

No.Y-12011/1/2022-AS  
Government of India  
Ministry of AYUSH  
(Ayurveda Section)

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AYUSH Bhawan,  
B Block, GPO Complex,  
INA Colony, New Delhi - 110023  
Dated 24<sup>th</sup> the January, 2022

To

The Director,  
North Eastern Institute of Ayurveda and Folk Medicine Research,  
NEIFM Building, High Region,  
Opp. APST Bus Terminus,  
Pasighat, Arunachal Pradesh - 791102

**Subject:** Bye-Laws (Administrative & Accounting & Service Matters) in respect of North Eastern Institute of Ayurveda and Folk Medicine Research, Pasighat, Arunachal Pradesh-regarding

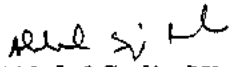
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Sir,

I am directed to refer to your letter No.NEIFM/154/Bye-laws/2011/739 dated 14.12.2021 (sent through email dated 15.12.2021) forwarding therewith draft Bye-laws of the Institute and to convey that the Bye-laws (Administrative & Accounting & Service Matters) in respect of North Eastern Institute of Ayurveda and Folk Medicine Research, Pasighat, Arunachal Pradesh have been approved by the competent authority, subject to ratification by the Executive Council of the Institute. One copy each of the Bye-Laws (both Administrative & Accounting & Service Matters in original) is sent herewith for further necessary action at your end.

2. It is requested that the Bye-Laws (both Administrative & Accounting & Service Matters) may be got printed and 10 copies each of them may be sent to the Ministry of AYUSH for information and records.

Yours faithfully

  
(Abdul Sadiq Khan)

Under Secretary to the Govt. of India

**NORTH EASTERN INSTITUTE OF AYURVEDA &  
FOLK MEDICINE RESEARCH**

**(An Autonomous Institute under the Ministry of AYUSH,  
Government of India)**



**BYE-LAWS  
(Administrative and Accounting Matters)**

**Ministry of AYUSH, Govt. of India**

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## 1. SHORT TITLE & COMMENCEMENT:-

- (i) These Bye-Laws shall be called Regulation of Administrative and Accounting matters in the "North Eastern Institute of Ayurveda & Folk Medicine Research".
- (ii) These shall come into force at once.

## 2. DEFINITIONS:-

Unless the context otherwise requires, the various terms used in these Regulations mean:-

- (i) Institute means North Eastern Institute of Ayurveda & Folk Medicine Research;
- (ii) Director means Director of the Institute;
- (iii) Government means Government of India;
- (iv) Ministry means Ministry of AYUSH;
- (v) GB means Governing Body of the Institute;
- (vi) EC means Executive Council of the Institute;
- (vii) SFC means Standing Finance Committee of the Institute;
- (viii) GFR means General Finance Rules of the Government of India;
- (ix) DFPR means Delegation of Financial Power Rules of the Government of India;
- (x) Competent Authority means Ministry of AYUSH;
- (xi) DDO means Drawing & Disbursing Officer of the Institute;
- (xii) AO means Accounts Officer of the Institute;
- (xiii) Auditor means Comptroller & Auditor General of Government of India;
- (xiv) Head of Department means Director of the Institute;
- (xv) Society means the Institute registered under the Societies Act; &
- (xvi) CEO means Chief Executive Officer of the Society.

### 3. PREPARATION AND SANCTION OF BUDGET ESTIMATES

- a. The Director shall, before the Annual Meeting of the GB of the Institute, prepare detailed estimates of receipts and expenditure and the anticipated opening and closing balance of the Institute for the ensuing financial year.
- b. No provision shall be included in the budget estimates for any scheme which has not been duly approved by the EC.
- c. Should it be proposed, during a financial year, to finance any scheme, which has not been included in the estimates for that year, sanction of the EC shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant, from the balance or by re-appropriation within the sanctioned estimates of the Institute.
- d. The Director shall maintain in his office, a budget register in which the grants received from the Government of India and any amount received from other sources shall be entered and a certificate as to the correctness of the annual balance shall be furnished to the Audit every year.
- e. The Director shall be responsible for submitting budget estimates for the ensuing financial year for approval of the SFC and EC.
- f. One copy of the finally sanctioned estimates as also the variations in estimates sanctioned by the Competent Authority during the year shall be provided to the Auditor.
- g. Approval of the SFC and/or EC is mandatory to a scheme proposed to be financed from the funds of the Institute.
- h. Authority & its power for sanction of additional grant for any approved scheme or new emergent expenditure for the purpose and objects of the Institute shall be as follows:-

Director	:	Rs.25,00,000/-
SFC	:	Rs.25,00,000/- & above

**4. APPROPRIATION**

- a. The funds of the Institute shall not be appropriated for expenditure on any scheme/item which has not been approved by the Competent Authority under these Bye-Laws.
- b. The Primary units of appropriation shall ordinarily be as detailed in Rule 8 of DFPR.

**5. RE-APPROPRIATION AND EXPENDITURE SANCTION**

- a. The Competent Authority shall have the power to re-appropriate funds from one primary unit of appropriation to another within the overall Grant of the Institute.
- b. The Director shall keep a watch over expenditure against the grants sanctioned by the EC and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant, shall take necessary steps to provide an additional grant or make a re-appropriation from anticipated savings under other units of appropriation with the approval of the Competent Authority.
- c. No expenditure from the funds of the Institute shall be incurred without the sanction of the Competent Authority.
- d. A sanction to expenditure will not become operative until there has been an appropriation of funds in the Grant to cover it.
- e. The Director shall have the power to sanction expenditure of a Miscellaneous or Contingent nature up to an amount not exceeding Rs.10,00,000/- in each case.

- f. The Director shall have the power to sanction an expenditure beyond the limit of his/her sanctioning capacity up to Rs.25,00,000/- on emergent nature in each case with the approval of SFC/EC.
- g. The Director shall sign and execute, on behalf of the Institute, all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The draft agreement of all contracts involving consideration exceeding Rs.25,00,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with the concerned matter in the Ministry of Law for his advice as to the correctness of its form.

## 6. INVESTMENTS

- a. The funds of the Institute may be invested only in the following manner:-
  - i. In Promissory Notes, Treasury Deposit Certificates or other Securities of Government of India or any State Government.
  - ii. In Fixed Deposits with any nationalized bank for a specified period as would earn maximum rate of interest under Rules of the Reserve Bank of India, or
  - iii. In such other manner as the EC may authorize.
- b. The Director shall maintain a Register of Securities held by the Institute in which all transactions affecting the securities shall be recorded.
- c. Investment of funds of the Institute shall be made in the name of the Institute. All purchases, sales or alterations of such investments shall be affected and all contracts, transfer deeds, or other documents necessary for purchasing, selling, or altering the investments of the Institute shall be executed by Director on behalf of the Institute. Director will make arrangements for the safe custody of receipts, will verify it once in six months with the Register of Securities and record the certificate of verification in the Register.

## **7. DRAWAL OF FUNDS**

- a. Funds will be drawn from the Bank in the manner laid down under the Banking Regulations. Cheque books will remain in the personal custody of the Director or DDO on his/her behalf.
- b. Heads of Departments/Units of the Institute shall submit all new charges and any demand of funds to the Director. The claims for pay and allowances and travelling allowance of the officials and contingent bills will be drawn in the prescribed forms and submitted to the Director for payment. All bills will be checked and passed for payment by the DDO. The contingent and travelling allowance bills will be countersigned by the Director or by any officer authorized by him on his behalf before these are passed by DDO for payment. Monthly pay and allowance bills shall be received directly by DDO and passed by him. Payment will be made by means of cheque, demand draft & ECS as the case may be.

