

# **NATIONAL CENTRE FOR CELL SCIENCE**

**An Autonomous Institution of the  
DEPARTMENT OF BIOTECHNOLOGY  
Govt. of India  
NCCS Complex, Ganeshkhind,  
Pune – 411 007**

## **BYE-LAWS**

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(Amended upto 01.05.2013)

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## **BYE-LAWS FRAMED UNDER RULE NO. 32(VIII) FOR ADMINISTRATION AND MANAGEMENT OF THE NATIONAL CENTRE FOR CELL SCIENCE**

### **1. Short title:**

These Bye-laws shall be called Bye-laws of the National Centre For Cell Science.

### **2. Interpretation:**

Unless there is anything contrary in the subject context.

- i. **'Society'** means the Society of the National Centre For Cell Science (formerly known as National Facility for Animal Tissue and Cell Culture - NFATCC) registered on 26<sup>th</sup> August, 1988 under the Societies Registration Act 1860 (Act xxi of 1860).
- ii. **'Governing Body'** means the Governing Body constituted in terms of Rule 23 of the Memorandum of Association & Rules 1988.
- iii. **'Director'** means the Director of the Centre.
- iv. **'Centre'** means the National Centre For Cell Science.
- v. **'Year'** means the calendar year.
- vi. **'Financial year'** means the period of twelve calendar months beginning from the first day of April ending on the thirty first day of March.

### **3. General Clause:**

Nothing in these Bye-laws shall be inconsistent with the Rules of the National Centre For Cell Science and in case of any such inconsistency the provisions of the rules shall prevail.

#### 4. Administration & Management:

The Administration and Management of the Centre shall be carried on in accordance with the Rules and Regulations of the Centre and in accordance with these Bye-laws as amended from time to time.

#### 5. Committees of the Centre

The management and administration of the Centre shall be facilitated by standing and 'Adhoc' committees constituted by the Governing Body under Rule 32(vi) of the Centre. In particular the following standing Committees shall be constituted by the Governing Body.

##### 5.1 Finance Committee:

The Finance Committee shall consist of the following persons:

Financial Advisor Department of Biotechnology, Ministry of Science & Technology, Govt.of India, New Delhi.	Chairman
Scientist Member of the Governing Body	Member  (to be nominated by the Chairman Governing Body)
Expert member from a Research Institute/ Management Institute/Industry	Member  (to be nominated by the Chairman Governing Body)
Expert member from a Research Institute/ Management Institute/Industry	Member  (to be nominated by the Chairman Governing Body)
Director-in-Charge, NCCS	Member Secretary, 'Ex-officio

**Three members of the Finance Committee including Financial Adviser, DBT shall form a quorum** and all questions shall be decided by a majority of votes of the members present. In case of tie, the Chairman shall exercise his casting vote. The tenure of the non-ex-officio member will be for the **period of two years and will be eligible for re-nomination.**

The Senior most Administrative Officer shall be the non-member Secretary to the Committee.

The Finance Committee shall function in accordance with the Rules and Bye-laws of National Centre For Cell Science and generally follow the relevant orders/guidelines issued by the Govt. of India from time to time. Subject to the above functions of the Finance Committee shall be:-

- i. To consider the Annual Budget Estimates and Revised Estimates of the Centre and make recommendations thereon to the Governing Body;
- ii. To consider and recommend proposals for incurring of expenditure on account of major works and purchases;
- iii. To consider proposals for creation of new posts and make recommendations to the Governing body in keeping with the guidelines issued by the Govt. of India from time to time;
- iv. To consider revisions of pay scales, allowances and other terms and conditions of service of staff having financial implications and make recommendations to the Governing Body;
- v. To review financial position of the Centre and make recommendations from time to time to the Governing Body and DBT;
- vi. To consider and recommend various extra mural projects and make recommendations to the Governing Body. The Governing Body may exercise power to sanction expenditure on a scheme/project costing upto Rs.5.00 crores within its own powers delegated by the Govt. of India and recommend the scheme/ projects costing over Rs.5.00 crores to the Govt. of India for approval in accordance with the prescribed procedure of Expenditure Finance Committee/ Public Investment Board.
- vii. To consider any problem related to financial implications referred by the Director, NCCS for advice.



