

**UGC-DAE CONSORTIUM
FOR
SCIENTIFIC RESEARCH, INDORE.**



**BYE-LAWS & SERVICE CONDITIONS
June 1999**

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BYE-LAWS & SERVICE CONDITIONS

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(UGC-DAE CSR)
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Bye-laws & Service Conditions

1. Bye-laws :

These Bye-Laws are framed under Rule 30 of the Memorandum of Association, "Rules for the Administration and Management" of UGC-DAE CSR CONSORTIUM FOR SCIENTIFIC RESEARCH. In the following text, the acronym "UGC-DAE CSR" or the word "Consortium" will be used to denote UGC-DAE CONSORTIUM FOR SCIENTIFIC RESEARCH, INDORE.

- i. The Consortium will have three Centres, one each at Mumbai, Kolkata and Indore, and the word "Centre" will mean these three centres.
- ii. In the following text, the word Consortium or the acronym UGC-DAE CSR will mean the Consortium only. The Office of the Consortium will be at Indore.
- iii. The acronym MOA will refer to the Memorandum of Association.

1.1 The Authorities and Officers of the Consortium :

As per rule 5 of MOA the following shall be the authorities and officers of the Consortium:

- i) The Council
- ii) The Governing Board
- iii) The President of the Council
- iv) The Chairperson of the Governing Board
- v) The Director of the Consortium
- vi) Centre-Directors of the three Centres
- vii) Such other authorities and officers as may be constituted/appointed by the Governing Board.

Rules 6-18 of MOA describe the composition and the functions of the Council. It is the apex body of the Consortium which meets once a year to consider the Annual Report of the Consortium, and the audited statement of Accounts together with the Auditor's report thereon. These rules also define the modus operandi of the President who presides over the meetings of the Council.

Rules 19-42 of the MOA describe the composition and functions of the Governing Board. It is the executive body that manages, administers, directs and controls the affairs of the Consortium subject to its Rules and Bye-Laws. These rules also define the modus operandi of the Chairperson who chairs the meetings of the Governing Board.

Rules 43-45 of the MOA govern the post of the Director of the Consortium. The Governing Board shall decide the specific terms and conditions to be offered to the Director.

1.2 Centre-Director

The Consortium will have three centres, one at Indore, one at Mumbai and one at Kolkata. The office of the Consortium will be at Indore. Each Centre will have a Centre-Director who will be appointed through an open advertisement and selection as per para 2.2.2 of these Bye-Laws. The selection committee may also invite scientists to apply for the position. Centre-Director grade will be that of a Professor in a University / equivalent grade in DAE.

1.3. Scientific Evaluation and Monitoring:

The scientific activities and achievements of Consortium will be evaluated and monitored through two committees. :

1.3.1 Scientific Advisory Committee(SAC) of the Consortium:

The Scientific Advisory Committee will be appointed by Chairman of the Governing Board under Rule 31 (B).

1.3.2 Users' Committees (UC) of the Centres of the Consortium :

The Users' Committee will be appointed by the Director of the under Rule 31 (C) of MoA which also defines its composition and functions.

1.4. Finance and Accounts :

Consortium's financial year will begin on April 1 and end on March 31 of the following year.

1.4.1 Finance Committee :

The Finance Committee shall be constituted by the Governing Board under rule 31(A) which also defines its composition and functions.

1.4.2 Accounts :

The Accounts Section of Consortium, shall be responsible for the proper compilation and maintenance of accounts of Consortium including its Centres and for having them duly audited as per guidelines laid down by the Director of the Consortium. The Accounts Sections of each Centre of the Consortium shall be responsible for proper compilation and maintenance of accounts of that Centre and for having them duly audited as per guidelines laid down by the Director of the Consortium and forward them for consideration, approval and inclusion in the overall accounts of the Consortium by the Director of the Consortium.

1.4.3 Receipts :

All moneys received for or on behalf of Consortium shall be placed in a savings / current or fixed deposit account with a nationalised bank or banks in the name of Consortium. Similarly all the moneys transferred to the Centres of the Consortium shall be placed in a savings / current or fixed deposit account with a nationalised bank or banks in the name of the respective centres.

All surplus funds not immediately required for expenditure shall be deposited with nationalised banks as term deposit.

All cash and cheques shall be paid into the Bank under the signature of any of the following persons namely :

- (i) Director
- (ii) Centre-Director
- (iii) Sr. Administrative Officer / Administrative Officer / Accounts Officer
- (iv) Any Consortium person nominated for this specific purpose by the Director.

1.4.4 Payments :**1.4.4.1 Payment :**

- (a) Payment by or on behalf of Consortium exceeding a fixed amount to be decided by the Director, Consortium, from time to time, shall ordinarily be made by account payee cheques. For amount smaller than the limit fixed by the Director, payments can be made in cash. If the situation so demands, the Director may authorise payment by account payee demand draft.
- (b) All disbursement and withdrawal cheques and other withdrawal orders on the banks shall be signed by two persons as given below :-
 - (i) Director, Consortium with any one person authorised to sign cheques as given in 1.4.3 (ii), (iii) and (iv)
 - (ii) Jointly by the Administrative Officer (Accounts) and the Centre Director
 - (iii) Jointly by the Administrative Officer (Accounts) and any Administrative / Scientific person so authorised by the Director.

In the absence of Accounts Officer due to any reason, the Section Officer (Accounts) or the A.O. can be authorised by the Director to be the joint signatory. The Director shall prescribe ceiling limits to Officers of Consortium in (ii) and (iii) above to sign cheques and other withdrawals.

1.4.4.2 Endorsement :

All bills for payment shall bear an endorsement 'PASSED FOR PAYMENT', and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.

In the case of bills of a Centre the endorsement will be signed by the Centre-Director of that Centre or by an officer of the Centre to whom the power has been delegated by the Director, Consortium.

1.4.4.3 Imprest Advance :

An imprest advance of a sum to be fixed from time to time by the Director may be kept by the Head of the Accounts Section / Scientists nominated by the Director, Consortium for cash payments. Similarly the Heads of the Accounts Section of each of the Centres of the Consortium can keep an imprest advance of a sum to be fixed from time to time by the Director, Consortium for cash payment.

1.4.4.4 Budget Estimates :

Budget estimates for the ensuing year shall be finalised by the Governing Board before the end of October and forwarded to the UGC, which will show:

- i. Actual expenditure of the preceding year,
- ii. Actual expenditure upto August or any month before the Finance Committee meeting to consider the budget proposals,
- iii. Revised budget estimates for current financial year and
- iv. Budget estimates for the ensuing year.

1.4.4.5 Sanction of Expenditure :

All expenditure within the budget grant shall be approved and sanctioned by the Director or by a member of the staff of Consortium including the Centre-Director to whom the power is delegated by the Director.

1.4.4.6 Audit :

The Director will submit names of companies of Chartered Accountants to conduct the Audit of the Consortium and the Governing Board will choose one of them to conduct the audit. The auditors will be appointed for a period of two years. The term can be extended with the approval of the Governing Board. The Auditors will submit an Audit report which the Council will consider and forward to the UGC with its comments.

1.5. The Employees of the Consortium :

The Employees of the Consortium other than the Director of the Consortium are divided into three categories :

- (i). Scientific Staff : These are persons engaged in research and development activities.
- (ii) Technical Staff : These persons are engineers and technicians engaged in maintenance and construction activities, including Librarians and Assistant Librarians with appropriate qualifications.
- (iii) Administrative and Supporting Staff : This includes persons engaged in running and maintaining the administration and other infrastructure of the Consortium.

These do not include students, visitors and associates who are governed by Bye-Law 1.7 and person hired on contractual basis who are governed by Bye-Law 1.8. Parallel movement between Scientific and technical Staff is permitted subject to the nature of their work.

1.6 Duties and Functions of the Director and Employees of Consortium :

1.6.1 Duties of the Director :

It shall be the duty of the Director to carry on the work of Consortium under the control of the Governing Board in accordance with the Rules and Bye-Laws for the administration and management of Consortium. In case of exigencies, he / she may take such action on behalf of the Governing Board as may be necessary and report it to the Governing Board.

1.6.1.1 Direction and control of the Staff :

All employees of Consortium shall be under the control of the Director, who may issue standing orders and instructions from time to time. He /she will evolve suitable methodologies for the proper implementation of Consortium's objectives and smooth running of the three Centres. He /she will consult the Centre-Directors and Senior Scientists of the Centres for this.

1.6.1.2 Sanction of Expenditure :

All expenditure within the budget grant shall be approved and sanctioned by the Director, as per powers delegated to him / her by the Governing Board. Director in turn may delegate some of his / her powers to other Officers of Consortium, Centre-Directors of Consortium Centres and others. The Director of the Consortium shall have the power to make re-appropriations subject to the following conditions :

- (a) Re-appropriation to augment the provision under the head 'Salaries, Allowances, Pension Fund and Provident Fund Contributions' shall require the prior approval of the Finance Committee and the Governing Board.
- (b) No re-appropriations shall be made from the head of Capital Expenditure to the Head of Recurring Expenditure without the prior approval of the Finance Committee and the Governing Board.
- (c) The Director will, however, have powers to re-appropriate from one head to another in the same category of budgetary items.

1.6.1.3 Supervision of Work :

The Director shall exercise general supervision over the scientific and user programmes R & D projects and product development work of Consortium.

1.6.1.4 Co-ordination of work :

The Director may call for the general plan of each Centre or of work of an individual or group of technical staff at the beginning of each year or at any other time he / she may consider necessary, and co-ordinate the work of the different Consortium Centres.

1.6.1.5 Scientific Advisory Committee :

The Director will present all the necessary information relevant to the assessment of Consortium's performance annually to the Scientific Advisory Committee. This may be done not later than September 30 each year for the preceding financial year ending 31 March. The Director will also arrange for visits by the Committee to Consortium.

1.6.1.6 Users' Committees :

The Director shall ensure through the Centre-Directors that the Users' Committees for Consortium Centres meet at least once in a calendar year. The recommendations of the Users' Committees shall be presented by the Director to the Governing Board who will decide the action plans thereon.

1.6.1.7 Annual Report :

The Director shall submit the Annual Report of Consortium to the Governing Board and the UGC, not later than September 30 each year, for the preceding financial year ending 31st March.

1.6.2 Duties of the Centre-Directors of Consortium Centres:

Each Consortium Centre will have a Centre-Director to be appointed in accordance with the provision in clause 1.2 and 2.2.2.

The Centre-Director will be governed by the same rules and conditions of service which apply to other scientists who are regular employees of Consortium. However, in addition, the Centre-Director will have some administrative and financial powers that may be delegated to him / her by the Director from time to time depending on the circumstances such that the Centres of Consortium may function smoothly.

It shall be the duty of the Centre Director to carry on the work of Centre under the control of the Director in accordance with the Rules and Bye-Laws for the administration and management of Consortium. In case of exigencies, he/she may take such action as may be necessary on behalf of the Director and report it to the Director of the Consortium for ratification. However, in taking such action involving financial matters, the amount involved shall not exceed a ceiling fixed by the Director.

1.6.2.1 Direction and control of the Staff :

All members of the staff of the Centre shall be under the immediate control of Centre-Director, who may issue Standing Orders and instructions from time to time in accordance with the powers delegated to him / her by the Director.

1.6.2.2 Sanction of Expenditure :

All expenditure within the budget grant allotted to the Centre shall be approved and sanctioned by the Centre-Director, as per powers delegated to him/her by the Director. The Centre Director in turn may delegate some of his / her powers to other officers of the Centre.

1.6.2.3 Supervision of Work :

The Centre-Director shall exercise general supervision over the scientific and user programmes, R & D projects and product development work of the Centre.

1.6.2.4 Co-ordination of work :

The Centre-Director may formulate the general plan of each Centre after calling for the plan of work of an individual or group of technical staff at the beginning of each year or at any other time he / she may consider necessary, and co-ordinate the work of the various sections of Centre. The general plan of work will have to be reported to Director for consideration and approval.

1.6.2.5 Annual Report :

The Centre-Director shall submit the Annual Report of the Centre to the Director not later than May 15 of each year. On the basis of these reports, the Director will prepare a comprehensive report of Consortium and present it to the Governing Board, not later than September 30 each year, for the preceding financial year ending 31st March.

1.6.3 Duties of the Scientific and Technical Staff :

1.6.3.1 Scientific Staff :

Every scientific staff member shall be engaged in user interaction with University Scientists for research and in independent research in the areas relevant to the activities of Consortium. He / She shall take part in R & D activities, schools and work-shops, interaction with visitors, giving seminar talks, and training research students as per the directions of Centre-Director and / or the Director.

1.6.3.2 Technical Staff

Technical Staff will be engaged in building technical infrastructure, maintenance of equipment and supporting scientific staff in their activities.

1.6.3.3 Periodical reports :

Every scientific and technical staff member of a Centre shall submit an annual report on his / her work to the Centre-Director, who will send it with his / her remarks and detailed assessment in a prescribed pro-forma to the Director.

1.6.4 Duties of the Senior Administrative Officer (SAO) / Administrative Officer (AO) of the Consortium :**1.6.4.1 Secretarial work :**

The SAO / AO Consortium shall be responsible for the overall administration of Consortium.

1.6.4.2 Legal aspects :

The SAO / AO Consortium shall act on behalf of Consortium in legal matters as instructed by the Director.

1.6.4.3 Work under the general control of the Director :

In all matters concerning Consortium he / she shall work under the general control and orders of the Director.

1.6.4.4 Correspondence:

The SAO / AO Consortium shall be in charge of correspondence relating to Consortium subject to the instructions of the Director.

1.6.4.5 Office Management:

The SAO / AO Consortium will be in charge of the administrative and supporting staff in Consortium as per the directions of the Director, Consortium. He / She will also be supervising activities of AO (Accounts) and AO (Purchase & Stores).

1.6.4.6 Maintenance of the premises :

The SAO / AO Consortium will look after the maintenance and upkeep of the premises and the property of the Consortium.

1.6.5 Duties of the Administrative Officer (AO) of the Centre :**1.6.5.1 Work under the general control of the Centre-Director :**

In all matters concerning the Centre the AO of the Centre shall work under the general control and orders of the Centre-Director. Under the supervision of the Centre-Director, he /she will also be responsible for implementing decisions and instructions from the office of the Consortium.

1.6.5.2 Correspondence:

The AO of the Centre shall be in charge of correspondence relating to the Centre subject to the instructions of the Centre-Director.

1.6.5.3 Office Management:

The AO of the Centre will be in charge of the administrative and supporting staff of the Centre as per the direction of the Centre-Director.

1.6.5.4 Maintenance of the Premises :

The AO of the Centre will look after the maintenance and upkeep of the premises and the property of the Centre.

1.6.6 Duties of the Administrative Officer (Accounts / Purchase & Stores) in each centre:

The Administrative Officer (Accounts /Purchase & Stores) of each centre shall work under the supervision of the Centre-Director and be responsible for all financial and accounting / purchase & stores aspects of the Centre.

1.6.7 Notwithstanding anything mentioned in clauses 1.6.2 to 1.6.6, the staff of Consortium will carry out any work allotted to them by the Director, Consortium.

1.7 Ph.D. Students, Visiting Scientists and Associates:

1.7.1 Ph.D. Students of Consortium's centres :

Each centre of the Consortium will recruit students for Ph.D. programmes in the areas of its interest. These students shall be nationally selected and registered for degrees in any Indian University offering studies in these areas. The detailed arrangements for such students shall be worked out by the Centre-Director, in consultation with the scientific staff of the Centre and the universities where these students would be registered. The Director in consultation with the Centre-Directors will frame general guidelines for the selection of these students and for monitoring their progress.

Research Associates (RAs) can be appointed for a term of 2 years with the approval of the Director.

1.7.2 Visiting Scientists :

The Director in consultation with the Centre-Directors will, from time to time, lay down guidelines for selection and rules for Visiting Scientists, from within India. The rules will specify travel, honorarium and other benefits for visiting scientist. The recommendation from each Centre will be sent for consideration and approval of the Director.

In the interest of maintaining excellence at international level it is also necessary to have interaction with peers from laboratories outside India. To serve this purpose expert scientists from abroad may be invited for periods from two to four weeks, for consultation/active scientific co-operation. Centre-Directors may propose such visits with detailed justification and work plan to the Director who will take a decision with the approval of the Chairperson, Governing Board. The travel and living expenses of such visitors will be borne by UGC.

1.7.3 Associateship Program:

The Director in consultation with the Centre-Directors will specify the rules for the Consortium associateship programme. The associates will be in two categories :

1.7.3.1 Associates:

These will be young research workers who may be on the teaching faculties of the universities. They will be offered associateship of Consortium for a duration of two years in which period they will spend upto six months at one of the centres of Consortium as per the guidelines laid down by the Director in consultation with the Centre-Directors.

1.7.3.2 Senior Associates :

These will be senior faculty members of universities / Research institutions, who will be selected senior associates for a maximum period of two years at a time, of which they will spend not less than two weeks at one time and upto 12 weeks maximum at the Consortium as per the guidelines laid down by the Director in consultation with the Centre-Directors.

1.7.4 Schools, Workshops etc.:

The Director, in consultation with Centre-Directors will frame the rules governing the Schools, Workshops, Refresher programs etc. to be arranged and funded by the Centres of Consortium. These rules will be reviewed and revised if necessary from time to time. Centre-Directors will decide on the nature and timing of the Schools, Workshops in consultation with the Director.

1.8 Execution of Contracts on Behalf of Consortium.

1.8.1 Contracts with Outsiders:

Contracts by or on behalf of Consortium shall be signed by the Director and SAO/AO of Consortium. However, the Director can delegate the power to the Centre-Director and SAO/AO Consortium at his / her discretion in specific cases.

1.8.2 Contractual Services :

The Director will contract out infrastructural services of Consortium as and when needed. Person hired for these services will be governed by the rules of their respective contracts.

The Centre-Directors will contract out infrastructural services (up to class IV only) of the Centres as and when needed. Persons hired for these services will be governed by the rules of their respective contracts. The terms and conditions of such contracts with individual and / or agencies shall be sent to Director for approval.

1.9 Other Matters for the Administration and Management of Consortium:**1.9.1 Payment of TA/DA to Members of the Governing Board and the Council:**

TA/DA will be paid to the Members attending meetings of the Governing Board and the Council of Consortium as per rules applicable to the Members of the University Grants Commission when attending Commission meetings.

1.9.2 Payment of TA/DA to Committee Members:

TA/DA will be paid to members of official committees for attending meetings of the committees, as per rules of Consortium. In the absence of specific rules, the Consortium will follow the rules applicable to a scientific institution of the DAE.

1.9.3 Payment of TA/DA to the Employees of Consortium:

The TA/DA for the staff of Consortium for travel in connection with the business of Consortium shall be paid in accordance with the rules framed by the Governing Board for that purpose from time to time, in accordance with the Rules of Government of India issued from time to time.

