



सत्यमेव जयते

डा० (श्रीमती) मंजु शर्मा  
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सचिव  
भारत सरकार  
विज्ञान और प्रौद्योगिकी मंत्रालय  
बायोटेक्नोलॉजी विभाग  
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SE=CR TARY  
GOVERNMENT OF INDIA  
MINISTRY OF SCIENCE & TECHNOLOGY  
DEPARTMENT OF BIOTECHNOLOGY  
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## FOREWORD

The National Institute of Immunology was established in June 1983, when it was under the administrative control of the Department of Science & Technology in the Ministry of Science & Technology. With the creation of the Department of Biotechnology in the Ministry of Science and Technology in 1986, the Institute came under the administrative control of the DBT as its first autonomous body.

The Institute has excelled in scientific pursuit in cutting edge modern biology research and in fulfilling its other societal objectives. Needless to state that efficient and effective management of an organization is key to its success. The Institute has excelled in pursuing sound management principles and guidelines exercising optimum level of autonomy within the framework of Govt. guidelines. The Institute has become a model for many more institutions created under the DBT. The Rules and Bye Laws framed by the Institute did not remain static and provided necessary dynamism to address management of change as and when necessitated. The Governing Body of the Institute approved these Rules and effected changes after due deliberations from time to time.

The Rules and Bye Laws of the Institute are model for all other institutions under the administrative control of the DBT. I am confident that the Institute will maintain its tradition of providing leadership and direction in effective and efficient management of scientific research institutions in the country and would ensure a conducive environment and policy for attaining excellence in research.

  
( Manju Sharma )

Bye-Laws  
for  
Administration and Management  
of the  
National Institute of Immunology  
Framed under Rule 32 (VIII)



NATIONAL INSTITUTE OF IMMUNOLOGY  
New Delhi

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Bye-Laws for Administration and Management of the  
National Institute of Immunology  
Framed under Rule 32 (VIII)

**1. SHORT TITLE**

These Bye-Laws shall be called the Bye-Laws of the National Institute of Immunology.

**2. INTERPRETATION**

Unless there is anything contrary in the subject context

- (i) 'Society' means the Society of the National Institute of Immunology registered on 24<sup>th</sup> June 1981 under the Societies Registration Act (1860) (Act XXI of 1860).
- (ii) 'Governing Body' means the Governing Body constituted in terms of Rule 4 of the Memorandum of Association and Rules 1981.
- (iii) 'Director' means the Director of the Institute.
- (iv) 'Institute' means the National Institute of Immunology.
- (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.
- (vii) 'Core Employee' means persons employed on regular sanctioned vacancies as per Recruitment & Promotion Rules.

**3. GENERAL CLAUSE**

Nothing in these Bye-Laws shall be inconsistent with the Rules of the National Institute of Immunology, and in case of any such inconsistency the provisions of the Rules shall apply.

**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. COMMITTEE 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 32 (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) | Chariman of the Governing Body  | Chairman-Ex-officio    |
| (b) | Joint Secretary & Financial Adviser<br>Deptt. of Biotechnology<br>Min. of Science & Technology.   | Member- Ex-officio     |
| (c) | Nominee of the Governing Body<br>who will hold office for a<br>period of two years from the<br>date of their nomination and<br>will be eligible for renomination. | Two                    |
| (d) | Director  | Ex-officio             |
| (e) | Senior Manager  | Secretary (Non-Member) |

Three members of the Finance Committee including Jt. 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/her casting vote. The Senior Manager shall be the non-member Secretary to the Committee. 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 that 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;
- (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 upto Rs 15.00 crores within its own

powers delegated by the Govt. of India and recommend the scheme/project costing over Rs 15.00 crores to the Govt. of India for approval in accordance with the prescribed procedure or Expenditure Finance Committee/Public Investment Board.

## **5.2 Advisory Committee for Scientific Research**

Advisory Committee to facilitate research work shall be constituted, in particular:

- (i) International Scientific Advisory Group consisting of distinguished scientists working in the area of research relevant to the Institute; and
- (ii) 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.

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 objective indicated in Clause 3(m) of the Memorandum of Association, the Institute will have long-term courses/ training leading to Ph.D. degree. The Institute may seek affiliation with Universities/Institutes of higher learning for conducting Ph.D. courses. 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, and 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 shall be communicated by the Auditor to the Institute which shall submit a copy of the Audit Report along with the observations to the Government of India;
- (d) As soon as possible after the accounts for a given financial year are closed, but not later than following September, 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.

For the purpose of clause 53 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 finalised 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 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 Institute shall be placed in a current, savings, or fixed deposit account with a Nationalised Bank in the name of the Institute.