## **5.2 Advisory Committees for Scientific, Technological Research and Production**

Advisory Committees to facilitate research and high technological work shall be constituted, in particular:-

- I. International Scientific/Technological Advisory Group consisting of distinguished scientists, technocrats working in the relevant area of interest of the Centre:
- ii. Scientific/Technological Advisory Committee & Research/Technological Area Panels to advise on policy, to extend expert direction to facilitate implementation of planned work in specific fields. Scientific Advisory Committee may also monitor progress of NCCS's relevant activities.

The above Committees may be constituted by the Director in consultation with the Chairman from time to time subject to any guidelines as may be laid down by the Governing Body from time to time. **The tenure of the members shall be for two years, which may be renewed from time to time in suitable cases.**

## **5.3 Academic Committee**

For realising the objectives indicated in clause 4 of the Memorandum of Association, the Centre will have short and long term courses/training leading to certificate, diploma, M.phil and Ph.D degree. The Centre may seek affiliation with Universities/Institutes of higher learning for conducting specialised and Post Graduate courses. Academic Committee for Post Graduate programme shall be constituted by the Director in terms of the respective ordinance of the concerned University/Institute of higher learning.

## **6 Finance & Accounts**

### **6.1 Accounts & Audit**

- A. The accounts of the Society shall be maintained in such form as may be required as per Society Registration Act,1860 as ammended from time to time.
- B. The accounts of the Centre will be audited annually by a firm of Chartered accountant i.e. statutory auditors as defined in Chartered Accountants Act,1949(Act xxxviii of 1949) appointed by the Governing Body, and any expenditure incurred in connection with such audit shall be payable by the Centre to the Auditors. The accounts of the Centre may also be subject to

audit by the Comptroller & Auditor General of India as per provisions of General Financial Rules of the Central Govt.

- C. The results of the audit shall be communicated by the Auditor to the Centre, which shall submit a copy of the Audit Report alongwith the observations to the Department of Biotechnology, Govt. of India.
- D. As soon as possible, after accounts for a given financial year are closed, but not later than following August, Director will compile Annual Accounts for the year, of the funds of the Centre showing :-
  - i. Income and Expenditure Accounts:
  - ii. Receipt and Payment Account; and
  - iii. Balance Sheet.

For the purposes of clause 51 of the Rules and Regulations, it shall suffice to publish in the Annual Report of the Centre the accounts under item (i) to (iii) above showing entries under main heads alongwith the Audit Report.

## **6.2 Budget Estimates**

The Budget Estimates for the ensuing year shall normally be finalised in September each year by the Governing Body. The Budget will show under various heads:

- i. The actual expenditure of the preceding year;
- ii. The revised estimates for the current year indicating separately the actual expenditure upto the end of August in the current year and the anticipated expenditure for the remaining period of the year ; and
- iii. The Budget Estimates for the ensuing year.

## **6.3 Receipts**

All moneys received for or on behalf of the Centre shall be placed in current, savings, or fixed deposit accounts/ with Nationalised Bank/s in the name of the Centre.

## **6.4 Payments**

Payments by or on behalf of the Centre exceeding Rs.2,500/- shall normally be made by cheque. All cheques shall be signed by the Director and/or by an officer authorised by him. All bills for payment shall bear and endorsement " Pay" or "Passed for Payment" by an officer to be designated by the Director.

## **6.5 Permanent Advance**

Permanent advance (s) of a sum to be fixed from time to time by the Director may be authorised to such officers of the Centre as may be designated by the Director to meet contingencies of work. Expenditure made against these advances shall be recouped within such time as may be fixed by the Director from time to time.

## **7. Terms & Conditions of Service of the staff of the Centre**

The employees of the Centre shall be divided into following categories of staff members :-

### **7.1 Scientific and Academic staff**

Personnel involved in academic/research pursuit which shall include Director, Scientists of different designations; Director Emeritus, Scientist Emeritus, Visiting Scientist/Professor/ Consultant, Research Associate, Research Fellow (Senior, Junior), Research Assistant, Trainees etc.