1.9.4 Attendance at Conferences, Seminars etc.:

Members of the scientific and technical staff may be allowed to attend Conferences, Seminars, Symposia etc. and may be deputed to them as well as to various research centres for specialized training, or for the work of Consortium, at the discretion of the the Director and subject to conditions ordered by him.

The Director will require approval of President of the Council for travel out side the Country.

The Centre-Director, within the powers delegated to his/her by the Director may depute S & T staff of his/her Centre to attend Seminars / Symposia / Workshops / refresher Courses organised within the Country.

1.9.5 Contribution to Periodicals/Journals:

Contribution to periodicals / journals / books resulting from work carried out in Consortium Centres by visiting members of Consortium, shall contain appropriate acknowledgement to Consortium and the concerned sponsoring agency.

1.9.6 Lectures Outside Consortium:

Members of the staff may accept invitations to give course of lectures at universities, educational and research institutions etc., provided such lectures do not interfere with their work at Consortium and provided further that prior permission of the Director has been obtained. The Director may ask any member of the academic staff to give a course of lectures in any university.

1.9.7 Assignments from Outside Sources:

Members of the staff may, if invited to do so, and with the prior approval of the Director, accept assignments (remunerative or otherwise) from outside sources.

Service Conditions

2. Service Conditions

2.1 Terms and Conditions offered to the Director :

2.1.1 Tenure :

The term of appointment will be for five years and the term can be renewed for a further period of five years at a time, or till he / she attains the age of sixty five whichever is earlier. In no case can an incumbent be in service beyond the age of sixty five.

2.1.2 Joining Expenses :

At the time of taking up his/her residence on the Consortium Campus, the Director shall be reimbursed for his/her moving expenses (for himself, dependent members of his/her family and household effects) from his/her residence of previous employment subject to such rates applicable to the employees of equivalent status of Government of India / Central Universities / Autonomous Institutions supported by the Government of India. In special cases the Chairperson of the Governing Board may offer actual expenses if they exceed the above guidelines.

2.1.3 Accommodation :

The Director shall be entitled to the use of a rent-free furnished residence throughout his/her term of office and no charge shall fall on the Director in respect of maintenance of the residence.

2.1.4 Transport :

The Director shall be provided with the use of a chauffeur driven car. He/She shall make a monthly payment for personal use of the car at the rate prevalent as per the Government of India norms.

2.1.5 Medical and other Benefits :

The medical and other benefits offered to the Director may be decided by the Governing Board and will be normally similar to those prevailing for persons of similar status in the Government of India / Central Universities / Autonomous Institutions supported by the Government of India.

2.1.6 Travelling Allowances :

The Director shall be entitled to travelling allowances at such rates as may be admissible to the employees of the similar status of Government of India / Central Universities / Autonomous Institutions supported by the Government of India.

2.1.7 Leave and Encashment of Earned Leave :

The Director shall be entitled to leave and encashment of leave as per the leave rules for scientific staff of Consortium. To the extent that the leave applied for by the Director, in sufficient time before the date of expiry of his/her term, is refused in the interest of Consortium, with prior approval of the Chairperson of the Governing Board, he/she shall be entitled to the encashment of earned leave to his/her credit as per leave rules of the Govt. of India issued from time to time.

2.1.8 Medical and other Leave :

The Director shall also be entitled, on medical grounds or otherwise, to leave with full pay for a period not exceeding three months during each five years term of his/her office. However, if due, this can be converted to six months on half pay on medical grounds.

2.1.9 Moving Expenses at the End of Term :

On relinquishing his / her charge the Director shall be paid moving expenses as per Government of India guidelines for himself, dependent members of his / her family and his / her household effects to any part in the country where he / she wishes to reside after his / her tenure. If after relinquishing his / her charge the Director continues as a scientist of Consortium, then the above benefit shall be available to him / her when he / she retires or resigns his / her position at Consortium. In special cases the Chairperson of the Governing Board may offer actual expenses if they exceed the above guidelines.

2.1.10 Leave Travel Concession:

The Director shall be entitled to leave travel concession as per rules of the Central Government employees of his / her status.

OTHER EMPLOYEES**2.2 Appointment and Duration of Service of the Employees of Consortium**

The following shall apply to the employees of Consortium as defined in Bye-Law 1.5

2.2.1 Appointing Authority:

The Appointing authority for all Consortium employees will be as follows:

Posts in the grade of Rs. 12,000-16,500 and above	:	Governing Board
Posts in the grade of Rs. 10,000-15,200 and below	:	Director

2.2.2 Procedure for appointment:

For appointments to be made by the Governing Board, there shall be a Selection Committee consisting of :-

- | | | |
|-------------|---|-------------|
| (i) | Director of Consortium : | Chairperson |
| (ii) | Centre-Director of the concerned Centre / Scientist of grade Scientist G or above nominated by the Director : | Member |
| (iii) | One member of Governing Board nominated by the Chairperson, Governing Board : | Member |
| (iv) to (v) | At least Two Scientists as experts nominated by the Director : | Member |

The recommendations of the Selection Committee will be placed before the Chairperson, Governing Board for approval.

For appointments to be made by the Director, there shall be a Selection Committee consisting of the following :-

- | | | |
|--------------|--|-------------|
| (i) | Director, Consortium or a senior member nominated by him/her : | Chairperson |
| (ii) | Centre-Director of the concerned Centre : | Member |
| (iii) to (v) | Three experts, at least one from outside the Consortium, to be nominated by the Director, Consortium : | Member (s) |

(The expert members for both the Selection Committee should be holding a post at least two grade higher than those of the posts concerned or be the rank of a Professor.)

The appointment shall be made within the approved sanctioned strength. New posts to be filled every year shall be included in the budget and approved in the Governing Board.

In case of persons joining from class of services where continuity of service / benefit of previous service is involved relevant rules of Government of India will apply.

Confidential reports on character and antecedents shall be obtained from the previous employer or last educational Institution or district authorities. For employees contemplated for posting initially at Mumbai Centre, police verification and other security checks to the satisfaction of the DAE shall be invariable needed before joining.

2.2.3 Temporary Appointments:

The Director may appoint persons on a temporary basis upto a period of six months in any sanctioned post for which he / she is the appointing authority. In case of posts having higher emoluments the permission of the Chairperson, Governing Board, will have to be obtained.

2.2.4 Appointments on Contract Basis and of Consultants :

The Director may appoint persons on a total emoluments upto Rs.8,000/- p.m. on contract basis or as Consultants for a specified period in special circumstances. Relevant rules of Government of India will be applicable for determining the emoluments to be paid to the Consultants.

2.2.5 Visiting Appointment :

The Director may appoint visiting scientists / technologists / engineers under Sec. 1.7.2 of the Bye-Laws.

2.2.6 Appointments on Deputation:

The Director may take any person on deputation basis for a specified period not exceeding two years for any post for which he / she is the appointing authority. For posts in the grade of Rs. 12,000-16,500/- and above the Governing Board's approval will be obtained.

2.2.7 Acceptance of Terms of Appointment :

Every employee of Consortium shall accept in writing the terms and conditions of his / her appointment before joining Consortium and again before taking up each subsequent appointment. He / She shall be required to give all information and declarations in the format prescribed for this purpose by the Director, as given in Addendum I.

2.2.8 Period of Probation:

The employees of the Consortium, except those appointed on temporary basis or on contracts, shall be put on probation for a period of one year. At the end of this period, the probation may be extended, provided that the total period of probation is not more than two years. During the period of probation, the services of an employee may be terminated by the appointing authority without assigning any reason by giving a notice of one month in writing or one month's pay in lieu of. Similarly the employee on probation can resign from his / her post without assigning any reason by giving a notice of one month or depositing one month's salary in lieu thereof.

2.2.9 Certificate of Physical Fitness:

Every Person prior to taking up his/her appointment shall be medically examined and be certified fit for service by a medical authority prescribed by the Director.

An employee may be required at any time to submit himself / herself to such medical examination as the Director may decide during his / her service, for reasons to be recorded.

2.2.10 Employment and Allowances:

The Governing Board shall fix the scales of pay and allowances of the staff of Consortium from time to time. This can be implemented only after approval of UGC. Dearness and other allowances and relieves and grant of increment will normally be paid in accordance with the rates and modalities prescribed by the Government of India from time to time.

2.2.11 Superannuation:

All regular/Permanent employees of the Consortium (scientific, technical, administrative and supporting) shall retire from service in the afternoon of the last day of the month in which he/she attains the age of sixty years.

Provided an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

If a staff member having a continuing appointment at Consortium is made Director, he / she shall have the option to revert to the prior appointment, unless he / she has reached the age of superannuation.

If any staff member during his /her service period happens to become the Director and reverts to his / her original post he /she shall not have any claim of age of superannuation upto 65 years. Age of superannuation of such an employee will be in accordance with the rules as are applicable to other normal employees.

Extension beyond the normal age of superannuation may be granted by the Governing Board to a member of the staff, in special circumstances, in accordance with the guidelines laid down by the Governing Board from time to time, but in no case beyond the age of sixty five years, provided the Governing Board is satisfied that the services of the member are absolutely essential for the activities of Consortium. Such extensions will not however be given for more than two years at a time and such extensions will not be given beyond the age of sixty two years in respect of administrative and supporting staff.

2.2.12 Termination of Service:

The following conditions apply :

2.2.12.1 Notice of Termination / Resignation :

In addition to the provisions contained in Service Condition 2.2.8, the service of any member of staff may be terminated, if warranted by a reduction in the establishment resulting in the abolition of the post, by giving him / her three month's notice in writing to terminate it, except during the period of probation. 2.2.8 applies. A confirmed employee can similarly resign by giving three months' notice.

2.2.12.2 Curtailment of Period of Notice:

Notwithstanding anything contained in paragraph 2.2.12.1,

- (a) the service of any member of the staff may be terminated by giving a shorter notice than that specified in paragraph 2.2.12.1 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, or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances provided that the employee pays to the Consortium the amount of salary plus allowances for the period by which his / her notice period falls short.
- (c) in the case of ad hoc/contract appointees, their services would be liable to termination without further notice on completion of the terms of appointment, and even earlier on one month's notice by either side.

2.2.12.3 Leave on Termination of Service:

Earned leave on full pay may be counted towards the period of notice required under paragraph 2.2.12.1, and for any part not so utilized pay and allowances may be paid at the discretion of the Director as per Government of India rules.

2.2.13 Retirement Benefits:

1. The retirement benefits for all new appointments on or after 10-06-99 would be governed by the General Provident fund-cum-Pension-cum-Gratuity scheme rules laid down by the Government of India.
2. Existing employees who have opted for G.P.F. - Gratuity-Pension Scheme shall continue to be governed by the Government of India rules mentioned above.
3. All employees who are covered under C.P.F. - cum - Gratuity Scheme and who were in service on 10-06-99 shall be deemed to have come over to G.P.F. - Gratuity-Pension Scheme with effect from 10-06-99 unless they specifically opt out to continue under the C.P.F.-cum-Gratuity Scheme. The change from Pension Scheme to C.P.F. Scheme is not allowed. The option once exercised shall be final.

4. Those employees who opt out to continue under the C.P.F. - cum - Gratuity Scheme would be eligible for retirement Gratuity and death Gratuity in accordance with the provisions of Government of India rules.

The following Government of India Rules for retirement benefits are applicable to Consortium employees:

Pension : Central Civil services Extraordinary Pension Rules, 1937, amended from time to time.

Gratuity : Rules as contained in Rule 11 of the liberalised Pension Rules.

General Provident Fund : G. P. Fund (Central Services) Rules, 1960, for the Central Government as amended from time to time.

2.2.14 Observance of Rules and Regulations :

During the period of his/ her service every employee shall observe, obey and abide by the Rules of Consortium and the Bye-Laws made from time to time by the Governing Board and all standing orders / instructions issued by the Director.

2.2.15 Performance of Duties:

Every employee shall perform such duties as may be entrusted to him / her , and shall carry out the directions of the Governing Board or the Director or of any other person under whose authority he / she may be working subject to the Rules and Bye-Laws of Consortium and the standing orders/instructions of the Director .

2.2.16 Working Hours:

All employees of Consortium will observe the scheduled hours of work including shift duties wherever applicable, during which he/she must be present at the place of duty. Except for valid reasons and / or unforeseen contingencies, no employee shall be absent from duty without prior permission.

2.2.17 Working on Sundays and Consortium Holidays :

The Director, Centre-Director, or a member of the staff to whom the power has been delegated by the Director, may, for urgent work, call any member of the staff on Sundays and / or Consortium's holidays and may grant suitable compensation in lieu thereof keeping in view the normal rules as are applicable to the employees of a scientific institution of the DAE.

2.2.18 Trade/Private Business:

An employee shall devote his /her whole time to the service of Consortium and shall not, without the prior permission of the Governing Board in the case of the Director, or of the Director in the case of other employees, engage, directly or indirectly, in any trade, business, occupation, profession or enter on any remunerative commitment or consultative service, or absent himself / herself from duty without proper authorisation. Members of the staff shall not stand for election or accept nomination to any non-academic body without the prior permission of the Governing Board which may lay down necessary instructions in this regard.

2.2.19 Permission to Leave Station:

Any employee of the Consortium shall not leave station without seeking prior permission of the competent authority. The employee shall indicate his / her contact address before proceeding out of station.

2.2.20 Unauthorized Absence:

Willful absence from duty not covered by grant of leave may be treated as interruption in service.

2.3 Leave Provisions:

2.3.1 General

Leave cannot be claimed as a matter of right. When the exigencies so demand, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

2.3.2 Sanctioning Authority :

Casual leave of all employees working at a Centre will be sanctioned by the Centre-Director. The Centre-Director can avail of casual leave for himself / herself on his / her own authority. For all other types of leave the Director shall be the sanctioning authority for all the Consortium's employees. However, in case of emergency, the Centre-Director may sanction other types of leave to the employees of the Centre but shall get it approved by the Director at the earliest opportunity.

2.3.3 Type of Leave :

All the employees of Consortium shall be entitled to casual leave, special casual leave, half pay leave, earned leave, commuted leave, extra-ordinary leave, maternity leave, special disability leave etc. wherever applicable. The rules for the above leave will be in conformity with the rules prescribed by the Government of India and followed in a scientific institution under the control of the DAE.

Leaves of the employees working at Consortium as well as the Director's secretariat will be sanctioned by the Director or any other person to whom this authority has been delegated.

The Chairperson of the Governing Board will sanction leave to the Director except casual leave which can be availed by the Director on his / her own authority.

2.3.4 Deputation on Duty :

For the purpose of attending conference / symposia/ seminars / workshops / refresher courses the absence of the employee so deputed will be treated as on duty if so deemed by the Director.

2.3.5 Grievance Redressal :

A Grievance Redressal Cell would be set up in the Consortium to take action on the grievances reported by the staff members. All such grievances shall be examined expeditiously as per procedures laid down for this purpose by the Govt. of India from time to time.

2.3.6 OTHER CONDITIONS OF SERVICE :

In respect of matters not provided for in these regulations, the rules regarding general conditions of service, pay, allowances, including travelling and daily allowance, leave salary, joining time, foreign service, and deputation in India or abroad as contained in Fundamental and Supplementary rules and Orders and decisions issued therein applicable to the Central government servants shall apply mutatis mutandis to the employees of the Consortium.

Disciplinary Action / Proceedings

3. Disciplinary Action / Proceedings

3.1: Authority:

The authority which appoints a permanent member of staff of Consortium, hereinafter referred to as Disciplinary Authority, can take disciplinary action against the employee for misconduct, misbehaviour, or breach of the terms and conditions of appointment and can impose either major or minor penalties on the employee as specified under minor and major penalties under CCS (CCA) Rules of Govt. of India amended from time to time.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee of the Consortium, namely :-

Minor Penalties :-

- (i) censure ;
- (ii) withholding of his /her promotion ;
- (iii) recovery from his / her pay of the whole or part of any pecuniary loss caused by him / her to the Consortium by negligence or breach of orders ;
- (iv) reduction to a lower stage in the time-scale of pay for a period not exceeding 3 years, without cumulative effect and not adversely affecting his / her pension.
- (v) withholding of increments of pay ;

Major penalties :-

- (vi) save as provided for in clause (iii) reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Consortium's employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his / her pay ;
- (vii) reduction to lower time-scale of pay, grade, post or Service which shall ordinarily be a bar to the promotion of the Consortium's employee to the time-scale of pay, grade, post or service from which he / she was reduced, with or without further directions regarding conditions of restoration to the grade or post or Service from which the Consortium's employee was reduced and his / her seniority and pay on such restoration to that grade, post or service ;
- (viii) compulsory retirement ;
- (ix) removal from service which shall not be a disqualification for future employment under the Consortium/ Government;
- (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Consortium/Government.

3.2 Disciplinary procedure :

No penalty mentioned in clause 3.1 can be imposed on a permanent employee unless the specific charges, on which such order is to be passed, are framed against the person in writing, and given to the said person so that he / she shall have reasonable opportunity of defending himself / herself provided that this requirement may be waived if the facts, on the basis of which action is to be taken, have been established in a Court of Law, or where he / she has absconded, or where it is for any other reason impossible to communicate with him / her . In every case where all or any of the requirements of this Service Condition are waived, the reasons for so doing shall be recorded in writing by the appointing authority.

After receiving the defence from the employee, the Disciplinary Authority may either pass appropriate orders (in case only minor penalties are proposed) or may institute an enquiry against the employee. The inquiry should be conducted by the Disciplinary Authority or by an inquiry officer appointed by it. A Presenting officer to present the charges should also be appointed. The Inquiry Officer will submit his / her report on each of the articles of the charges to the Disciplinary Authority who may either accept the findings or disagree with the findings and make a final order.

3.3 Appeal:

An employee, whose Appointing Authority and Disciplinary Authority is Director, Consortium, can prefer an appeal to the Governing Board, referred to here-in-after as the Appellate Authority, against an order of penalty imposed upon him/her by the Disciplinary Authority.

An employee, whose Appointing Authority and Disciplinary Authority is Governing Board, Consortium, can prefer an appeal to the Council, referred to here-in-after as the Appellate Authority, against an order of penalty imposed upon him/her by the Disciplinary Authority. The appeal should fulfill the following requirements:

- (a) It shall be couched in concise, polite and respectful language, and be free from irrelevant matter.
- (b) It shall contain all material statements and arguments relied on and shall be complete on itself.
- (c) It shall specify the relief desired.
- (d) It shall be submitted to the authority which made the order appealed against, within a period of three months from the date on which the appellant receives a copy of the order appealed against provided further that a copy of the appeal may be submitted directly to the Appellate Authority. It shall not be addressed to any other authority or persons unconnected with Consortium.

3.4 Consideration of Appeal :

The Appellate Authority would consider the following points in regard to the appeal:

- (a) whether the prescribed rules had been complied with, and, if not, whether such non-compliance has resulted in failure of justice,
- (b) whether the findings of the Disciplinary Authority are warranted in the circumstances of the case, and
- (c) whether the penalty imposed is adequate, inadequate or severe.

