

Dr. Deepika Bhaskar
Registrar

IIIT-Delhi/ Office Orders/2025/-3373

Dated: 19.03.2025

Office Order

No: 253/2025

Subject: Institute Conduct Rules, Grievance Redressal and Disciplinary Policy for Employees of IIIT Delhi

The Board of Governors, in its 69th meeting held on Mar 7, 2025, in keeping with Clause 18 (2) (a) of the IIIT-Delhi Act, 2007, has approved the Institute Conduct Rules, Grievance Redressal, and Disciplinary Policy for Employees of IIIT Delhi (Annexure A) to be implemented in the Institute.

This is issued with the approval of the Competent Authority.


(Dr. Deepika Bhaskar)
Registrar

Copy for kind information/necessary action (via email)

1. All Faculty & Staff
2. HR Department
3. Concerned File
4. Director's Office, *for information to the Director*

INSTITUTE CONDUCT RULES **FOR EMPLOYEES OF IIIT-DELHI**

Title: These rules shall be called as “**Institute Conduct Rules**” and shall come into force upon approval by the Board of Governors.

Whereas **Indraprastha Institute of Information Technology, Delhi** (hereinafter "IIIT-Delhi" or “Institute”) is a State University created by an act of Delhi State Government (**The IIIT Delhi Act, 2007**) empowering it to grant degrees in engineering domain with specific focus in the area of Information Technology. IIIT-Delhi was officially established on 10th June, 2008 as per the notification in the Delhi Gazette. IIIT-Delhi is an administratively autonomous body and financially self-sustaining Institute.

And whereas the CCS (conduct) rules, 1964 have been customized to suit the framework of the Institute.

Definitions:

1. **Employee(s):** Refers to all individuals on roll, working at IIIT-Delhi, including staff below level 10, Staff at level 10 and above, and faculty members, across various roles within the Institute.
2. **Conflict of Interest:** A situation in which an individual’s personal, financial, or professional interests—whether direct or indirect—interfere with or compromise their impartiality, judgment, or objectivity in performing their duties or responsibilities. This can arise when an employee’s private interests conflict with the interests of the Institute or when their decision-making could be influenced by personal gain or relationships that might bias their professional actions.
3. **Illegal Behavior:** Any conduct that violates local, national, or international laws and regulations, including but not limited to criminal offenses such as theft, fraud, bribery, violence, harassment, or any unlawful action that may subject the employee or the Institute to legal proceedings or penalties.
4. **Official Premises:** Includes all areas designated for Institute activities, such as academic buildings, administrative offices, research labs, classrooms, student centers, areas for sports and other extracurricular facilities, and all areas designated for student boarding and lodging. The buildings that house the faculty (faculty residences) are **not** included.

5. **Defamatory Statements:** Statements made with the intention of damaging the reputation of the Institute or its members, including employees, on public forums such as radio, TV, press, or social media.
6. **Official Duty:** Refers to the job role as specified in the employee's contract and any other duties that may be assigned from time to time as part of their employment responsibilities.

Institute Conduct Rules

- I. Every Employee shall
 1. Comply with the Acts and Statutes and any other rules/processes of the Institute, as applicable from time to time.
 2. Not be absent from Official Duty without prior permission or valid reason communicated to the Institute within a reasonable timeframe, ideally not exceeding two weeks.
 3. Respect the privacy of others, including students, colleagues, faculty, and staff, and refrain from collecting or documenting personal information unless prior written consent is obtained. Consent must have been given freely, that is without coercion, undue influence, fraud, misrepresentation, or mistake.
 4. Refrain from engaging in any Illegal Behavior.
 5. Inform the Institute, within 48 hours, in case of conviction, if arrested on a criminal charge or detained in pursuance of any process of law. Failure to do so will be treated as suppression of material information and will be liable for disciplinary action.
 6. Not conduct independent investigations or take actions regarding the conduct or behavior of others, including but not limited to policy violations, ethical breaches, or rights infringements, without following the Institute's Grievance Redressal Mechanism.
 7. Will refrain from vindictive behaviour and making frivolous complaints.