### **7.2 Technical Staff**

Personnel engaged in technical work and shall include Engineer, Professional tradesman in the field of Electronics/ Electrical, Mechanical, Civil, Instrumentation, Tele-communication, Computer Science, technically skilled personnel from Laboratory, Workshop, Animal House, infrastructural facilities, personnel involved in data collection, information and analysis including Technical Officer (Veterinary), Information Scientist (Senior, Junior), Systems Analyst, Process Engineer, Manager/Dy. Manager Product Development, Pharmaceutical Chemist, Analyst, Library-cum-Documentation officer, Documentation Assistant, Cataloguer, Reprography Operator, Technical Assistant, Artist-cum-Photographer, Illustrator, Laboratory Technician, Electrician and other members of the staff doing technical work.

### **7.3 Administrative and Maintenance staff**

Which includes Senior Manager, Personnel involved in office work and hard labour in certain category such as gardening, security, conservancy, carpentry etc. Manager (Administration), Administrative Officer, Finance & Accounts Officer, Staff Officer, Deputy Registrar, Section Officer, Management Assistant (Senior, Junior), Senior Personal Asstt., Personal Assistant, Stenographer (Senior, Junior) , Professional Communicator-cum Liaison Officer, Attendants, Driver, Gardener, Security Supervisor, Laboratory/ Animal House Attendants / Hostel/ Guest House Supervisor, Mechanic (Senior,Junior),Pump Operator, Carpenter, painter, Plumber, Glass Blower and other members of staff doing administrative and civil maintenance work.

## **8. Tenure Of Appointment**

### **8.1 Period of Service**

All staff members shall hold regular appointment in specified pay scales with a probation of one year. Performance of each staff will be assessed at the end of every calendar year. Annual confidential report to be initiated at the end of each calendar year will assess suitability of the staff for further continuation in service of NCCS. In certain exceptional cases, a contractual appointment for a specified period not exceeding three years at a time can be given on specific terms and conditions with the approval of the Governing Body. The appointee will be eligible for fixed emoluments and need not be placed on any specific scale.

### **8.2 Superannuation**

( Amended Vide Item No.18 (5) of the 18<sup>th</sup> Governing Body meeting held on 22.10.1998)

In the case of all regular employees of this Centre the age of superannuation shall be 60 years.

### **8.3 Extension / Re-employment of Superannuated persons**

( Amended Vide Item No.33 (7) of the 33<sup>rd</sup> Governing Body meeting held on 30. 08.2006)

#### **“8.3.1 Extension of superannuated staff members**

Where the services of the staff member beyond the age of his/her superannuation are required in the same cadre post, which he/she is holding at the time of superannuation and if such services are continued; then the same will be termed as extension of the services. The proposal of such extension of services with full justification should be submitted to

the Governing Body for approval. The extension of the services may be made for a period not exceeding two years at a time, subject to the suitability and fitness of the superannuated staff member/s. During extension the staff member will draw the pay and allowances as per rules.

### **8.3.2. Re-employment of superannuated staff members**

Where the services of the staff member beyond the age of his/her superannuation are required in a post different from the one, which he/she is holding at the time of superannuation and if such services are offered; the same will be termed as re-employment in the services. The full-fledged proposals for the re-employment with justification should be submitted to the Governing Body for approval. Such re-employment may be made for a period not exceeding two years at a time, subject to suitability and fitness of the staff member. On re-employment the pay and allowances will be regulated in accordance with the rules approved by the Governing Body. “

### **8.4 Termination of Appointment**

Notwithstanding anything contained in these Bye-laws the services of any of the staff member shall be terminated by either party giving to the other not less than three months notice in writing for termination of services except during the period of probation, when one months notice is stipulated.

### **8.5 Curtailment of the period of notice**

Notwithstanding anything in Bye-law 8.4 above -

- a. The service of any of the staff member may be terminated by giving a shorter notice than that specified in Bye-law 8.4 above on payment of a sum equivalent to the amount of pay plus allowances for the period by which such notice falls short of the period specified; or
- b. The appointing authority may accept a shorter period of notice from a staff member in special circumstances.

### **8.6 Leave on termination of service**

Earned Leave with full pay if granted may be counted towards the period of notice required under Bye-law 8.4 above and for any part of earned leave not so utilised, pay and allowances may be paid in accordance with these Bye-Laws.