Thereafter the Appellate Authority is required to pass an order either setting aside, reducing or enhancing the penalty. However, the Appellate Authority shall not impose any enhanced penalty unless the appellant is given an opportunity to make representations within sixty days from the date he / she has been given the said opportunity.

The Disciplinary Authority shall immediately implement the orders of the Appellate Authority notwithstanding anything contained in the service conditions.

3.5 Implementation of Orders in Appeal :

The authority, which made the order appealed against, shall give immediate effect to the orders passed by the Appellate Authority.

3.6 Orders Passed by the Governing Board not Appealable:

Notwithstanding anything contained in these Service Conditions, no appeal shall lie against any order made by the Governing Board.

3.7 Suspension :

The Director may suspend any employee pending final disciplinary action against him/her. Suspension shall not be treated as punishment. The pay and allowance of the employee during their suspension will be regulated on the basis of the Government of India rules.

3.8 Deemed Suspension:

An employee of Consortium detained in custody on a criminal charge or otherwise for a period exceeding 48 hours or sentenced to a term of imprisonment for a period exceeding 48 hours, will be deemed to have been placed under suspension with effect from date of commencement of detention, and shall remain so suspended till his / her reinstatement by the competent authority. However issue of a formal order of suspension will be necessary.

3.9 Reinstatement :

An employee can be re-instated after suspension / compulsory retirement / removal / dismissal if disciplinary proceedings are withdrawn or if acquitted by a court of law, on the basis of a final decision of the Appellate Authority. On such re-instatement the competent authority may consider treating the period of absence as on duty. The employee will also be eligible to receive full pay and allowances for this period if the employee is exonerated. In cases where the employee is not fully exonerated, proportionate pay and allowances as prescribed by the competent authority may be given.

3.10

In all exigencies which are not covered by these rules, rules prescribed by the Government of India applicable to the Central Civil Services shall apply mutatis mutandis to the employees of Consortium.

Norms & Procedure for Promotion/Assessment

4. Norms & Procedure for Promotion/Assessment

4. This is a scheme for periodic assessment of staff and selection procedure for promotion of staff according to merit and achievements.

4.1 General :

The Consortium will have three streams viz. : (1) Scientific (S), (2) Technical (T) and (3) Administrative and Supporting (AS).

- (a) Forms used for evaluation for different categories will be distinguished by putting S/T/AS for Scientific, Technical and Administrative & Supporting e.g. CR (S) CR(T), CR(AS) etc.
- (b) Experts appointed for the purpose of assessment and promotion associated with the work should preferably be at least two ranks senior to the employee concerned.
- (c) The promotion procedure, in general, will not be carried out for a candidate who is abroad or on any type of leave, except duty leave, and cannot join duty before the promotion procedure starts.

4.2 Scientific and Technical Personnel :

4.2.1 Annual Assessment and Confidential Reports :

The annual assessment of each employee will be done regularly once a year in the following manner:

- (a) The annual assessment will be done by grouping the S & T staff in two groups. Group A will consist of all persons who joined the Centre from April 1 to September 30 and Group B of persons joining between October 1 and March 31. The assessment work of Group A/B persons will be initiated by July 31/January 31 and completed by September 15/March 15.

In normal case the date of promotion and increment will be 1 January / 1 July respectively for Group B / Group A.

- (b) The employees will fill a prescribed Self-Assessment Form (SAF) in the month of July/January, depending on the date of joining (see previous para). The assessment for each employee below the Scientist / Engineer D (Rs.10,000-15,200 pm) grade is to be done by an assessor assigned by the Centre-Director for each person. The assessor will normally be a person under whom the employee is working. Two persons may act as assessors, if necessary.

The assessment should be in detail and the assessor must assign a numerical grade out of ten. The Centre-Director will give the final grading after giving due weightage to the Self-Assessment and the Assessor's grading. In case of difference the Centre-Director will state the reasons in writing.

For all persons in the grade Rs.10,000-15,200 and above (Scientist/Engineer D and above) the Centre-Director will do the assessment and initial grading which will be countersigned by the Director. In case of difference in grading the Director will state the reasons in writing with his / her remarks.

In all cases employee should be informed of all adverse remarks and grade below 5 by the final grading officer.

- (c) A committee consisting of the Director and all the Centre-Directors will give an overall performance index A+ (Extraordinary = 10), A (Excellent = 9), B+ (Very good = 8), B (Good = 7), C+ (Above average = 6), C (Average = 5), D (Marginal = 4). This will be the API of the employee.

4.2.2 Eligibility for Promotion:

Consortium follows flexible complimenting Scheme for the promotion of its Scientific and Technical Personnel.

The eligibility for promotion will be determined by the performance as given by the API in the CR. The Total Performance Index (TPI) will be the sum of the APIs from the date of appointment or last promotion (whichever is later) to the date of evaluation. Awards etc. given to the academic staff as well as evaluation by peers from other institutions in India and abroad may also be taken into account.

The Scientific and Technical Staff may be considered for lateral induction to another designation stream if so recommended by screening committee.

Additional Qualifications : Additional qualification acquired, after getting the permission from the Consortium to pursue the course, may be considered for an additional increment, if the Consortium feels that the qualification is useful for its activities and the person concerned had obtained more than 55% marks (5% relaxation for SC/ST) in the degree/diploma acquired. It can be given only at the time of promotion and if decided by the Selection Committee.

For persons doing part-time study / correspondence courses, it will be considered only if the person concerned had maintained a good performance index in the Consortium during the period of his / her studies and not neglected the responsibilities.

4.2.3 Screening committee (SC)

The Screening Committee consisting of Director and the three Centre-Directors (and the AO (Consortium) for grades below Scientist 'C' or equivalent) will recommend the candidates whose cases are to be presented to the Departmental Promotion Committee consisted as per Bye-Laws & Service Condition of the Consortium.

The Screening Committee will evaluate all the data and information contained in the CR forms. It will ensure that the following condition are fulfilled before cases are recommended for placement before the Departmental promotion committee :

The TPI is greater than a pre-assigned number N.

- (i) For Scientific staff this number shall be 33 for grade upto 10,000-15,200 and 40 for higher grade upto the grade of 14,300-18,300.
- (ii) For the Technical staff N shall be 25 for grades upto 5500-9000, 33 for higher grade upto 10,000-15,200 and 40 for higher grades upto 14,300-18,300.

Procedures for grades above 14,300-18,300 will be different and will not be subjected to Screening Committee. In exceptional cases the Director may institute promotion proceedings for a Scientific or Technical staff member even if (i) or (ii) is not fulfilled. In such cases the Director shall give reasons for doing so (e.g. recent international recognition of work, national award, etc.).

No disciplinary case is contemplated / pending against the employee being recommended to DPC. In case a disciplinary case is contemplated / pending against the concerned employee, the SC may still recommend the case to the DPC for consideration. However, their recommendation should be kept in sealed cover and the same should be opened only on exoneration of the employee from the charges against him / her.

The employee is not abroad when promotion is likely to be given.

4.2.4 Departmental of Promotion Committee (DPC):

The Promotion Committee will consist of the Director, the three Centre-Directors, at least one member of Scientific Advisory Committee and one other expert. The DPC may interview the candidate for promotion upto grade Scientist D or equivalent. Promotions above this grade will generally be on the basis of reports and/or visit to / discussion with the scientist / engineer concerned. Evaluation by peers will also be considered by the DPC. For all posts where the Governing Board is appointing authority, a nominee of Chairman Governing Board will also be a member of the Selection Committee. However, for grade Scientist-H and above, the Selection Committee will consist of Director as Chairman, Chairman SAC, a nominee of Chairman Governing Board, and two other experts.

The DPC will meet twice a year to consider the cases recommended by the Screening Committee. Keeping the organisation structure in mind, the Committee will decide the maximum number of placements at various levels. The Committee will then give weightage to the various contributory factors which may increase the TPI. Based on the weighted TPI, the panel for promotion will be prepared. The panel should normally not contain names more than the number of placements decided earlier.

The recommendation of the DPC will be placed before the Governing Board, for information upto Rs. 10,000-15,200 for which the Director is the appointing authority and for approval for higher grades for which Governing Board is the appointing authority.

Additional qualification acquired, after getting the permission from the Centre to pursue the course, may be considered for an additional increment, if the Consortium feels that the qualification is useful for its activities and the person concerned had obtained more than 55% marks (5% relaxation for SC/ST) in the degree/diploma acquired. It can be given only at the time of promotion and if decided by the Selection Committee.

4.2.5 Promotion of Persons in Pay Scales Higher than 14,300-18,300 :

Persons holding posts carrying pay scale of 14,300-18,300 equivalent and above will normally be considered for promotion immediately after completing five years in the scale. In case they stagnate before five years, their case will be considered for promotion immediately on their stagnation. The Director will obtain from the concerned employee his / her self-assessment for the period under consideration together with his suggestion of names for a panel of referees. The Director will get the self-assessment report peer-reviewed by a panel of referees, which will include peer experts in the relevant field nominated by Director, Consortium and some of the scientists suggested by the assessee. The ACRs along with peer-review-reports (not less than four) will be placed before the Department Promotion Committee for further consideration.

4.2.6 Out of Turn Promotion :

Out of turn promotion after the first evaluation on joining the Centre has special significance. In exceptional cases where early promotion is considered necessary, the Governing Board would be informed.

4.3 *Administrative And Supporting Staff*

The recruitment rules for the Administrative and supporting staff have provision for vacancy-based promotion scheme. A post may be filled by promotion when the Recruitment Rules so provide.

4.3.1 Annual Assessment :

The Annual Confidential Reports of the non-academic personnel will be written for each financial year, or part thereof as the case may be, in the format prescribed for this purpose. The employees will fill a self-assessment form (SAF) by April 15th and the assessment work would be complete by May 15th.

For the persons under probation, assessment will be completed one month before the close of the probation period.

The provisions of the Bye-Laws 4.2.1 (c) shall also be applicable to administrative and supporting staff. The AO (Consortium) will also be a member of the committee evaluating the API.

4.3.2 Eligibility for Promotion :

The eligibility for promotion would be determined by the Recruitment Rules as approved by the Governing Board (Annexure III).

4.3.3 Screening Committee :

The Screening Committee consisting of the Director (or his/her nominee) and one person from the Administrative staff nominated by the Director will evaluate all the data and the information contained in the CR forms and any other relevant information. The Screening Committee will judge the suitability of the employees for-

- (a) promotion to 'selection' as well as 'non-selection' posts;
- (b) confirmation in their respective grades / posts;
- (c) consideration of cases for crossing the Efficiency Bar
- (d) recommendation to the Department Promotion Committee for the consideration of promotion.

The Department Promotion Committee (DPC) would consist of the Director, as the Chairperson of the Committee, the Centre-Director concerned, and three experts nominated by the Director of which at least one shall be from outside the Centre. The Director may nominate a senior officer in his / her place in which case the Centre-Director will chair the Committee meeting. The directive of Government of India regarding recruitment of SC/ST would be followed in constituting the DPC. The composition of the DPC considering the crossing of EB would be same as that for promotion.

4.3.4 Procedure to be observed:

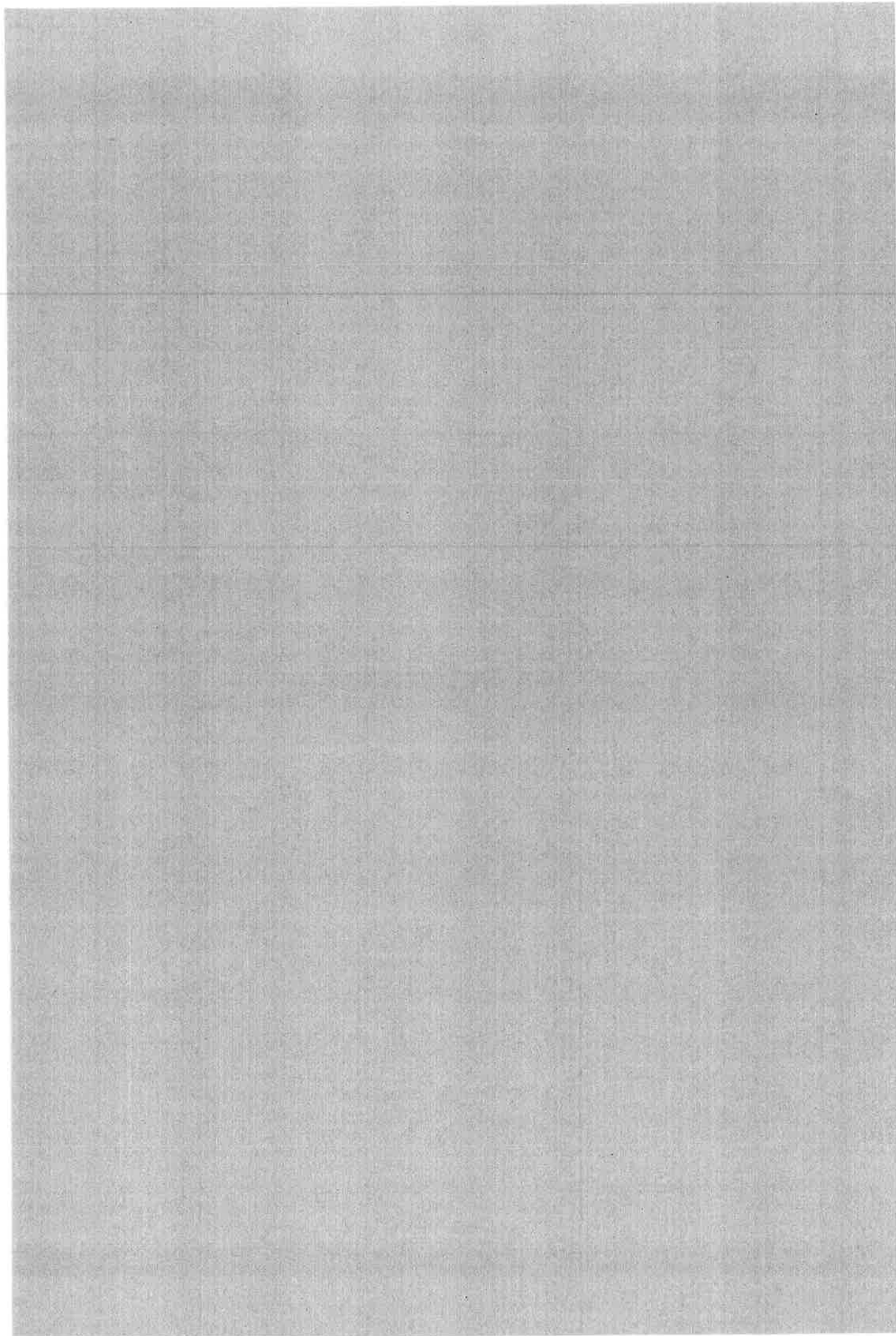
The promotion procedure to be observed would be in accordance with the Governing Board directives issued from time to time. Reservation and other benefits in the matter of making promotions to the employees belonging to the Scheduled Caste/Scheduled Tribes and other special categories shall be in accordance with Government of India directives.

4.3.5 Additional Qualifications :

Additional qualification acquired, after getting the permission from the Centre to pursue the course, may be considered for an additional increment, if the Centre feels that the qualification is useful for its activities and the person concerned had obtained more than 55% marks (5% relaxation for SC/ST) in the degree/diploma acquired. It can be given only at the time of promotion and if decided by the Selection Committee.

- 4.4**
- (a) Pay scales for Academic and Non-Academic staff are given in Annexures I and II respectively.
 - (b) Persons who were appointed in pay scales different from the scales given in Annexure I and II, respectively will continue to draw these scales as personal to them.
 - (c) The Recruitment Rules for Administrative and Supporting Staff are given in Annexure III.

Health Scheme



5. Health Scheme

5. The employees of the Consortium will be eligible for medical benefits under this health scheme on payment of monthly contribution at the rates of contribution as applicable for CGHS governed Government employee/pensioners.

5.1: Family Entitlement:

The following family members of the employees will be entitled for the benefits of the health scheme, viz: (i) spouse, (in case the spouse is not independently covered by a health scheme if the spouse is employed) (ii) children, (iii) dependent parents, (iv) minor brothers and unmarried / divorced / widowed sisters (provided that she is not getting any pension / alimony / or other monetary benefits exceeding Rs. five hundred per month) residing with and entirely dependent upon the employees concerned.

5.2: Panel of Doctors/Hospitals:

A panel will be constituted for consultation / hospitalization by the Centre-Director of each Centre and approved by the Director, Consortium. The panel will have names of (a) General medical practitioners and (b) hospitals, nursing homes, clinics, Diagnostic Test Centres etc. Consultation fee and other charges to be reimbursed will be as followed by the DAE institution like BARC, CAT and VECC in the city in which the Consortium's Centre is located.

5.3: Specialists:

Employees of the Consortium will be able to consult specialists on the recommendation of the doctors in the panel of General Medical Practitioners. The rates of the fees to be reimbursed will be as per the norms followed in the DAE institution in the city in which the Consortium's Centre is located.

5.4: Hospitalization:

Employees of the Consortium will be able to go to any recognized hospital / nursing home / clinic or any other hospital / clinic / nursing home approved by the Director. Reimbursement will be as per rates approved in the DAE institution in the city in which the Consortium centre is located.

5.5: Emergency:

In case of emergency cases full reimbursement will be made provided the Doctor in the panel of general medical practitioners certifies that it was essential to meet the emergency situation.

5.6: Ophthalmological and Dental Treatment:

Reimbursement will be allowed if the ailment is due to any infection.

5.7: System of Medicines:

Employees will be free to use any system of medicine, Allopathy, Homeopathy, Ayurvedic and Unani medicine, provided the Doctor being consulted is on the approved panel.

5.8: Employees Falling Ill While Outside Their Respective Places Of Residence:

If the employee or the family members fall ill while he / she is on duty or lives outside his normal place of residence, reimbursement will be permissible for treatment obtained from Registered Medical Practitioners but will be restricted at approved rates.

5.9: Treatment Abroad:

Employees going on duty outside the country will be required to take medical insurance before leaving station, the cost of which will be borne by Consortium. Any claim for treatment abroad will be referred to the Governing Board. The cost of medical insurance for accompanying members of the family will have to be borne by the employee except in case where the employee is posted abroad.

5.10: Medical Facility After Retirement:

The Health Scheme will also cover retired employees of the Consortium. However the benefits will only be available to the employee and his / her spouse and not any other family member.

5.11: Claim For Reimbursement :

Claim for reimbursement of medical expenditure will be submitted on prescribed form along with essentiality certificate, prescription, cash memo, receipts for hospitalisation, treatment and pathological tests (if any) and list of medicines within three months of the completion of the spell of sickness.

