his/her employment.
08. If he/she is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation with the superiors and subordinates.
09. If the employee is habitually negligent in respect of the duties for which he/she is engaged in terms of quantifiable loss, quality of service affecting the image of the institute etc.
10. If the neglect of the employee, though isolated, tends to cause serious consequences in terms of quantifiable financial loss, quality service affecting the image of CIPET etc.
11. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the Institute's activities or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.



14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
15. Riotous and disorderly behaviour during and after the office hours or in institute premises.
16. Habitual late attendance.
17. Negligence or neglect of work or duty amounting to misconduct Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by criminal court
20. Falsification of Government records
21. Gross irregularity or negligence in the discharge of official duties with a dishonest motive
22. Misuse of official position or power for personal gain
23. Disclosure of secret or confidential information even though it does not fall strictly within the scope of the official secret Act.
24. False claim on the institute – like TA, LTC, Reimbursement etc.
25. Where there is a reasonable ground to believe that a panel offence has been committed by the employee but the evidence forthcoming is not sufficient for prosecution in a court of law, e.g.
 - (i) Possession of disproportionate assets.
 - (ii) Obtaining or attempting to obtain illegal gratification.
 - (iii) Misappropriation of Government property, or stores money.
 - (iv) Obtaining or attempting to obtain any valuable thing or pecuniary advantage without consideration or for a consideration which is not adequate.
26. Sexual harassment which includes such un-welcome sexual determined behaviour (whether directly or by implication) as:
 - i. Physical contact and advances; or
 - ii. A demand or request for sexual favours; or
 - iii. Sexually coloured remarks; or
 - iv. Showing pornography; or
 - v. Any other un-welcome physical, verbal or non-verbal conduct of sexual nature.
27. Misuse of RTI provisions.



**Amendment in CIPET Administrative Manual – June 2018 (Revision No:3)
Part I, Chapter-1, “Rule-15(3) - “Probation”, as per the approval of the
127th Governing Council meeting of CIPET held on 17th May, 2019,**

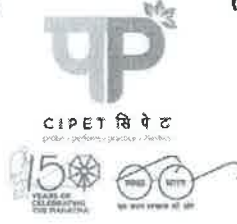
Rule -15(3):

A probationer on confirmation; to be communicated in writing; shall be required to execute a bond in such manner as may be prescribed by the Director-General undertaking to serve the institute for a minimum period of three years from the date the confirmation is made effective. In case of leaving the institute on his own accord before completion of three years, the confirmed employee shall be liable to compensate the Institute by an amount specified in the said bond, which shall not be less than the Basic Pay plus Dearness Allowance drawn by him during the preceding three months.



सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स
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CENTRAL INSTITUTE OF PLASTICS
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HO/Dir(Admin)/Amend_HBA/Admin Man/2019/293(A)

Date: 28.06.2019

OFFICE MEMORANDUM

Sub: Amendment to Rule-7 – House Building Advance (HBA) of Chapter 7, Part-I of CIPET Revised Administrative Manual – June, 2018 (Revision No.3) – Reg.

Whereas; Ministry of Housing & Urban Affairs (Housing-III Section) Govt. of India vide their O.M. No. 1.7011/11(4)/2016-H-III dated 09.11.2017 implemented the recommendations of VII CPC regarding House Building Advance(HBA); and

whereas; the Governing Council of CIPET during its 127th meeting has accorded approval to adopt in toto the provisions of House Building Advance Rules (HBA) 2017 as notified vide above Govt. of India Office Memorandum;

now, it is notified that the Rule-7 – House Building Advance (HBA) of Chapter 7, Part-I of CIPET Revised Administrative Manual – June, 2018 (Revision No.3) stands accordingly amended mutatis mutandis with immediate effect and the provisions of subject Rule-7 to the extent contrary to the provisions of above notification, dated 09.11.2017, of Govt. of India will be superseded by the relevant provisions of the latter.

This is issued with the concurrence of the Competent Authority.

