

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**  
**MUMBAI**

**MEMORANDUM OF ASSOCIATION**

**1. NAME**

The name of the Society is "**The International Institute for Population Sciences, Mumbai**" (hereinafter called the 'Society').

**2. OFFICE**

The office of the Society shall be situated in the State of Maharashtra.

**3. OBJECTS**

The objects for which the Society is established are:

1. To train persons from India and other countries in Population Sciences and related fields, including the demographic aspects of family planning programme.
2. To undertake scientific research on population problems that are of special importance to India and other countries in ESCAP region.
3. To collect, organize and disseminate demographic information about population of India and other countries in the world.
4. To provide services of research, evaluation, training, consultation and guidance related to population problems to Government departments, Public corporations or private establishments as deemed desirable in pursuance of the objectives of the Society.
5. To undertake, organize and facilitate study courses, conferences, lectures, seminars and the like to promote the aforesaid objectives.

To grant subject to such conditions as the Institute may determine, on the recommendations of its Academic Council, Degrees, Diplomas and Certificates to, and confer appropriate degrees and academic distinctions (on the basis of examinations, evaluation or any other method of testing) on persons, and to withdraw any such Diplomas, Certificates, Degrees or other academic distinctions for good and sufficient cause.

To confer honorary degrees or other distinctions in the manner as may be prescribed in the Bye-Laws.

6. To undertake and provide for publications of journals and research papers and books including text books and reference books and to establish and maintain libraries and information services in furtherance of the objectives of the Society.
7. To subscribe to or become a member of on or to cooperate or amalgamate with any other association or society whose objects are similar to that of the Society.
8. To stimulate interest in population problems generally and to cooperate with and assist in related research and training by other agencies and institutions or professional associations.
9. To invite representatives of Government or Universities and other Institutions and Organizations, Indian and Foreign, to deliver lectures on subjects in which the Society is interested.
10. To establish such working relationships with the United Nations and other international or national organizations in the functioning of the Institute, as may be deemed desirable in pursuance of its objectives and considered proper by the Government of India.
11. To cooperate with international agencies engaged in population research and training and arrange for interchange of personnel, materials and data.
12. To create administrative, technical, ministerial and other posts under the Society.
13. To appoint and hire services or discharge/terminate the services of personnel and to pay them, in return for the services rendered to the Society, salaries, wages, gratuities, provident funds, pensions and such other allowances or remunerations as per rules and regulations of the Society.
14. To accept grants of money, securities and properties of any kind on such terms as may seem expedient. To fix and demand such fees including tuition fees and other charges as may be laid down in the Rules and Bye-Laws.
15. To issue appeals and applications for money and funds in furtherance of the said objects and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and

privileges to the donors, subscribers, and other benefactors as the Society may consider proper.

16. To invest and deal with funds and moneys of the Society.
17. To acquire by gift, purchase, exchange, lease, hire or otherwise, howsoever, any property movable or immovable which may be necessary or convenient for the purpose of the Society and to build, construct, improve, alter demolish and acquire such buildings, works and constructions as may be necessary for carrying out the objects of the Society.
18. To borrow and raise moneys with or without security or on the security of a mortgage, charge or hypothecation or pledge of all or any of the movable or immovable property belonging to the Society or in any other manner whatsoever, provided that prior approval in writing of the Government of India is obtained in that behalf.
19. To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Society for the furtherance of its objects provided prior approval of the Government of India is obtained for the transfer of immovable property.
20. To enter into any agreement with any Government or Authority, municipal, local or otherwise to obtain from such Government or authority any rights, privileges, concessions fiduciary or otherwise that the Society may deem desirable to obtain and carry out, exercise and comply with such arrangements, rights, privileges and concessions, so acquired in furtherance of the objects of the Society.
21. To draw, make, accept, endorse, discount, execute, sign, issue and otherwise deal with cheques, hundies, drafts, certificates, receipts, Government securities, promisory notes, bills of exchange or other instruments, and securities whether negotiable or transferable or not, for the purpose of the Society.
22. To accept and undertake the management of any endowment or trust fund or donation to further the objects of the Society.
23. To establish a contributory /general provident fund for the benefit of the employees of the Society.