## **9. Pay & Allowances**

### **9.1 Emolument Structure**

(Related portion of NPA amended vide Item No. 32(12) of the 32<sup>nd</sup> meeting of the GB held on 10.03.2006)

The emolument structure including pay scale and allowances of National Centre For Cell Science employees shall generally follow the pattern adopted by the Govt. of India for Central Govt. Employees. The Governing Body with the approval of Govt. of India may sanction special allowances to such categories of employees as considered necessary with respect to terms and conditions of services. The actual details of pay scale and allowances including special allowance will be approved by the Governing Body taking into account the special needs and objectives of the Centre. Non-practicing allowance (NPA) shall be admissible to all eligible veterinary doctors, who have veterinary degrees ( B.V.Sc / M.V.Sc) as per Govt. of India rules, as amended from time to time.

### **9.2 Fixation of pay at the time of appointment :**

Director shall have the power to fix, on the recommendation of the Selection Committee, the pay at the time of initial appointment of an incumbent at higher stage than the minimum of the scale but not involving more than 5 increments in any case. Cases where more than 5 increments are recommended by the Selection Committee shall be put up to the Governing Body. Where Ad-hoc appointment is made by the Director in terms of Clause 1.5 of Appendix I he shall be empowered to grant higher start by granting upto maximum of 5 increments on initial scale.

### **9.3 Childrens' Education Assistance**

Benefits of Children Education Allowance, Subsidy for purchase of books, Reimbursement of Tuition fee, Hostel Subsidy etc. will be admissible as per the rules of the Central Government.

### **9.4 Bonus**

(Amended vide Item No. 21 (11) of the 21<sup>st</sup> Governing Body meeting held on 25.8.2000)

Ad-hoc bonus shall be payable to the NCCS employees as declared by the Govt. of India from time to time.

## **9.5 Report on Physical Fitness**

Every employee shall, prior to taking up his appointment, or during probation period be medically examined and obtain Medical Fitness Certificate from the Medical Officer of the Centre or by a Medical Officer nominated by the Director.

## **9.6 Agreement**

Every appointee shall have to accept in writing the terms and conditions of appointment before joining the Centre and again before taking up each subsequent appointment. Staff / Scholars appointed in the Product Development Work and others associated in research leading to development of products should sign and abide by a Confidentiality agreement with the Centre.

## **9.7 Salary**

Every employee shall be paid the salary in the scale of the appointed post, every month, so long as employee remains in the service of the Centre and has satisfactorily performed the duties.

## **9.8 Obedience to Rules and Regulations & Bye-Laws**

During the period of service every employee shall observe, obey and abide by the Rules/Regulations of the Centre and the Bye-laws made from time to time by the Centre and all standing orders passed by the Director under Bye-laws 15.1(iii) hereinafter.

## **9.9 Provident Fund and Retirement benefit rules**

- i. During the continuance of service each employee other than the one employed on daily wages shall contribute to the Employees Provident Fund (EPF) and NCCS will also remit the matching contribution to the EPF in case of all eligible employees under EPF rules, as amended from time to time.
- ii. Gratuity will be payable to eligible employees in accordance with the NCCS rules approved by the Government of India.
- iii. Employees of the Centre shall join the Central Government Employees Group Insurance Scheme in accordance with Central Government rules.

## **9.10 Specific Work**

Every employee shall perform such duties as may be entrusted and shall, to the best of ability, carry out the lawful directions of the Director, or of any other

authority according to Rules and Bye-Laws of the Centre and Standing orders of the Centre.

### **9.11 Whole time Service**

An employee shall devote whole time to the service of the Centre and shall not engage directly or indirectly in any other activity unless permitted by the Director or an officer to whom the power in this behalf has been delegated by the Director, or remain absent from duty except in the case of accident or sickness certified by a competent medical authority or prior sanction of leave of absence.

### **9.12 Discipline**

The authority, which appoints a member of the staff of the Centre may suspend, discharge, dismiss, or otherwise punish a member of the staff for misconduct or for breach of the terms and conditions of appointment. The disciplinary authority may hold enquiry if it is of the opinion that such an enquiry is necessary.

### **9.13 Appeals**

An employee who has been discharged or dismissed or on whom any other penalty has been imposed shall have a right of appeal against any order passed by the appointing authority, to the authority to which the appointing authority is immediately subordinate hereinafter referred to as 'appellate authority' vide Appendix II to these Bye-Laws. Every appeal shall comply with the following requirements and application shall be accompanied by the following documents complete in all respects.