5.2 : Scheduled Children's Vaccines:

In the case of scheduled children's vaccines, the vaccine can be obtained directly from the doctor. The vaccine charge will be reimbursed if the doctor's receipt for vaccine and injection charges mentions the batch number of the vaccine.

5.13 : Injury while performing official duty :

In case of injury to an employee while performing official duty, entire medical expenses will be reimbursed upon certification by the competent authority.

Advances, Loans And Other Benefits

6. Advances, Loans And Other Benefits

6.1 House Building Advance (HBA) :

The regular employees of Consortium will be given house building advance within the provision made in the budget each year as per rules and conditions laid down by the Governing Board from time to time. A member eligible for grant of such an advance will be paid as per the Government of India Rules in force. Confirmed staff members will be eligible for such loans on completion of three years of continuous service. The rules and conditions for HBA may be framed based on the HBA scheme of the Government of India.

6.2 Loan for Purchase of Conveyance:

Consortium will follow the rules applicable to the employees of the Government of India in this regard.

6.3 Other Loans :

Other loans will be payable to employees of Consortium according to rules laid down by the Governing Board in accordance with the rules of the Government of India and Scientific Institutions under the control of DAE.

6.4 Carry-Over Benefits :

An employee who has joined Consortium from any university, a Government supported institution or similar organisation will carry over the accrued benefits which are available in Consortium, provided the parent organisation transfers them. His / Her pay fixation will be as per Government of India rules in such cases.

6.5 Moving Expenses :

In special cases the Governing Board may reimburse the actual travel and moving expenses of an employee who has joined Consortium from a permanent position from another university or Govt. supported institution to an extent not exceeding the expenses covered by the Government of India rules.

6.6 Leave Travel Concession :

The employees of the Consortium will be entitled to these facilities as per rules framed by the Government of India from time to time.

6.7 Ad hoc Bonus :

Ad hoc Bonus will be paid as per guidelines laid down by the Government of India from time to time.

6.8 TA/DA Rules :

TA/DA for official purposes will be paid to an employee of Consortium in accordance with the TA/ DA rules as laid down by the Government of India for an autonomous institution supported by the Government of India.

6.9 House Rent :

House rent deduction will be as per Government of India rules framed from time to time.

6.10 Children's Educational Assistance :

All employees of Consortium will be entitled to children's educational allowance and reimbursement of tuition fees in accordance with the rules and rates prescribed by Government of India from time to time to employees of an institution under the control of the Department of Atomic Energy (DAE).

6.11 Moving Expenses on Retirement :

An employee of at least ten years service with Consortium shall on retirement be paid moving expenses to his / her next place of residence as per the rules fixed by the Governing Board. These shall not exceed those allowed by the Government of India rules. In case the employee has joined Consortium from another institution where he/she had a similar benefit which he / she could not avail of, he/she may carry over the tenure at the previous institution towards the ten years requirement of Consortium.

6.12. Miscellaneous :

If any question arises which is not covered by these rules, the decision of the Governing Board shall be final.

Purchase Rules

7. Purchase Rules

7.1: Purchase Committee:

Purchase Committee (PC) consisting of at least 3 persons will be constituted by the Centre-Director of each centre, which will be responsible for processing the requirements of the Centre and making the final recommendation for placing the order. Chairperson of the Committee will be nominated by the Centre-Director. In all cases decision should be of the purchase Committee, and Chairperson of the Purchase Committee cannot have any powers in isolation of the Committee. The recommendation of the Purchase Committee will be submitted to the Centre-Director for approval. For items costing more than Rs. five lakhs see 7.2(f).

7.2: Purchase Rules :

- (a) Items costing upto Rs. 5,000/- : Cash purchase can be allowed. The total amount of cash memo should not exceed Rs.5,000/-. However prior approval will be required.
- (b) Items costing Rs.5,000/- to Rs.10,000/- : Minimum three quotations to be invited and the Purchase Committee to make recommendations.
- (c) Items costing Rs.10,000/- to Rs.50,000/- : Quotations should be invited from at least four parties. The Purchase Committee can make recommendations if the lowest quotation is found suitable. If the lowest quotation is not accepted Purchase Committee will examine and give recommendations.
- (d) Items costing Rs.50,000/- to Rs.100,000/- : Minimum of four (six for items aggregating for more than Rs.75,000/-) quotations should be invited. Purchase Committee will examine and make recommendations.

For items 'b' to 'd' if it is a proprietary item or special scientific item, then Purchase Committee will have to make a special recommendation to the Centre-Director for accepting single quotation.

- (e) Items costing more than Rs.100,000/- : Open tenders to newspapers is generally required. However for special scientific equipments, Centre-Director may form an Experts' Committee to advise the Purchase Committee to process the cases without newspaper tendering.
- (f) For items costing upto Rs. five lakhs, the Centre-Director will have the power to order the purchase on the basis of the recommendations of the Purchase Committee. For items costing more than Rs. Five lakhs, the Purchase Committee recommendations with all relevant documents must be submitted to the Director, Consortium for his / her approval.

7.3 Imprest Cash :

Chairperson, Purchase Committee or any other Consortium employee authorised by the Centre-Director can be given a running advance of Rs.5,000/- for cash purchase of small items and contingency money for which verified statement with cash memos will be submitted to Accounts Officer.

7.4 Emergent Requirements :

For emergent requirements of the Centre e.g. hardware, electronic components, etc., Chairperson, Purchase Committee may authorise a group to survey the market and make the purchase upto Rs. 10,000/-.

7.5 Repeat Orders :

Repeat Orders may be placed upto one year after getting recommendations of the Purchase Committee.

Note : In all other cases which are not covered by these rules, the rules followed by a scientific institution of the DAE shall be applicable.

Pay Scales etc.

ANNEXURE - I**Pay Scales for Scientific / Technical Staff**

No.	Posts	Pay Scales (Rs.)	Norm
1.	Technician-C	1200-30-1440-EB-30-1800 (Pre-revised) 4000-100-6000 (Revised)	ITI +4 Years
2.	Technician-D	1320-30-1560-EB-40-2040 (Pre-revised) 4000-100-6000 (Revised)	ITI +4 Years
3.	Technician-E	1400-40-1800-EB-50-2300 (Pre-revised) 4500-125-7000 (Revised)	ITI +12 Years
4.	Technician-F	1400-40-1600-EB-50-2300-EB-60-2600 (Pre-revised) 5000-150-8000 (Revised)	Promotion Grade
5.	Technician-G	1640-60-2600-EB-75-2900 (Pre-revised) 5500-175-9000 (Revised)	Promotion Grade
6.	Technician-H	2000-60-2300-EB-75-3200-100-3500 (Pre-revised) 6500-200-10500 (Revised)	Promotion Grade
7.	Technician-J	2200-75-2800-100-4000 (pre-revised) 8000-275-13500 (Revised)	Promotion Grade
8.	Technician-K	3000-100-3500-125-4500 (Pre-revised) 10000-325-15200 (Revised)	Promotion Grade
9.	Junior Engineer-A	1400-40-1800-EB-50-2300 (Pre-revised) 4500-125-7000 (Revised)	ITI +12 Year
10.	Junior Engineer-B/ Scientific Assistant-B	1400-40-1600-EB-50-2300-EB-60-2600 (Pre-revised) 5000-150-8000 (Revised)	Diploma or B.Sc.
11.	Junior Engineer-C/ Scientific Assistant-C	1640-60-2600-EB-75-2900 (Pre-revised) 5500-175-9000 (Revised)	(Diploma or B.Sc.)+4 years
12.	Junior Engineer-D/ Scientific Assistant-D	2000-60-2300-EB-75-3200-100-3500 (Pre-revised) 6500-200-10500 (Revised)	(Diploma or B.Sc.)+8 Years
13.	Junior Engineer-E/ Scientific Assistant-E	2200-75-2800-100-4000 (Pre-revised) 8000-275-13500 (Revised)	Promotion Grade
14.	Junior Engineer-F/ Scientific Assistant-F	3000-100-3500-125-4500 (Pre-revised) 10000-325-15200 (Revised)	Promotion Grade
15.	Scientist-C / Engineer-C	2200-75-2800-100-4000 (Pre-revised) 8000-275-13500 (Revised)	(M.Sc.+1 Year) or B.E.
16.	Scientist-D / Engineer-D	3000-100-3500-125-4500 (Pre-revised) 10000-325-15200 (Revised)	(M.Sc.+5 Year) or (B.E./B.Tech.+ 4Years) or (M.Tech.+2Years) or Ph.D.
17.	Scientist-E / Engineer-E	3700-125-4700-150-5000 (Pre-revised) 12000-375-16500 (Revised)	(M.Sc.+10 Year) or (B.E./B.Tech.+ 9Years) or (M.Tech.+ 6Years) or (Ph.D. + 4 Years)
18.	Scientist-F / Engineer-F	4500-150-5700 (Pre-revised) 14300-400-18300 (Revised)	(B.E.+14 Year) or (M.Tech.+ 11 Years) or (Ph.D. + 9 Years)
19.	Scientist-G / Engineer-G	5100-150-5700-200-6300 (Pre-revised) 16400-450-20000 (Revised)	
20.	Scientist - H	5900-200-7300 (Pre-revised) 18400-500-22400 (Revised)	
21.	Centre-Director	4500-150-5700-200-7300 (Pre revised) 16400-450-20900-500-22400 (Revised)	

Educational Qualifications :-

Technician	:	Minimum 50% marks in S.S.C. / H.S.C.
Junior Engineer / Scientific Assistant	:	Minimum 60% marks in B.Sc. or Diploma

ANNEXURE - II***Pay Scales for Supporting Staff***

No.	Posts	Pay Scales (Rs.)
1.	Aux. Staff-I / Attendant * *	750-12-870-14-940 (Pre-revised) 2550-55-2660-60-3200 (Revised)
2.	Aux. Staff-II	800-15-1010-20-1150 (Pre-revised) 2650-65-3300-70-4000 (Revised)
3.	Xerox Operator / Despatch Rider/ Equipment operator	950-20-1150-EB-25-1500 (Pre-revised) 3050-75-3950-80-4590 (Revised)
4.	Driver Grade I	950-20-1150-EB-25-1500 (Pre-revised) 3050-75-3950-80-4590 (Revised)
5.	Driver Grade II	1200-30-1440-EB-30-1800 (Pre-revised) 4000-100-6000 (Revised)
6.	Driver Grade III	1320-30-1560-EB-40-2040 (Pre-revised) 4000-100-6000 (Revised)

Pay Scales for Administrative Staff

1.	Typist / Clerk / LDC / Caretaker / Assistant Canteen Manager * * *	950-20-1150-EB-25-1500 (Pre-revised) 3050-75-3950-80-4950 (Revised)
2.	Assistant - I (Accounts, Stores, Purchase, Personnel, Library)	1200-30-1560-EB-40-2040 (Pre-revised) 4000-100-6000 (Revised)
3.	Receptionist	1200-30-1560-EB-40-2040 (Pre-revised) 4000-100-6000 (Revised)
4.	Steno-Typis - Cum - Cleark	1200-30-1560-EB-40-2040 (Pre-revised) 4000-100-6000 (Revised)
5.	Assistant - II (Accounts, Stores, Purchase, Personnel, Library, Canteen)	1400-40-1600-EB-50-2300-EB-60-2600 (Pre-revised) 5000-150-8000 (Revised)
6.	Sr. Stenographer	1400-40-1600-EB-50-2300-EB-60-2600 (Pre-revised) 5000-150-8000 (Revised)
7.	Personal Assistant (to Centre-Director)	1400-40-1600-EB-50-2300-EB-60-2600 (Pre-revised) 5000-150-8000 (Revised)
8.	Section Officer (Accounts, Stores, Purchase, Personnel, Library)	2000-60-2300-EB-75-3200-100-3500 (Pre-revised) 6500-200-10500 (Revised)
9.	Private Secretary (to Director)	2000-60-2300-EB-75-3200-100-3500 (Pre-revised) 6500-200-10500 (Revised)
10.	Administrative Officer - I (Finance & Accounts/Stores & Purchase/Personnal & Estate)	2200-75-2800-100-4000 (Pre-revised) 8000-275-13500 (Revised)
11.	Senior Administrative Officer-A.O. Grade II	3700-125-4950-150-5700 (Pre-revised) 12000-420-18300 (Revised)
12.	Chief Administrative Officer	4500-150-5700-200-7300 (Pre-revised) 16400-450-20900-500-22400 (Revised)

* * Staff already appointed on the posts of Aux. Staff-I / Attendant are holding pay scale of Rs. 775-1025 (pre-revised) / Rs. 2610-3540 (revised). This will be personal to them

*** Staff already appointed on the posts of Caretaker, and Clerk cum Typist are holding Pay Scale of Rs. 975-1600 (Pre-revised) / 3200-4900 (revised). This will be personal to them.

ANNEXURE - III

Recruitment and Promotion Norms

Sl. No.	DESIGNATION	Classification	Scale of Pay Rs.	Whether Selection or non-selection post	Age limit for direct recruitment (for Cent. & State Govt./Autonomous bodies, Univ. employees)	Minimum Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for the direct recruitment is applicable for promotion	Period of probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation / transfer and percent of vacancies to be filled by various methods of promotion	In case of recruitment by Promotion / deputation / transfer, grades from which Promotion/deputation transfer is to be made	Composition of DPC or selection committee
1	2	3	4	5	6	7	8	9	10	11	12
1.	Driver Grade I	Group C	3050-75-3950-80 -4590 (55% of total drivers' strength)	N.A.	30 years (35 years)	8th class pass. Must have valid driving licence for light motor vehicle and five years driving experience	N.A.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per Bye-Laws Clause 2.2
2.	Driver Grade II	Group C	4000-100-6000-	Non-selection	Not applicable	Not applicable	N.A.	N.A.	100% by promotion subject to passing of trade test	9 years continuous regular service in the scale of Driver Rs. 3050-1390	As per Bye-Laws Clause 2.2
3.	Driver Grade III	Group C	4000-100-6000 (20% of total drivers' strength)	Non-selection	Not applicable	Not applicable	N.A.	N.A.	100% by promotion subject to passing of trade test	6 years continuous regular service in Driver Grade II or 15 years continuous regular service in Grade II and ordinary grade put together	As per Bye-Laws Clause 2.2
4.	Auxiliary staff - I/ Attendant	Group D	2550-53-2660-60-3200	N.A.	25 years (30 years)	8th class pass. Three years experience	N.A.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per Bye-Laws clause 2.2
5.	Auxiliary Staff - II	Group D	2650-65-3300-70-4000	Non-selection	Not applicable	Not applicable	N.A.	N.A.	100% by promotion	5 years continuous regular service in Grade I Rs (2550-3200)	As per Bye-Laws clause 2.2
6.	Xerox Operator / Dispatch Rider / Equipment Operator	Group C	3050-75-3950-80-4590	Non-selection	30 years (35 years)	Matriculation or equivalent with five years of post qualification experience in related field	N.A.	1 year extendable to 2 years	100% by promotion failing which by direct recruitment	5 years continuous regular service in Grade II Rs (2650-4000) or 10 years continuous regular service in Grade II Rs. (2650-4000) and ordinary grade Rs (2550-3200) put together	As per Bye-Laws clause 2.2
7.	Clerk/Typist / LDC/ Caretaker / Assst. Centeen Manager	Group C	3050-75-3950-80-4590	N.A.	25 years	Matriculation or equivalent with 50% marks. min. typing speed 30 words per minute in English	N.A.	1 year extendable to 2 years	100% by direct recruitment	Not applicable	As per Bye-Laws clause 2.2
8.	Assistant-I	Group C	4000-100-6000	N.A.	30 years (35 years)	HSC or equivalent with 8 years experience OR A Bachelor's degree of a recognised university with three years experience in the field of Purchase & Stores / Accounts / Establishment in a Univ./ Govt. / Autonomous Body / Reputed Pvt. firm	N.A.	1 year extendable to 2 years	50% by promotion (failing recruitment) on selection-cum-seniority and 50% by direct recruitment.	8 years continuous regular service in grade Rs. 3050-4590	As per Bye-Laws clause 2.2
9.	Assistant-I (Pending with Govt. of India)	Group C	5000-150-8000	Non-selection / selection	30 years (35 years)	A Bachelor's degree of a recognised university with at least second class with five years experience in the field of Purchase & Stores / Accounts/ Establishment in a Univ./ Govt. / Autonomous Body / Reputed Pvt. firm	N.A.	1 year extendable to 2 years	50% by promotion & 50% by direct recruitment.	5 years continuous regular service as Adm. Assistant I in the grade of Rs. 4000-6000	As per Bye-Laws clause 2.2

ANNEXURE - III

Recruitment and Promotion Norms

Sl. No.	DESIGNATION	Classification	Scale of Pay Rs.	Whether Selection or non selection post	Age limit for direct recruitment (for Cent. & State Govt./Autonomous bodies, Univ. employees)	Minimum Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for direct recruitment is applicable for promotion	Period of probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation / transfer and percent of vacancies to be filled by various methods of promotion	In case of recruitment by Promotion / deputation / transfer, grades from which Promotion/deputation transfer is to be made	Composition of DFC or selection committee
1	2	3	4	5	6	7	8	9	10	11	12
11	Section officer	Group B	6500-2000-10500	Non-Selection / Selection	35 years (40 years)	<p>Master's degree of a recognised university with five years experience in Personnel / Purchase & Stores / Finance / Accounts / General Administration in a University / Govt. / Autonomous Body / reputed Pvt. firm</p> <p>OR</p> <p>A Bachelor's degree of a recognised university with second class and 8 years experience in related field</p> <p>OR</p> <p>A Bachelor's degree of a recognised university with second class and 8 years experience in related field</p> <p>OR</p> <p>A Bachelor's degree of a recognised university with second class and a pass at the final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by Comptroller and Auditor General of India or equivalent thereof with three years experience in Govt. Administration / Finance and Accounts in a University / Govt. / Autonomous Body / Public or Private undertaking.</p>	N.A.	1 year extendible to 2 years	100% by promotion filling which by direct recruitment	5 years continuous regular service as Advt. Assistant II in the grade of Rs. 3000-8000	As per Bye-Laws Clause 2.2
11	Steno - Typist - Cum - Clerk	Group C	4000-1000-6000	Selection	25 years (30 years)	<p>Matric or equivalent with a minimum speed of 100 wpm in shorthand and 40 wpm in typing. Three years experience as stenographer in Univ. / Govt. / Autonomous Body / reputed Private Firm. Experience in computer operation / data logging desirable.</p>	N.A.	1 year extendible to 2 years	100% by direct recruitment	Not applicable	As per Bye-Laws clause 2.2
12	Sr. Stenographer	Group C	5000-1500-8000	Non-selection / selection	28 years	<p>H.Sc. or equivalent with a minimum speed of 100 wpm in shorthand (English) and 40 wpm in typing. 5 years experience as Stenographer in Univ. / Govt. / Autonomous Body / Reputed Pvt. Company. Experience in computer usage desirable.</p>	N.A.	1 year extendible to 2 years	50% by promotion & 50% by direct recruitment	5 years experience in regular service in the grade of Rs. 4000-6000 as stenographer	As per Bye-Laws clause 2.2