24. To institute, offer and grant prizes, awards, scholarships, research grants and stipends in furtherance of the objects of the Society.
25. To pay all costs, charges and expenses incurred in the promotions, formation, establishment and registration of the Society.
26. To do all such other lawful acts and things either along or in conjunction with other organizations or persons as the Society may consider necessary, incidental or conducive to the attainment of the above said objectives.

#### 4. GENERAL COUNCIL

The names, addresses, occupations and designations of the First President, Vice-Presidents and Members of the General Council, to whom the management of the affairs of the Society as Deemed University is entrusted, till such time the various bodies are constituted in accordance with the Rules and Regulations of the Society, will be as follows:

Sr. No.	Name	Address	Occupation	Designation
1	Shri B. Shankaranand	Union Minister of Health and Family Welfare, Nirman Bhavan, New Delhi - 11.	Union Minister of Health and Family Welfare,	President
2	Dr.(Mrs.) Madhuri R. Shah	Chairman U.G.C. New Delhi.	Chairman U.G.C.	Vice-President
3	Shri C.R. Vaidyanathan	Secretary to the Govt. of India, Ministry of Health and Family Welfare Nirman Bhavan, New Delhi - 11	Secretary, Ministry of Health and Family Welfare,	Vice-President
4	Mrs. Serla Grewal	Secretary Ministry of Education, Govt. of India, New Delhi.	Secretary Ministry of Education,	Member

Sr. No.	Name	Address	Occupation	Designation
5	Shri R.P. Kapoor	Additional Secretary and Commissioner (FW) Ministry of Health and Family Welfare, Nirman Bhavan, New Delhi - 11.	Additional Secretary	Member
6	Shri R.M. Bhargava	Joint Secretary and Financial Advisor Ministry of Health and Family Welfare Nirman Bhavan, New Delhi.	Joint Secretary	Member
7	Dr. M.S. Gore	Vice-Chancellor University of Mumbai, Fort, Mumbai.	Vice-Chancellor University of Mumbai.	Member
8	Dr.(Mrs.) Jyothi Ben Trivedi	Vice-Chancellor S.N.D.T., University, Mumbai.	Vice-Chancellor S.N.D.T. University.	Member
9	Dr. K. Srinivasan	Director IIPS, Mumbai.	Director IIPS.	Member

## 5. SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION

We, the undersigned are desirous of being formed into Society, under the Societies Registration Act XXI of 1860 as extended to the State of Maharashtra, in pursuance of this Memorandum of Association.

Sr. No.	Name	Address	Occupation
1	Dr. Sushila Nayar	Minister for Health Family and Planning Govt. of India New Delhi	Minister for Health and Family Planning Govt. of India

Sr. No.	Name	Address	Occupation
2	Dr. V.K.R.V. Rao	Member Planning Commission Yojana Bhavan, Parliament Street, New Delhi.	Member Planning Commission
3	Mr. Govind Narain	Secretary to the Govt. of India, Minister of Health and Family Planning (Dept. of Family Planning) New Delhi.	Secretary to the Govt. of India
4	Dr. K.N. Rao	Director-General of Health Services, Govt. of India New Delhi.	Director-General of Health Services,
5	Mr. D.J. Madan	Joint Secretary Ministry of Finance (Dept. of Expenditure) New Delhi.	Joint-Secretary Ministry of Finance
6	Lt. Gen. S.P. Bhutia	Commissioner Family Planning Govt. of India Patiala House, New Delhi.	Commissioner Family Planning
7	Mr. S.P. Jain	Director Demographic Training and Research Centre Chembur Mumbai - 71.	Director Demographic Training and Research Centre

**THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES  
MUMBAI**

**RULES AND REGULATIONS**

**1. DEFINITIONS**

In these Rules, unless there is anything repugnant in the subject or context:

- (a) **"The Institute"** means the International Institute for Population Sciences, Mumbai;
- (b) **"The General Council"** means the General Council of the Institute, established under these Rules and Regulations;
- (c) **"President"** means the President of the General Council of the Institute;
- (d) **"Vice-President"** means the Vice-President of the General Council of the Institute;
- (e) **"The Executive Council"** means the Executive Council of the Institute, appointed under these Rules and Regulations, to manage the day to day affairs of the Institute;
- (f) **"Chairman"** means the Chairman of the Executive Council of the Institute;
- (g) **"Director and Senior Professor"** means the Director of the Institute;
- (h) **"Registrar"** means the Registrar of the Institute;
- (i) **"Government"** means the Central Government;
- (j) **"Year"** means the year ending on 31<sup>st</sup> March; and
- (k) **"Member"** means a Member of the General Council, Executive Council, Academic Council, Standing Finance Committee and Standing Recruitment Committee.