- a) The certified copy of the order against which an appeal has been filed.
- b) All documents relied upon by the appellant and mentioned in the application duly attested by a Gazetted Officer.
- c) It shall contain all material statements and arguments relied on and shall be complete in itself.
- d) It shall be written in English, or if not written in English, it shall be accompanied by a translation in English and shall be signed.
- e) It shall be couched in concise, polite and respectful language and be free from irrelevant matter.
- f) It shall specify the relief desired.
- g) It shall be submitted to the authority which made the order appealed against within a period of forty five days from the date on which the appellant received



a copy of the order appealed against, provided further that a copy of appeal may be submitted direct to the appellate authority under intimation to the disciplinary authority with a copy of the appeal with supporting documents.

- h) It shall not be addressed to the Director, Chairman or to any member of the Governing Body by name, and any such action shall be deemed to be breach of discipline.

#### **9.14 Consideration of Appeals**

In the case of an appeal against an order of discharge, dismissal or any other penalty the appellate authority shall consider:

- a) Whether the procedure prescribed in the preceding Bye-Laws has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice.
- b) Whether the findings are justified, and
- c) Whether the penalty imposed is excessive, adequate or inadequate, and pass orders;
  - i. Setting aside, reducing, confirming or enhancing the penalty, or
  - ii. Remitting the case to the appointing authority with such direction as it may see fit in the circumstances of the case. Provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may seek to make against such enhanced penalty.

#### **9.15 Implementation of Orders in Appeal**

The authority, which made the orders appealed against shall give effect to the orders passed by the appellate authority.

#### **9.16 Orders by the Governing Body Not Appealable**

Notwithstanding anything contained in Bye-laws, no appeal shall lie against any order made by the Governing Body.

### **9.17 Governing Body's power to Review**

Notwithstanding anything contained in the preceding Bye-laws the Governing Body may, on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these Bye-laws, and

- a. Confirm, modify or set aside the order.
- b. Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.
- c. Remit the case to the appointing authority which made the order or to any other authority directing such further action or inquiry as it considers proper in the circumstances of the case, or
- d. Pass any such other order as it deems fit, provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

Provided that no action under this Bye-law shall be initiated more than six months after the date of the order to be reviewed.

### **9.18 Reinstatement**

In the following circumstances, an employee may be reinstated in service after suspension/dismissal/removal:

- a. If he had been placed under suspension on account of criminal proceedings against him and is acquitted by the court of law and it is decided not to proceed further departmentally;
- b. If he had been placed under suspension pending departmental proceedings against him and if those proceedings are either withdrawn for any reason or if he is exonerated or if he is awarded a penalty other than that of removal/dismissal.
- c. If the penalty of removal/dismissal imposed upon him earlier is set aside by Appellate Authority.

### **9.19 Pay & Allowances on Reinstatement**

It shall be in accordance with the orders of the Reinstating Authority.

## **9.20 Treatment of Period of Absence from Duty**

It shall be in accordance with the order of the Reinstating Authority.

## **9.21 Promotions**

Promotions will be given in accordance with the rules framed in this regard by the Governing Body.

## **10. Working Hours/Days**

The Centre will function 7 days a week, 24 hours a day ( round the clock). Staff may be put on duty by rotation for this purpose. The working hours shall be decided by the Director for rotational duties including all holidays. The total number of working hours per week shall however conform to Govt. of India's stipulations from time to time.

## **11. Leave Travel Concession**

Assistance for travel during leave may be provided to the staff of the Centre in accordance with the Rules framed by the Governing Body from time to time.

## **12. Leave**

(Leave Rules approved vide GB Item No. 26 (8) held on 26.02.2003)

Members of the staff of the Centre will be eligible for leave in accordance with the Rules framed in this behalf by the Governing Body. Extra-ordinary leave may be granted by competent authority where leave is required for the purpose of undertaking research assignments / training in other institutes / organisations certified to be in the interest of NCCS.

## **13. Loans and Advances**

### **13.1 House Building Advance**

Employees will be eligible for House Building Advance, as per rules framed in this behalf by the Governing Body.

### **13.2 Conveyance Advance Rules**

Conveyance advance rules will be applicable to employees as per rules framed in this regard by the Governing Body.

### **13.3 Accepting Examinership by Academic/ Research staff**

Members of the staff may, if invited to do so, accept examinership provided that such examinations do not interfere with their work at the Centre and provided further that permission has been obtained from the Director.