## **8. MAINTENANCE OF ACCOUNTS, REGISTERS, AND CONDUCT OF AUDIT**

- a. Director of the Institute shall make arrangements for proper maintenance of accounts and other relevant records and preparation of annual income and expenditure account for the year ending and balance sheet as on 31st March in such form as may be prescribed by the EC and acceptable to the Auditors.
- b. The Primary Accounts of the Institute shall be maintained in the following Registers in the Forms as prescribed in GFR:-
  - Form 1- Cash Book
  - Form 2- Register of Securities
  - Form 3- Receipt Book
  - Form 4- Register of Stock of Cheque Books
  - Form 5- Register of Stock of Receipt Books
  - Form 6- Register of Stock of Non-expendable Articles

Form 7- Register of Leave and Pensionary Contribution

Form 8- Register of Advances (Permanent and Temporary)

Form 9- Annual Accounts

- c. AO/DDO shall apply a check of the nature of pre-audit to all payments from the funds of the Institute and will maintain registers in the following form:

Form 10- Establishment Audit Register

Form 11- Register of Pay and Allowances of officers and staff

Form 12- Travelling Allowance/LTC Register

Form 13- Contingent Register

Form 14- Register of Special Charges

Form 15- Objection Book relating to irregular payments

Form 16- Adjustment Register

Form 17- Register of financial orders, delegations etc.

Form 18- Budget Control Accounts Register

Form 19- Advance Register (House Building ,Conveyance, Computer etc.)

- d. Accounts of the Institute shall be subject to audit and the functions of the Auditor of the Institute will be exercised by the C&AG of India or any person appointed by him on its behalf. Any expenditure incurred in connection with such audit shall be payable by the Institute to the C&AG of India or to the person/authority so appointed by him on its behalf.
- e. The C&AG of India or any person appointed by him in connection with audit of the accounts of the Institute shall have the same rights, privileges, and authority in connection with such audit as the C&AG of India has in connection with the audit of the Government Accounts and in particular, shall have the right to demand production of books of accounts, connected



vouchers, and other documents and papers and to inspect any of the offices of the Institute.

- f. If expenditure from the funds of the Institute consists of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Institute as set out in the Memorandum of Association and will call for and accept a certificate of audit of that Audit Officer of the expenditure from the Grant. The Director shall arrange to obtain and produce such certificate of audit.
- g. All sanctions, orders, and delegation of Competent Authorities under the Rules and Regulation of these Bye-Laws affecting the Institute account shall be produced in writing and communicated to the AO.
- h. The accounts of the Institute as certified by the C&AG of India or any other person appointed by him on his behalf with the audit report thereon shall be submitted annually to the Ministry and also be placed before the EC.
- i. The Institute may appoint a Chartered Accountant as an Internal Auditor of the Institute as and when required.
- j. Director of the Institute shall exercise the powers of "Head of Department" of the Government of India and also those specified in **Annexure-A and Schedule thereto** attached to these Bye-Laws subject to the limits mentioned against each item therein.
- k. Director may, subject to such restrictions as he may think fit to impose, authorize any Officer, to exercise any of the powers conferred upon him under the Bye-Laws, up to the limit he may think fit.

9. **DISPOSAL OF PROPERTY**

The Director shall have the powers to dispose of the non-expendable and other articles and to write off any unserviceable and condemned articles subject to powers delegated under the provisions of DFPR, 1978.

10. **GRATUITY**

The employees of the Institute both permanent and temporary shall be entitled to death-cum-retirement gratuity on the scales prescribed by Government of India for similar categories of its employees. The relevant rules made by the Central Government in this regard for its employees shall *mutatis mutandis* apply to all employees of the Institute

11. **SUPERANNUATION**

The Rules governing retirement of employees of the Government of India, as amended from time to time, shall *mutatis mutandis* apply to the employees of the Institute. However, the retirement age in respect of any category of posts may be raised to the extent the GB and subsequently the Government of India may decide.

12. **STATUS OF NON-OFFICIALS FOR REGULATION OF TA/DA**

Private persons who are not whole-time employees of the Institute or who are remunerated wholly or partly by fees, rank for the purpose of travelling allowance under Supplementary Rule 17 in such grade as the Institute may, with due regard to their status, declare. Air travel to private members shall be allowed with prior approval of the Ministry.

13. **EXTRA-MURAL RESEARCH ACTIVITIES**

Teaching Staff, Medical Officers, and Scientists of the Institute may participate in extra-mural research activities connected with the mandated field of Research work with the approval of the Director.

14. **COLLABORATIVE RESEARCH ACTIVITIES**

Teaching Staff, Medical Officers and Scientists of the Institute can participate in collaborative research activities and supervise Ph.D. students with other Institutes, Universities, etc. abroad and in India as mandated under the scheme of the Ministry on the subject with the approval of the Director.

15. **ALLOTMENT OF INSTITUTE RESIDENCE TO EMPLOYEES**

The employees of the Institute shall be eligible for allotment of Institute Residential Quarters, if available, as per the rules laid down for the purpose.

16. **OTHER CONDITIONS**

In respect of matters not provided for in these Bye-Laws, the Rules and subsequent orders and decisions of the subject issued by the Central Government from time to time shall mutatis mutandis shall apply to the employees of the Institute.

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**POWER AND FUNCTIONS OF DIRECTOR,  
NORTH EASTERN INSTITUTE OF AYURVEDA & FOLK MEDICINE  
RESEARCH  
{BYE-LAW 8 (j)}**

- a. Director shall be the CEO of the Society. He/ She shall be responsible for the proper administration of the affairs of the Society under the direction and control of the EC. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as detailed in **Schedule-I** and also those as indicated below subject to further instructions issued by the Government of India under the Relevant Rules from time to time.
- b. He shall, in all matters, have the power and duties assigned to him in these Rules and Regulations and the Bye laws framed in this respect separately.
- c. He shall prescribe and supervise the duties of all Officers and Staff of the Society and shall exercise such administrative and disciplinary power as may be necessary subject to the Rules and Regulations and service conditions of Government.
- d. He shall be the custodian of the funds and securities of the Society.
- e. He shall subject to the direction and control of the EC, manage the properties and investments of the Society and shall be responsible for presentation of the Annual Estimates and the Annual Statement of Accounts.
- f. The Director shall realize and receive all grants or other money due to the Society from the Government and other designated persons, bodies and authorities.
- g. Subject to the direction and control of the EC, he shall have the power to buy, sell, endorse and otherwise negotiate or transfer all Government securities,

Stocks, Shares and other Instruments of similar character on behalf of the Institute and realize interest, dividend, bonus or profit accrued thereon.

- h. He, in order to keep the members of the GB informed of the progress of the expenditure of the Institute, shall submit budget head wise, yearly statement of income and expenditure of the Institute to the GB.
- i. He shall have the power to incur expenditure within the limits of the budget approved by the SFC subject to such conditions and limits as may be prescribed by the EC.
- j. He may, subject to such restrictions as he may think fit to impose, authorize the Departmental Heads/Joint Director/Deputy Director/Administrative Officer/Accounts Officer, any other Group-A Officer, to exercise powers up to the extent indicated by him.
- k. The DDO or any other Officer of Group A or B authorized by the Director on his behalf shall have the power to sanction expenditure of contingent nature up to an amount not exceeding Rs.25,000/- in each case.
- l. He shall sign and execute on behalf of the EC all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The draft of all contracts involving consideration exceeding Rs.25,00,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with the concerned matter in the Ministry of Law for his advice as to the correctness of its form.
- m. He shall sign and verify complaints, written documents, statements, affidavits, petitions, and tabular statements and institute or defend suits, action, and other legal proceedings on behalf of the Institute;

**Note:** In the event of any authorization by the Director under item (j) and (k) above, the authorized officer shall be responsible for the correctness, regularity, and propriety of the decisions taken by him. However, the Director shall

continue to be responsible for all such decisions taken by the authorized officers.

1. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances, etc. shall not be re-delegated.
2. In case of any doubt, the matter should be referred to the Ministry.

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**SCHEDULE - 1**  
**SCHEDULE OF POWERS VESTED IN DIRECTOR**

Sl. No.	POWER	EXTENT
1.	To sanction grant or acceptance of honorarium.	Full power up to the limit prescribed from to time by Government.
2.	To permit undertaking of private work and acceptance of a fee.	Full power.
3.	To decide the shortest of two or more routes.	Full Power.
4.	To allow mileage allowance by a route other than shortest.	Full power provided selection of the route is in the Institute's interest.
5.	To define the limits of an employee's sphere of duty for the purpose of TA.	Full power.
6.	To decide whether a particular absence is an absence or duty to any part of India.	Full power.
7.	To authorize an employee to proceed on duty to any part of India.	Full power.
8.	To restrict the frequency and duration of the journey.	Full power.
9.	To reimburse cancellation charges on unused air/rail tickets where the cancellation was done in the interest of the Institute.	Full power.
10.	To allow actual expenses for carriage of personal effects by road between Stations connected by rail.	Full power.
11.	Power to declare a Group A or B Officer as Head of Office to sign bills and cheques, last pay certificates, contingent registers etc.	Full power.
12.	Power to permit an officer to countersign TA advance bills where permanent TA Advances have been sanctioned.	Full power.
13.	To declare Controlling Officer in each case and define conditions thereto.	Full powers provided that no employee is declared as his

		own Controlling Officer.
14.	To purchase working stores, tools, and plants, etc.	Up to the limit of budget provision for such purpose within his delegated powers or as authorized by EC/SFC.
15.	Power to sanction non-recurring Contingent Charges within budget limits.	Full power, up to the limits of budget provision for such purpose.
16.	Power to sanction recoupment of permanent advance.	Full power.
17.	Power to sanction Municipal or Cantonment taxes	Full power.
18.	Power to purchase within budget limits official and non-official publications required by him or by officers under his control	Full power.
19.	Power to sanction the rent for official and hostel accommodations.	Full power up to an amount of Rs.10 Lakhs per annum.
20.	Maintenance of buildings and petty works relating to repairs and alterations (i) Ordinary repairs to Government buildings (ii) to hire and requisition buildings.	Up to Rs.10.00 Lakh.
21.	Power to sanction fixed recurring charges of a contingent nature..	Full power.
22.	Power to sanction telephone rent.	Full power.
23.	Power to sanction advance of pay to an officer under transfer.	Full power.
24.	Power to grant advance of TA to himself and to other employees.	Full power.
25.	Power to sanction advances and final withdrawal from CP Fund/ EP Fund/ GP Fund/ NPS in accordance with the Government rules as amended from time to time.	Full power.
26.	Power to incur expenditure and sanction advances for lawsuits to which the Institute	Full power.



	is a party in accordance with Government Rules as amended from time to time.	
27.	Power to vary the term of repayment of advances.	Full power.
28.	Power to order retention of undisbursed Pay & Allowances.	Up to three months.
29.	Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Government Rules as amended from time to time.	Full power.
30.	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of his family in accordance with the Central Government Medical Rules as amended from time to time.	Full power.
31.	Power to purchase Computers, Printers, Fax Machines, Photocopiers, etc.	Full power.
32.	Power to write off the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect in system or serious negligence on the part of some individual official of the Institute which might possibly call for disciplinary action entailing orders of a higher authority.	Full power, up to a limit of Rs.1.00 lakh in each case.
33.	Power to order review and disposal office records.	Full power subject to observance of Record Retention Schedule prescribed by the Ministry.
34.	To order sale by auction or otherwise in the interest of the Institute of unserviceable stores or perishable items.	Full power.
35.	Power to give gifts to visiting dignitaries or public bodies at his discretion	Up to Rs. 10,000/- in each case and up to a maximum of 12 occasions in a year
36.	Power to countersign his own travelling allowance bills.	Full power.

37.	Printing and binding.	Full power.
38.	Power to incur expenditure on Miscellaneous Items.	Rs. 10.00 Lakh each time subject to the economy instructions issued by the Govt. from time to time.
39.	Power to purchase stationery for Office/Hospital.	Full power.
40.	Taking up short-term project of Research studies, etc.	Full power.
41.	Power to purchase medicines, chemicals/raw drugs etc.	Full powers subject to adherence of codal formalities as also availability of budget.
42.	Power to sanction House Building Advance to employees.	Full powers subject to the conditions laid down in House Building Advance Rules as applicable to the Central Government Employees.
43.	Power to incur expenditure on drug standardization and testing through outside Govt. Autonomous/DST approved Research & Academic Institutions under Drug Development Programme.	Full powers.
44.	To execute contracts, agreements, etc.	Full Powers, Up to Rs.25.00 lakhs.
45.	To sanction an expenditure of a miscellaneous or contingent nature.	Full Powers, Up to Rs.10.00 lakhs.
46.	Repair of Motor Vehicles.	Full power.
47.	Provision of Medical facilities to the staff.	Full powers subject to CCS (Medical Attendance) Rules.
48.	Sanction expenditure for organizing seminars, workshops, training programs, CME, ICE activities, etc.	Up to Rs.5.00 Lakhs provided the funds are met from within the sanctioned budget grant of the Council.
49.	To permit Teaching Staff and Scientists of the Institute to accept fees for rendering duty as examiner, invigilator as also for preparation of paper , valuation of answer	Full power.

	book, etc.	
50.	To permit Teaching Staff, Scientists, Administrative and Finance Staff of the Institute to attend workshops, conferences, seminars, symposiums ,training, etc. for professional development.	Full power.
51.	To purchase raw and prepared drugs, dressings, medical stores hospital equipment, dietary articles, furniture, and other stores, etc. for working of the Institute/Departments. Hospital or any of its Units, for teaching, research, and hospital purposes.	Up to the limit of budget provision for such purpose within his delegated powers or as authorized by EC/SFC.
52.	Power to sanction Festival Advance in accordance with the Government rules as amended from time to time.	Full power.
53.	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.	Full power.
54.	Power to meet expenditures on Diet.	Full power according to the per -patients norm approved by SFC subject to the budgetary provision.

**Note:-**

The above powers are subject to the following conditions:

- a. The exercise of delegated powers shall be in strict conformity with the GFR.
- b. These do not apply to new schemes, i.e., powers not to be used for starting any new scheme.
- c. These do not apply to re-appropriation of funds.
- d. These are subject to economy instructions in force.
- e. These are subject to the availability of funds.