**2. GENERAL COUNCIL**

The composition of the General Council shall be as follows:

- (a) President - Minister for Health and Family Welfare/(MOS), Government of India.

- (b) Vice-President - Secretary (Family Welfare), Ministry of Health and Family Welfare, Government of India.
- (c) An officer equivalent to Joint Secretary (In-charge of IIPS), Ministry of Health and Family Welfare, Government of India,....Member<sup>1</sup>.
- (d) Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India,....Member.
- (e) Director of the International Institute for Population Sciences, Mumbai, Member.
- (f) One nominee of the Ministry of Education, Member.
- (g) One representative of Sir Ratan Tata Trust, Mumbai, Member.
- (h) Vice-Chancellor of the Bombay University, Member.
- (i) Vice-Chancellor of the S.N.D.T. University, Member.
- (j) Director of Tata Institute of Social Sciences, Mumbai, Member.
- (k) The Director General of Health Services, New Delhi, Member.
- (l) The Director General of Central Statistical Organization, New Delhi, Member.
- (m) The Registrar-General and Census Commissioner of India, New Delhi, Member.
- (n) The Director General, Indian Council of Medical Research, New Delhi, Member.
- (o) Not more than three members to be nominated by the president of the Council eminent in the various fields of study in the Institute but not employees of the IIPS, of whom one shall be the Director of National Institute of Health and Family Welfare, New Delhi.
- (p) A nominee of the State Government of Maharashtra, Member.
- (q) One representative each of Professors, Readers and Lecturers to be nominated by the President by rotation in order of seniority for a period of one year as Member.

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<sup>1</sup> Changes incorporated as per MoHFW Letter No.A.45011/10/98-C&G dtd.27.09.2000.

(r) Registrar of IIPS - Non-Member Secretary.<sup>II</sup>

1. The President may invite for (any meeting of the Council) representatives of other organizations or institutions which may be concerned with the work programme of the Institute and individuals with a special knowledge of or interest in the work programme of the Institute.
2. The tenure of the Members, who are not ex-officio Members, shall be at the discretion of the respective nominating authority. The nominating authority may, at any time, cancel the nomination of any person appointed by it at any time even though he may have been appointed for a fixed period and appoint another person in his place.

### **3. POWERS AND FUNCTIONS OF THE GENERAL COUNCIL**

1. The General Council shall be the supreme policy making, governing and appellate body of the Institute.
2. Subject to the provisions of the Societies Registration Act 1860 and subject to the prior approval of the Government of India, the General Council may alter, extend or abridge any purpose or purposes for which the Institute is established.
3. Subject to the approval of the Government of India, the General Council may make or alter the Rules and Regulations of the Institute at any time by a resolution passed by a majority of not less than three-fifths of members present and voting at any meeting of the General Council which shall have been convened for the purpose after giving due notice of such resolution to the members of the General Council.
4. Appointment to the post of "Director and Senior Professor" and Professor shall be made by the General Council, subject to the prior approval of the Government of India<sup>III</sup>.

### **4. MEETING OF THE GENERAL COUNCIL**

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<sup>II</sup> Deletion of Rule 2(r) and amend Rule 2(s) to read as Rule 2(r) duly carried out as approved by the General Council at its 31st meeting held on Aug 5, 1999 and also as per approval contained in the MoHFW letter No.45012/10/98-C&G dtd 27.9.2000.

