

**BYE LAWS FOR ADMINISTRATION AND MANAGEMENT OF THE  
NATIONAL INSTITUTE OF PLANT GENOME RESEARCH FRAMED  
UNDER RULE 35(viii)**

*(Approved by the Governing Body of NIPGR at its meeting held on November 26, 1999  
and submitted to Department of Biotechnology for further action)*

**1. SHORT TITLE**

These Bye-Laws shall be called Bye-Laws of the National Institute of Plant Genome Research.

**2. INTERPRETATION**

Unless there is anything contrary in the subject context

- I. 'Society' means the Society for the National Institute of Plant Genome Research registered on 16th July, 1998, 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.
- III. 'Director' means the Director of the Institute.
- IV. 'Institute' means the National Institute of Plant Genome Research.
- 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 Institute of Plant Genome Research and in case of any such inconsistency the provisions of the Rules shall prevail.

**4. ADMINISTRATION AND MANAGEMENT**

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

**5. COMMITTEES OF THE INSTITUTE**

The management and administration of the Institute shall be facilitated by “Standing” and “Ad-hoc” Committees constituted by the Governing Body under Rule 35(vi) of the Institute. 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:

- |    |   |                      |
|----|---|----------------------|
| a) | Chairman of the Governing Body or his/her nominee   | Chairman             |
| b) | Joint Secretary and Financial Adviser, Department of Biotechnology, Ministry of Science & Technology  | Member-Ex-Officio    |
| c) | Two nominees of the Governing Body who will hold office for a period of two years from the date of their nomination and will be eligible for renomination | Members              |
| d) | Nominee of DBT (one)  | Member               |
| e) | Director  | Member-Ex-Officio    |
| f) | An officer nominated by the Director  | Non-Member-Secretary |

Three members of the Finance Committee including Joint Secretary & 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 Finance Committee shall function in accordance with the Rules and Bye-Laws of the Institute and generally follow the relevant orders/guidelines issued by the Govt. of India from time to time. Subject to this, the function of the Finance Committee shall be:-

- I. to consider in detail annual Budget Estimates and Revised Estimates of the Institute and make recommendations thereon to the Governing Body;
- II. to consider and approve proposals for incurring of expenditure on account of major works and purchases beyond the financial powers delegated to the Director vide Clause 14.2 of the Bye-Laws. However, Director may refer to the Committee such proposals, as fall within his/her power, for which opinion/view of the Finance Committee is desirable in his/her view;

- 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 revision 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 Institute and make recommendations from time to time to the Governing Body and DBT; and
- VI. to consider and recommend various projects and make recommendations to the Governing Body. The Governing Body may exercise power to sanction expenditure on a scheme/project costing up to Rs. 15.00 crores within its own powers delegated by the Govt. of India and recommend the scheme/projects costing over Rs. 15.00 crores to the Govt. of India for approval.

## **5.2 Advisory Committees**

Advisory Committees to facilitate work of the Institute shall be constituted, in particular:

- i) Scientific Advisory Committee & Research Area Panels to advise on policy, to monitor progress and to facilitate discussions in depth and exchange of views in specific fields.
- ii) Building Committee to advise on policies on construction/infrastructure development, selection of Architect/Contractors for major works and monitor progress thereof.

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 three years, which may be renewed, from time to time in suitable cases.

## **5.3 Academic Committee**

For realizing the objectives indicated in Clause 4(xxi) of the Memorandum of Association, the Institute will have long/short-term research courses/training for Ph.D. programme. The Institute may seek affiliation with Universities/Institutes of higher learning for award of Ph.D. degrees. Academic Committee for Ph.D. programme shall

be constituted 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 prescribed by the Govt. of India.
- b) The accounts of the Institute will be audited annually by a firm of Chartered Accountants, i.e. statutory auditors as defined in Chartered Accountants Act, 1949 (Act XXXVIII of 1949) appointed by the Governing Body to be selected from the firms on the panel of Comptroller and Auditor General of India. Any expenditure incurred in connection with such audit shall be payable by the Institute to the Auditors. The accounts of the Institute 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 by the Statutory auditors shall be communicated to the Institute which shall submit a copy of the Audit Report along with the observations to the Society;
- d) Director will cause to compile Annual Accounts for the year, of the funds of the Institute showing
  - (i) Income and Expenditure Accounts;
  - (ii) Receipt and Payment Accounts; and
  - (iii) Balance Sheet as soon as possible after accounts for a given financial year are closed, but not later than following September.