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**NORTH EASTERN INSTITUTE OF AYURVEDA & FOLK  
MEDICINE RESEARCH**

**(An Autonomous Institute under the Ministry of AYUSH,  
Government of India)**



**BYE-LAWS  
(Service Matters)**

**Ministry of AYUSH, Govt. of India**

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## 1. CHAPTER – I – GENERAL (Short Title & Commencement)

- (i) These Bye-Laws shall be called Regulation of Service matters in the “North Eastern Institute of Ayurveda & Folk Medicine Research”.
- (ii) These shall come into force at once.

### DEFINITIONS:-

1.2 Unless the context otherwise requires, the various terms used in these Regulations mean:-

- (i) Institute means North Eastern Institute of Ayurveda & Folk Medicine Research;
- (ii) Director means Director of the Institute;
- (iii) Government means Government of India;
- (iv) Ministry means Ministry of AYUSH;
- (v) GB means Governing Body of the Institute;
- (vi) EC means Executive Council of the Institute;
- (vii) SFC means Standing Finance Committee of the Institute;
- (viii) Appointing Authority means the authority empowered to make appointment to the service in the Institute of which the employee is for the time being a member. It will be unless otherwise provided as follows:-
  - a. Appointments Committee of the Cabinet of the Government in respect of posts at Pay Level – 14 and above in the Pay Matrix of 7<sup>th</sup> CPC.
  - b. EC in respect of Group-A posts.
  - c. Director in respect of all other employees of the Institute.
- (ix) 'Disciplinary Authority' means the authority competent under these Rules to impose on an employee of the Institute any of the penalties specified in Rule 14 & 16 of the Central Civil Services (Classification, Control and Appeal) Rules 1965 as amended by the Government/EC from time to time;

- (x) "Employee" means the person appointed by the Appointing Authority of the Institute in accordance with these Service Regulations against a sanctioned post;
- (xi) 'Foreign Service' means service for which an employee receives his pay from any source other than the funds of the Institute;
- (xii) 'Head of the Office' means an Officer of the Institute so designated by the Director;
- (xiii) 'Powers' includes administrative powers of the Chairperson, EC and Director etc. as given in these Rules.
- (xiv) 'Rules' means Service Rules framed herein by the Institute and Central Government Rules as amended from time to time by the Government in following matters: -
- a. 'Fundamental Rules' for General Conditions of Service.
  - b. 'Central Civil Service' (Leave) Rules 1972 for Leave.
  - c. 'Supplementary Rules' for Travelling Allowances.
  - d. 'Central Civil Services (Conduct) Rules 1964'.
  - e. 'Employees Provident Fund and Miscellaneous Provision Act 1952' and CCS (CPF) Rules for Contributory Provident Fund, wherever applicable.
  - f. Central Civil Services (Classification, Control and Appeal) Rules 1965 for disciplinary matters.
  - g. General Financial Rules for financial matters including advances,
  - h. Central Medical Attendance Rules, 1944.
  - i. Pension Rules.
  - j. TA/DA Rules.
- (xv) Sanctioning Authority means the Ministry, EC or the Director as the case may be, in relevant context in these Rules and in case of doubt the decision of the Ministry shall be Final;
- (xvi) DPC means Departmental Promotion Committee;
- (xvii) GFR means General Finance Rules of the Government;
- (xviii) DFPR means Delegation of Financial Power Rules of the Government;
- (xix) Competent Authority means Ministry of AYUSH unless defined under the specific Regulation.

1.3 Any word of expression used but not defined in these rules shall have the meaning assigned to it in the Memorandum of Association / Orders issued by the Institute from time to time.

## **2. CHAPTER – II – OFFICE PROCEDURE AND CONTROL:**

### **2.1 Office procedure:**

- (a) The Director is the administrative head of the Institute.
- (b) Subject to the instructions issued by the GB/EC, all orders regulating the internal administration & determining and affecting the day to day working of the Institute shall be issued by the Director.
- (c) The duties of all the Officers and Staff of the Institute shall be prescribed by the Director who shall also exercise necessary supervision and disciplinary control.

### **2.2 Responsibility of cash:**

- (i) The procedure / instructions laid down by the Central Government for their offices, as laid down in General Financial Rules etc. will apply mutatis mutandis for the Institute.
- (ii) The cashier or any staff, who handles cash, should give security / execute bond as provided by the Central Government for their offices and will be responsible for proper custody, disbursement and accounting.

### **2.3 Transfer of charge:**

- (i) When an officer / staff is relieved of his charge, he / she should give for the information of his / her successor, a list of all the important matters pertaining to his / her charge, important documents, valuables, electronic data, key etc. This should be got acknowledged by the relieving officer / staff.
- (ii) The Director may, if necessary, transfer any employee to any post or office within the Institute.

## 2.4 Control:

- (a) All financial and administrative powers of Head of Department and disciplinary authority under the provisions of GFR, CCS (Conduct) Rules, CCS (CCA) Rules, Contributory Provident Fund Rules, Medical Rules etc. as referred to in the Service Regulations shall vest in the Director. These are illustrated in Annexure 'B' in respect of matters not detailed in these Regulations.
- (b) The Appellate and Reviewing Powers shall vest in the EC and the GB as detailed in **Annexure-A**.

## 2.5. General conditions of Service:

### (i) Whole time employment

- (a) The whole time of an employee shall be at the disposal of the Institute and he / she may be employed by the Institute for the performance of such duties as may be assigned to him / her from time to time.
- (b) Without prejudice to sub clause (a) above, an employee may be:
  - (i) Required to undergo a course of study, training or instructions within or outside of India.
  - (ii) Required to serve the Institute in any post, not lower than the post to which he is substantively appointed and
  - (iii) Transferred on deputation to Foreign Service.
- (c) Every employee shall abide by and comply with these rules and regulations of the Institute and all orders and directions of his superior authorities in the Institute.
- (d) Every employee shall extend utmost courtesy and attention to all persons with whom, he / she has to deal with in the course of his / her duties.
- (e) Every employee shall endeavour to promote the interest of the Institute and shall not act in any manner prejudicial thereto.
- (f) No employee shall act contrary to the objectives of the Institute. The promotion of the objectives of the Institute shall be given priority over personal needs to the extent of time and energy reasonably expected to be given to the affairs of the Institute by an employee.



- (g) No employee shall engage in any act of corruption or nepotism or promote the cause of oneself or one's relative while engaging in activities on behalf of the Institute.
- (h) Without prior permission of his / her Controlling Authority no employee shall allow any recognition, honour, employment or other tangible or intangible benefit to be given to him / her relative nor agree to publication of his / her work or that of his / her relatives or publication about him / her relative by the Institute as soon as he / she comes to know that he / she is likely to become a party directly or indirectly to any decision resulting in him / her relative getting aforesaid benefit or honour.
- (i) Every employee shall abide by rules and regulations of the Institute and he / she shall respect all decisions of the Institute.
- (j) No employee shall engage himself in drunken or other socially unacceptable behaviour and in any case shall not be under influence of alcohol or drugs in the premises of the Institute.
- (k) Every employee shall maintain utmost integrity and acts fairly and in just manner in all activities connected with the Institute and not engage in morally unacceptable behaviour or any behaviour as will bring down the good image of the Institute.
- (l) Every employee shall make payment to the Institute of all dues outstanding against him/her or demanded from him / her within the time required to be paid,
- (m) Every employee of Institute shall file Annual Properly returns in accordance with the equivalent provisions of Government of India in this regard.
- (n) No employee shall accept any fee, honorarium, scholarship, fellowship for any work done by him / her for anybody other than the Institute without prior approval of the Competent Authority.
- (o) Any action by an employee which is contrary to the above rules will constitute misconduct and the employee shall be liable to disciplinary action under the rules.