<sup>III</sup> Amended as approved by the Executive Council at its 77th meeting held on 21.6.1999

1. The Annual General Meeting of the General Council shall be held as soon as feasible but not later than nine months, after the expiry of every year, to consider the annual report and accounts of the Institute, to appoint auditors and to consider and approve programme of work generally for the ensuing year.
2. At every Annual General Meeting, the Executive Council shall place before the members the annual report of the Institute and accounts of the Institute relating to the preceding year and the General Council may adopt the report and the accounts with such modifications and recommendations as it may deem fit. Copies of the annual report and accounts of the Institute, adopted by the General Council, shall be supplied to the members and to the Government of India.
3. The President may convene Special Meeting of the General Council whenever he thinks it necessary to do so, in addition to the Annual General Meeting.
4. **QUORUM:** Eight members of the General Council shall constitute the quorum at any meeting of the General Council.

If at any meeting of the General Council, there is no quorum, the meeting shall stand adjourned to a date to be fixed by the President or Vice-President as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

## 5. EXECUTIVE COUNCIL

The composition of the Executive Council shall be as follows:

- (a) Chairman - Secretary (Family Welfare), Ministry of Health and Family Welfare, Government of India.
- (b) Additional Director General, (Stats) Ministry of Health and Family Welfare, Government of India – Member<sup>IV</sup>
- (c) An officer equivalent to Joint Secretary (In-Charge of IIPS), Ministry of Health and Family Welfare, Government of India...Member.

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<sup>IV</sup> Amendments made as approved by the General Council at its 38<sup>th</sup> meeting held on August 20, 2007 and vide Ministry's approval contained in letter No.A.45012/10/2008-Stats.II dtd. May 16, 2008.

- (d) Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India...Member.
- (e) Director of the International Institute for Population Sciences, Mumbai...Member.
- (f) Director of the Tata Institute of Social Sciences, Mumbai...Member.
- (g) Vice-Chancellor of S.N.D.T. Women's University, Mumbai...Member.
- (h) Two out of three nominees of the 'President' included under category (p) of the composition of the General Council, to be nominated by the President...Member.
- (i) One nominee of Sir Dorabji Tata Trust...Member.
- (j) One representative each of Professors and Readers to be nominated by the Chairman by rotation in order of seniority for a period of one year...Member.
- (k) Registrar of IIPS - Non-Member Secretary.

The President shall nominate the Chairman of the Executive Council.

## **6. POWERS AND FUNCTIONS OF THE EXECUTIVE COUNCIL.**

1. Subject to the general control and direction of the General Council and subject to such limitations as the Government of India may impose from time to time, the Executive Council shall have full power and authority to do all acts, matters, things and deeds which may be necessary or expedient for the purpose of the Institute including powers in respect of the following matters:
  - (a) Broad policy to carry out the purpose of the Institute;
  - (b) The review and sanction of budget estimates;
  - (c) Sanctioning of expenditure, as defined in financial bye-laws;

- (d) Investments of the funds at the Institute, and
  - (e) Management of the Institutions and properties of the Institute and expending moneys required for that purpose.
2. The Executive Council may, by resolution, appoint one or more committees or sub-committees for such purpose as may be specified by it and delegate any powers to such Committee or Sub-Committee.
  3. All appointments to the posts carrying an initial pay of Rs.2.200/- p.m. (pre-revised) or more, but not exceeding a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs.6,700/- per mensem (pre-revised) or more, shall be made by the Executive Council. Appointment to the posts having a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs.6,700/- (pre-revised) per mensem or more other than the post of "Director & Sr. Professor" shall be made by the Executive Council, subject to the prior approval of the Government of India<sup>V</sup>.

The Executive Council will also constitute the Standing Recruitment Committee for recruitment to different categories of posts.

4. The Executive Council of the Institute may, by resolution, delegate to the Chairman such of its powers as it may deem fit for the conduct of business.
5. Subject to the approval of the Government of India, the Executive Council may frame, alter or repeal bye-laws for the proper conduct of business of the Institute for which no specific provision has been made in these rules. Such bye-laws shall be passed by the Executive Council by a majority of not less than 3/5th of the members present.

## **7. MEETING OF THE EXECUTIVE COUNCIL**

1. The Executive Council of the Institute shall meet as often as necessary, but atleast thrice in a year.

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<sup>V</sup> Amendments made as approved by the General Council at its 31st meeting held on August 5, 1999 and vide Ministry's approval contained in letter No.A.45012/1/99-C&G dtd April 5, 2000.