ANNEXURE - III

Recruitment and Promotion Norms

Sl. No.	DESIGNATION (to Centre -Director)	Classification	Scale of Pay Rs.	Whether Selection or non selection post	Age limit for direct recruitment (for Cent. & State Govt./Autonomous bodies, Univ. employees)	Minimum Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for the direct recruitment is applicable for promotion	Period of probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation / transfer and percent of vacancies to be filled by various methods of promotion	In case of recruitment by Promotion / deputation / transfer, grades from which Promotion/deputation transfer is to be made	Composition of DFC or selection committee
1	2	3	4	5	6	7	8	9	10	11	12
13	Personal Assistant (to Centre -Director)	Group C	5000-1500-8000	Non-Selection/ Selection	28 years 33 (years)	A Bachelor's degree of a recognised University with a minimum speed of 100 wpm in shorthand and 40 wpm in typing, 5 years experience as Stenographer in Univ./Govt./ Autonomous Body/reputed Pvt company. Experience in computer operation necessary.	N.A.	1 year extendable to 2 year	50% by promotion 50% by direct recruitment	5 year & continuous regular service in the grade of Rs. 4000-6000 as stenographer	As per Bye-Laws Clause 2.2
14	Private Secretary (to Director)	Group B	6500-2100-10500	Non-selection/ Selection	35 years (40 years)	A Bachelor's degree of a recognised University with a minimum speed of 120 wpm in shorthand and 40 wpm in typing, 8 years experience as Stenographer in Univ. / Govt. / Autonomous Body / reputed Pvt company. Experience in computer operation desirable.	N.A.	1 year extendable to 2 years	100% by promotion filling which by direct recruitment	5 years continuous regular service in the grade of Rs. 5000-8000 as personal Assistant	As per Bye-Laws Clause 2.2
15	Administrative Officer Grade-1	Group A	8000-275-13500 upto 50% of the total strength may be placed in the higher scale of Rs 10000-15200 after 8 years of continuous regular service	Non-selection/ Selection	40 years (45 years)	Master's degree with 55% marks with five years experience in personal/ Purchase & Stores / Finance & Accounts in Govt./University /Autonomous Body OR A Bachelor's degree of a recognised university with second class and a pass at the Final examination of Institute of Chartered Accountants or a pass in SAS examination conducted by Comptroller and Auditor General of India or equivalent thereof with five years experience in general Administration / Finance and Accounts in a University / Govt./ Autonomous Body / Public or private undertaking.	N.A.	1 year extendable to 2 years	50% by promotion 50% by direct recruitment	5 years continuous regular service in the grade Rs.6500-10500. Must pass written test in Accounting / Purchase Procedure & rules/service regulations.	As per Bye-Laws Clause 2.2
15A	Administrative Officer (Placement Scale Personal to an employee)	Group A	10000-15200	Non-selection	N.A.	N.A.	N.A.	N.A.	100% by promotion	8 years continuous regular service in the grade of Rs. 8000-15500	As per Bye-Laws Clause 2.2

ANNEXURE - III

Recruitment and Promotion Norms

Sl. No.	DESIGNATION	Classification	Scale of Pay Rs.	Whether Selection or non selection post	Age limit for direct recruitment (for Cent. & State Govt./Autonomous bodies, Univ. employees)	Minimum Educational and other qualifications required for direct recruitment	Whether age & educational qualifications for the direct recruitment is applicable for promotion	Period of probation (for direct recruitment)	Method of recruitment whether by direct recruitment or by deputation / transfer and percent of vacancies to be filled by various methods of promotion	In case of recruitment by Promotion / deputation / transfer, grades from which Promotions/deputation transfer is to be made	Composition of DPC or selection committee
1	2	3	4	5	6	7	8	9	10	11	12
16.	Administrative Officer Grade II	Group A	12000-120-18300	Selection / non-selection	45 years (50 years)	Master's degree with 55% marks with five years experience in Personnel / Purchase & Stores / Finance & Accounts in Govt. / University / Autonomous Body.	N.A.	1 year extendable to 2 years	75% by direct recruitment and 25% by promotion	5 years continuous regular service in the senior grade of Rs. 8000-13500 as Administrative Officer Grade I	As per Bye - Laws Clause 2.2
17.	Chief Administrative Officer	Group A	16400-450-20900-500-22400	Selection	50 years (55 years)	Master's degree with 55% marks with eight years experience in Personnel / Purchase & Stores / Finance & Accounts in Govt. / University / Autonomous Body at the level of a Deputy Registrar/AO-II	N.A.	1 year extendable to 2 years	100% by direct recruitment	8 years continuous regular service in the senior grade of Rs. 12000-18300 as Administrative Officer Grade II	As per Bye - Laws Clause 2.2

Addendum - 1

UGC-DAE Consortium for Scientific Research, Indore.
(IUGC-DAE CSR)

Place :

Date :

From :

Name	
Address	

To,
The Administrative Officer-II
UGC-DAE CSR,
University Campus,
Khandwa Road,
INDORE - 452 001.

Acceptance Letter

Sir,

I acknowledge receipt of your letter, No. _____
dated _____ and hereby accept the offer of appointment for the post
of _____ in the UGC-DAE Consortium for
Scientific Research, Indore (UGC-DAE CSR) on the terms and conditions specified in the offer.

I shall report for duty on _____.

I shall bring with me the attestation forms with passport size photographs ; original as well as attested copies of the certificates/documents regarding date of birth, educational qualifications & experience ; four separate copies of the photograph of my front face (size 3 cm. horizontal and 4 cm.. vertical on glazed paper) and declaration regarding my marital status as mentioned in the offer of appointment.

Yours faithfully

(Signature) :

(Name) :

For official use : For Director Office, Indore.

For retention at the Indore / Mumbai / Kolkata Centre.

Administrative Officer-II
UGC-DAE CSR, Indore

Some Formats

01.	Attestation Form
02.	Appointment Offer Letter
03.	Joining Report cum Undertaking: not to apply for any position elsewhere without competent permission
04.	Declaration - Marital Status
05.	Declaration-Caste
06.	Oath/Allegiance to the Constitution and Abide by BLSC
07.	Declaration-Home Town
08.	Declaration-Family
09.	Nomination

**UGC-DAE Consortium for Scientific Research, Indore.
[UGC-DAE CSR]**

H.O. and Registered Office : University Campus, Khandwa Road, Indore-452 001.

ATTESTATION FORM

WARNING:

The furnishing of false information or suppression of any factual information in this Attestation Form would be disqualification and is likely to render the candidate unfit for employment in UGC-DAE CSR.

If detained, arrested, procecuted, bound down, find, convicted, debarred, acquitted etc., subsequent to the completion and submission of this form, the details should be communicated immediately to the UGC-DAE CSR., Indore failing which it will be deemed to be suppression of factual informaiton.

If the fact that false information has been furnished or that there has been suppression of any factual informaiton in the attestation form comes to notice at any time during the service of a person. his/her service would be liable to be terminated.

Separate sheet(s) may be enclosed, if space is insufficient for furnishing informaiton.

AFFIX
PHOTO
ATTESTED

1.	Name in full (Block Capitals) with aliases, if any <small>{plese indicate if you have added to dropped at any stage, any part of your name or surname}</small>	Surname	Name
2.	Present address in full <small>(i.e., Village Post, Thana. House No., Lane / street /Road, Town, Destrict, State and PIN)</small>		
3.	Home Address in full : a) i.e. Village, Post, Thana House No., Lane / Street / Road, Town & name of the Dist. or Headquarters, State, and PIN b) If originally a resident of Pakistan/Bangladesh (erstwhile East Pakistan), the address in the country and the date of migration to Indian Union.		
4.	Particulars of places {with period of residence}, where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan / Bangladesh), particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given :-		
	From	To	District Headquarter
		Residential address in full i.e. Villege, Post, Thana House No., Lane / Street / Road, Town & name of the Dist. or Headquarters, State, and PIN	

5 (a). Particulars of relatives	Name in full with alias, if any	Nationality {by birth and/or by domicile}	Place of birth	Occupation {if employed. give designation and full official address}	Present postal address. If dead, give last address	Permanent Home Address
(i) Father						
(ii) Mother						
(iii) Wife/ Husband						
(iv) Brothers						
(v) Sisters						
5 (b). Information to be furnished with regard to son(S) and / or daughter(s) in case they are Studying / living in a foreign country.						
Name	Nationality {by birth and/or by domicile}	Place of birth	Country in which studying/living with full address	Date from which living/studying in the country mentioned in the previous column.		
6.	Nationality :					
7.	(a) Date of Birth :		Day _____ month _____ year _____			
	(b) Present age :		____ Year ____ months ____ days as on _____			
	(c) Age at Matriculation :		____ Year ____ months ____ days as on _____			
8.	(a) Place of birth, Dist. & State in which situated :					

	(b) District & State to which you belong :					
	(c) District & State to which your father originally belong :					
9.	(a) Your religion :					
	(b) Are you member of Scheduled Caste / Tribe ? Answer 'Yes' or 'No' and if the answer is 'Yes', state the name thereof.					
10 (a).	Educational qualifications showing places of education with year in Schools and Colleges since 15th year of age :					
	<i>Name of School/College with full address</i>	<i>Date of Entering</i>	<i>Date of leaving</i>	<i>Examination Passed</i>		
10 (b).	Indicate the course of study, if any, you continuing presently:					
	<i>Course of Study</i>	<i>Institution</i>	<i>Full-time / Part-time</i>	<i>Duration of Course</i>	<i>No. of Semester / Subject completed</i>	<i>Marks obtained</i>

11.(a).	Are you holding or have any time held an appointment under the Central or State Government, Semi Government or a Quasi-Government body or autonomous body or a public Sector Undertaking or a Private firm or Institution ? If so, give full particulars with dates of employment upto date				
	Period		Designation, emoluments & nature or employment	Full name & address of employer	Reasons for leaving Previous service
	From	To			

11(b).	If the Previous employment was under the Government of India, a State Government / an undertaking controlled by the Government of India or a State Government / Autonomous body/University / Local body :	
11(c).	If you had left services on giving a month's notice under Rule 5 of the Central Civil Services (Temporary Service) Rules, 1965, or any similar corresponding rules, were any disciplinary proceedings framed against you or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service, or at subsequent date before your services were actually terminated.	
12.	a) Have you ever been arrested ?	Yes / No
	b) Have you ever been prosecuted ?	Yes / No
	c) Have you ever been kept under detention ?	Yes / No
	d) Have you ever been bound down ?	Yes / No
	e) Have you ever been fined by a court of law ?	Yes / No
	f) Have you ever been convicted by a court of law for any offence ?	Yes / No
	g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority / institution ?	Yes / No
	h) Have you ever been debarred / disqualified by any Public Service Commission from appearing at its examination / selection ?	Yes / No
	i) In any case pending against you any court of law at the time of filling up this Attestation form ?	Yes / No
	j) Is any case pending against you in any University or any other educational authority / Institution at the time of filling this Attestation form ?	Yes / No
k) Whether discharged / expelled / withdraw from any training institution under the Government or otherwise?	Yes / No	
l) If the answer to any of the above mentioned question is 'Yes', give full particulars of the case / arrest / detention / fine / conviction sentence, punishment etc. and / or the nature of the case pending in the Court / University, Educational Authority etc., at the time of filling up this form.		

Note : (1) Please also see the 'WARNING' at the top of this Attestation form.
(2) Specific answers to each or the question should be given by striking out 'Yes' or 'No' as the case may be. .

13.	Name and address of two responsible persons of your locality or two references to whom you are known :	
1.	Name : Position : Communication Address :	
2.	Name : Position : Communication Address :	

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances, which might impair my fitness for employment under the UGC-DAE CSR.

Date :

Signature of Candidate

Place :

Name :

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- i) *Gazatted Officers of Central or State Government.*
- ii) *Members of Parliament or State Legislature belonging to the constituency where the candidate or his parent / guardian is ordinarily resident.*
- iii) *Sub-Divisional Magistrate / Officers.*
- iv) *Tehsildars or Naib/Deputy Tehsildars authorised to exercise magisterial powers.*
- v) *Principal / Headmaster of the recognised School / College / Institution where the candidate studied last*
- vi) *Block Development officers.*
- vii) *Post Masters.*
- viii) *Panchayat Inspectors.*

Certified that I have known *Dr./Shri/Smt./Kum.* _____

_____ *Son / wife / daughter* of Shri
_____ for the last years months and that to the best of
my knowledge and belief the particulars furnished by him / her are correct.

Place : _____ Signature of Candidate _____

Date : _____ Signature of Certifying Officer

Designation and Status _____

Rubber Stamp

Address :

{To be filled up by office}

1. Name, Designation and full address of the appointing authority.

Dr. Praveen Chaddah
Director, UGC-DAE CSR,
University Campus, Khandwa Road, Indore-452 001,
Ph. 0731-462265, Fax 0731-462294
e-mail : director@csr.ernet.in

2. Post for which the candidate is being considered.

3. *Name of the Candidate :*

(f) District

(g) State

(III) If originally a resident of a country other than India :

(1) Address in the foreign country

(a) Name of country

(b) House No. / Name

(c) Locality / Street

(d) Town / Village

(e) Police Station

(f) Post Office

(g) District

(2) Date of entry to India

(3) Checkpost or point of entry

(4) Particulars of travel documents

(5) Date of birth (b) Place

(c) District (d) State

(e) Country

(6) Nationality

(7) Particulars of close relatives :

Name	Nationality (by birth or by domicile)	Place / Country and date of birth	Occupation (if employed, give designation and official address)	Present Postal address (if dead give last home address)	Permanent Home address
(a) Father					
(b) Mother					
(c) Wife/Husband					
(d) Son(s)					
(e) Daughter(s)					
(f) Brother(s)					
(g) Sister(s)					
(h) Step Son(s)					
(i) Step Daughter(s)					

(8) (I) Particulars of relatives (Indians and non-Indians) working in (a) foreign missions and (b) foreign organizations including foreign concern:

Name(s)	Nationality	Occupation (if employed give designation and official address)	Present residential address	Permanent address

(II) Do you have any relatives (including children) living overseas? If yes, please give the following details of each one :

Name(s) in full	Relationship	Country of residence with address(es)	Date(s)

9. (a) Have you ever been a member / worker of any political party / organization or participated in any political activity? Yes/No.

(b) Are you aware if any of your relatives mentioned in Col. 7 has ever been a member / worker of any political party / organization or participated in any political activity? Yes/No.

If the answer is (a) and/or (b) is "Yes", give the following details :

1	2	3	4	5	6
Particulars of relatives (Name /Relations)	Name of political party / organization	Nature of political activity	Period of membership of political party/ organization or participation in political activity	Place of participation in political activity	Particulars of office if any, held in political party

- 10. (a) Have you been a member of any cultural or social organization which is associated with or assisted by foreign Mission or Organization ? Yes/No.
- (b) Are you aware whether any of your relatives mentioned in Col. 7 has been a member of any cultural or social organization which is associated with or assisted by a foreign Mission or Organization ? Yes/No.
- (c) Are you or have been a member of any club / society and / or other such bodies ? Yes/No.

If the answer to (a), (b) and (c) or any of them is Yes, give following details :

- (a) Name of the organization / club / society, etc.,
- (b) Name of office bearers
- (c) Period of membership
- (d) Details of any post / office held
- (e) Whether still active or not
- (f) Reason for relinquishing membership
- (g) Any other relevant details

11. (a) Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding three years :

From	To	Full address including Village, Police Station, Post Office, Town, House and Street Number etc.,

(b) If you have stayed abroad, give particulars of all places where you have resided for more than one year after attaining the age of 18 years.

From	To	Full particulars including village, police station, District, Town, House & Street Number, Name of country etc.,	Reasons of visit / residing

12. Have you ever had personal contact with an official of a foreign country other than as a result of official duties ? If yes, give details.

13. (i) If applicable, please give full name, date and place of birth and occupation of spouse (including de-facto spouse).

(ii) Has this person (spouse) visited or resided in any overseas country or has his or her relatives residing overseas ? If yes, please give details.

14. (i) Have you any other person over 18 years residing with you ? If yes, please give details, regarding name in full, date and place of birth, relationship and occupation.

(ii) Has any person over 18 years residing with you, visited or resided in overseas countries ? If yes, please give details.

15. Give details if you have ever been :

(a) Arrested

(b) Procecuted

(c) Kept under detention

(d) Charged before a court with an offence for which you were convicted, conditionally discharge, placed on probation or bound over or acquitted ?

(e) Debarred or disqualified by any public Service Commission for any of its examinations / selections ?

(f) Debarred from taking any examination or rusticated by any University ?

(g) Discharged or dismissed from any employment ?

(h) Wheather discharged / expelled / withdrawn from any training institution under the Government or otherwise.

16. Is any case or enquiry pending against you in any Court of Law (including civil litigation) or any other authority e.g., departmental proceedings etc.,?

17. Have you ever been a prisoner of war or held in enemy country for any duration ? If so, give details.

18. Have you or your wife any debts or outstanding loans ? If so, give details.

NOTE : (1) Acceptance of purely temporary loan of small amount free of interest from a relative or personal friend or oprating a credit account with a bonafied tradesman shall not be treated as debt / loan under this column.

(2) No details will be necessary in respect of any loan obtained with the previous sanction of the Government.

19. State the source of your income and that of the member of your family giving all details.

20. Mention details of all immovable property including agricultural land etc., in your wife's / husband's name.

21. I have read and understood the provisions of para 1 and 2.

22. I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Place :

Date :

Signature of the Candidate.