### **3. CHAPTER – III CONSTITUTION OF SERVICE:**

#### **3.1 Creation of posts and classification:**

##### **3.1.1. Creation / abolition of posts: The EC shall decide -**

- (a) The abolition of any grade or category of posts;
- (b) The transfer of any post from one category to another;
- (c) The reduction of posts including the service either on permanent or temporary basis on the proposal of Director;
- (d) The procedure for appointment and service condition of the technical, administrative and other staff of the Institute.

### 3.1.2 Classification of posts, qualification and scale of pay etc.

All posts in the Institute shall, subject to amendment made by the Institute, from time to time be classified as follows: -

S. No.	Description of posts	Classification of Posts
1.	A post carrying Pay level 10 and above of the Pay Matrix (7 <sup>th</sup> CPC)	Group 'A'
2.	A post carrying Pay level 6 to 9 of the Pay Matrix (7 <sup>th</sup> CPC)	Group 'B'
3.	A post carrying Pay level less than 6 of the Pay Matrix (7 <sup>th</sup> CPC)	Group 'C'

## 4. CHAPTER-IV - RECRUITMENT AND APPOINTMENT:

### 4.1. Appointing authorities:

As defined in Regulation 1.2(viii) of Chapter-I

### 4.2. Mode of Recruitment:

Recruitment to a post in the Institute shall be made in accordance with the Recruitment Rules for that post. The mode of recruitment will be –

- (i) By Promotion,
- (ii) By Direct Recruitment.
- (iii) By Deputation / Short Term contract.

4.3. **Condition for eligibility for direct recruitment: -**

No candidate shall be treated to be eligible for any post until and unless he / she fulfill the following conditions:-

- (i) The upper age limit shall be as prescribed in the RRs on the crucial date of eligibility.
- (ii) The upper age limit shall be relaxable up to maximum of 05 years if a candidate belongs to a Schedule Caste and Schedule Tribe and 03 years for Backward Class as specified by the Government of India from time to time. The upper age limit shall also be relaxable for appointment on compassionate grounds.
- (iii) In the case of existing contractual employees, the upper age limit shall be relaxable up to the corresponding years of service rendered by him/her as on the first day of July of that year in which the vacancy is published.
- (iv) Only Indian citizens by birth or by domicile shall be eligible for service in the Institute. Those claiming Indian Citizenship by domicile shall obtain necessary certificate from concerned District magistrate or competent authority and submit it to the Institute.
- (v) The character of a candidate for direct recruitment must be such as to render him / her suitable in all respects for employment under the Centre. The appointing authority shall satisfy itself after perusal of character certificates from two-gazetted officer to be submitted by the candidate concerned at the time of appointment.
- (vi) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be eligible for appointment to service, and
- (vii) No woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to service provided - that the Central Government / Institute may, if satisfied that there are special grounds, exempt any person from the operation of this condition.
- (viii) Educational qualification - The standards of educational qualification necessary for appointment to various posts shall be as indicated in their respective Recruitment Rules.

#### 4.4. **Procedure for direct recruitment:**

##### 4.4.1. **General**

- (i) The procedure of selection, appointment etc. will be regulated in accordance with the orders issued by the Appointing Authority of the Institute from time to time.
- (ii) The orders of Government for reservation of SC/ST/OBC candidates will be applicable in direct recruitment and for SC/ST in promotion.
- (iii) The Director, after arriving at a decision to fill in the post by direct recruitment, shall have
  - (a) The advertisement made, in at least two prominent local news paper, two national dailies, Employment News and / or
  - (b) Obtain name of the candidates from the Employment Exchange against requisition from the Institute.

4.4.2. **Procedure:** The Appointing Authority shall decide the procedure of selection whether written or interview or skill test or combination of them. While issuing Offer of Appointment to a selected candidate, a clear period of 30 days from the date of issue of offer may be allowed and should be indicated in the Offer of Appointment. The Director may extend this period of 30 days to the following extent;

- (i) Without any limit where the delay is due to non-completion of medical formalities. The panel seniority will remain intact.
- (ii) In other cases up to a maximum period of two month beyond the last date of joining can be granted. Seniority will be fixed with reference to the date of appointment of the candidate.

#### 4.5. **Compassionate Appointment:**

The cases of appointment on compassionate ground will be considered on case to case basis by the EC whose decision in the matter shall be final as per rules of the Central Government.

4.6. **Fitness:** Following actions should be ensured before appointment: -

##### (i) **Verification of character and antecedents before employment:**

Orders issued by Government / Institute from time to time in this regard should be observed. The appointing authority will ensure that the candidate possesses good character and antecedents.

The candidate should also furnish a certificate of good character having special reference to the previous two years and if he / she ever in service before, he / she should be required to produce a copy of the record of his / her service. A person who is found to have obtained employment by the concealment of his / her antecedence will ordinarily be dismissed.

(ii) **Oath of allegiance:**

All entrants to Institute's Service should take oath of allegiance to the Constitution of India and taking of oath should be made one of the term and condition of their appointment.

(iii) **Marital Status:**

The candidate should submit a declaration regarding his / her marital status in the prescribed format,

(iv) **Medical Certificate:**

The candidate should produce a certificate regarding medical fitness in the prescribed format from such Medical Officer as approved by the Institute along with the joining report.

## **5. CHAPTER – V - SENIORITY AND PROMOTION:**

### **5.1. Seniority:**

Seniority of an employee of the Institute regularly appointed to a post according to the recruitment rules shall be determined by the order of merit indicated at the time of initial appointment and not according to the date of confirmation i.e. in the case of direct recruits, the relative seniority will be determined by the order of merit in which they are selected for such appointment and in case of promotion, the seniority shall be in order in which they are recommended for such promotion by the D. P. C.

### **5.2. Promotion:**

(i) **General:**

Recruitment Rules for each Group 'A', 'B' & 'C' post specifically state the eligibility for promotion to a post or grade,

(ii) **Method:**

Appointments by promotion of the employees of the Institute to 'selection' as well as 'non selection' posts in accordance with the

provisions of the Recruitment rules shall be made from amongst all the eligible employees of the Institute who have put in the minimum required length of continuous service on the first day of January of the year in which the selection is to be made. The procedure and rules applicable to the Central Government employees shall be followed unless otherwise provided by the Institute.

(iii) **Vacancies:**

Actual number of vacancies to be filled by promotion should be assessed calendar year wise as accurately as possible, taking into account vacancies arising due to death, retirement, resignation, deputation for a period of more than a year, new posts / additional posts on long term basis etc. as also accounting for deputationists expected to return to the Institute.

(iv) **Crucial date:**

Crucial date for eligibility of candidates will be 1<sup>st</sup> January of the recruitment year.

(v) **Reservation:**

The instructions on reservation for Scheduled Castes, Scheduled Tribes & Other Backward Classes issued by Government of India in this regard will apply on reservation in promotion.

There will be no reservations in promotion for Other Backward Classes, Ex-servicemen etc.

(vi) **Conditions of eligibility for promotion:**

(a) Age limit will be no bar for promotion from lower level to higher level post.

(b) Promotion avenues will be worked out from the lower post to higher post in each channel.

(c) The candidate must possess the requisite educational / technical qualification and experience for the higher post as provided in the relevant Recruitment Rules.

(d) The EC may relax the qualification in exceptional cases.