2. The meeting of the Executive Council may be convened by the Chairman or by any other member of that Council who may be authorized in this behalf by the Chairman.
3. QUORUM: Four members of the Executive Council shall constitute the quorum at any meeting of the Executive Council.

If at any meeting of the Executive Council there is no quorum, the meeting shall stand adjourned to a date to be fixed by the Chairman as the case may be. If at any adjourned meeting, there is no quorum, the members present shall constitute the quorum.

## 8. THE ACADEMIC COUNCIL

The Academic Council shall be the academic body of the Institute and shall, subject to the provisions of the Memorandum of Association and Rules and Regulations, have the control over, and be responsible for, the maintenance of standards of education, research and examination within the Institute, and shall exercise such other powers and perform such other duties as may be assigned to it from time to time by the Executive Council. The Academic Council may constitute a separate Board of Studies and a separate Board of Research or a combined one, as found necessary. It shall advise the Executive Council on all academic matters including the award of degrees, diplomas and certificates. The composition of the Academic Council and its powers shall be as follows:

### **Composition:**

The Academic Council shall be as follows:

- (i) The Director, who shall be the Chairman of the Academic Council;
- (ii) Additional Director General (Stats), Ministry of Health and Family Welfare, Government of India – Member<sup>VI</sup>
- (iii) Director, Family Welfare Training and Research Centre (F.W.T.R.C, ) – Member<sup>VI</sup>
- (iv) All Professors of the Institute and 'Heads' of departments;.....Members.

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<sup>VI</sup> Amendments made as approved by the General Council at its 38<sup>th</sup> meeting held on August 20, 2007 and vide Ministry's approval contained in letter No.A.45012/10/2008-Stats.II dtd. May 16, 2008.

- (v) Four professional experts from outside the Institute in the related fields for a period of two years to be appointed by the Executive Council;.....Members
- (iv) A representative of the Ministry of Health and Family Welfare;.....Member
- (v) Two Readers and one Lecturer to be appointed by the Director, for term of one year only as Members;
- (vi) A representative of University Grants Commission;.....Member

One of the Professors to be nominated by the Director will serve as the Member-Secretary of the Council on rotation for a term of two years.

## **9. POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

The Academic Council shall have the following powers and functions:

- (a) To report on any matter referred to or delegated to it by the Executive Council;
- (b) To make recommendations to the Executive Council with regard to the creation, classification and the abolition of academic posts in the institute, as also their emoluments and duties;
- (c) To recommend to the Executive Council the formulation, modification, or revision of schemes for the organization of studies in the various Divisions and Departments on the advice of the appropriate Boards of Studies/Research and to assign to such Divisions and Departments their respective subjects;
- (d) To promote research within the Institute and to prepare, from time to time, reports on such research;
- (e) To consider various research and teaching proposals referred to it from time to time and recommend them for funding;
- (f) To recognize diplomas and degrees of other institutions and to determine their corresponding value in relation to the certificates, diplomas and degrees of the Institute;
- (g) To appoint a Committee or Committees for admission of students to the Institute;

- (h) To recommend to the Executive Council the institution of fellowships, scholarships, medals, prizes etc;
- (i) To fix, subject to any conditions accepted by the Executive Council, the time, mode and conditions of competition for fellowships, scholarships and other prizes and to award the same;
- (j) To appoint examiners and, if necessary, to remove them and to make recommendations to the Executive Council regarding the fees, travelling expenses and other emoluments payable to them;
- (k) To arrange for the examination of students;
- (l) To consider the examination results and to make recommendations regarding the award to certificates, degrees and diplomas, in which matters its decision will be final;
- (m) To arrange for the notification of lists of prescribed and/or recommended books and to publish syllabi of the prescribed courses of study;
- (n) To perform, in relation to academic matters, all such duties as may be necessary for the proper conduct of the Institute.

Provided that in respect of (b), (h), (i) and (j) above, the Academic Council's proposals shall be examined by the Standing Finance Committee and put up with the latter's recommendation to the Executive Council.

## **10. MEETINGS OF THE ACADEMIC COUNCIL**

1. The Academic Council shall meet atleast two times in a year. Six members will constitute the quorum for the meeting.
2. The meeting of the Academic Council may be convened by the Director or by any other member who may be authorised by him in this behalf.