FROM FOR WRITTEN CONSENT OF THE CANDIDATE

I, Son/
Daughter / Wife of

have no objection to the Government of United State of America / Government of West Germany / any other country or any of their Agencies disclosing to the Government of India or the persons authorized by them any information of personal nature pertaining to the period of my stay in the United States of America / West Germany /

Signature : _____

Full Name _____

(In block letters)

Date _____

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

(An autonomous institution of University Grants Commission, New Delhi)
(A Society registered under M.P. Society Registrickaran Adhiniyam, 1973)
Registered office and Head Office : University Campus, Khandwa Road, Indore-452 001.
Phone 0731-463913 Fax 0731-2465437, 2462294

Head Office

Ref.:

Date :

Hand Delivery/Ordinary Post / Registered Post, AD-WAD / Regd. / Speed Post AD / Courier /e-mail Fax

Sub : Offer of appointment in UGC-DAE CSR

Name & address of appointee :
Post :
Initial Monthly Basic Pay:
Pay Scale :

On recommendation of Selection Committee (meeting held on _____), the Director, UGC-DAE CSR has approved the appointment, detailed above, in UGC- DAE CSR on the following terms :

- (a) Your appointment is temporary but is likely to continue. You will be on probation for a period of one year from the date of your appointment, which may be extended upto one more year at the discretion of the competent authority. During the probationary period your services are liable to be terminated by the appointing authority without assigning any reason by giving a notice of one month or depositing one month's pay in lieu of and you can also resign without assigning any reason by a notice of one month or depositing one month's salary in lieu thereof. On successful completion of probation your services will be confirmed. However, after confirmation also, your services are liable to be terminated in accordance with the existing Bye-Laws & Service Conditions of UGC- DAE CSR as amended from time to time, which require three months' notice in writing. In the event of your services being terminated without notice, you will be entitled to claim a sum equivalent to the amount of your pay plus allowances for the period of notice or for the period by which such notice falls short of the prescribed period. Similarly, you will be required to give three month's notice in writing in case you wish to resign from your post or pay 3 month's salary *plus* allowances to UGC- DAE CSR.
- (b) You are posted to work in **Mumbai / Indore / Kolkata Centre** of UGC- DAE CSR, but the appointment carries with it the liability to serve in any of the IUC Centres if such a contingency arises.
- (c) Your initial pay and scale of pay shall be as indicated above. In addition you will be entitled to such allowances as may be admissible to employees of your status stationed at the place of your posting. UGC- DAE CSR rules regarding such allowances are generally at par with rules of Central Government and Central Universities.
- (d) You shall NOT be entitled to any travelling allowance for your journey in connection with your medical examination/joining the appointment.

P.T.O.

- (e) Your appointment is subject to a successful medical examination by a Medical Officer approved by the Director. You will also be subject to periodical Medical Examination by a Medical Officer approved by the Director.
- (f) Your appointment shall be subject to receipt of favourable and acceptable confidential reports on character and antecedents from the previous employer / last Educational Institution / District Authorities. Further, a police verification certificate issued by Commissioner of Police / Collector / District Magistrate regarding character and antecedents shall be invariably needed for appointees for Mumbai Centre for entry to BARC. the appointment is also subject to satisfactory security clearance by DAE authorities. **YOU CAN JOIN THE POST ONLY ON RECEIPT OF THE SAID REPORTS.**
- (g) You shall submit, a declaration in the prescribed form (copy enclosed) regarding your marital status. (two copies)
- (h) You shall produce documentary evidence regarding your date of birth, educational qualifications etc. (two copies)
- (i) You shall inform in writing whether you have applied for an appointment or a scholarship or appeared for a competitive examination for admission to Govt. services. Copies of such correspondence should be endorsed to this office for record. (two copies)
- (j) You shall give an undertaking that you will not apply for any post or scholarship/fellowship or appear for any competitive examination without prior permission being obtained in writing from the competent authority. (two copies)
- (k) You shall take an oath or a solemn affirmation of allegiance to the Constitution of India. (two copies)
2. **There is no pension scheme and G.P.F. scheme in the UGC-DAE-CSR. The C.P.F. scheme is being followed for which the approval is awaited.** Other condition of service will be governed by the rules of UGC-DAE CSR in force from time to time.
3. If you are already under obligation to serve any Central or State Government Department/ a public authority, give details thereof.
4. Please bring the attestation form (two copies) duly completed and attested by any of the authorities indicated in the form, together with 5 copies of your passport size photograph.
5. If the offer of appointment on the aforesaid terms and conditions is acceptable, please communicate your acceptance immediately in the prescribed form to **the Administrative Officer-II, UGC-DAE CSR, Indore** at address given above so as to reach him within 30 days of issue of this letter. If your acceptance does not reach to the Administrative Officer-II within the given time, this offer will stand cancelled without further reference to you.
6. If the offer is accepted, it will be valid for a period of three months starting from the date of issue of this letter . You shall join the offered post at report to **the Centre-Director, Indore / Mumbai / Kolkata Centre, UGC-DAE CSR at address given below**, before the end of three months ; if you do not, the offer will stand cancelled without further reference to you.

PS: Please see the clause 1 (f) mentioned above. You shall be eligible for the offered post and to join the post only after receipt of favourable and acceptable confidential report on your character and antecedents from district authorities. The offer/appointment will stand void/cancelled ab initio if acceptable confidential reports on verification of character and antecedents are not received.

**Administrative Officer-II
UGC-DAE CSR, Indore.**

Address of the Centre:

Office of the Centre-Director, **UGC-DAE CSR Indore / Mumbai / Kolkata Centre,**

For official use : Copy for retention at the Centre.

Place :

Date :

To
The Administrative Officer,
Mumbai / Indore / Kolkata Centre,
UGC-DAE CSR,

Mumbai / Indore / Kolkata .

Sub : Joining Report.	
Ref. : UGC-DAE CSR letter No. RECT:M-I-K/	Date :
Post.	Initial Monthly Basic Pay Rs.
Pay Scale Rs..	

Sir,

1. I hereby report for duty as to day FN / AN.
2. I have handed over all the certificates, documents and photographs required.
3. I have not applied for any appointment or scholarship elsewhere.

OR

- I have applied for appointment or Scholarship as detailed below :

--

4. I shall not apply for appointment/scholarship/fellowship without obtaining prior permission of the competent authority in writing.
5. I am not under any obligation to serve any other Central Government Department or State Government or a Public Authority.
6. *I attached herewith the letter from my employer relieving me of my duties in that organization.

Yours faithfully,

Signature :

Name in full :

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

DECLARATION REGARDING MARITAL STATUS

(TO BE SUBMITTED BY A FRESH RECRUTEE)

1. (Name in full)

I,

declare that :

(a) I am unmarried a widower a widow

I am married and have only one spouse living.

(b) I have entered into or contracted a marriage with a person having a spouse living.

Yas	No
-----	----

(c) I have entered into or contracted a marriage with another person during the life time of my spouse.

Yas	No
-----	----

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Place :

Date :

(Signature)

Note :

1. Please tick what applies or write N.A.

*2. Please underline the name by which you are known.

3. In case your answer to either (b) or (c) above Yes kindly complete the Application form overleaf for consideration of exemption.

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

APPLICATION FOR GRANT OF EXEMPTION

(Vide Para (b)/(c) of the declaration on reverse)

To
The Administrative Officer-II,
UGC-DAE Consortium for Scientific Research,
University Campus,
Khandwa Road, Indore - 452 001 (MP)

Sir,

I request that in view of the reasons stated below, I may be granted exemption from the operation of restriction for recruitment to service of a person having more than one wife/husband living who is married to a person already having one wife/husband or more living.

Reasons :

Yours faithfully,

Signature :

Name in full :

Post Offered :

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

CASTE DECLARATION
(To be filled in on fresh appointment)

1. Name in full (In block letters) :

2. Designation

3.

I do not belong to Scheduled Caste/Scheduled Tribe/Other Backward Classes.

OR

I belong to Scheduled Caste/Scheduled Tribe/ Other Backward Classes..
(Certificate to be attached)

Place : UGC-DAE CSR Indore/Mumbai/Kolkata Centre,
Indore/Mumbai/Kolkata.

Signature

Date :

Put in the applicable box

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

1. I, _____ do swear / solemnly affirm that I will be faithful and bear true allegiance to India and to the constitution of India as by law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyalty, honestly and impartiality.

Signature _____
Name _____
Post _____

Place : UGC-DAE CSR Indore / Mumbai / Kolkata.
Date :

Oath taken in my presence
Signature _____
Name : _____
Post : _____
Address : _____

Place : UGC-DAE CSR, Indore/Mumbai/Kolkata Date :

=====

2. I, _____ hereby solemnly declare and say that I shall not directly or indirectly communicate or cause to be revealed, to any person or persons any information which has come or may come into my possession in the course of my duty as an employee of the UGC-DAE CSR or as an employee of an organisation where work for the UGC-DAE CSR is being or has been done, except as may be required in the performance of my said duty or as may be permitted in writing by the Director, UGC-DAE CSR, Indore.

Signature _____
Name _____
Post _____

Place : UGC-DAE CSR Indore / Mumbai / Kolkata.
Date :

Oath taken in my presence
Signature _____
Name : _____
Post : _____
Address : _____

Place : UGC-DAE CSR Indore / Mumbai / Kolkata. Date :

=====

3. I, _____ hereby solemnly declare that I have read and understood Bye-Laws of the Consortium, and I hereby subscribe to and agree to be bound by the provisions of the Bye-Laws & Service Conditions of UGC-DAE CSR.

Signature _____
Name _____
Post _____

Place : UGC-DAE CSR Indore / Mumbai / Kolkata.
Date :

Oath taken in my presence
Signature _____
Name : _____
Post : _____
Address : _____

Place : UGC-DAE CSR Indore / Mumbai / Kolkata. Date :

=====

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

(Declaration of Home Town/Village)
(To be filled in block letters)

I have read instructions on the reverse page and declare my home town as follows:

1. Full Name :
2. Designation :
3. Division :
4. HOME TOWN :
 - (a) Home Town :
 - (b) District in
which situated :
 - (c) State :
 - (d) Nearest
Railway Station :
 - (e) Nearest
Railway Junction :
5. Home Town :
Address :

Date :

Signature of employee.

Details above checked. Declaration may be accepted.

Date :

Signature

Name

Designation

=====

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

CRITERIA FOR ACCEPTANCE OF HOME TOWN

- (a) Whether the place declared as home town by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations.
- (b) Whether the employee owns residential property in the place declared as home town or whether he is a member of a joint family having such property there.
- (c) Whether his near relations are resident in the place declared as home town.
- (d) Whether prior to his entry into UGC-DAE CSR service, the employee had been living there for some years.

POINTS TO BE BORNE IN MIND BY THE CANDIDATE

Home town once declared cannot ordinarily be changed. However, if the Director, UGC-DAE CSR is satisfied that there are sufficient grounds to permit a change of Home Town, such change may be permitted only once during the entire service career of the employee.

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

DETAILS OF FAMILY

Name of employee :

Designation :

Date of Birth :

Details of members
of my family* as on _____ :

Sl. No.	Names of the members of "Family"*	Date of Birth	Relationship with employee	Initials of the Head of Office	Remarks

I hereby undertake to keep the above particulars up-to-date by notifying to the Administrative Officer any addition or alteration.

Place :

Date :

(Signature of employee)

*Family for this purpose means.

- (a) Wife, in the case of a male employee.
- (b) Husband, in the case of a female employee.
- (c) Sons and unmarried daughters below twenty five years of age including such son or daughter adopted legally before retirement

=====

For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

NOMINATION FOR PF/DEATH GRATUITY/RETIREMENT GRATUITY/GROUP INSURANCE SCHEME

I hereby nominate the persons mentioned below :

1. PROVIDENT FUND

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

(Alternate Nominee/s)

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

2. DEATH RETIREMENT GRATUITY

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

(Alternate Nominee/s)

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

P.T.O.

3. GROUP INSURANCE SCHEME

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

(Alternate Nominee/s)

Sl. No.	Full Name of Nominee	Date of Birth	Relationship	Address	Share to each

The Alternate Nominations will become effective only when nominee(s) predecease me.

Signature of employee

Signature of two witnesses:

Witness I

Name :
Designation :
Address :
Date :

Name :
Designation :
Section :
Marital Status :
Date :

Witness II

Name :
Designation :
Address :
Date :

The above nominations have been checked, accepted and kept in our records.

Administrative Officer

Centre Director.

=====
For official use : For forwarding to the Director Office, Indore.

For retention at the Centre.

Administrative Officer
UGC-DAE CSR Mumbai / Indore / Kolkata Centre

FAMILY MEANS :-

1. For CPF/GPF :

(a) In the case of a male subscriber, the wife or wives, parent, children, minor brothers, unmarried sisters, deceased sons, widow and children and where no parent of the subscriber is alive a paternal grant parent :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless the subscriber subsequently intimates in writing to the Accounts Officer that she shall continue to be so regarded.

(b) In the case of a female subscriber, the husband's parent, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parent of the subscriber is alive, a paternal grant parent :

Provided that if a subscriber by notice in writing to the Administrative Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate unless she subscriber subsequently cancels such notice in writing.

NOTE : Child means a legitimate child and includes an adopted child, where adoption is recognised by the personal law governing the subscriber.

Important : On the subscriber acquiring a family, the nomination made prior to acquiring family shall be rendered invalid. Therefore immediately on acquiring family, the subscriber must fill in a fresh nomination.

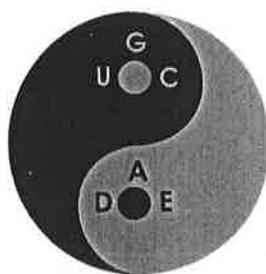
2. For Death Gratuity/Retirement Gratuity

- (I) Wife or wives (including judicially separated wife or wives) in the case of a male employee;
- (ii) Husband, including judicially separated husband, in the case of a female employee,
- (iii) Sons including step sons and adopted sons,
- (iv) Unmarried daughters including step daughters and adopted daughters.
- (v) Widowed daughters including step daughters and adopted daughters.
- (vi) Father/Mother including adopted parent in the case of individuals whose personal law permits adoption.
- (vii) Brothers below the age of eighteen years including step brothers.
- (viii) Unmarried sisters and widowed sisters including step sisters.
- (ix) Married daughter and,
- (x) Children of a pre-deceased son.

Note :

1. At the time of making the nomination.
 1. If the employee has a family, the nomination shall not be in favour of any person or persons, other than the members of his family or,
 2. If the employee has no family, the nomination may be in favour of a person or persons, or a body of individuals, whether incorporated or not.
2. If an employee nominates more than one person he shall specify in the nomination the amount of share payable each of the nominees, in such manner as to cover the entire amount.

**UGC-DAE CONSORTIUM
FOR
SCIENTIFIC RESEARCH, INDORE.**



**MEMORANDUM OF ASSOCIATION
&
RULES**

(updated Edition : January 2008 / Reprint : February 2015)

University Campus, Khandwa Road, Indore - 452 001

Tel. No. : 0731 - 2463913, 2762267, 2472201 Fax : 0731 - 2462294, 2465437, 2361546

www.csr.ernet.in

**MEMORANDUM OF ASSOCIATION
&
RULES**

(updated Edition : January 2008 / Reprint : February 2015)

J-9/1186/04

22/7/04

रूप क्रमांक ४
(देखिये नियम १२)

मध्यप्रदेश शासन



समिति का पन्जीयन प्रमाणपत्र

क्रमांक NO. IND/185/90


यह प्रमाणित किया जाता है कि पन्जीयत समिति INTER UNIVERSITY...
CONSORTIUM ... स्थित है D.A. UNIVERSITY CAMPUS INDORE तहसील में INDORE, INDORE

जिला में अपना नाम परिवर्तित कर लिया है और अब वह UGC-DAE CONSORTIUM
FOR SCIENTIFIC RESEARCH नाम से मध्यप्रदेश सोसायटी रजिस्ट्रीकरण

अधिनियम, १९७३ (सन् १९७३ का क्रमांक ४४) की धारा १३ की उप-धारा (२)
के अधीन पन्जीयत की गई है।

दिनांक 20 (Twenty) माह 07 (July) 2004 सन् १९८८




बी. डी. कुम्भार
सहायक पंजीयक
समितियों के रजिस्ट्रार

XXX-Part.-21

रूप क्रमांक २
(द्वैतिये नियम ७)

मध्यप्रदेश शासन



समिति का पंजीयन प्रमाणपत्र

क्रमांक No. IND/185/90

यह प्रमाणित किया जाता है कि INTER UNIVERSITY CONSORTIUM
समिति जो D.A. UNIVERSITY CAMPUS, INDORE, तहसील INDORE,
जिला INDORE में स्थित है, मध्यप्रदेश
सोसाइटी रजिस्ट्रीकरण अधिनियम, १९७३ (सन् १९७३ का क्रमांक ४४)
के अधीन ३१-७-९० को पंजीयित की गई है।

दिनांक ३१st माह JULY सन् १९९०



वी. पी. वेखंडे
असिस्टेंट रजिस्ट्रार
समितियों के रजिस्ट्रार

UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

MEMORANDUM OF ASSOCIATION

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UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

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UGC-DAE Consortium for Scientific Research, Indore
(UGC-DAE CSR)

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MEMORANDUM OF ASSOCIATION

(updated Edition : January 2008 / Reprint : February 2015)

UGC-DAE Consortium for Scientific Research, INDORE

(UGC-DAE CSR)

MEMORANDUM OF ASSOCIATION

1. The name of the society established by the University Grants Commission under Section 12(ccc) of its Act No.3 of 1956 and Regulations (Establishment and Maintenance of Institution) 1985 shall be “UGC-DAE Consortium for SCIENTIFIC RESEARCH” FOR THE UTILIZATION OF THE FACILITIES OF ATOMIC ENERGY, SUCH AS SYNCHROTRON RADIATION SOURCE, DHRUVA REACTOR AND VARIABLE ENERGY CYCLOTRON hereinafter called “THE CONSORTIUM”.
2. The registered office of the society shall be at Indore and at present on the Campus of Devi Ahilya Vishwavidyalaya, Indore.
3. The objectives for which the Consortium is established are :
 - (a) To develop competence and to promote teaching and research in the design, fabrication and utilisation of unique frontline research facilities such as accelerators, lasers, nuclear reactors, synchrotron radiation sources etc., and develop application of these facilities such as particle accelerators, nuclear reactors, synchrotron and laser sources, for basic Research and applications in various branches of Science and Technology in Indian Universities, through -
 - (i) Providing institutional frame work for the optimal utilisation of the facilities established by the Department of Atomic Energy such as Dhruva Reactor, Variable Energy Cyclotron, Synchrotron Radiation Source etc. by the Universities and Institutions of higher learning in India.
 - (ii) Acting as a catalyst to promote interaction between the students, teachers and Researchers from Universities and institutions of higher learning in India with the Researchers from the Department of Atomic Energy and promoting cross fertilization of ideas, concepts, techniques etc by creating necessary scientific and technical interface.
 - (iii) Evolving and operating an extensive visitors’ programme in which University teachers and students wil utilise the facilities established at the Consortium to conduct their research work for a period ranging between few weeks to a few years.
 - (iv) Making accessible the state of the art theoretical and experimental techniques both for teaching, research and application of these unique facilities and the technical know-how to university teachers and students.
 - (v) Promoting collaborative research between University Scientists and Scientists from the Department of Atomic Energy and other agencies.
 - (vi) Organising intensive training programmes for students and Scientists with the help of Scientists from the Department of Atomic Energy and other agencies.
 - (vii) Nucleating teaching and research groups with adequate facilities in various universities.
 - (viii) Arranging advanced level schools, workshops and conferences.
 - (b) To receive, with the prior approval of the University Grants Commission and the Central Government, monetary assistance from foreign sources including international organisations, for training programmes, Scientific Research, development of experimental facilities and other activities;
 - (c) To acquire by gifts, purchase, exchange, lease, hire or otherwise, any property movable

and / or immovable and to construct, improve, alter, demolish or repair buildings and structure as may be necessary or convenient for carrying on the activities of the Consortium, with concurrence of the UGC;

- (d) To draw and accept and make and endores, discount and negotiate Government of India and other Promissory Notes, Bills of exchange, cheques and other negotiable instruments for the purpose of the Consortium.
- (e) To make, amend or rescind rules with the prior approval of the University Grants Commission. Major changes in the management structure and financial rules will be subject to the concurrence of Central Government.
- (f) To determine the number, qualifications, scale of pay, and terms and conditions of service of Scientific, technical, administrative and other posts and to fix emoluments, and other terms and conditions of service of the employees of the Consortium as prescribed in the rules.
- (g) To do such other things, as may be necessary, incidental or conducive to the attainment of all or any of the above objectives.
- (h) To provide for such benefactions, insurance, provident fund, pension, gratuity as may be deemed fit for the benefit of academic, technical, administrative and other staff of the consortium in such a manner and subject to such conditions as may be prescribed in the bye-laws.
- (i) To delegate such of its powers as it deems fit to any authority of the Consortium.
- (j) To maintain a fund to which shall be credited moneys received from the University Grants Commission any other sources and deposit them in nationalised banks and invest the short term surplus in term deposits as prescribed in the rules.
- (k) To submit to the University Grants Commission approved Annual Report, Annual Accounts and Audit Report on the Annual Accounts.