(vii) **Adhoc Promotion:**

(a) Purely short term vacancies caused by leave, short term deputation, training etc. may be filled by adhoc promotion. Adhoc appointments made to fill in short term vacancies should

be only by promotion of Institute's official on seniority-cum-fitness basis, after proper screening of their records and not by direct recruitment.

- (b) Total period must be limited to one year only.
- (c) Whenever promotion is made on adhoc basis the fact that the appointment is adhoc and that such appointments will not bestow on the person a claim for regular appointment on that post and that adhoc service rendered would not count for the purpose of seniority in that grade and for eligibility for promotion, confirmation, should be spelt out clearly in the order of appointment,

(viii) **Proforma Promotion:**

- (a) An official serving outside his / her regular line of promotion because of deputation, training etc. is not allowed to suffer loss of promotion due in his / her regular line, when his / her turn for promotion in the regular line comes, he / she may be allowed by a special order of the Appointing Authority proforma promotion and granted the pay of that Level in the Pay Matrix, if that be more advantageous to him/her subject to the condition below:-
- (b) The officer concerned should have been considered fit for promotion in the regular line.
- (c) All his / her seniors and at least one of his / her juniors should have been promoted to the higher scale or grade in his / her regular line.
- (d) The benefit will be admissible to only one officer against one vacancy.
- (e) When the eligible senior most officer serving outside the regular line does not require benefit of promotion, the benefit can be passed on to the next senior most officer serving outside regular line but his / her written option will be obtained to this effect,

(ix) **Refusal of Promotion:**

When an official declines promotion to a higher grade, offered to him / her, he / she has to make a written request to the appointing authority for declining the same giving reasons

therefore. The request may be acceded to if the reasons adduced are acceptable but if the reasons adduced by the official for his / her refusal of promotion are not acceptable to the Appointing Authority, the promotion may be enforced. If the official still refuses, such refusal of promotion would entail no fresh offer of promotion being made to him / her for one year from the date of refusal.

**(x) Probation on Appointment:**

Every employee on appointment in the Institute, either by direct recruitment or by promotion, shall be on probation for a period of two years. On the expiry of the probation, the Appointing Authority may either:-

- (a) confirm the probationer/ issue the orders regarding satisfactory completion of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority; or
- (b) extend the period of probation or terminate the services of the probationer appointed by direct recruitment or in case of a person appointed by promotion, revert him / her to the post held by him / her prior to his / her appointment to the said post, as the case may be, in accordance with the relevant rules and regulations of the Government of India in this regard, if the probationer has not completed the period of probation satisfactorily.
- (c) There will be no probation for a person promoted from one grade to another within the same group of posts.
- (d) After the probation, if the work of the employee/officer is found satisfactory in the next three year, he/she will be declared permanent in that particular cadre, subject to relevant rules and the availability of permanent post.
- (e) The assessment of each official shall be made on a fair, just and non-discriminatory evaluation of the confidential reports of the officer for the preceding 05 years.

**(xi) Assured Career progression Scheme: -**

- (a) The scheme is not applicable to Group 'A' services, Casual Employees, Adhoc and Contract Employees.



- (b) Group 'B', 'C' and 'D' employees of the Institute will be entitled to the benefits of three financial up-gradation on completion of 10, 20, 30 years of continuous regular service in a particular Grade Pay as introduced by the Central Government as 'Modified Assured Career Progression Scheme (MACPS)', and as decided by the EC in the matter of extension of scheme to Institute's employees in accordance with the financial and administrative convenience of the Institute. However, the employees, who have already got 3 promotions / up-gradation of pay, will not get any further up-gradation.
- (c) The scheme envisages merely placement in the higher pay scale / grant of financial benefits on personal basis and shall, therefore, neither amount to functional / regular promotion nor would require creation of new posts for the purpose.

(xii) **Lien:**

The existing rules of the Government on retention of Lien will be also applicable to the employees of the Institute.

**6. CHAPTER – VI - CONFIRMATION:**

Confirmation will be made only once in the service of an employee which will be in the entry grade and on successful completion of probation, the case will be considered by the DPC and specific order of confirmation, will be issued by Competent Authority, if found fit.

**7. CHAPTER–VII – SELECTION AND DEPARTMENTAL PROMOTION COMMITTEE:**

7.1. **Function:** The suitability of candidates for selection to a post shall be considered by a Selection Committee in an objective and impartial manner, while the suitability of the candidates for promotion will be considered by DPC. DPC shall judge the suitability of employees, officers for promotion.

7.2. **Composition: Selection Committee/D. P. C**

Composition of Selection Committee for each post will be as indicated in the Recruitment Rules for the respective post.

**7.3. Frequency of Departmental Promotion Committee:**

The D. P. C. should be convened at regular annual intervals to draw panels, which could be utilized for making promotion against the vacancies occurring during the course of one year. However, the convening of annual meetings of the D. P. C. may be dispensed with only after a certificate has been issued by the Appointing Authority that there are no vacancies to be filled by promotion or no officials are due for confirmation during the year in question.

**7.4. Procedure to be observed by Departmental Promotion Committee: -**

**(a) Non Selection Method:**

The promotions are to be made on non selection basis, the Departmental Promotion Committee need not make a comparative assessment of the records of officials and they should categorize the officials as 'Fit' or 'Not yet fit' for promotion on the basis of assessment of their records of service. The officials categorized fit should be placed in the panel in the order of their seniority in the grade from which promotions are to be effected. Benchmark for consideration of promotion at various Pay Levels in the Pay Matrix (7<sup>th</sup> CPC) shall be the same as prescribed in the instruction of DoPT applicable to the Central Government employees.

**(b) Sealed cover Procedure where case is pending / contemplated: -**

In the case of officials who are under suspension or whose conduct is under investigation or against whom disciplinary proceedings have been initiated or contemplated, the officials suitability for promotion should be assessed at the relevant time by the DPC without taking into consideration the disciplinary case / criminal prosecution pending or contemplated and a finding reached whether, if the officer had not been suspended or his / her conduct had not come under investigation, he / she would have been recommended "Fit' or "not yet fit" for selection- The assessment of the DPC and the grading awarded by it will be kept in a sealed cover super scribing "Findings regarding suitability, for promotion to the grade / post of ----- in respect of Shri / Smt. ----- .Not to be opened till conclusion of the disciplinary case".

**(c) Adverse remarks:**

Where adverse remarks in the confidential record of an official concerned have not been communicated to him / her, this fact should be

given due weightage by the DPC while assessing the suitability of the official concerned for promotion / confirmation.

In case, where decision on the representation of officials against adverse remarks has not been taken or the time allowed for submission of representation is not over, the DPC may in their discretion defer the consideration of the case pending decision of the representation.

(d) **Punishment no bar:**

An official whose increments have been withheld or who has been reduced to a lower stage in the time-scale, cannot be considered on that account to be ineligible for promotion to higher grade as the specific penalty of withholding promotion has not been imposed on him / her. The suitability of the officer for promotion should be assessed by the DPC as and when occasion arise for such assessment, in assessing the suitability the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of general service record of the official and the fact of the imposition of the penalty, he / she should be considered suitable for promotion. Where, however, the DPC considers that in spite of the penalty the official is suitable for promotion, the official should not be promoted during the pendency of the penalty.

(e) **Deputation**

The claims of officials who are away on deputation, Foreign Service etc. should also be taken into account by the DPC while considering cases of promotion / confirmation.

**7.5. Papers to be put up to Departmental Promotion Committee:**

In the case of promotions, the proposal shall be placed before the DPC in the pro forma prescribed by the Government for civil employees.