## **11. STANDING FINANCE COMMITTEE**

The composition of the Standing Finance Committee shall be as follows:

- (a) Chairman – Joint Secretary (FA), Ministry of Health and Family Welfare, Government of India.

- (b) An officer equivalent to Joint Secretary concerned in the Ministry of Health and Family Welfare, Government of India, Member.
- (c) Director, International Institute for Population Sciences, Mumbai...Member.
- (d) One Professor and One Reader to be nominated by the Chairman by rotation in order of seniority for a period of one year, Member.
- (e) Registrar of IIPS- Non-Member Secretary.  
The president shall nominate the Chairman of the Standing Finance Committee.

## **12. POWERS AND FUNCTIONS OF THE STANDING FINANCE COMMITTEE**

1. The powers and functions of the Standing Finance Committee shall be as follows:
  - (a) To consider and recommend for approval to the Executive Council the annual budget estimates of the Institute;
  - (b) To consider and recommend for approval the annual audited accounts of the Institute;
  - (c) To consider and recommend for approval new financial proposals which may arise during the course of the year and which may not have already been provided for in the budget;
  - (d) To approve the reappropriations between previously approved major heads;
  - (e) To consider and recommend for approval proposals for creations of new posts;
  - (f) Any other matter that may, from time to time, be assigned to the Standing Finance Committee by the Executive Council.

2. Quorum: Three members of Standing Finance Committee shall constitute the quorum of any meeting of the Standing Finance Committee.

**13. MEETING OF THE STANDING FINANCE COMMITTEE**

1. The Standing Finance Committee shall meet as often as necessary; but at least twice a year.
2. The meeting of the Standing Finance Committee may be convened by the Chairman of the Committee or by any other member of the Committee who may be authorized in his behalf by the Chairman.

**14. NOTIFICATION OF MEETINGS**

1. A written notice shall be sent to every member of the General or Executive Council or Standing Finance Committee or Academic Council either personally or through post, at the address mentioned in the role of members.
2. Any notice so sent by post shall be deemed to have been duly served and in proving such services it shall be sufficient to show that the cover containing such notice was properly addressed and put into the post office.

**15. The General Council or the Executive Council or Standing Finance Committee or Academic Council** shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or co-option of any member and no act of the General Council or the Executive Council or Standing Finance Committee or Academic Council shall be invalidated by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or co-option of any member.

**16. In case of difference of opinion among the members of the General Council or of the Executive Council or Standing Finance Committee or Academic Council** at any meeting, the opinion of the majority shall prevail. Each member of the General Council including the President, or of the Executive Council including the Chairman or of the Standing

Finance Committee including Chairman or of the Academic Council including the Chairman shall have one vote and if there be equality of votes or any question, the presiding officer, as the case may be, shall, in addition, have a casting or second vote.

## **17. RESOLUTION BY CIRCULATION**

Subject as hereinafter provided any business which it may be necessary for the Executive Council or Standing Finance Committee or Academic Council to perform may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of members of the Executive Council or Standing Finance Committee or Academic Council shall be as valid and effectual as if it had been passed at a meeting of the Executive Council duly convened and held.

Save for any reason if the General Council has not met within the stipulated time of nine months from the expiry of the year to approve the Annual Report and Accounts that are to be placed in both Houses of Parliament, the same could be approved by a resolution by circulation amongst the members of the General Council subject to its approval by majority of members. The provision of resolution by circulation shall not be exercisable in the next year if the General Council meeting for previous year is not held.<sup>VII</sup>

## **18. ALLOWANCES TO THE MEMBERS**

1. Member of the General and Executive Council and Standing Finance Committee and Academic Council and the committees or sub-committees formed by them, if they are not officers of the Central or State Government may receive travelling and daily allowances for attending meetings at rates comparable to Grade I Officer of the Central Government. A Member of Parliament shall, however, be paid only compensatory allowance as provided under the Parliament (Prevention of Disqualification) Act, 1959, until he ceases to be a Member of Parliament.
2. The President may, for special reasons, sanction journey by air not otherwise admissible to members of the General and Executive Council and Standing Finance Committee and the Academic Council and Sub-Committees. In such cases T.A. shall

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<sup>VII</sup> Additional provision made as approved by the General Council at its 36th Meeting held on January 9, 2005 and also vide MoHFW approval contained in their letter No.A.45012/18/2005-Admn-II dtd 6.12.2005.

be paid at the rates admissible to Grade I Officers of the Central Government for such journeys.