## **6.4 Payments**

Payments by or on behalf of the Institute exceeding Rs 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 an 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 Institute 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 AND CONDITIONS OF SERVICE OF THE STAFF OF THE INSTITUTE (Also refer Appendix –I)**

The employees of the Institute shall be appointed as per procedure laid down in Appendix-I and Recruitment Rules of the Institute in force and as amended from time to time. The employees shall be divided into the following categories of staff members:

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

Which term will include Director and Scientists engaged in research work.

### **7.2 Technical Staff**

Which term shall include those engaged in technical work and shall include Executive Engineer, Assistant Engineer, Junior Engineer, Documentation Officer, Documentation Assistant, Library Assistant, Senior Technical Officer, Technical Officer II, Technical Officer I, Technical Assistant, Technician I, Technician II, Tradesman.

### **7.3 Administrative Staff**

Which term shall include Senior Manager, Manager (A & E), Administrative Officer, Finance & Accounts Officer, Public Relation Officer, Stores Purchase Officer, Accounts Officer, Section Officer, Private Secretary, Management Assistant, Junior Management Assistant, Junior Assistant-I, Junior Assistant II, Driver, Attendant I & Attendant II.

### **7.4 Research Scholars**

Which term shall include Junior Research Fellows and Senior Research Fellows.

## **8. TENURE OF APPOINTMENT**

### **8.1 Period of Service**

The appointment (vide Appendix-I) will be on contract initially for a period of 5 years. A review will be carried out at the end of 4 years to assess the suitability of candidate for regular appointment thereafter or termination of the contract, as the case may be.



**Note: The above Clause has been substituted as under:-**

“All the appointments on regular positions be done on Probation. Full period of probation will be counted towards promotion etc. The initial period of probation will be 02 years that can be extendable by another 01 year”.

## **8.2 Superannuation**

The age of retirement shall be 60 years for all staff. There shall be a complete ban on grant of extension in service beyond the age of superannuation i.e. 60 years except in the case of medical and scientific specialists who can be granted extension in service with the approval of the Governing Body, on a case to case basis, up to the age of 62 years, and up to the age of 64 years for scientists of international repute, in accordance with the provisions of FR 56, if the interest of the Institute so warrants. The extension of position originally approved by the ACC should be only with ACC approval. It shall be ensured that the person to be granted extension is meritorious, competent and fit in all respects to render further service to the Institute (Ref: GB Meeting held on July 29, 2009).

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

Superannuated persons 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. Extension(s) may be granted at the discretion of the Director. On re-employment, the pay and allowances or contract fee 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 months notice in writing to terminate it, except during the period of probation, when one month's 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 specified in Bye-Laws 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 towards the period of notice required under Bye-Law 8.4 and for any part not so utilised, pay and allowances may be paid in accordance with the Bye-Laws.

## **9. PAY & ALLOWANCES**

9.1 The emoluments structure including pay scales and allowances of NII 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 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.

9.2 Director shall have special 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 for decision. Where Ad-hoc appointment is made by the Director in terms of clause 1.4 of Appendix I, he/she shall be empowered to grant higher start by granting upto 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 to core employees only, as per the rules of the Central Government.

## **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 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 appointment before joining the Institute and again before taking up each subsequent appointment. Staff/Scholars appointed in the Technology/Product Development work and others associated in research leading to development of technology/products 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 26.1 hereinafter.

## **9.9 Provident Fund, Retirement Benefit Rules, Employees Group Insurance Scheme and the NII Staff Welfare Fund.**

- (i) During the continuance of his/her service each core employee other than the one employed on daily basis 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 this behalf by the Governing Body;
- (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; and
- (iv) Employees of the Institute shall join the NII Staff Welfare Fund in accordance with the Rules framed in this behalf by the Governing Body of the Institute (Ref: 56<sup>th</sup> GB).

## **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.

## 10.1 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 other activity 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 the duty except in the case of accident or sickness certified by a competent medical authority or prior sanction of leave of absence.

## 11 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.

## 12 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 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 appellant received a copy of the order appealed against, provided further that a copy of the appeal may be submitted direct to the appellate authority under intimation to the disciplinary authority with a copy of the appeal with supporting documents; and
- (h) It shall not be addressed to the Director, Chairman, or to any member of the Governing Body by name, and any such action will be deemed a breach of discipline.

## **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 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 deem 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 wish to make against such enhanced penalty.

## **Implementation of Orders in Appeal**

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

## **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.

## **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 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 orders 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.

### **Reinstatement**

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

- a) If he had been placed under suspension pending 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 are either withdrawn for any reason or if he is exonerated or if he is awarded a penalty other than that of removal/dismissal and
- c) If the penalty of removal/dismissal imposed upon him earlier, is set aside by Appellate Authority.

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

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

### **Treatment of Period of Absence From Duty**

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

## **13 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.

## **14 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, or in accordance with Govt. of India's rules 'mutatis-mutandis' till such time rules are framed by the Governing Body.