**7.6. Validity of the proceedings of Departmental Promotion Committee when one member is absent:**

The proceedings of the DPC shall be valid and can be acted upon notwithstanding the absence of any of its members other than the Chairperson.

**7.7 Processing and implementation of the recommendation of Departmental Promotion Committee:**

- (a) The recommendation of the DPC is advisory in nature and should be duly approved by the Appointing Authority.
- (b) When the Appointing Authority disagrees with the recommendations of the DPC, he should indicate the reason for disagreeing and refer the matter to Departmental Promotion Committee for reconsideration. If he disagrees again he may submit the papers to the Chairperson whose decision shall be final.

**7.8. Other Matters:**

The Decision of the Director/DPC shall be final in other matters, if any.

**8. CHAPTER - VIII- PAY, ALLOWANCES, FEE AND HONORARIUM:-**

**8.1. Scale of pay:** - The scale of pay applicable to the employees of the Institute shall be as indicated in the respective Recruitment Rules.

**8.2. Drawal of Pay: -**

- (a) An employee shall be entitled to the pay of the post to which he / she assumes charge of the post.
- (b) Except for the month of March, pay for the month generally shall become payable on the last working day of the month as in the case of Central Government.

**8.3. Allowances:**

The employees of the Institute shall be entitled to Dearness Allowance, House Rent Allowance, City Compensatory Allowance, Transport Allowance, Children Educational Allowance as admissible from time to time to civil employees of Government.

**8.4. Fixation of Initial Pay, Drawal of increments etc.:**

Unless otherwise provided in these Regulations, the orders of the Central Government as amended from time to time and the orders and decision there under regarding fixation of initial pay on appointment / promotion / re-employment after retirement, drawal of increments, salary and allowances during leave etc. are applicable, mutatis mutandis to the employees of the Institute.

**8.5. Special Pay, Personal Pay, Honorarium and Fee:**

The Director of the Institute may sanction, in special circumstances, such special pay, personal pay, honorarium or fee to an employee of the Institute on such condition as he / she may deem fit in conformity with Central Government Rules and Orders in force.

**9. CHAPTER - IX- LEAVE / ENCASHMENT OF LEAVE:**

**9.1 Leave:**

Unless otherwise provided by the Institute, the regular employees of the Institute shall be governed by the Central Civil Service (Leave) Rules 1972, as amended from time to time, applicable to the Central Government employees.

**9.2. Encashment of Leave:**

An employee of the Institute, who retires or his / her family in case of his/her death while in service, will be entitled to cash equivalent to the leave salary admissible for the number of days at the credit of the employee on the last day of his / her service, subject to a maximum of 300 days and also in respect of Half Pay Leave in the manner prescribed in the C.C.S-(Leave Rules) 1972, as applicable to the Central Government employees.

**10. CHAPTER - X- MEDICAL FACILITIES:**

The employees of the Institute will be eligible for reimbursement of medical expenses as per Government (Medical Attendance) Rules and in accordance with the CGHS rates provided that EC shall have powers to prescribe maximum limit for reimbursement taking into account the financial position of the Institute.

**11. CHAPTER-XI- ADVANCES:**

Permanent employees of the Institute shall be entitled to the grant of advance for the purchase / construction of house, for the purchase of conveyance etc. in accordance with the rules and regulation applicable to the Central Government employees but will be subject to such terms and conditions as may be prescribed by the EC keeping in view the financial position of the Institute.

**12. CHAPTER-XII - TRAVELLING ALLOWANCE:**

Central Government Rules regarding Travelling Allowance and Daily Allowance applicable to Central Government employees and supplementary orders keeping in view the requirements of the Institute as decided by EC of the Institute shall be applicable to the employees, provided further that the class of journey for travel may be reduced by the Director taking into account the financial position of the Institute.

**13. CHAPTER-XIII- GROUP INSUARANCE SCHEME:**

The existing Group Insurance Scheme shall continue.

**14. CHAPTER - XIV- CONFIDENTIAL REPORT: -**

**(a) Forms:**

The confidential report of each officer and staff of the Institute shall be maintained in such format as is applicable to the Central Government employees.

**(b) Periodicity:**

Assessment of Confidential Reports shall be made annually. Reporting period shall be the Financial year.

**(c) Purpose:**

Assessment of Confidential Reports is the main criteria for confirmation, promotion, review for premature retirement etc. Reports are meant so that the merit and hard work of the employee are recognized. Adverse remarks should also be brought to notice of the employee.

**(d) Applicability:**

An annual confidential report on the work and conduct of each Group A, B and C of the Institute shall be written in the prescribed form by an officer under whom he / she has worked for three months or more during the year under report.

**(e) Reporting officer / Reviewing Officer:**

The officer immediately superior to the employee concerned should write the Confidential Report and the next higher authority who has supervised the work of the employee for not less than three months will be the Reviewing Officer.

(f) **In case of relative:**

If the employee concerned happens to be a relative. Reporting or Reviewing, as the case may be, will be done by the next higher authority.

(g) **Procedure:**

Procedure laid down by the Government of India for their employees and the instructions issued by the Director of the Institute in this regard will be followed.

**15. CHAPTER - XV- CONDUCT RULES:**

Without prejudice to these Service Regulations, the Standing Orders of the Central Government regarding the conduct of all the Government employees in civil employment, such as the Central Government Services (Conduct) Rules 1964, as amended from time to time, and the orders and decision thereunder shall be applicable mutatis mutandis to all the officers and staff of the Institute subject to following:-

(a) All the powers under C. C. S. (Conduct) Rules are vested in Director of the Institute unless otherwise mentioned.

(b) The Director of the Institute may make any change (s) or amend any rule for Institute's employees, as and when required, in the interest of the Institute with the approval of the EC.

**16. CHAPTER - XVI- DISCIPLINARY RULES:**

**16.1 Penalties and Appeal**

(a) Without prejudice to these Service Regulations, the Standing Orders of the Central Government relating to the procedure to be followed in disciplinary cases against Government Employees, as laid down in the Central Civil Services (Classification, Control and Appeal) Rules 1965, as amended from time to time, as also the orders and decision thereunder shall be applicable mutatis mutandis to all the officer and staff of the Institute subject to following:

Authority empowered to impose penalties shall be as specified in Column 2 & 3 of Annexure B and appeals from orders imposing any of the penalties shall be made

to the Authority as specified in Column 4 & 5 of the said Annexure whose decision shall be final.

(b) The Director of the Institute can make any change (s) or amend any rule for its employees, as and when required with prior approval of EC.

**16.2 Dismissal, Removal and Suspension: -**

The Pay and Allowances of an employee of the Institute who is dismissed or compulsorily retired and is reinstated, or during the period of his / her suspension and after it is revoked shall be governed by the relevant provisions in the Rules applicable to Central Government employees.

**17. CHAPTER-XVII- DEPUTATION OF EMPLOYEE / OFFICER:** The deputation of employees of the Institute shall be regulated in accordance with the Central Government as well as the following Rules:

- 17.1. An employee / officer of the Institute may be sent on deputation subject to his / her consent and previous permission of the Director. The Director while sending an official on deputation shall satisfy himself/ herself that the work of the Institute may not get affected due to such deputation.
- 17.2 The period of deputation shall be restricted up to maximum of three years. However, in exceptional cases, it may be extended by one year at a time but the total period of deputation shall not exceed five years.
- 17.3 Institute may take an officer on deputation for a maximum period of three years. However, in exceptional cases the period may be extended by one year at a time but the total period of deputation shall not exceed five years.
- 17.4 In the case of extreme necessity, the Institute may take an officer on deputation for second term after a cooling period of five years.
- 17.5 The terms and conditions of Central Government employees on deputation to the Institute shall be governed by the Rules and Orders of Central Government as laid down in this behalf and amended from time to time.
- 17.6 The terms of the deputation shall be as mutually agreed between the Director of the Institute and the Appointing Authority of the Department to which the deputationist is being placed or the Appointing Authority of the Department



from which the deputationist is being placed to the Institute, as the case may be.