For the purpose of Clause 56 of the Rules and Regulations, it shall suffice to publish in the Annual Report of the Institute, the accounts under item (i) to (iii) above showing entries under main heads along with the Audit Report.

### **6.2 Budget Estimates**

The Budget Estimates for the ensuing year shall normally be finalized in October 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 up to the end of August in the current year and the anticipated expenditure for the remaining period of the year; and
- (iii) Budget Estimates for the ensuing year.

### **6.3 Receipts**

All receipts on behalf of the Institute shall be placed in Current, Savings or Fixed Deposit Account with a Nationalized Bank in the name of the Institute. Receipts from CPF shall be placed in such manner as defined in the CPF Rules to be framed by the Institute in this behalf.

### **6.4 Payments**

No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority.

Payments by or on behalf of the Institute exceeding Rs. 2500/- 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 an endorsement "Pay" or "Passed for Payment" by an officer to be designated by the Director.

### **6.5 Permanent (Revolving) Advance**

Permanent (Revolving) advance(s) of a sum to be fixed from time to time by the Director may be authorized to such officers of the Institute as may be designated by the Director to meet exigencies 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 INSTITUTE**

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

### **7.1 Scientific and Academic Staff**

Which term will include Director, Scientists of different designations engaged in research work, Director/Scientist Emeritus, Scientist Fellows/Information Scientists, Research Associate, Research Fellow (Senior, Junior).

### **7.2 Technical Staff**

Which term shall include those engaged in technical work and shall include Engineers, Senior Technical Officers (Electronics/Electrical), Technical Officers (Tissue Culture), Systems Analysts, Process Engineers, Library-cum-Documentation Officers, Technical/Research Assistants, Laboratory Technicians and any other category of the staff doing technical work.

### **7.3 Administrative and Maintenance Staff**

Which term shall include Senior Manager, Manager (Administration), Administrative Officer, Finance & Accounts Officer, Staff Officers, Section Officers, Management Assistants (Senior, Junior), Senior Personal Assistants, Personal Assistants, Stenographers (Senior, Junior), Scientific Communicator-cum-Liaison Officer, Attendants, Drivers, Gardeners, Electricians (Senior, Junior), Plumbers, Security Supervisor, Laboratory/Animal House Attendants, Hostel/Guest House Supervisor, and any other category of staff doing administrative and maintenance work.

## **8. TENURE OF APPOINTMENT**

### **8.1 Period of Service**

- (i) The appointment will be on contract initially for a period of 5 years.
- (ii) Among others, Recruitment Rules shall ensure that it has inbuilt provision for periodic assessment, career advancement and promotional avenues for scientific, technical and other categories of staff.

### **8.2 Superannuation**

In the case of all employees the age on Superannuation shall be 60 years, which may be extended in exceptional cases up to 62 years, if the interest of the Institute so warrants. The extension in case of Director shall be decided by the Governing Body. For other members of staff, extension may be granted by the competent authority i.e. the Director/Governing Body as the case may be. It shall be ensured that the extension should be in the interest of the work of the Institute and the person to be granted extension is meritorious, competent and fit in all respects to render further service to the Institute.

### **8.3 Re-employment of superannuated persons**

Superannuated person may be re-employed on contract in exceptional cases and with the approval of the Governing Body subject to the terms and conditions specified therein. The appointment may be made for a period not exceeding two years at a time. On re-employment, the pay and allowances will be regulated in accordance with Central Govt. orders on the subject.

### **8.4 Termination of Contract/Appointment**

Subject to any contract under Bye-Law 8.1, the agreement of service of any member of the staff shall be terminated by either party giving to the other not less than three

month's notice in writing to terminate it, except during the period of probation, when no notice will be required.

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

Notwithstanding anything in 8.4: -

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

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

Earned Leave on full pay if granted may be counted toward the period of notice required under Bye-Law 8.4, and for any part not so utilized, pay and allowances may be paid in accordance with the Bye-Laws.

### **9. PAY & ALLOWANCES**

**9.1** The emolument structure including pay scales and allowances of NIPGR 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 allowance to such categories of employees as considered necessary with respect to terms and conditions of services. The actual details of the pay scales and allowances including special allowances will be approved by the Governing Body taking into account the special needs and objectives of the Institute and shall be incorporated in the Recruitment Rules to be framed by the Institute.