Regarding Carrying Out One's Official Duty

8. Be honest and impartial in carrying out one's Official Duty, and not show undue favor when performing one's Official Duty
9. Disclose potential Conflicts of Interest to the Institute at the earliest available opportunity.
10. Use mechanisms provided by the Institute to maintain proper records of official activities as required by processes at the Institute.
11. Maintain confidentiality as required when performing an Official Duty.
12. Not misuse one's position and influence to accrue any unauthorized financial or material benefits.

Regarding External Communication

13. Refrain from making Defamatory Statements about the Institute or its employees, on public forums such as radio, TV, press, or social media, which could damage the reputation of the Institute.
14. When speaking or acting as individuals or private persons, employees should avoid creating the impression that they are speaking or acting on behalf of the Institute.

Regarding Conduct With Others

15. Abstain from any exploitation or harassment of others, or any kind of discriminatory behavior.
16. Not enter into an intimate relationship with students.
17. Shall not engage in “quid pro quo” conduct, specifically, offering or soliciting favors in exchange for personal gain including, but not limited to, sexual favors.
18. Shall not create an intimidating, offensive, or hostile environment within the Institute. This includes any behavior, actions, or communications that may cause fear or distress to others. Such behavior may include, but is not limited to, harassment, bullying, discriminatory remarks, verbal or physical threats, or any conduct that undermines the dignity and respect of Employees within the Institute community. All employees are expected to foster a work environment where mutual respect and professionalism are upheld.
19. Be aware of and adhere to the Institute's Policy for the Prevention, Prohibition, and Punishment of Sexual Harassment, as well as the guidelines set by the Internal Complaints Committee (ICC) in accordance with the Prevention of Sexual Harassment Act, 2013, and other relevant government regulations aimed at ensuring a safe work environment free from any kind of sexual harassment. You are required to participate in any related awareness and training sessions organized by the Institute as needed. Further details about the ICC can be found at [anti-sexual-harassment-committee](#).
20. Shall not have discriminatory rules or regulate patterns of behavior for any individual or group under any pretext. For e.g., making a rule barring the entry of women students to the lab premises after dark, or not including women in projects, on grounds of timings, etc., citing safety of women as the reason.

Regarding Consumption of Prohibited Substances

21. For prevention of use of any prohibited substances, including prevention of intoxication and drug abuse, strictly abide by the laws relating to prohibited substances in force.
22. Not be under the influence of any intoxicating drink or drug during the course of duty, nor enter any Official Premises intoxicated. Employees are also prohibited from bringing alcoholic substances or drugs into the Official premises.
23. Smoking inside the Official Premises of the Institute is prohibited as per Section 4 of the Cigarettes and Other Tobacco Products Act (COTPA), 2003.

II. Interpretation and Repeal and Saving

- a. Any rules, corresponding to these rules, in force immediately before the commencement of these rules and applicable to employees to whom these rules apply are hereby repealed.
- b. In the event of non-compliance/violation of the conduct rules, as per Institute policy, disciplinary action will be initiated as per the grievance redressal process of the Institute.
- c. The decision of the Board of Governors shall be final on all matters not covered herein.

GRIEVANCE REDRESSAL CUM DISCIPLINARY POLICY **FOR THE EMPLOYEES OF IIT DELHI**

Indraprastha Institute of Information Technology, Delhi (hereinafter referred to as the “Institute” or “IIIT-Delhi”) appoints both faculty members and staff (hereinafter referred to as “Employees”). This Grievance Redressal and Disciplinary Policy of the Institute governs the suspension, discharge, dismissal, or imposition of penalties on any Employee for misconduct or violations of the terms and conditions of their appointment, in accordance with the procedures set forth in this Policy.

1. TITLE AND APPLICATION

- a. These rules may be called Grievance Redressal cum Disciplinary Policy of the Institute.
- b. They will come into force upon the approval of the Board of Governors.