## **15 LEAVE**

Members of the staff of the Institute 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/organizations certified to be in the interest of NII.

## **16 LOANS AND ADVANCES**

### **16.1 House Building Advance**

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

### **16.2 Conveyance Advance Rules**

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

### **16.3 Festival and Fan Advance Rules**

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

## **17 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 Institute and provided further that permission has been obtained from the Director.

## **18 Attending Conferences, Symposia and Deputation abroad**

The Institute may at its discretion support participation of research staff & scholars in recognized professional meetings, symposia, conferences, seminars, workshops and for other scientific assignments as per the provisions in the rules framed in this behalf by the Governing Body.

## **19 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.

### **19.1 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, innovation, patent achieved as a result of their

research contribution as per provisions made in this regard by the Governing Body from time to time.

## **20 Training**

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

## **21 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.

## **22 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.

## **23 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.

## **24 Residential Accommodation**

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

## **25 TERMS AND CONDITIONS OF SERVICE OF STAFF APPOINTED UNDER VARIOUS PROJECTS IN THE INSTITUTE**

The conditions governing the appointment of project staff in the matter of tenure of appointment, allowances, leave, medical benefits etc. shall be as under:

### **25.1 Nomenclature of the project posts**

**25.1.1** The project staff shall be designated as Project Associate, Senior Research Fellow (Project) and the Junior Research Fellow (Project) subject to meeting the requisite qualification as per DST guidelines (Ref: 57<sup>th</sup> GB).

**25.1.2** Individuals, having Ph.D. degree appointed for short duration on ad-hoc basis against extra-mural projects, will be paid consolidated consultation fee of



Rs. 15,000/- per month (No other allowances admissible) + HRA, and to be designated as Research Associate (Ad-hoc) (Ref: 56<sup>th</sup> GB/56<sup>th</sup> FC).

## **25.2 Tenure:**

**25.2.1** Project staff shall be recruited on annual contract basis, renewable with mutual consent at the end of the contract period or at the end of the each year, whichever is earlier.

**25.2.2** The maximum tenure of the project staff appointed against different project(s) shall be limited to (5) five years or the duration of the project, whichever is earlier. However, further extension of additional two years would depend on the recommendations of an Expert Committee to be appointed by the Director (Ref: 54<sup>th</sup> GB).

## **25.3 Contract fee:**

The contract fee is consolidated with no admissible allowances except 30 % HRA. The emoluments are fixed as per the Govt. of India guidelines, on emoluments for research personnel participating in R & D Projects, issued from time to time, and approved by the Governing Body.

## **25.4 Allowances:**

No other allowances except 30% HRA is admissible.

## **25.5 Leave:**

Project staff are entitled for Earned leave to be earned @ 2.5. days for completing one month of service totalling to 30 days for service period of one year which has to be availed within the duration of the contract employment of one year failing which it will lapse and no encashment of leave due and not taken will be permitted. The amount of leave earned while in service in one project will not be carried over on appointment in another project. No other leave of any kind is admissible except maternity leave to a female employee and paternity leave to a male employee as per the rules of the Institute.

## **Medical benefits:**

Admissible for self only.

## **25.6 General**

A project incumbent will not be transferred from one project to another. However such a candidate may apply afresh for selection in a new project on cessation of the project in which he/she was formerly employed, which is further subject to the maximum cumulative tenure of five years considering employment in different projects. Any service rendered will not be considered as a continuation or part of the employment, in case a project incumbent is appointed in core cadre of the Institute.

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

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

The Director shall be the Principal Executive of the Institute. Subject to Rules 45 to 48 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) 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;
- III) Director shall have powers to issue standing orders relating to the business of the Institute subject to the provisions of the Rules/Bye-Laws of the Institute;
- IV) He/she shall allocate duties to the officers and staff of the Institute and shall exercise such supervision, control and discipline as may be necessary;
- V) He/she may also delegate his/her powers to officers as per such limitations or conditions as may be imposed by him/her;
- VI) In case of emergency, he/she may take such action as may be deemed necessary and report it to the Governing Body through the Chairman.
- VII) All members of the staff of the Institute shall be under the administrative control of the Director.

### **26.2 Sanction of Expenditure**

Proposal for expenditure on all items upto Rs. 5 Crores including on purchases and civil works 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) Reappropriations to augment the provision under the head “salaries”, allowances and provident fund contributions” shall require the prior consent of the Governing Body;

- II) No reappropriation shall be made from the head of capital expenditure to the head of revenue expenditure; and
- III) No reappropriation shall normally be made from Plan head to Non-Plan head without the approval of the Finance Committee and Governing Body.