**9.2** 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 1.4 of Appendix I, he shall be empowered to grant higher start by granting up to a maximum of 5 increments on initial scale.

#### **9.3 Children's 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. For this benefit, contract employment shall be treated at par with regular appointment as per Central Govt. Rules.

#### **9.4 Bonus**

Productivity linked bonus shall be payable to employees according to the Govt. of India's rules/instructions in this behalf.

#### **9.5 Report on Physical Fitness**

Every employee shall, prior to taking up his appointment, be medically examined by the Medical Officer of the Institute 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 his/her contract appointment before joining the Institute 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, processes should sign a confidentiality agreement with the Institute.

#### **9.7 Salary**

Every employee shall be paid the Salary fixed for his/her post, every month, so long as he/she remains in the service of the Institute and satisfactorily performs his/her duties.

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

During the period of his/her service every employee shall observe, obey and abide by the Rules/Regulations of the Institute and the Bye-Laws made from time to time by the Governing Body and all standing orders passed by the Director under Bye-Laws 14.1 hereinafter.

#### **9.9 Provident Fund and Retirement Benefit Rules**

- (i) During the continuance of his/her service each employee other than the one employed on daily wages/consolidated emoluments shall contribute to the Contributory Provident Fund in accordance with the rules framed in that behalf by the Governing Body;
- (ii) Gratuity will be payable to eligible employees in accordance with the rules framed in that behalf by the Governing Body; and
- (iii) Employees of the Institute shall join the Employees Group Insurance Scheme in accordance with the rules framed in that behalf by the Governing Body.



#### **9.10 Specific Work**

Every employee shall perform such duties as may be entrusted to him/her and shall, to the best of his/her ability, carry out the lawful directions of the Governing Body or of the Director or of any other authority he/she may be subject according to Rules and Bye-Laws of the Institute and standing orders of the Institute.

#### **9.11 Whole Time Service**

An employee shall devote his/her whole time to the service of the Institute and shall not engage himself/herself directly or indirectly in any activity other than his/her official duties unless permitted by the Director or an officer to whom the power in this behalf has been delegated by the Director, or absent himself/herself 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 Institute may suspend, discharge, dismiss, or otherwise punish him/her for misconduct or for breach of the terms and conditions of his/her appointment. The disciplinary authority may hold inquiry if it is of the opinion that such an inquiry is necessary. The Institute will frame detailed rules/guidelines in matters of conduct and discipline. Pending formulations of the rules/guidelines, the Institute may follow mutates-mutandis, the Central Govt. Rules in this behalf as amended from time to time.

#### **9.13 Order by the Governing Body not Appealable**

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

#### **9.14 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 records of the case, review any order which is made or is appealable or under which no appeal lies under these Bye-Laws.

### **10. WORKING HOURS/DAYS**

The Institute 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.

Staff put on duty on Sundays/holidays/off-days shall be entitled to compensatory off/compensation.

**11. LEAVE TRAVEL CONCESSION**

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

**12. LEAVE**

Member of the staff of the Institute will be eligible for leave in accordance with the Rules framed in this behalf by the Governing Body, and till such rules are framed, under CCS (Leave) Rules of the Central Government. Extra-ordinary leave may be granted by competent authority where leave is required for the purpose of undertaking research assignments/training in other institutes/organizations certified to be in the interest of NIPGR.

**13. LOANS AND ADVANCES**

**13.1 House Building Advance**

Employees will be eligible for House Building Advance subject to availability of funds as per rules framed in this behalf by the Governing Body.

**13.2 Conveyance Advance Rules**

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

**13.3 Festival and Fan Advance Rules**

Festival and Fan Advance shall be payable to employee as per rules framed in this behalf by the Governing Body.

**13.4 Accepting Examiner-ship by Academic/Research Staff, Membership of Scientific Body or any other Academic Consultative Body**

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

**13.5 Attending Conferences & Symposia, Deputation of Scientists Abroad, Training**

The Institute will support participation of Scientists and Scholars in recognized professional meetings, symposia & conferences in accordance with the rules/guidelines as may be framed by the Governing Body in this behalf. Staff will be considered on duty leave for attending such meetings and subject to availability of funds may be paid actual

train fare/air fare, incidental expenses, D.A. according to their entitlement and registration/delegate fee, if any, paid by them.