### **13.4 Attending Conferences & Symposia**

(Amended vide Item No.31 (7) of the Governing Body meeting held on 18<sup>th</sup> August, 2005)

The Centre will support participation of staff & scholars in recognized professional meetings, symposia & conferences etc. The papers to be presented by the members of the Centre in such meetings should have the approval of an internal standing committee of senior scientists. Staff will be considered on duty leave for attending such meetings and will be eligible to travel by the entitled class and receive incidental expenses, D.A. as per entitlement and registration/delegate fee, if any, paid by them.

### **13.5 Deputations abroad**

(Rules / Guidelines approved vide Item No. 26 (8) of the 26<sup>th</sup> meeting of the Governing Body held on 26.02.2003)

Deputation shall mean visits abroad which are undertaken essentially in the interest of NCCS or other national agencies, visits under approved bilateral exchange programmes and bilateral S&T programmes, visits towards implementation of approved UNDP and other aided projects, nationally funded projects and for training including equipment training, and visits for participation in conferences, seminars, symposia, workshops etc.

Director NCCS will be the competent authority to approve the cases of all staff of NCCS, except for the Director, in whose case the Chairman, Governing Body will be the competent authority. Such powers shall be regulated in the interest of the Institute and subject to budgetary control and within approved budget, subject to Rules / Guide Lines approved by the Governing Body.

### **13.6 Consultancy Practices**

(Rules / Guidelines for Consultancy, approved vide Item No. 26 (8) of the 26<sup>th</sup> meeting of the Governing Body held on 26.02.2003)

The Centre may lay down guidelines from time to time for the acceptance of consultancy/sponsored research/assignment by scientific research and such other staff.

### **13.7 Payment of Royalties/Sharing of “Wind fall’ for innovative work etc.**

(Rules / Guidelines for Consultancy, Royalty, Patenting, Sharing of Income therefrom and Incentives for applied research work approved vide Item No. 26 (8) of the 26<sup>th</sup> meeting of the Governing Body held on 26.02.2003)

The staff members shall be entitled to payment of royalties, sharing of ‘wind fall’ for any new invention/research, innovation, patent achieved as a result of their original contribution as may be decided by Governing Body in this regard from time to time.

### **13.8 Training**

Members of the staff may be deputed for training or for the work of the Centre at the discretion of the Director.

### **13.9 Publications**

Publications in scientific literature resulting from work carried out in the Centre by members of the staff of the Centre shall contain the centre’s name.

### **13.10 Extra Mural activities**

Members of the staff may participate in extra mural activities connected with their field of work with the approval of the Director or a member of the staff to whom the power has been delegated by the Director.

### **13.11 Medical Benefits**

Members of the staff of the Centre shall be entitled to medical Attendance as per Central Govt. Rules amended from time to time. A special committee of experts may be appointed by the Director as and when required for preparing a panel of approved medical practitioners, hospitals etc. which would be included in the approved list of Authorised Medical Attendants/Hospitals.

### **13.12 Residential Accommodation**

The Centre may provide residential/hostel accommodation to such of the staff members and in accordance with such terms as provided in the Rules for Allotment of Residences framed by the Centre.

#### **14. Terms And Conditions Of Service Of Staff Appointed Under Various Projects In The Centre.**

Unless the terms and conditions of appointment of staff members (Scientific, Technical and Administrative) are contrary to those stipulated by each project funding authority, all such staff members will be governed by these Bye-Laws and will enjoy the privileges in the matter of leave, increment, travelling allowance, leave travel concession, house rent allowance, medical benefits, bonus, etc. as are enjoyed by the core staff members of the Centre.

If a staff member is transferred from one project to another project on the cessation of the project in which employed, or otherwise due to administrative reasons or appointed to the core cadre of the Centre, pay and other privileges will be protected to the extent that these are not contrary to the terms and conditions stipulated by the project funding authority, Leave earned by the staff member while in employment in previous project will be carried forward.