## **19. SPECIAL CLAUSES**

1. Any amendment to the Rules and Regulations and Bye-laws of the Institute would require the prior approval of the Central Government in the Ministry of Health and Family Welfare.
2. The President shall have powers to inquire into the affairs of the Institute.
3. The Central Government in the Ministry of Health and Family Welfare would have the power to change the existing rules, regulations and bye-laws of the Institute within the period of one year of the Institute becoming a Deemed University.

## **20. FUNDS OF THE INSTITUTE, ACCOUNTS AND AUDIT**

1. The funds of the Institute shall consist of the following:
  - (a) Grants made by or through the Central or any State Government;
  - (b) Grants made by the University Grants Commission;
  - (c) Donations and contributions from other sources; and
  - (d) Other income and receipts of the Institute.
2. The Bankers of the Institute shall be the State Bank of India and / or any other nationalized bank. All funds received shall be paid into the Institute's Account with the State Bank of India and / or any other nationalized bank and shall not be withdrawn except on a cheque signed by the Accounts Officer and counter-signed either by the Registrar or Director or any other authority authorized by the Director in this behalf, or as per provisions in the bye-laws.
3. The Institute shall maintain proper accounts and other relevant records and prepare annual statement of accounts including the Balance Sheet in such form as may be prescribed by the Government in consultation with the Comptroller and auditor General of India.

4. The Accounts of the Institute shall be audited annually by the Auditor appointed by the Government and any expenditure incurred in connection with the accounts of the Institute shall be payable by the Institute. The Auditor of the Institute shall have the right to demand the production of books, accounts, vouchers and other documents and papers and to inspect the offices of the Institute as may be required or necessary for the purpose of audit.
5. The results of audit shall be communicated by the Auditor to the Executive Council of the Institute who shall submit a copy of the Audit Report along with its observations to the Ministry of Health and Family Welfare, Government of India/University Grants Commission and to the Institute. The Auditor shall also forward a copy of the report direct to the Ministry of Health and Family Welfare, Government of India/University Grants Commission.

## **21. GENERAL**

1. All contracts, deeds and other instruments shall be executed on behalf of the Institute or members of the Executive Council by the Director as per the provisions in the Bye-laws, or by any other member of the Executive Council if so authorized by a resolution passed in that behalf.
2. For the purpose of the Section 6 of the Societies Registration Act, 1860 (as applicable to the State of Maharashtra), the Registrar of the Institute shall be considered its Principal Secretary and the Institute may sue or be sued in the name of the Registrar.
3. When a person has been nominated a member of the General or Executive Council or Standing Finance Committee or Academic Council by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
4. A member of the General Council or Executive Council or Standing Finance Committee or Academic Council shall cease to be a member if he resigns, becomes of unsound mind and /or is adjudged insolvent or is convicted of a criminal offence involving moral turpitude.

5. Any vacancy in the General Council or Executive Council or Standing Finance Committee or Academic Council may be filled up by appointment by the Authority concerned and the term and office of a member so appointed shall continue only for the remainder of the term of the member in whose place he has been appointed.

## **22. INCOME AND PROPERTY**

The income and property of the Institute, however derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association subject, nevertheless, to such conditions or restrictions as the Government of India or any State Government or University Grants Commission, may impose in respect of expenditure of grants made by them to the Institute. No portion of the income and property of the Institute 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, are or have been member of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration to any member thereof or other person in return for any service rendered to the Institute or for travelling allowance, halting allowance or any other similar charges.

## **23. WINDING UP**

1. The Institute may be dissolved in accordance with the provisions of Sections 13 and 14 of the Societies Registration Act (XXI of 1860) after obtaining the previous consent of the Government of India in that behalf. If, on the winding up or dissolution of the Institute, there shall remain, after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Institute or any of them.
2. But it shall be lawful for the members to determine by majority of the votes of the members present at the time of dissolution of the Institute that such property shall be given to the Government of India to be utilized for any of the purposes referred to in Section 1 of the Societies Registration Act (XXI of 1860).