2. DEFINITIONS:

- 1.1. “Act”: The IIIT-Delhi Act, 2007
- 1.2. “Board of Governors”: The Board of Governors of the Institute.
- 1.3. “Statutes and Ordinances and Regulations”: The Statutes, Ordinances and Regulations have the same meaning as defined under the Act, framed and modified from time to time.
- 1.4. “Appointing Authority”: The Authority empowered under the Act to make appointments to faculty and staff positions at the Institute.
- 1.5. “Disciplinary Authority”: The Authority under these rules to impose penalties on an employee of the Institute.
- 1.6. “Employee”: Employee of the Institute.
- 1.7. “Grievance” refers to a formal complaint made by an employee or group of employees regarding a violation of their rights, any injustice, or any perceived wrong that has caused harm or unfair treatment. For the purpose of this policy would only mean a grievance relating to employees. Grievance is dealt by the Institute Level Committees already in place viz. Institute Grievance Committee (Group B and C staff) and Oversight Committee (Group A staff and faculty members).
- 1.8. “Misconduct” refers to the violation of conduct rules of the Institute and the employee shall be liable for disciplinary action.

3. INSTITUTE EMPLOYEES

The employees of the Institute are appointed under the following three (3) categories:

- Staff below level 10 (Groups B and C)
- Staff level 10 and above (Group A)
- Faculty Members

The appointing, disciplinary and Appellate authority for each class of employees is mentioned below:

S. No.	Type of Positions	Appointing Authority/Disciplinary Authority	Appellate Authority
1.	Faculty Positions	Board of Governors	Chairperson, Board of Governors
2.	Staff Positions (Level 10 and above, Group A)	Board of Governors	Chairperson, Board of Governors
3.	Staff Positions (Below Level 10, Groups B and C)	Director	Board of Governors

4. GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 (GROUPS B AND C)

The various stages of managing grievance with respect to Employees of the Institute at a level below 10 is as follows:

Employee Category	Type of Stage	Designated Authority	Timeline from the date of receipt of Grievance
Institute Staff below Level 10 (Group B and C)	Stage-I	Reporting Officer	10 days
	Stage-II	Registrar	10 days
	Stage-III	Institute Grievance Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

Steps in various stages are detailed below:

Stage-I

The employee shall submit a written grievance to the Reporting Officer within five (5) days of the occurrence of the grievance event. The Reporting Officer shall then conduct a

personal hearing and make reasonable efforts to resolve the grievance at their level within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the employee within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

Stage-II

- a) If the grievance is not resolved at Stage I, it may be escalated to the Registrar by the employee/reporting officer for resolution at Stage II of the grievance redressal process.
- b) The Registrar shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Registrar shall be communicated in writing to the concerned employee within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the employee within ten (10) working days following the issuance of the interim response.

Stage-III

If the grievance remains unresolved at Stage II, it may be escalated to the Institute Grievance Committee for resolution at Stage III of the Grievance Redressal process.

Institute Grievance Committee (IGC)

The Institute Grievance Committee, as per the **latest order 157/2024 dated October 29th, 2024**, shall follow the terms of reference outlined below:

- a. *To consider and examine representations/complaints/grievances by staff up to the Deputy Manager level on administrative/institute-related matters.*
- b. *The representation/grievance may be sent to the Director or Registrar for review.*
- c. *To call the concerned employees involved in the representations and examine the related documents, if any, and attempt to amicably resolve the matter.*
- d. *To conduct the proceedings transparently, giving a fair opportunity to all involved parties and ensuring adherence to the principles of natural justice.*
- e. *To seek necessary support for the verification of administrative matters, facts, documents, etc., as required.*
- f. *To make suitable recommendations for resolution and disposal, preferably within 15 days.*
- g. *To recommend interim measures, if necessary, to ensure fairness to all concerned parties. Such measures will be case-specific.*
- h. *Employees are encouraged to resolve institutional matters at the institute level first, prior to escalating to higher authorities.*

- i. *Direct representation to the Board of Governors or any government functionary, including the DTTE, should be avoided unless all internal channels are exhausted.*
- j. *The Committee is not a Fact-Finding Committee and does not conduct preliminary investigations. If a grievance involves misconduct, the Committee may recommend to the Competent Authority that the matter be referred for Fact-Finding and Inquiry, in accordance with applicable conduct rules.*

The IGC shall review the grievance, reconsider the issue, and provide a resolution within fifteen (15) days. For employees who wish to present their case personally, the Committee shall provide a fair opportunity to present their case. The decision of the IGC will be communicated in writing.