### **26.3 Writing-off 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 and of other types of losses to be reported by him to the Governing Body, shall be of value as per Central Govt. rules in force from time to time. The Director shall also have powers to declare obsolete, surplus or unserviceable stores on recommendations of an expert committee appointed for this purpose.

### **26.4 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 week meeting of the Governing Body and society.

## **27 OTHER MATTERS RELATING TO ADMINISTRATION/ MANAGEMENT**

### **27.1 Execution of Contracts on behalf of the Institute**

#### **27.1.1 Contracts with the Director**

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

#### **27.1.2 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.

### **27.2 Representation in Legal Proceedings**

The Senior Manager may sue and be sued in the name of the Institute.

## **27.3 TA/DA, Honorarium for Member of the Governing Body and Non-official Members Attending Meetings of the Governing Body and Other Committees**

### **27.3.1 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.

### **27.3.2 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.

### **27.3.3 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.

Refer Bye-Laws: 7

## **APPENDIX-I**

### **1. APPOINTMENT PROCEDURE**

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

The Director of the Institute, who shall be distinguished scientist shall be appointed by the Governing Body. He shall be 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**

Appointments to posts carrying pay scales, minimum of which is Rs 67,000 and above in HAG Scale (Ref. Min. of Fin./Deptt. Of Exp. OM No. 1/1/2008-IC dated

21 July, 2009 and 57<sup>th</sup> and 58<sup>th</sup> GB) shall be made by the Governing Body on the recommendations of the Director.

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

Appointments to posts carrying pay scales maximum of which is Rs. 67,000/- and below in PB-4 with Grade Pay of Rs.10,000/- and below shall be made by the Director in accordance to the Recruitment Rules and as amended 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 C.V., opinion of experts/referees.

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

Staff may be recruited on ad-hoc basis by the Director on the basis of his personal assessment against a sanctioned post carrying scale of pay upto Rs. 15,600-39,100/- in PB-3 with Grade Pay of Rs. 6,600/- 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 year.

### **1.5 Appointment of 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. Departmental candidates shall also be eligible for consideration subject to

fulfillment of qualification and experience as per the Recruitment Rules of the Institute.

## **1.6 Appointments of Emeritus Director, Distinguished Scientists / Prof. of Eminence / Emeritus Scientists, Temporary Members, Consultants**

### **1.6.1 Engagement of Retired Scientists**

The engagement of retired scientists in the Institute will be governed by the guidelines issued by Department of Science & Technology and circulated to all AIs vide OM No. AID-99013/28/2019-JS-DBT dated 15.03.2021 of Department of Biotechnology.

**Note:-** Amended pursuant to DBT Letter No. AID-99011/2/2021-Estt-DBT dated 12.05.2021.

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

**1.6.2.1** 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. 5000/- p.m. the decision shall be made in concurrence with the Chairman, Governing Body.

**1.6.2.2** In order to meet the institute's expanded activities in various directions to the international standards and promote them, the Director may invite Distinguished Foreign Scientist(s) from abroad, after due assessment of their potentials contributable to Institute's objectives. Such invitee(s) may be paid honorarium not exceeding Rs. 1.20 lakhs per month (computation on actual period of stay) and provided other facilities viz. to and fro airfares, transit accommodation in the Institute's Guest House and Transport facilities for official purposes as and when needed (Ref: 57<sup>th</sup> GB).

### **1.6.3 Consultant**

Director may appoint person(s) as consultant for specific assignments requiring special expertise. The compensation/consultation fee upto a maximum of Rs 10,000/- p.m.(36<sup>th</sup> FC) 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. 10,000/- mentioned in above cases may be reviewed by the Governing Body from time to time.

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

The Institute is at present affiliated to the Jawahar Lal Nehru University and offers Ph.D. Course of the University. 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. 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/ Disciplinary Authority	Appellate Authority
1.	Director, Senior posts with scale minimum of which is at Rs 67,000/- per month and above in HAG Scale.	G.B.	No appeal shall lie against any order made by  Governing Body
2.	All posts carrying a scale minimum of which is Rs 15,600/- p.m. and above but below Rs. 37,400/- p.m. in PB-3, PB-4 with Grade Pay of Rs. 5,400/-, Rs. 6,600/-, Rs. 7,600/-, Rs. 8,700/-, Rs. 8,900/- and Rs. 10,000/-.	Director	Governing Body
3.	All posts with a scale minimum of which is below Rs. 15,600/- p.m. in PB-2 and PB-1 with Grade Pay of Rs. 4,800/-, Rs. 4,600/-, Rs. 4,200/-, Rs. 2,800/-, Rs.2,400/-, Rs. 2,000/-, Rs. 1,900/- and Rs. 1,800/-.	Director or by delegation Senior Manager	Governing Body in the case of appointments made by Director; Director in case of appointment made by Senior Manager