#### **15. Duties and Functions of the Officers of the Centre**

##### **15.1 Powers and Duties of the Director**

The Director shall be the Principal Executive of the Centre, subject to Rules 45 to 48 of the Centre. The Director shall perform the following duties:-

- i. Director will be responsible to the Governing Body for realizing the objectives of the Centre.
- ii. It shall be the duty of the Director to carry on the work of the Centre in accordance with the Rules and Bye-laws for the administration and management of the Centre.
- iii. Director shall have powers to issue standing orders relating to the business of the Centre subject to the provisions of the Rules and Bye-laws of the Centre.
- iv. Director shall allocate duties to officers and staff of the Centre and shall exercise such supervision, control and discipline as may be necessary.
- v. Director may also delegate powers to officers as per such limitations or conditions as may be imposed by Director.
- vi. In case of emergency, Director may take such action as may be necessary and report it to the Governing Body.
- vii. All members of the staff of the Centre shall be under the administrative control of the Director.

## **15.2 Sanction of Expenditure**

(Amended vide Item No. 29(8) of the 29<sup>th</sup> Governing Body meeting held on 27.8.2004)

Director, NCCS is empowered to exercise the financial powers on par with the financial powers allotted to the Heads of Departments under FRs/SRs/GRFs/DFRs. Director shall have the power to make re-appropriation subject to the following conditions:-

- i. Re-appropriation to augment the provision under the head “salaries, allowances and provident fund contributions” shall require the prior consent of the Governing Body;
- ii. No re-appropriation shall be made from the head of capital expenditure to the head of revenue expenditure:
- iii. No re-appropriation shall normally be made from Plan head to Non-plan head without the approval of the Governing Body.

## **15.3 Writing off of Loss**

(Amended vide Item No. 46(8) of the 46<sup>th</sup> Governing Body meeting held on 1st May, 2013)

The powers of the Director to write off the losses will be as per the provisions of GFR and Schedule VII referred in Rule 13 of the Delegation of Financial Powers Rules.

## **15.4 Annual Report**

The Director shall submit the Annual Report, Audited Accounts and the Auditor's report to the Governing Body by September each year.

## **16. Other Matters Relating To Administration / Management**

### **16.1 Execution of contracts on behalf of the Centre**

All contracts by or on behalf of the Centre shall be signed by the Director or by an officer of the Centre empowered by him.

### **16.2 Representation in legal proceedings**

The Administrative Officer may sue and be sued in the name of the Centre.

### **16.3 TA/DA Honorarium for Member of the Governing Body and Non-Official Members attending meetings of The Governing Body and other Committees**

#### **16.3.1 Official Members**

They shall normally claim TA/DA as admissible to them from their respective Ministries/Departments/Organizations. The Centre, if, required will reimburse TA/DA expenses to the Ministries/Departments/Organizations concerned on receipt of bills/vouchers etc.

#### **16.3.2 Non-official Members**

TA/DA will be payable by Air or rail by the class to which an invitee is eligible in his employing Institute. The Director of the Centre, may however, sanction air travel to non-official members, in circumstances requiring Air travel.

#### **16.3.3 Honorarium**

Members, both official and non-official, who may be called to attend meetings in connection with the affairs of the Centre, may be paid honorarium for each day of the meeting at a rate to be decided by the Director.

### **16.4 Constitution of Committee**

The Governing Body will constitute different committees from time to time for performing specific functions.

### **16.5 Liability of Transfer**

The staff of the Centre shall be liable for transfer anywhere in India.



## **APPENDIX- I**

### **1. APPOINTMENT PROCEDURE**

#### **1.1 Appointment of the Director**

The Director of the Centre who shall be a distinguished Scientist shall be appointed by the Governing Body. He shall be principal executive of the Centre, Terms and conditions of appointment of the Director shall be decided by the Governing Body.

#### **1.2 Appointment of Senior Staff members**

Appointment to posts carrying pay scales, minimum of which is Rs.18,400/-p.m. and above shall be made by the Governing Body on the recommendations of the Director.

#### **1.3 Appointment of Other Staff**

Appointment to the posts carrying pay scale minimum of which is below Rs.18,400/- shall be made by the Director in accordance with procedures and norms laid down by the Director from time to time.

#### **1.4 Sources of Appointment**

The sources that shall be followed are given as under:-  
Candidates for all appointments shall be considered :

- i. Through advertisements and campus interviews;
- ii. Applying directly;
- iii. Recommended and/or suggested by experts;
- iv. Brought to the notice of the Centre through other channels.