Institute's IGC's composition can be accessed through the URL below.

<https://iiitd.ac.in/sites/default/files/docs/about/2024/Institute%20Grievance%20Committee-5-271344.pdf>

If the grievance remains unresolved after the IGC's decision, it will be escalated to Stage IV.

At Stage IV, depending on the nature of the grievance, the matter will either be referred to the Institute Tribunal for resolution, or addressed through disciplinary proceedings in accordance with the CCS (Conduct, Disciplinary, and Appeal) Rules, 1965., or it may be referred to a Special Committee constituted by the Disciplinary Authority for resolution in any other matter.

Stage-IV

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution.

- **Contract-Related Matters:** In cases where the grievance pertains to contractual issues, it shall be referred directly to the Institute Tribunal for resolution, as mentioned in the Act.
- **Disciplinary Matters:** If the grievance is of a disciplinary nature, the grievance will be processed in accordance with the CCS (CCA) Rules, 1965, and the disciplinary proceedings will follow the procedure laid down under **Appendix A** herein.
- **Miscellaneous Matters:** In the event that the grievance is neither related to contractual issues nor disciplinary in nature, a Special Committee shall be constituted by the Disciplinary Authority to resolve the issue. The Special Committee shall include an external member. The decision on the recommendation of the Special Committee by the Disciplinary Authority shall be final.
- The matter shall be resolved within a period of ninety (90) days, unless the resolution is delayed due to Force Majeure circumstances.

5. GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF LEVEL 10 and Above (GROUP A)

The various stages of managing grievance with respect to Employees of the Institute at level 10 and above is as follows:

Employee Category	Type of Stage	Designated Authority	Timeline from the date of receipt of Grievance
Non-Teaching Staff (Level 10 & above)	Stage-I	Reporting Officer	10 days
	Stage-II	Registrar	10 days
	Stage-III	Oversight Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

Steps in various stages are detailed below:

Stage-I

The employee shall submit a written grievance to the Reporting Officer within five (5) days of the occurrence of the grievance event. The Reporting Officer shall then conduct a personal hearing and make reasonable efforts to resolve the grievance at their level within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the employee within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

Stage-II

a) If the grievance is not resolved at Stage I, it may be escalated to the Registrar for resolution at Stage II of the grievance redressal process.

b) The Registrar shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Registrar shall be communicated in writing to the concerned employee within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the employee within ten (10) working days following the issuance of the interim response.

Stage-III

If the grievance remains unresolved at Stage II, it may be escalated to the Oversight Committee for resolution at Stage III of the grievance redressal process.

Oversight Committee (OSC)

The Oversight Committee **vide latest order 166/2024 dated November 28th, 2024** will follow terms of reference outlined below:

- i) The Oversight Committee will consider and examine the representations/ complaints/ grievances by faculty or staff (level 10 and above) on matters raised related to official functioning.*
- ii) The Oversight Committee will submit its report with suitable recommendations to the Director for final decision and disposal preferably within 15 days.*
- iii) The proceedings will be held in a transparent manner giving fair opportunity to those involved and ensuring that the principles of natural justice are adhered to.*
- iv) If the representation/complaint/grievance is found to be false by the Oversight Committee, then a suitable disciplinary action can also be recommended by the Committee.*
- v) The administration will extend necessary support to the Oversight Committee for verification of administrative facts/documents etc., as required.*
- vi) The representation/grievance may be sent to the Director/Registrar.*
- vii) The employee may be requested to resolve any institutional matter first at the Institute level.*
- viii) Direct representation to the Board of Governors/any government functionary including DTTE may be avoided.*
- ix) The Committee is not a Fact-Finding Committee for conducting a preliminary investigation. If it is observed that a grievance alleges misconduct, in terms of applicable conduct rules and even an amicable solution would not solve the official of that misconduct, if proved, the Committee may recommend to the Competent Authority to refer it to Fact-Finding and Inquiry thereafter, as required, as per the relevant conduct rules.*

The composition of the Oversight Committee can be accessed through the URL below.