Director (Administration)

Distribution:

1. Functional Heads of CIPET Head Office
2. Head of CIPET Centres
3. PSO/PS to DG, CIPET
4. File



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Amendment in Guidelines on Recruitment and Service matters of CIPET, 2018 of CIPET Administrative Manual – June 2018 (Revision No:3) i.e. Part II, Chapter-1 of Rule-I (III) (i) (d) & (g) – Guidelines for conducting Interview / Written Test / Skill Test for recruitment of Group A, B & C employee(s), as per the approval of the 129th Governing Council meeting of CIPET held on 11th September, 2019,

Rule-I (III) (i) (d) & (g) - Modified Recruitment Procedure for Group-‘B’ & ‘Group-‘C’ Posts”

(d) "The maximum marks for the Written Test will be 100 and Skill Test or Practical Test will only be of qualifying nature. The minimum benchmark for qualifying in the written test shall be 60 marks. The skill / practical test will facilitate to gauge a candidate as FIT / UNFIT based on possession of skills and job knowledge. The merit list shall be drawn in respect of candidates who score 60 and above in written test with assessment on skill/ practical test"

(g) Based on the marks scored by the candidates in the written test, a merit list by arranging the candidates in the descending order of marks secured by them, will be prepared.



केंद्रीय पेट्रोसायन अभियांत्रिकी एवं प्रौद्योगिकी संस्थान (सिपेट)

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Central Institute of Petrochemicals Engineering & Technology (CIPET)

(Formerly Central Institute of Plastics Engineering & Technology)

Department of Chemicals & Petrochemicals

Ministry of Chemicals & Fertilizers, Govt. of India

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HO/Admin/GRAT/Amen_Mod/Admin_Manual/2022/230

Date: 01.08.2022

OFFICE MEMORANDUM

Whereas; the Governing Council of CIPET during its 138th meeting has accorded approval for the following Modification / Amendments in CIPET Administrative Manual, June-2018 (Rev.No.3), as per the existing provisions of Govt. of India Rules:-

Retirement Benefits:

Clause-6 & Clause-8 [Gratuity Calculation - Pg. No.154-155] of Chapter-5 of Part-I of CIPET Administrative Manual June 2018 (Revision No:3) is modified / amended. On amendment to be read as:-

Clause-6: The Gratuity will be calculated as under:-

Sl. No.	Length of Qualifying Service	Gratuity payable on Resignation/Voluntary Retirements/Superannuation
1.	Less than 05 years of service	NIL
2.	05 years of service and above	'One-fourth' of emoluments for each complete six monthly period of qualifying service subject to a maximum of 16 1/2 times of emoluments or Rs. 20.00 lakhs whichever is less. The ceiling is subject to the change effected by Govt. of India from time to time.

Clause-8: In the case of death, gratuity will be calculated as at (6) above or as worked out below, whichever is more:

Sl. No.	Length of Qualifying Service	Death Gratuity payable to family
1.	Less than 01 year	02 month's emoluments
2.	One year or more but less than 05 years of service	06 month's emoluments
3.	05 years of service or more but less than 11 years	12 month's emoluments
4.	11 years of service or more but less than 20 years	20 month's emoluments
5.	Service of 20 years or more	Half month of emoluments for every complete six monthly period of qualifying service subject to a maximum of 33 times of emoluments or Rs. 20.00 lakhs whichever is less. The ceiling is subject to the change effected by Govt. of India from time to time.

This is issued with the concurrence of the Competent Authority.