17.7. The officer on deputation in the Institute shall not be absorbed in the service of the Institute.

## **18. CHAPTER-XVIII – RETIREMENT:**

18.1 An employee shall retire from the service of the Institute on his / her attaining the age of superannuation as may be applicable to the employees of the Central Government from time to time. No employee shall be granted extension beyond retirement age except under exceptional circumstances and subject to such conditions as may be prescribed by the EC of the Institute which will further be subject to instructions issued on the subject by the Central Government from time to time,

18.2 Notwithstanding anything contained in these Rules, the EC of the Institute will have the absolute right to retire any employee by giving him / her 3 months' notice or 3 months' Pay and Allowances in lieu thereof in public interest :-

i. if he / she is Group 'A' or Group 'B' service and had entered Government service before attaining the age of 35 years, after he / she has attained the age of 50 years;

ii. In any other case after he / she has attained the age of 55 years.

18.3 After completion of 20 years of qualifying service, an employee of the Institute by giving 3 months' notice in writing to the Appointing Authority retire from the service. The notice thus given requires acceptance by the Appointing Authority. The Appointing Authority may not accept the said notice in case disciplinary proceedings are pending or contemplated against the employee for imposition of major penalty warranting removal or dismissal from service or where prosecution is pending or contemplated against him / her.

## **19. CHAPTER-XIX- RESIGNATION, TERMINATION AND QUITTING OF SERVICE:**

### **19.1 Resignation:**

19.1.1 An employee may, by giving a clear and unconditional notice of one month in writing to the Appointing Authority resign from the service of the Institute.

19.1.2 The acceptance of resignation is subject to clearance of pending vigilance case, departmental inquiry / investigation and all departmental dues.

19.1.3 The resignation will be effective when it is accepted by the Authority concerned and the employee is actually relieved of his / her duties.

19.1.4 The resignation will be deemed to have been automatically withdrawn if requested by the employee before acceptance. Withdrawal may also be accepted by the Competent Authority after acceptance of resignation but before the employee is relieved.

## **19.2: Termination of 'Temporary Service:**

19.2.1 Central Civil Services (Temporary Service) Rule 1965 and orders thereunder issued by the Central Government will apply, mutatis mutandis to the temporary employees of the Institute.

19.2.2 Without prejudice to any other provision the service of a temporary employee shall terminate:

(a) if his / her appointment is made for a specified period, on the expiry of such period OR

(b) if his / her appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created.

## **20. CHAPTER - XX- Pensionary Benefits:**

### **20.1 General:**

Pensionary benefits admissible under CPF/EPF/NPS, whichever is subscribed to by the employee, or as applicable to the Central Government Employees and adopted by the E C of the Institute shall be applicable for all categories of employees of the Institute.

## **21. CHAPTER-XXI- MISCELLANEOUS MATTERS:**

### **21.1 Residuary Service Matters:**

Any other matter relating to the conditions of service of an employee of the Institute, for which no provision has been made in these regulations, shall be

regulated, mutatis mutandis by the corresponding rules, orders, instruction etc. applicable to the Central Government Employees and subject to such modification, if any, as may be deemed fit and proper by the E C of the Institute.

## **21.2 Service Book:**

21.2.1 Institute shall maintain a service book of each officer and staff in such format as is applicable to the Central Government Employees.

21.2.2 The Service Book will be opened from the date of the first appointment.

21.2.3 The Service Book shall be kept in the custody of the Director or any officer nominated by him.

21.2.4 Every step in official's career should be recorded and each entry authenticated by the Administrative Head or any other officer so authorized by the Director. Entry in the Service Book of such authorised officer or Administrative Head will be authenticated by the Director.

21.2.4 Special entries like suspension order, interruption of service, reduction to a lower post, technical resignation, C. P. F. Account Number, Home Town Address etc. should be indicated in the service book.

21.2.5 The service book will be shown to each employee every year and his / her signature obtained.

## **21.3 Power to relax:**

Notwithstanding anything contained in these rules, the E.C may relax any of the provisions of these rules in exceptional cases in the interest of the Institute.

## **21.4 Legal proceedings:**

After the commencement of these Regulations, proper forum for any dispute relating to the service matter of any employee / officer shall be the concerned High Court.

## **21.5 Removal of Doubts:**

If any doubt arises:

- (a) Whether these Regulations or any of them apply to any person or

(b) Whether any person to whom these Regulations apply, belongs to a particular service or

(c) Regarding interpretation or application of any of the provisions of these Rules;

The matter shall be referred to the E.C of the Institute whose decision on the same shall be final.

## **22. CHAPTER - XXII- POWER TO MAKE / AMEND RULES:**

The Director of the Institute with the approval of the E.C of the Institute, may add, delete or amend any provision(s) of these Rules.

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**POWERS VESTED IN DIRECTOR**

<b>Sl. No.</b>	<b>POWER</b>	<b>EXTENT</b>
1.	To declare an Institute employee to be a Ministerial employee.	Full Power.
2.	To dispense with Medical Certificate of fitness before the appointment (in an individual case)	Full powers subject to conditions of Govt. in Fundamental Rules and Supplementary Rules.
3.	To suspend a lien.	Full power provided he is authorized to make appointment to the post in question.
4.	To transfer a lien.	Full power provided that he is authorized to make appointment to both the posts concerned.
5.	To transfer an employee from one post to another.	Full power.
6.	To appoint an employee to hold dual charge and to fix emoluments.	Full powers provided he has the power to make appointment in each post.
7.	Power to order review and disposal of records.	Full power subject to observance of Record Retention Schedule prescribed by the Ministry.
8.	Power to grant all kind of leave including study leave, special disability leaves to staff of the Institute as per CCS (Leave) Rules	Full power.
9.	Power to make appointment substantively or temporarily in respect of Group B and above posts with the approval of the Competent Authority.	Full Power.

10.	Power to appoint part-time workers remuneration as approved by the SFC.	Full power.
11.	Power to engage outsiders in an officiating capacity against leave vacancies or officiating promotion to Group A and B posts of incumbents of Group C posts for which there is no leave reserve	Full powers in respect of posts for which he is the appointing authority.
12.	Contractual/Part time engagement against approved posts.	Director may engage contractual staff for one year or till such time regular appointments are made, whichever is earlier, against approved posts, subject to a proper selection procedure. This also applies to selection on part-time basis.
13.	To permit Teaching Staff, Scientists, Administrative and Finance Staff of the Institute to attend workshops, conferences, seminars, symposiums ,training, etc. for professional development.	Full power.

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*Added by PL*

**ANNEXURE B**

Particulars of Post	Authority empowered to impose Penalties		Appellate Authority	
	Minor	Major	Minor	Major
Group A	Executive Council	Executive Council	Chairperson (EC)	Governing Body
Group B	Director	Executive Council	Executive Council	Chairperson (EC)
Group C & D	Director	Director	Executive Council	Chairperson (EC)

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*Abdul V. H.*