<https://iiitd.ac.in/sites/default/files/docs/about/2024/Oversight%20Committee%20tenure%20extension%20for%20another%20yeat-5-411307.pdf>

The Oversight Committee shall review the grievance, reconsider the issue, and provide a resolution within fifteen (15) days. For employees who wish to present their case personally, the Committee shall provide a fair opportunity to present his/her case. The decision of the Oversight Committee will be communicated in writing.

If the grievance remains unresolved after the committee's decision, it will be escalated to Stage IV.

At Stage IV, depending on the nature of the grievance, the matter will either be referred to the Institute Tribunal for resolution, or addressed through disciplinary proceedings in accordance with the CCS (Conduct, Disciplinary, and Appeal) Rules, 1965., or it may be referred to a Special Committee for resolution in any other matter.

Stage-IV

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution as outlined under **Stage IV, [GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 \(GROUPs B AND C\).](#)**

6. GRIEVANCE REDRESSAL MECHANISM FOR THE FACULTY MEMBERS

The various stages of managing grievance with respect to Faculty members of the Institute are as follows:

Class of Employee	Type of Stage	Designated Authority	Timeline from the date of receipt of Grievance
Faculty Members	Stage-I	Head of Department (in case of all teaching related matters and any department specific matters) /ADoFA (otherwise, including contract related matters)	10 days
	Stage-II	Director	10 days
	Stage-III	Oversight Committee	15 days
	Stage-IV	Institute Tribunal/Disciplinary Proceedings as per CCS CCA Rules, 1965/ Special Committee	90 days

Steps in various stages are detailed below:

Stage-I

The faculty shall submit a written grievance to their Head of Department in case the grievance is related to a teaching related matter or is a matter specific to the department. Otherwise, including contract related matters, faculty will submit their grievance to ADoFA. The grievance must be intimated within five (5) days of the occurrence of the grievance event. The Head of Department or ADoFA, as the case may be, shall conduct a personal hearing and make reasonable efforts to resolve the grievance at their level

within ten (10) days of receiving the grievance. A written communication of the decision will be provided to the faculty within seven (7) days thereafter. If the grievance is not resolved within the prescribed time frame, an interim response will be issued, and a final reply or decision will be provided within seven (7) working days following the issuance of the interim response.

Stage-II

a) If the grievance is not resolved at Stage I, it may be escalated to the Director for resolution at Stage II of the grievance redressal process.

b) The Director shall review the grievance and take appropriate action within ten (10) working days from the receipt of the grievance. The decision reached by the Director shall be communicated in writing to the concerned Faculty within ten (10) working days of receiving the grievance. If the grievance is not resolved within the stipulated time, an interim response will be provided. In any case, the final decision will be communicated to the Faculty within ten (10) working days following the issuance of the interim response.

Stage-III

If the grievance remains unresolved at Stage II, it may be escalated to the **Oversight Committee** for resolution at Stage III of the grievance redressal process as mentioned under **Stage III, [GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF LEVEL 10 and Above \(GROUP A\)](#)**.

Stage-IV

If the grievance remains unresolved after Stage III, it shall be escalated to Stage IV of the Grievance Redressal Process for final resolution as mentioned under **Stage IV, [GRIEVANCE REDRESSAL MECHANISM FOR THE STAFF BELOW LEVEL 10 \(GROUPs B AND C\)](#)**.