11/08/2022
Officer (P&A)

for Director (Administration)

Distribution:

1. Head / In-charge of all CIPET Centres
2. Functional Heads of CIPET Head Office
3. PS to DG, CIPET
4. Terminal Benefits Department, CIPET Head Office
5. File



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(पूर्व में केंद्रीय प्लास्टिक्स इंजीनियरिंग एवं तकनीकी संस्थान)

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Central Institute of Petrochemicals Engineering & Technology (CIPET)

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HO/Admin/TA/Amen_Mod/Admin_Manual/2022/229

Date: 01.08.2022

OFFICE MEMORANDUM

Whereas; the Governing Council of CIPET during its 138th meeting has accorded approval for the following Modification / Amendments in CIPET Administrative Manual, June-2018 (Rev.No.3), as per the existing provisions of Govt. of India Rules:-

Travelling Allowance:

Sub-clause-1(iv) of Clause-9 of Chapter-6 [T.A Entitlement of Retiring Employees- Pg. No.177] of CIPET Administrative Manual, June-2018 (Rev.No.3) is modified / amended as:

Sub-clause-1(iv) of Clause-9:

Composite Transfer Grant - "Amount equal to one-third of 80% of his last month's Basic Pay."

This is issued with the concurrence of the Competent Authority.

(Signature)
01/08/2022
Officer (P&A)
for Director (Administration)

Distribution:

1. Head / In-charge of all CIPET Centres
2. Functional Heads of CIPET Head Office
3. PS to DG, CIPET
4. File



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**Amendment in CIPET Administrative Manual – June 2018 (Revision No:3)
Part I, Chapter-1, “Rule-15(4) - “Probation, approved by the Competent Authority vide
note dated 01.02.2022**

Rule – 15 (4): w.r.t. Benchmark for Confirmation in respect of Probationers

As approved by the Competent Authority vide Note dated 01.02.2022 following guidelines have been formulated for ascertaining the benchmark for adjudging the suitability for confirmation to the post appointed, apart from the recommendation received from the concerned Centre Head:

1. Minimum eligibility for consideration of his/her name of confirmation to the post appointed will be two “GOOD” Half Yearly PAR assessments during the initial probation period of 02 years including one “GOOD” PAR assessments during the last half.
2. For the extended probation period minimum eligibility for consideration of his/her name for confirmation for the post appointed will be “GOOD” during the said Half Yearly PAR.
3. He/She is required to present his/her work done/achievement and further target/plan in a precise manner by way of Power Point Presentation.
4. Those who are not meeting the criteria mentioned at Sl. No. 1 & 2 will not be considered for confirmation and their probation of he/she will be extended.

Based on the above overall assessment as mentioned at 1 to 4 suitability of the candidate will be adjudged for confirmation to the appointed post / extension of the probation period or otherwise in accordance with the provision mentioned in CIPET Administrative Manual June 2018 (Revision:3) and as revised from time to time.



File No. _____

Date: _____

To,

Address of the post applied Institute / Organization

Dear Sir / Madam,

Sub: No Objection Certificate (NOC) – Reg.

In reference to an application submitted by _____ (name of employee), _____ (designation), _____ (name of CIPET Centre) for issue of No Objection Certificate (NOC) for applying for the post of _____ at _____, I am directed to issue "No objection Certificate" from Central Institute of Petrochemicals Engineering and Technology (CIPET), (formerly Central Institute of Plastics Engineering & Technology) in c/w his / her application for the post of _____ at _____ through online/offline mode.

In the event of his selection and if he decides to take up employment in _____, he / she will have to resign from CIPET service and will be relieved accordingly on acceptance of his / her resignation by the Competent Authority and fulfilling the other terms and conditions of his / her employment as well as CIPET Rules & Regulations.

The relevant applicable rules on the subject, as per the provisions of CIPET Administrative Manual, June-2018 (Rev.No.3):-

- > No lien will be retained in his parent cadre. All the connection with CIPET will be severed on his / her release for appointment in an enterprise and he / she will not be allowed to revert to CIPET [Clause-V (II) (i) of Chapter-V].
- > Employment on deputation basis is also not allowed [Clause-V (II) (i) of Chapter-V]
- > No carry forward of benefit of past service viz. Leave benefits, Transfer of Service Book, LTC, Pay Protection, Seniority etc. is allowed [Clause-2 (2) of Chapter-5, Clause-I (III) of Chapter-V].

His / Her relieving from CIPET, however, be subject to exigencies of service.

Authority: _____

Principal Director (Administration)

Copy to:

Shri _____ – Through: _____