“All the incomes, earnings, moveable/immovable properties of the society shall be solely utilised and applied towards the promotion of its aims and objects only as set forth in the Memorandum of Association and none of these shall be paid or transferred directly or indirectly by way of dividend, bonus, profits or in any manner whatsoever to the present or past members of the society or to any person claiming through any one or more of the present or the past members. No member of the society shall have any personal claim on any movable or immovable properties of the society to make any profits, whatsoever, by virtue of this memberships.”

4. The University Grants Commission shall have the right to cause an inspection or enquiry by person or persons, as it may direct, of the Consortium, its buildings, laboratories, equipment and its working including administration and finance as in the case of Central University by the Visitor. The University Grants Commission can appoint one or more persons to institute an enquiry, if required, and to submit a report. After obtaining the views of the Governing Board and the Council, the University Grants Commission may take such action and issue directions as it considers necessary on any matter dealt with in the report.
5. The Governing Board of the Consortium shall be the body to be the Governing Board under the Rules and Regulation of the said Consortium and the First Members of the Governing Board shall be :

EX-OFFICIO

1. Prof. Yash Pal, Chairman, University Grants Commission - Chairman.

2. Vice- Chairman, University Grants Commission - Vacant
3. Dr. P. K. Iyengar, Secretary, Department of Atomic Energy, Govt. of India.
4. Prof. M. S. Sodha, Vice-Chancellor, Devi Ahilya Vishwavidyalaya, Indore.
5. Dr. R. Chidambaram, Director, Bhabha Atomic Research Centre, MUMBAI.
6. Dr. D.D. Bhawalkar, Director, Centre for Advanced Technology, Indore.
7. Dr. Bikash Sinha, Director, Variable Energy Cyclotron Centre, KOLKATA.
8. Dr. Ashok Chandra, Advisor (Technical), Ministry of Human Resource Development, Government of India.
9. Prof. S. K. Khanna, Secretary, University Grants Commission.
10. Dr. V. G. Bhide, Director, UGC-DAE Consortium for Scientific Research.

NOMINATED

11. Prof. A. Gnanam, Vice Chancellor, University of Madras, Madras.
 12. Prof. Vishweshwariah, Vice Chancellor, University of Roorkee, Roorkee.
 13. Dr. B. Nag, Director, Indian Institute of Technology, Mumbai.
 14. Prof. G. Mehta, Central University, Hyderabad.
 15. Prof. C. K. Majumdar, Director, S.N. Bose National Institute, Kolkata.
 16. Dr. G. M. Reddy, Osmania University, Hyderabad.
 17. Dr. Viney Jain, Director, Institute of Nuclear Medicine, New Delhi.
 18. One scientist to be nominated by Ministry of Human Resource Development, Government of India.
6. We, the several persons, whose names and addresses are given below, having associated ourselves for the purposes described in this Memorandum of Association do hereby subscribe our names to the Memorandum of Association and set our several and respective hands hereunto and form ourselves into a society under the Societies Registration Act in Pursuance of this.

Name	Signature
1. Yash Pal	
2. S.K. Khanna	
3. P.K. Iyengar	
4. M.S. Sodha	
5. R. Chidambaram	
6. D.D. Bhawalkar	
7. Bikas Sinha	
8. Ashok Chandra	
9. S.P. Gupta	
10. V.G. Bhide	
11. A. Gnanam	
12. Vishweshwariah	
13. B. Nag	
14. G. Mehta	
15. C.K. Majumdar	
16. G.M. Reddy	
17. Viney Jain	

RULES
With
MEMORANDUM OF ASSOCIATION

***RULES FOR THE UGC-DAE CONSORTIUM
FOR SCIENTIFIC RESEARCH, INDORE.***

“Rules of the UGC-DAE Consortium for Scientific Research for the utilisation of the facilities established by the Department of Atomic Energy such as Synchrotron Radiation Source, Dhruva Reactor and Variable Energy Cyclotron”

1. These rules may be called the “Rules of the “UGC-DAE Consortium for Scientific Research” for the utilisation of the facilities established by the Department of Atomic Energy such as Synchrotron Radiation Source, Dhruva Reactor and Variable Energy Cyclotron”
2. The Registered office of the Consortium will be in Indore, Madhya Pradesh.

INTERPRETATION

3. In these rules, the following words and abbreviations shall have the meaning given to them unless there is anything contrary in the subject or context.
 - (a) “The Consortium” shall mean the “UGC-DAE Consortium for Scientific Research”, INDORE.
 - (b) “The Society” shall mean the “UGC-DAE CONSORTIUM FOR SCIENTIFIC RESEARCH” for the utilisation of the facilities established by the Department of Atomic Energy such as Synchrotron Radiation Source, Dhruva Reactor and Variable Energy Cyclotron etc.,
 - (c) “The University Grants Commission” shall mean the Commission to look after university education appointed by the Government of India or its successors under Act No. 3 of 1956.
 - (d) “The Central Government” shall mean the administrative ministry of the Government of India, Concerned with education.
 - (e) “The Council” shall mean the Council of the Consortium.
 - (f) “The Governing Board” shall mean the Governing Board of the Consortium.
 - (g) “The Finance Committee” shall mean the Finance Committee of the Consortium.
 - (h) “The Scientific Advisory Committee” shall mean the Scientific Advisory Committee of the Consortium.
 - (i) “The Users Committee” means the Users Committee of any of the Consortium Centres namely, Centre at Indore, Centre at Mumbai and the Centre at Kolkata.
 - (j) “The President” shall mean the President of the Council.
 - (k) “The Chairperson” shall mean the Chairperson of the Governing Board of the Consortium.
 - (l) “The Director” shall mean the Director of the Consortium, appointed under the rules.
 - (m) “The Secretary” shall mean the Secretary of the Governing Board appointed under the rules.
 - (n) Words imparting the singular number shall include the plural number and vice-versa. Words imparting masculine gender shall include the feminine gender.

MEMBERS OF THE CONSORTIUM

4. (a) The Consortium shall consist of all the Members of the Council set up under the rules.
- (b) The Consortium shall maintain a Register of Members giving their names and addresses and the same shall be open to inspection by the members. Every member of the Council

shall sign the Register.

- (c) A member of the Consortium shall cease to be a member (i) on death, (ii) on resignation, (iii) upon being declared insolvent or of unsound mind, (iv) on conviction of criminal offence involving moral turpitude, and (v) on his failure to attend three consecutive meetings of the Council.
- (d) Resignation from the membership of the Council shall be tendered to the President and will take effect from the date of acceptance.
- (e) The Consortium shall function notwithstanding any vacancy in its Council and no act or proceedings of the Consortium shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.

AUTHORITIES AND OFFICERS OF THE CONSORTIUM

5. The following shall be the authorities and officers of the Consortium :

- (i) The Council
- (ii) The Governing Board
- (iii) The President of the Council
- (iv) The Chairperson of the Governing Board.
- (v) The Directors of the Consortium
- (vi) Centre directors of the three Centres
- (vii) Such other authorities and officers as may be constituted/ appointed by the Governing Board.

THE COUNCIL

6. The Council shall be a body consisting of the following members :

- (i) Chairperson, University Grants Commission - President

EX-OFFICIO MEMBERS :

- (ii) Vice-Chairperson, University Grants Commission
- (iii) The Secretary, Department of Atomic Energy or his/her nominee
- (iv) The Secretary, Department of Science & Technology or his/her nominee
- (v) The Director General, C.S.I.R. or his /her nominee
- (vi) The Director General, ICMR or his/her nominee
- (vii) The Director General, ICAR or his/her nominee
- (viii) the Director of the Consortium as Member Secretary
- (ix-xxv) All members of the Governing Board as defined in Rule 19

NOMINATED MEMBERS :

- (xxvi-xxvii) Two eminent scientists to be nominated by Chairperson, University Grants Commission. The nominated members shall have a term of three years.

7. The Chairperson of the Governing Board shall be an eminent scientist familiar with the academic activities of the Consortium and will be nominated by the President of the Council. The President shall constitute a Committee, one member of which shall be a nominee of the Chairman, Atomic Energy Commission.

The Committee may consult the Director of the Consortium and other eminent scientists. It would submit a panel of three names to the President of the Council who will nominate one of them as Chairperson of the Governing Board of the Consortium. The tenure of the Chairperson shall normally be three years which may further be extended by another term of three years.

8. The Director, appointed by the President of the Council, as per the procedure given in rule 43(b), shall be the Member-Secretary of the Council.

Meeting of the Council shall be called by the Member-Secretary under the direction of the President, any in case of a vacancy of the President, the Vice-Chairperson of the UGC.
9. The Council shall hold an annual meeting at such time, date and place as may be determined by the President, or in his/her absence, by the Vice-Chairperson, UGC, to consider the Annual Report of the Society, the Audited Statement of Accounts together with the Auditor's Report thereon. The Council shall be the Appellate authority for employees for whom the Governing Board is two Appointing Authority.
10. The president may convene a special meeting of the Council as and when he/she thinks fit or direct the Secretary to call such a meeting.
11. On the requisition of at least four members, the President shall convene a requisitioned meeting of the Council. At such requisitioned meeting, no matter other than that stated in the notice for the meeting shall be discussed.
12. The President or the Secretary of the Council shall issue notices of all meetings of the Society to members of the Council giving ten clear days before the appointed date for such meeting. The notice will specify the time and place of the meeting and can be served personally or by post.
13. The accidental omission to give notice to, or non-receipt of notice by any member shall not invalidate the proceedings at the meetings.
14. The President of the Council shall preside at all meetings of the Council. In his /her absence, the Vice-Chairperson of the UGC will preside. In the absence of both President as well as Vice-Chairperson of the UGC, the members present in the particular meeting of the Council will select one of them as protem President for the meeting.
15. One-third of the members of the Council shall form a quorum at any meeting of the Council. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However, at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted.
16. Each member of the Council shall have one vote. In case of equality of votes, the President shall have a casting vote.
17. All matters voted on shall be decided by a majority of votes of the members present and voting.

FUNCTION AND POWERS OF THE PRESIDENT OF THE COUNCIL

18. (i) The President will preside over the meeting of the Council.
(ii) The President shall perform such other duties as may be specified by rules.

THE GOVERNING BOARD

19. (a) The affairs of the Consortium shall be managed, administered, directed and controlled as per Rules and Bye-Laws, by the Governing Board. The Bye-Laws shall be framed from

time to time by the Governing Board, circulated to be members of the Council for information and then sent to the UGC for concurrence. The Governing Board of the Consortium for the purpose of Act XXVI of 1861 shall consist of the following members :-

- (i) Chairperson to be appointed by the President of the Council, as per the procedure given in rule 7.

EX-OFFICIO MEMBERS :

- (ii) Nominee of Secretary, Dept. of Atomic Energy, Govt. of India.
 (iii) Vice Chancellor, Devi Ahilya University, Indore.
 (iv) Secretary, the University Grants Commission.
 (v) Director, Bhabha Atomic Research Centre, Mumbai or his nominee
 (vi) Director, Centre for Advanced Technology, Indore.
 (vii) Director, Variable Energy Cyclotron Centre, Kolkata.
 (viii) Advisor, Technical, Ministry of Human Resource Development, Govt. of India or his nominee
 (ix) Chairman, Scientific Advisory Committee.
 (x) Director, UGC-DAE Consortium for Scientific Research-Member Secretary.

NOMINATED :

- (xi-xii) Two Vice Chancellors of universities or Directors of Institutes of higher learning and research to be nominated by the President of the Council.
 (xiii) Director of one of the Indian Institutes of Technology to be nominated by the President of the Council.
 (xiv-xv) Two eminent Scientists from Physical Sciences to be nominated by the President of the Council.
 (xvi) One Agricultural Scientist to be nominated by the President of the Council.
 (xvii) One Medical Scientist to be nominated by the President of the Council.
 (xviii) One member from University Grants Commission to be nominated by the Chairperson of the University Grants Commission.
 (xix) One scientist to be nominated by Ministry of Human Resource Development.
 (xx) Bureau Head (IUC), UGC.
 (b) Every meeting of the Governing Board shall be presided over by the Chairperson and in his/her absence members present will chose one from among themselves as the protem Chairperson.

20. The Governing Board shall normally meet twice in a year at such time, date and place as may be determined by the Chairperson. One-third of the members of the Governing Board shall form a quorum at any meeting of the Board. If there is no quorum at any meeting, it shall stand adjourned and members shall meet agter half an hour. At an adjourned meeting, no quorum shall be necessary. However, at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted.

21. A nominated member of the Governing Board shall cease to be a member in case he/she :-

- (i) resigns (to be effective from the date of acceptance by the Chairperson);
 (ii) dies;

- (iii) is declared of unsound mind ;
 - (iv) is declared insolvent ;
 - (v) is convicted of criminal offence involving moral turpitude ;
 - (vi) is not permitted by his/her employer to serve on the Governing Board ;
 - (vii) proceeds abroad for a continuous period exceeding six months and ;
 - (viii) fails to attend three consecutive meetings,
22. Each nominated member of the Governing Board shall be deemed to have relinquished his/her membership on the expiry of three years from the date on which he/she is nominated as a member of the Governing Board unless his/her membership of the Governing Board is terminated by the nominating authority earlier. In case of a casual vacancy, the person appointed to fill the vacancy, shall hold office for the unexpired portion of the term of the outgoing member.
23. Whenever a member holds the membership of the Governing Board by virtue of an office held by him/her (ex-officio) his/her membership shall terminate when he/she ceases to hold that office and the vacancy so caused shall be filled by his/her successor to that office.
24. The members of the Governing Board shall not be entitled to any remuneration from the Consortium excepting the full-time Director of the Consortium. The non official members of the Governing Board or any Committee appointed by it, shall be paid by the Consortium, such travelling and daily allowances and honorarium as may be provided for in the Bye-Laws.
25. A person holding the membership of the Governing Board shall attend the Governing Board meetings himself / herself, except where he/she has been authorised to nominate.
- FUNCTIONS AND POWERS OF THE GOVERNING BOARD***
26. The steering Committee ceases to exist from the day of first meeting of the Governing Board and the Consortium will no longer function as a constituent of Devi Ahilya Vishwavidyalaya.
27. The Governing Board shall generally carry out and pursue the objects of the Consortium, as set forth in the Memorandum of Association. The Management of all the affairs and funds of the Consortium shall for this purpose, vest in the Governing Board.
28. The Governing Board shall exercise all the powers of the Consortium, subject to such limitations as the University Grants Commission may from time to time impose in respect of the expenditure from the funds of the Consortium.
29. The Chairperson of the Governing Board will nominate the members of the Scientific Advisory Committee (SAC) from the list of names submitted by the Director, of the Consortium after consulting the senior scientists of the Consortium. The Governing Board will forward the report prepared by the SAC to the UGC through Council with their comments.
30. The Services of present staff and funds stand automatically transferred to the Consortium from the day the Consortium is registered under the Societies Registration Act of 1973 and the rules are approved by the University Grants Commission and the first meeting of the Governing Board takes place, whichever is later.
31. In Particular and without prejudice to the generality of the foregoing provisions, the Governing Board shall have the power subject to the provisions of these rules to :

- i) Manage, administer and review the affairs of the Consortium and to conduct all administrative affairs of the Consortium not otherwise provided for ;
- ii) Consider the annual and supplementary budgets placed before it from time to time and pass them with such modifications as the Governing Board may think fit and forward them to the University Grants Commission for approval ;
- iii) Create and abolish posts, the emoluments structures of various posts, i.e., adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay scale, subject to the approval of the UGC;
- (iv) Appoint various scientific, technical, administrative and other officers and staff of the Consortium for those posts for which the Governing Board is the appointing authority, to fix their remuneration, terms and conditions of service, to enforce discipline and to impose penalty in accordance with the rules and the Bye-Laws; if action is to be taken in an emergency, the Director can take necessary action and consequently report to the Governing Board in its next meeting;
- (v) Enter into arrangements with the Central Government, the State Governments and other public or private organisations or individuals within the country, for securing and accepting grant-in-aid, endowments, donations or gifts to the Consortium on mutually agreed terms and conditions, provided that such terms and conditions if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Consortium provided, for any such arrangement with foreign and/or international agencies or organisations, the prior approval of the Central Government through the UGC shall be obtained.
- (vi) Take over, acquire by purchase, gift, exchange, lease or hire, or otherwise, from Central Government, the State Governments and other public or private bodies or individuals, institutions, libraries, laboratories, movable and immovable properties; endowment or other funds together with any attendant obligations and engagements not inconsistent with the objectives of the Consortium, provided, for any such activity involving foreign and/or international agency or organisation, the prior approval of the Central Government through the UGC shall be obtained ;
- (vii) Appoint Committee or sub-Committee for such purposes and with such powers and for such period and on such terms as it may deem fit and dissolve any of them :
- (viii) Delegate such administrative and financial power as it may think proper to the Director and such other officers of the Consortium as may be considered necessary; and to frame, amend and repeal bye-laws, for the administrative and management of the following matters.
 - a) preparation and sanction of budget estimates, sanctioning of expenditure entering into the execution of contracts, investment of the funds of the Consortium, sale or alteration of such investments and maintenance of accounts and their audit ;
 - b) procedure for recruitment of Officers, Scientists and establishment in the service of the Consortium ;
 - c) terms and tenure of appointments, emoluments, allowances, rules of discipline and other conditions of the establishments of the Consortium ;
 - d) terms and conditions governing the grant of scholarships, fellowships and grant-in-aid for research schemes and projects not inconsistent with the objects of the Consortium ;

- e) such other matters as may be necessary for the administration of the affairs and funds of the Consortium ;
- ix) Entertain, adjudicate upon or redress grievances of the employees of the Consortium who may feel aggrieved ;
- x) Transfer or accept transfers of any moveable/ immovable property on behalf of the Consortium with the concurrence of the UGC.