A committee appointed by the Director which meets as a body and interviews/tests the candidates or members of the Committee individually examine the candidate and assess their suitability. Candidature of applicants residing abroad or who may not be able to present themselves before the Selection Committee may be considered by the Committee 'in absentia' based on their CV, opinion of experts/ referees.

### **1.5 Ad-hoc Appointments (To be read with Clause No. 9.2 ante)**

(Amended Vide Item No.13(12) (2) of the minutes of 13<sup>th</sup> meeting of the Governing Body held on 23.10.96. )

Staff may be recruited on ad-hoc basis by the Director on the basis of his personal assessment and recommendations of expert committee constituted for the purpose against the sanctioned post carrying scale of pay of Rs.12,000-375-16,500 for a period not exceeding six months at a time. The candidate's suitability for continuation on the said post shall be confirmed by the Selection Committee constituted by the Director for this purpose. The Director may nominate outside expert(s) in the appropriate field in order to assess the candidate's performance during the six months.

### **1.6 Appointment to non scientific and non technical posts**

(Amended Vide Item No.16(7) of the minutes of the 16<sup>th</sup> Governing Body on 14.02.98.)

Appointments to these posts shall be made by the Director after advertising these posts and selection through a Committee constituted by the Director for this purpose.

### **1.7 Appointments of Emeritus Director, Emeritus Scientists, Temporary Members, Consultants**

#### **1.7.1 Director Emeritus/Scientist Emeritus**

The Governing Body on its own or on the recommendations of the Director may designate a scientist as Scientist Emeritus who has retired from Centre or other Institution. Such appointments shall enjoy such privileges as may be decided by the Governing Body from time to time. Similarly the Governing Body on its own or on recommendations of distinguished Scientist may designate a Director retired from the Centre or other Institution as Director Emeritus.

#### **1.7.2 Visiting Scientists/Temporary Members**

Visiting Scientists may be invited/ appointed by the Director as temporary members for participating in the work of the Centre. Temporary members may be paid such honoraria as may be decided by the Director provided in all cases where honoraria exceeds Rs.5,000/-p.m. the decision shall be made in concurrence with the Chairman, Governing Body.

### **1.7.3 Consultant**

(Amended vide Item No. 18 (4) of the minutes of the 18<sup>th</sup> meeting of the Governing Body held on 22.10.98 and the amount of consultation fee amended from Rs. 10,000 to Rs. 20,000 (p.m.) vide Item No. 40(10) of the minutes of the 40<sup>th</sup> meeting of the Governing Body held on 25.02.10)

Director may appoint person(s) as consultant for specific assignments requiring special expertise. **The compensation/Consultation fee upto a maximum of Rs.20,000/- p.m. may be payable.** The Consultant may be initially appointed for a period of not exceeding 6 months. Extension of the term may be granted by the Director after review. In case a retired pensioner is appointed as Consultant, his consultation fee shall be fixed in accordance with the rules of Central Government on the subject.

The limit of Rs.20,000/- mentioned in above cases may be reviewed by the Governing Body from time to time.

### **1.7.4 Admission for Higher Studies**

The Centre is at present affiliated to the University of Poona and offers Ph.D. and post graduate course of the University. A student shall be admitted to the formal course of the University after consideration of his application by the Admission Committee appointed by the Director. A student admitted to the Centre may be offered appropriate research fellowship. A research Fellow shall be subject to these Rules, Bye-Laws and regulations and shall further be governed by the Rules relating to academic programme approved by the Academic Committee.

## APPENDIX II

### APPOINTING, DISCIPLINARY AND APPELLATE AUTHORITIES

(Amended vide Item No. 22(5) of the minutes of the 22<sup>nd</sup> Governing Body meeting held on 7<sup>th</sup> February, 2001)

<b>Description of Posts</b>	<b>Appointing / Disciplinary Authority</b>	<b>Appellate Authority</b>
1. Director, senior posts with salary scale minimum of which is Rs.18400 per month and above	Governing Body	President of the Society.
2. All posts carrying a salary starting at Rs.8,000/-p.m and above but below Rs.18,400/- p.m.	Director	Governing Body
3. All posts with a salary starting below Rs. 8000 per month.	Director or by delegation appropriate authority:	Governing Body in case of appointments made by the Director. Director in case of appointments made by other authority empowered by the Director.