### **13.6 Consultancy Practices**

The Governing Body may lay down guidelines from time to time for the acceptance of consultancy/sponsored research/assignment by scientific research staff.

### **13.7 Payment of Royalties/Sharing of 'Wind fall' for Innovative Work, etc.**

The staff members shall be entitled to payment of royalties, sharing of 'wind fall' for any new invention/research contribution as per provisions made in this regard by the Governing Body from time to time.

### **13.8 Publications**

Publications in scientific literature resulting from work carried out in the Institute by members of the staff of the Institute shall contain the Institute's name.

### **13.9 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.

### **13.10 Medical Benefits**

Members of the staff of the Institute shall be entitled to Medical Attendance as per rules framed in this regard by the Governing Body.

### **13.11 Residential Accommodation**

The Institute may provide limited residential/hostel accommodation to such of the staff members and in accordance with such terms as provided in the Rules for Allotment of Residence framed by the Governing Body.

## **14. DUTIES AND FUNCTIONS OF THE OFFICERS OF THE INSTITUTE**

### **14.1 Power and Duties of the Director**

The Director shall be the principal executive of the Institute. Subject to Rules 47 to 50 of the Memorandum of Association of the Institute, the Director shall perform the following duties: -

- (i) He/She will be responsible to the Governing Body for realizing the objectives of the Institute as approved by the said body;
- (ii) He/She shall have the power of appointing disciplinary and appellate authority of the Staff of the Institute as detailed in Appendix II to these Bye-Laws;
- (iii) It shall be the duty of the Director to carry on the work of the Institute in accordance with the Rules and Bye-Laws for the administration and management of the Institute;
- (iv) Director shall have powers to issue standing orders relating to the business of the Institute subject to the provisions of the Rules and Bye-Laws of the Institute;
- (v) He/She will be responsible for proper administration, supervision and control over financial affairs of the Institute;
- (vi) He/She shall allocate duties to officers and staff of the Institute and shall exercise such supervision, control and discipline as may be necessary;
- (vii) He/She may also delegate his/her powers to officers as per such limitations or conditions as may be imposed by him/her;
- (viii) In case of emergency, he/she may take such action as may be necessary and report it to the Governing Body;
- (ix) All members of the staff of the Institute shall be under the administrative control of the Director;
- (x) The Institute will frame Rules for Recruitment for its Staff and till these Rules are framed, the Institute will follow the Recruitment Rules of the National Institute of Immunology, New Delhi.

#### **14.2 Sanction of Expenditure**

Proposals for expenditure up to Rs. 15.00 lakhs for original works and up to Rs. 150.00 lakhs for procurement of lab items as well as expenditure of miscellaneous nature in each case shall be approved and sanctioned by the Director, or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make reappropriations 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; and
- (iii) No re-appropriation shall normally be made from Plan head to Non-Plan head without the approval of the Finance Committee and Governing Body.

#### **14.3 Writing-off of Loss**

Subject to such conditions as the Governing Body may lay down from time to time, the Director shall have full powers to write-off irrecoverable losses including irrecoverable value of Stores lost or rendered unserviceable. Cases of write-off of stores of value exceeding Rs 10,000/- and of other types of losses exceeding Rs. 2,500/- will be reported by him to the Governing Body. The Director shall also have powers to declare obsolete, surplus or unserviceable stores on recommendations of an expert committee appointed for this purpose.

#### **14.4 Annual Report**

The Director shall submit the Annual Report, Audited Accounts and the Auditor's report to the Governing Body by October each year. Preferably these will be considered during the Founder's Day (30<sup>th</sup> November – Prof. J.C. Bose's birth anniversary) week meeting of the Governing Body and Society.

### **15. OTHER MATTERS RELATING TO ADMINISTRATION/ MANAGEMENT**

#### **15.1 Execution of Contracts on behalf of Institute**

##### **15.1.1 Contracts with the Director**

Contract between the Institute and the Director shall be signed by the Chairman of the Governing Body.

##### **15.1.2 Contracts with others**

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

#### **15.2 Representation in Legal Proceedings**

The Senior Manager or in his absence the Head of the Institution may sue and be sued in the name of the Institute.

#### **15.3 TA/DA Honorarium for Members of the Governing Body and Non-Official Members Attending Meetings of the Governing Body and other Committees**

##### **15.3.1 Official Members**

They shall normally claim TA/DA as admissible to them from their respective Ministries/Departments/Organizations. The Institute, if required, will reimburse

TA/DA expenses to the Ministries/Departments/Organizations concerned on receipt of bills/vouchers etc.