COMMITTEES

- xi) The Govermomp Board will appoint the following committees as per procedure provided in the rules :
 - (A) Finance Committee
 - (B) Scientific Advisory Committee
 - (C) Users' Committee

31 (A)

FINANCE COMMITTEE

The Finance Committee of the Consortium shall consist of the following member :

EX-OFFICIO MEMBERS

- (i) the Chairperson of the Governing Board as the Chairperson of the Finance Committee;
- (ii) the Secretary, UGC;
- (iii) the Financial Advisor, UGC;
- (iv) the Director of the Consortium;
- (v) the Burean Head of the Plan Budget Section, UGC;
- (vi) to (viii) Centre Directors of the three centres at Mumbai, Kolkata and Indore;
- (ix) one member of the Governing Board, nominated by the Chairperson, Governing Board;
- (x) an external member nominated by the UGC;
- (xi) the Administrative Officer of the Consortium, nominated by the Director of the Consortium as non-member Secretary.
- (xii) Bureau Head (IUC), UGC.

The Finance Committee will meet at least once a year. It shall make recommendations to the Governing Board on :

- a) Budget proposals of the Consortium
- b) Consider the Audited accounts and reply to the Annual Audit Report.
- c) Approval of additional positions
- d) Any other matter on which the Governing Board seeks its recommendations.

The minutes of the Finance Committee, agter approval by the Governing Board shall be forwarded to the UGC for examination, approval and release of grants.

The audited statement of accounts for the fiancial year ending on 31st March of the year will be sent to each member of the Finance Committee by the end of July of the year. The meeting of the Finance Committee will be held sometimes in August to :

- (i) discuss and adopt the audit report and statement of account of the Consotium,

- (ii) discuss and approve the budget of the Consortium for the following financial year and also to consider the revised estimates of the current financial year.

One-third of the members shall form quorum at any meeting of the Finance Committee. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However at such adjourned meeting no other business, except that mentioned in its agenda, shall be transacted. In the absence of the Chairperson, the Director will act as the protem Chairperson in a Finance Committee meeting.

31 (B)

SCIENTIFIC ADVISORY COMMITTEE

The Scientific Advisory Committee (SAC) will consist of the following persons ;

- (i) Chairman - a physicist, nominated by the Chairperson of the Governing Board (Rule-29)

EX-OFFICIO :

- (ii) Director of the Consortium - Member Secretary
 (iii) Director of Bhabha Atomic Research Centre, Mumbai or his nominee.
 (iv) Director of R. R. Centre for Advanced Technology, Govt. of India, Indore or his nominee.
 (v) Director of Variable Energy Cyclotron Centre, Govt. of India, Kolkata or his nominee.
 (vi-viii) Centre Directors of the three centres of the Consortium at Mumbai, Kolkata and Indore.
 (ix-xiv) Six scientists familiar with the activities of the Consortium, with at least two from DAE laboratories.,

The scientists will be nominated by the Chairperson of the Governing Board on the recommendation of the Director of Consortium.

The terms of members of the Scientific Advisory Committee will be three years.

One-third of the members shall form a quorum at any meeting of the Scientific Advisory Committee. If there is no quorum at any meeting, it shall stand adjourned and the members shall meet after half an hour. At an adjourned meeting, no quorum be necessary. However, at such adjourned meeting no other business except that mentioned in its agenda shall be transacted. In the absence of the Chairperson of the Scientific Advisory Committee, the present members will choose one among themselves to chair the meeting.

Functions of The Scientific Advisory Committee

The Scientific Advisory Committee will continuously monitor, review and evaluate the programmes and activities of the Consortium. If necessary, the Scientific Advisory Committee may appoint a sub committee consisting of members from Scientific Advisory Committee or outside to advise it regarding specific issues. The Scientific Advisory Committee may recommend an overall review of Consortium's activities once in five years by a Committee consisting of eminent scientists from India and abroad. The Chairperson of the Governing Board may select scientists for this committee from a panel submitted by Scientific Advisory Committee. Their travel and daily expenses will be borne by the Consortium. The Scientific Advisory Committee will develop appropriate instrument and modalities for its functioning.

The Scientific Advisory Committee will advise the Governing Board on matters concerning the association of various universities and other scientific research insitutions of the country with the activities of the Consortium. The Scientific Advisory Committee will also evolve

future directions of work of the Consortium. It may recommend up-gradation of the existing facilities or additions of facilities at the three centres of the Consortium for the benefit of users from the universities and other research institutions.

31 (C)

USERS' COMMITTEE

There will be three Users' Committees, to be constituted by the Director of the Consortium, one each for the three Centres at Mumbai, Kolkata and Indore. Each User's Committee will consist of the following :

- a) Director of the Consortium-Chairman
- b) Centre-Director of the respective Centres of the Consortium, viz., Mumbai, Kolkata and Indore, will work as Convener of the Committee.
- c) Two Senior Scientists from the respective Laboratories of the Department of Atomic Energy at Mumbai, Kolkata and Indore.
- d) Four Scientists, actively associated with the research activities of the respective three centres. These scientists will be nominated by the Director in consultation with the Centre-Director of the Centre. These nominated scientists will have a term of two years, after which fresh scientists may be nominated or some of the existing scientists may be re-nominated.

The Users' Committee for each Centre will meet at least once a year and discuss the facilities available and suggest any improvement and augmentation in the existing pattern such that optimum utilisation of the facilities of the centre including that of the Department of Atomic Energy utilised by that particular Centre may be made. The Users' Committee will submit a report every year on these aspects to the Director. It shall be the duty of Users' Committee to obtain feed-back from all the users of the respective Centres so that the same can be taken into consideration in considering the activities of the particular Centre.

FUNCTIONS AND POWERS OF THE GOVERNING BOARD

32. Every meeting of the Governing Board shall be presided over by its Chairperson. In his/her absence, the members present will chose one from among themselves as the protem chairperson.
33. One-third of the members shall form the quorum at any meeting of the Governing Board. If there is no quorum at any meeting, it shall stand adjourned and members shall meet after half an hour. At an adjourned meeting, no quorum shall be necessary. However, at such adjourned meeting no other business, except that nentioned in its agenda, shall be transacted.
34. Not less than ten days clear notice of every meeting of the Governing Board shall be given to each member of the Governing Board. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
35. Normally two meetings of the Governing Board shall be held in each year.
36. For the purpose of Rule 34, each year shall be deemed to commence on the 1st day of April and terminate on the 31st day of March of the following calendar year.
37. The Chairperson may himself / herself call or by a requisition in writing signed by him / her, may require the Secretary to forthwith call such a meeting.

38. Four members of the Governing Board may requisition in writing duly signed by them require the Secretary to call a meeting of the Governing Board at any time and on receipt of such a requisition the Secretary shall forthwith call such a meeting in consultation with the Chairperson.
39. Each member of the Governing Board shall have one vote and if there shall be an equal number of votes on any question to be decided by the Governing Board, the Chairperson shall have the casting vote.
40. Any business, which may be necessary for the Governing Board to perform, may be performed by a resolution in writing circulated among all its members and any such resolution, so circulated and approved by a majority of the members signing, shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Board provided that at least four members of the Governing Board have recorded their approval of the resolution.
41. In case of a difference of opinion amongst the members of the Governing Board on a question of sufficient importance, the opinion of the majority shall prevail. The ruling of the Chairperson in regard to all questions of procedures shall be final.

FUNCTIONS AND POWERS OF THE CHAIRPERSON OF THE GOVERNING BOARD

42. i) The Chairperson shall exercise such powers for the conduct of the business of the Consortium as may be delegated to him / her by the Governing Board.
- ii) The Chairperson may, with the approval of the Governing Board, delegate such of his / her powers, as may be considered necessary, to the Director.

FUNCTIONS AND POWERS OF THE DIRECTOR OF THE CONSORTIUM

43. (a) The Director will be the executive authority of the Consortium and shall be vested with all powers needed for the administration of the Consortium and shall be responsible for proper administration and control over funds of the Consortium subject to the rules and Bye-Laws. He will provide the academic leadership for the Consortium.
- (b) The Director of the Consortium will be a distinguished Scientist appointed by the President of the Council, only with the approval of the Commission, on the recommendation of a Search Committee. The President of the Council will constitute the Search Committee with at least three eminent scientists out of which one member will be the Chairperson of the Governing Board.
- (c) The terms of appointment of the Director will be for five years and the term can be renewed for further periods of five years at a time or till he attains the age of sixty five years, whichever is earlier.
- (d) The terms and conditions will be fixed by the Governing Board, and in general will be the same as those of the Vice-Chancellors of Central Universities.
- (e) When the Director is on leave upto two months, the routine duties will be performed by the three Centre-Directors in relation to their centres as per powers/authority delegated by the Director. Other matters shall be referred to Chairperson, Governing Board.
- (f) When the Director's office is vacant or when the Director is on long leave exceeding two months, the Chairperson of the Governing Board may appoint an Acting Director, for a period not exceeding six months at a time, with the approval of the President.
- (g) The Director shall, subject to the provisions of the Rules and the Bye-laws and decisions of the Governing Board, exercise general supervision and disciplinary control over the

officers and the staff of the Consortium and prescribe their duties and functions.

- (h) The Director shall co-ordinate and exercise academic leadership and administrative supervision of all the activities of the Consortium.
44. The Director of the Consortium shall act as the Secretary of the Society. For the purpose of Section 44 of the Societies Registration Act, 1973, as applicable in State of Madhya Pradesh, the Secretary shall be considered the Principal Secretary of the Society and may sue or be sued in the name of the Secretary of the Society.
45. The manner of recruitment and conditions of service, emoluments and benefits will be laid down in the Bye-laws under Rule 31.

FUNDS OF THE SOCIETY

46. The funds of the Society will consist of the following :-
- (i) Plan and Non-Plan grants made by the University Grants Commission.
 - (ii) Consultation Fees and other compensatory charges received by the Consortium for maintenance of its facilities.
 - (iii) All money received by the Consortium by way of grants, donations or other contributions.
 - (iv) Miscellaneous receipts.
47. All the funds of the Consortium shall be deposited into the Consortium account with Treasuries/Sub-treasuries including the Reserve Bank of India, branches of the State Bank of India and its subsidiaries and in a Scheduled Nationalised banks and shall not be withdrawn except on cheques signed and countersigned by such Officers / Scientists as may be duly empowered by the Governing Board.
48. The income and the property of the Consortium, howsoever derived, shall be applied towards the promotion of the objectives thereof as set forth in the Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the University Grants Commission to such limitations as the UGC may impose. No portion of the income and property of the Consortium shall be paid or transferred directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time and / or have been members of the Consortium or to any of them or to any persons claiming through them or any of them provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other persons in return for any service rendered to the Consortium.
49. The powers for the creation / utilisation / disposal of assets and funds of the Society vest in the Governing Board, with prior approval of UGC.

ACCOUNTS AND AUDIT

50. The Accounts of the Consortium shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXXVII of 1949) to be appointed by the Governing Board. The nature of audit to be applied, and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation for audit, shall be prescribed by the Bye-Laws to be framed by the Governing Board and approved by the UGC. The report and the audited accounts of the Consortium along with the Auditor's Report thereon shall be placed before the Council, through the Governing Board.

ANNUAL REPORT

51. An Annual Report of the Consortium and of all work undertaken during the year, shall be prepared by the Consortium and submitted to the Governing Board and Council for approval and then forwarded to the University Grants Commission for information.

ALTERATIONS AND AMENDMENTS

- 52.(a) Subject to the provisions of Societies Registration Act, the Rules and Bye-laws of the Consortium may be altered under Article 3(e) of the Memorandum of Association of the Consortium. Such an alteration shall require a resolution of the Governing Board passed by a three-fourths majority of members present and followed by a ratification by the Council by a simple majority of members present. The decision of the Council shall be communicated to the UGC and Registrar of Societies.
- (b) The Memorandum of Association may be amended by the Governing Board recommending the amendment by a three-fourth majority of members present at any meeting, and subsequently the Council approving the same by a simple majority, subject to a final decision of the University Grants Commission, provided that for any major changes in the management structures and financial rules, concurrence of Government of India will be required.
- (c) With prior approval of the UGC, the Society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other society by following the under mentioned procedure.
- (i) The Governing Board shall convene a special General Meeting of the Members of the Society, according to these Rules for the consideration of the said proposition.
- (ii) The Governing Board shall submit the proposition for such alteration, extension or amalgamation as aforesaid to the members of the Society in a written or printed report.
- (iii) Such report shall be delivered or sent by post to every member of the Society ten clear days prior to the said Special General Meeting.
- (iv) Such proposition shall be deemed to have been agreed to if not less than three-fifths of the members of the Society cast their votes in favour either in person or by proxy at the said Special General Meeting, and
- (v) Such propositions shall be confirmed by the votes of three-fifths of members of the Society present at the Second Special General Meeting convened by the Governing Board at an interval of one month after the former meeting.
- (d) The Society, may, with the prior approval of the UGC, change its name by a resolution passed by a majority of the members of the Society at any meeting of the Society convened for the purpose.
- (e) Three-fifths or more, of the members of the Society may determine, with prior approval of the UGC, that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at the time then agreed upon. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed among the members of the Society or any of them, but shall be dealt with in such manner as the UGC may determine.
53. All provisions contained in the clause 40(h) of the Societies Registration Act, as applicable to the State of Madhya Pradesh shall apply to this Society.

ESSENTIAL CERTIFICATE

54. We, the following members of the Governing Board, do hereby certify that this is the true copy of the Rules and Regulations of the UGC-DAE Consortium for Scientific Research, Indore :

SIGNED AT INDORE.

ON

Implementation of the 6th CPC report and changes in Bye-Laws & Service Condition (BLSC).

1. In view of the implementation of the CCS (RP) Rules 2008, the Governing Board has approved modifications in the Bye-Laws and Service Conditions as given below:

Existing

In the Clause 4.2.1:

(a) The annual assessment will be done by grouping the S & T staff in two groups. Group A will consist of all persons who joined the Centre from April 1 to September 30 and Group B of persons joining between October 1 and March 31. The assessment work of Group A/B persons will be initiated by July 31/January 31 and completed by September 15/March 15

In normal case the date of promotion and increment will be 1 January / 1 July respectively for Group B / Group A.

(b) The employees will fill a prescribed Self-Assessment Form (SAF) in the month of July/January, depending on the date of joining (see previous para).

The assessment for each employee below the Scientist / Engineer D (Rs.10000-15200 pm) grade is to be done by an assessor assigned by the Centre Director for each person.

For all persons in the grade Rs.10000-15200 and above (Scientist/Engineer D and above) the Centre-Director will do the assessment and initial grading which will be countersigned by the Director. In case of difference in grading the Director will state the reasons in writing with his / her remarks.

Approved by Governing Board

(a) The annual assessment will be done for period ending on June30.

In normal case the date of promotion and increment will be July 1.

(b) The employees will fill a prescribed Self-Assessment Form (SAF) in the month of July.

The assessment for each employee below the Scientist / Engineer D (getting Grade Pay of Rs.6600) grading is to be done by an assessor assigned by the Centre-Director for each person.

For all persons getting Grade Pay of Rs.6600 and above (Scientist/Engineer D and above) the Centre-Director will do the assessment and initial grading which will be countersigned by the Director. In case of difference in grading the Director will state the reasons in writing with his / her remarks.

(c) A committee consisting of the Director and all the Centre-Directors will give an overall performance index A+ (Extraordinary = 10), A (Excellent = 9), B+ Very good = 8), B (Good = 7), C+ (Above average = 6), C (Average = 5), D (Marginal = 4). This will be the API of the employee.

In the Clause 4.2.3:

The TPI is greater than a pre-assigned number N.

(i) For Scientific staff this number shall be 33 for grade upto Rs.10000-15200 and 40 for higher grade upto the grade of Rs.14300-18300.

(ii) For the Technical staff N shall be 25 for grades upto Rs.5500-9000, 33 for higher grade upto Rs.10000-15200 and 40 for higher grades upto Rs.14300-18300.

Procedures for grades above Rs.14300-18300 will be different and will not be subjected to Screening Committee.

In the Clause 4.2.5:

Promotion of Persons in Pay Scales Higher than Rs.14,300-18,300:

Persons holding posts carrying pay scale of Rs.14,300-18,300 and above will normally be considered for promotion immediately after completing five years in the scale...

(c) A committee consisting of the Director and all the Centre-Directors will give an overall performance index A+ (Extraordinary = 10), A (Excellent = 9), B+ Very good = 8), B (Good = 7), C+ (Above average = 6), C (Average = 5), D (Marginal = 4). This will be the API of the employee. For part-year CR, API of the employee will be weighted by the fraction of year covered by the CR.

The TPI is greater than a pre-assigned number N.

(i) For Scientific staff this number shall be 33 for employees getting Grade Pay upto Rs.6600 and 40 for employees getting higher Grade Pay upto Rs.8700.

(ii) For the Technical staff N shall be 25 for employees getting Grade Pay upto Rs.2800, 33 for employees getting higher Grade Pay upto Rs.6600 and 40 for employees getting higher Grade Pay upto Rs.8700.

Procedures for employees getting Grade Pay above Rs.8700 will be different and will not be subjected to Screening Committee.

Promotion of Persons Getting Grade Pay higher than Rs.8700:

Persons getting Grade Pay of Rs.8700 and above will normally be considered for promotion immediately after completing five years in the scale...

Further amendments approved by GB on 30-Sep-2009 and by GC on 19-Feb-2010

The Governing Board has approved the following amendments in the rules of Memorandum of Association in its meeting held on 30th September 2009. This was in response to instructions received from UGC.

Existing

The Accounts of the Consortium shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXXVII of 1949) to be appointed by the Governing Board. The nature of audit to be applied, and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation for audit, shall be prescribed by the Bye-Laws to be framed by the Governing Board and approved by the UGC. The report and the audited accounts of the Consortium along with the Auditor's Report thereon shall be placed before the Council, through the Governing Board.

Approved by Governing Board

The Accounts of the Consortium shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXXVII of 1949) to be appointed by the Governing Board. The nature of audit to be applied, and the detailed arrangements to be made in regard to the form of accounts and their maintenance and presentation for audit, shall be prescribed by the Bye-Laws to be framed by the Governing Board and approved by the UGC. The report and the audited accounts of the Consortium along with the Auditor's Report thereon shall be placed before the Council, through the Governing Board. However, the accounts of the Consortium shall also be open to inspection both by the CAG of India and by the UGC (Internal Audit) in compliance to Rule 211.(1) of the GFR, 2005.