7. COMPLAINT (Non-Sexual Harassment) REDRESSAL MECHANISM

Complaints may be referred to the relevant committees based on the class of the employee involved. Anyone who is a victim of misconduct or a witness to the misconduct can file a complaint with the relevant committee mentioned below:

Employee Category	Nature of Complaints	Relevant Committee notified from time to time	Timelines
Faculty	Misconduct	Oversight Committee	Preferably within 15 days

Staff at Level 10 and above belonging to group A			
Staff Below Level 10 belonging to group B and C	Misconduct	Institute Grievance Committee	Preferably within 15 days

8. COMPLAINT (related to Sexual Harassment) REDRESSAL MECHANISM

Eligibility to File a Complaint: Any employee who has experienced sexual harassment, or any employee who has witnessed such harassment, may file a complaint.

Complaint Procedure: Complaints related to sexual harassment should be submitted to the Internal Complaints Committee (ICC), which is constituted in accordance with the Prevention of Sexual Harassment (PoSH) Act. Institute's ICC process can be accessed through the URL below.

<https://iiitd.ac.in/life/discipline-grievance/anti-sexual-harassment-committee>

Resolution Timeline: All complaints shall be addressed and resolved by the Internal Complaints Committee within 90 days from the date of filing.

Confidentiality: The process will be conducted with the utmost respect for privacy and confidentiality for all parties involved, as stipulated by the PoSH Act.

Brief on the Disciplinary Process under The Central Civil Services (Classification, Control, and Appeal) Rules, 1965.

- Fact-Finding/Preliminary Investigation: The Disciplinary Authority may appoint a Fact-Finding committee to carry out a preliminary investigation. The following steps will be followed in the fact-finding or preliminary investigation process:
 - I. Analyze the complaint.
 - II. Identify the facts that need to be verified and the evidence supporting them.
 - III. Collect relevant records and documentation.
 - IV. List the documents and individuals who can provide information relevant to the matters raised in the complaint.
 - V. Interview individuals who are likely to have information about the issue. Record the proceedings and obtain signatures from the individuals providing testimony.
 - VI. Draw a conclusion based on the gathered facts.
 - VII. If no conclusion can be reached, repeat the aforementioned steps.
- Issuance of Charge Sheet: If, after the fact-finding and preliminary investigation, a prima facie case of misconduct is established, the delinquent employee shall be provided with the following documents and a written defense statement will be sought within ten (10) days:
 - I. Memorandum of Charge sheet
 - II. A statement of imputation of misconduct in support of each article of charge.
 - III. A list of relevant documents.
 - IV. A list of witnesses.
- Admission of Fault: If the employee admits fault in the written statement against the Memoranda, the findings shall be recorded accordingly.
- Inquiry Committee: If the employee does not admit fault, an Inquiry Committee will be constituted to conduct further proceedings in accordance with the disciplinary process.
- Suspension: If deemed necessary during the disciplinary proceedings, the employee may be suspended in accordance with the relevant provisions of the CCS (CCA) Rules, 1965, pending the outcome of the inquiry.
- Penalties: If the inquiry finds the employee guilty of misconduct, appropriate penalties may be imposed, as outlined in the CCS (CCA) Rules, 1965 as per the

Decision taken by the Board of Governors (BoG). These penalties may include, but are not limited to, warnings, fines, demotion, or dismissal.

- Procedure for Imposing Penalties: The procedure for imposing penalties will follow the guidelines and steps set forth in the CCS (CCA) Rules, 1965, ensuring that the employee is given a fair opportunity within the time period of 15 days to present their case and defend themselves.
- Appeals: If the employee is dissatisfied with the decision or penalty imposed, they have the right to appeal in accordance with the appeal process specified in the CCS (CCA) Rules, 1965.
- Revision and Review: The decision of the Institute Authority, i.e., The Board of Governors (BoG) or the penalty imposed may be subject to revision and review as per the provisions of the CCS (CCA) Rules, 1965, if there are grounds to believe that the decision was unjust or improperly reached.

Interpretation: In case of any ambiguity or disputes regarding the interpretation of the disciplinary procedures or penalties under the CCS (CCA) Rules, 1965, the final interpretation shall be made by the competent authority of the Institute in line with the provisions of the Rules.