### **15.3.2 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 Institute may, however, sanction air travel to non-official members, in circumstances requiring air travel.

### **15.3.3 Honorarium**

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

## **APPENDIX-I**

### **1. APPOINTMENT PROCEDURE**

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

The Director of the Institute who shall be a distinguished scientist shall be appointed by the Governing Body. He shall be the principal executive of the Institute. His appointment shall be on contract basis for a period of 5 years term, which may be extended for further term(s) by the Governing Body, if considered appropriate.

#### **1.2 Appointment of Senior Staff Members**

Appointment to posts carrying pay scales, minimum of which is Rs. 14,300 p.m. and above shall be made by the Governing Body on the recommendations of the Director.

#### **1.3 Appointment of Scientific/Technical Staff**

Appointment to these posts for grades minimum of which is below Rs. 14,300 p.m. shall be made by the Director in accordance with procedures and norms laid down by him from time to time. The procedures to be followed are given below:

Candidates for all appointments shall be chosen from those who:

- a) answer advertisements;
- b) apply directly;
- c) are recommended and/or suggested by experts; and
- d) candidate who may be brought to the notice of the Institute 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.

#### **1.4 Ad-hoc Appointments**

Staff may be recruited on ad-hoc basis by the Director on the basis on his personal assessment against a sanctioned post carrying scale of pay up to Rs. 10,000-325-15,200/- for a period not exceeding one year, the candidate's suitability for continuance of the appointment 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 one year.

#### **1.5 Appointment to Non Scientific and Non Technical Posts**

Appointments to these posts shall be made by the Director after advertising these posts and selection through an Appointment Committee constituted by the Director. Qualified persons already on existing staff shall also be eligible for consideration after they have put in a minimum of three years service in the next lower grade. The recruitment norms for this cadre of staff members shall be laid down by the Director from time to time.

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

### **1.6.1 Director Emeritus/Scientist Emeritus**

The Governing Body on its own or on the recommendations of the Director may designate a scientist as Director Emeritus/Scientist Emeritus who has retired from Institute. The Institute can also appoint Scientists other than those who retired from the service of the Institute as Emeritus Scientists. Emeritus Scientists may be given secretarial assistance and other benefits for their work as may be approved by the Chairman, Governing Body. He/they shall enjoy such privileges as may be decided by the Governing Body from time to time.

### **1.6.2 Visiting Scientists/Temporary Members**

Visiting Scientists may be invited/appointed by the Director as temporary members for participating in the work of the Institute. Temporary members may be paid such honoraria as may be decided by the Director, provided in all cases where honoraria exceeds Rs. 13,000/- p.m., the decision shall be made with the concurrence of the Chairman, Governing Body.

### **1.6.3 Consultants**

Director may appoint person(s) as consultants for specific assignments requiring special expertise. The compensation/consultation fee up to a maximum of Rs. 13,000/- p.m. may be payable. The Consultant may be initially appointed for a period 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. 13,000/- p.m. mentioned in above cases may be reviewed by the Governing Body from time to time.

### **1.6.4 Admission to the Institute**

The Institute may seek affiliation with Universities/Institutes of higher learning for award of Ph.D. degrees. A student shall be admitted to the course after consideration of his application by the Admission Committee appointed by the Academic Committee. A student admitted to the Institute may be offered appropriate research fellowship provided that he/she is not in receipt of any other fellowship. A Research Fellow admitted to Ph.D. shall be subject to these Rules, Bye-Laws and regulations and shall further be governed by the Rules relating to Ph.D. Program approved by the Academic Committee.



**APPENDIX-II**  
**APPOINTING, DISCIPLINARY AND**  
**APPELLATE AUTHORITIES**

Sl. No.	Description of Posts	Appointing Authority / Disciplinary Authority	Appellate Authority
1.	Director, Senior Posts with with salary minimum scale of which is at Rs. 14,300/- per month and above	Governing Body	No appeal shall lie against any order made by Governing Body
2.	All posts carrying a salary starting at Rs. 8,000/- p.m. and above but below Rs. 14,300/- p.m.	Director	Governing Body
3.	All posts with a salary starting below Rs. 8,000/- p.m.	Director or by delegation an officer nominated by the Director	Governing Body in the case of appointments made by the Director  Director in case of appointments made by an officer nominated by the Director