CERTIFIED to be true and correct copy of the rules and Regulations of the International Institute for Population Sciences, Mumbai.

1.

2.

3.

Place:

Dated the

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**DEONAR, MUMBAI - 400 088.**

**BYE-LAWS**

**(Corrected upto June 2008)**

In exercise of the powers conferred by Rule 6(5) of the Rules and Regulations of the International Institute for Population Sciences, the Executive Council hereby makes the following Bye-Laws, namely:

**INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**BYE-LAWS "1967"**

**PART I - GENERAL**

**1. Short title and commencement:**

1. These Bye-Laws may be called the International Institute for Population Sciences Bye-Laws, 1986.
2. They shall be deemed to have come into force on 19-12-1986.

**2. Definitions:**

In these bye-laws, unless the context otherwise requires:

- (a) "GENERAL COUNCIL" means the General Council of the International Institute for Population Sciences;
- (b) "EXECUTIVE COUNCIL" means the Executive Council of the International Institute for Population Sciences appointed under Rule 5 of the Rules and Regulations, to assist the General Council and to manage the day to day affairs of the Institute;
- (c) "PRESIDENT" means the President of the General Council of the International Institute for Population Sciences;
- (d) "VICE-PRESIDENT" means the Vice-President of the General Council;
- (e) "CHAIRMAN" means the Chairman of the Executive Council;

- (f) "SECRETARY" means the Secretary of the Executive Council;
- (g) "APPOINTING AUTHORITY" in relation to any post under the Institute means the authority competent to make appointments to the post;
- (h) "ACADEMIC COUNCIL" means the Academic Council constituted under Rule 8 of the Rules and Regulations of the Institute;
- (i) "STANDING FINANCE COMMITTEE" means Standing Finance Committee constituted under Rule 11 of the Rules and Regulations of the Institute;
- (j) "GOVERNMENT" means the Central Government;
- (k) "INSTITUTE" means the International Institute for Population Sciences;
- (l) "DIRECTOR" means the Director and Senior Professor of the International Institute for Population Sciences;
- (m) "EMPLOYEE" means a person serving in the Institute on any post;

Employees are further divided into two categories, viz., (a) Academic Staff and (b) Non-Academic Staff.

(b) Academic Staff will mean and include

- (i) Members of the faculty, consisting of Director, Professors, Readers and Lecturers, and other categories recognized as such by UGC from time to time.
- (ii) Any other category of staff declared as academic staff by the Executive Council.

(c) Non-Academic staff will mean and include all other staff not covered in (i) and (ii) above.

- (n) "RULES" means the Rules and Regulations of the International Institute for Population Sciences;
- (o) "APPENDIX" means an Appendix to these Bye-Laws;
- (p) "YEAR" means the year ending on 31<sup>st</sup> March.

## **PART II - BYE LAWS FOR CONDUCT OF BUSINESS**

### **1. Meeting of the Executive Council**

1. The Executive Council shall ordinarily meet at the Institute on such date and time as the Chairman, or any other person authorized to convene the meeting in terms of the provisions of Clause 7(2) of the Rules and Regulations of the Institute, may decide.
2. An extraordinary meeting of the Executive Council shall also be called on a written requisition made by at least five members of the Executive Council.
3. The Secretary shall send to the members notice of every meeting of the Executive Council at least fourteen days in the case of an ordinary meeting and at least seven days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent at least 7 and 5 days respectively before the date of the meeting.
4. The Chairman shall preside over the meeting of the Executive Council. In his absence, a member chosen by the members present on the occasion shall function as the Chairman of the meeting.
5. Any member desirous of moving any resolution at a meeting of the Executive Council shall give notice thereof in writing to the Secretary, so as to reach him not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately by the Secretary to the members and be included in the agenda of the meeting.
6. Any matter not included in the agenda and of which notice as mentioned in sub-para (5) above has not been given, may be considered at meeting of the Executive Council with the permission of the Chairman.
7. The proceedings of meetings of the Executive Council shall be recorded in a Minute Book to be maintained by the Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

## **2. Powers and Duties of the Director**

The Director shall exercise the powers and discharge the duties mentioned below:

1. He shall be in-charge of the administration of the Institute and shall allocate duties to employees. However, with regard to Academic Staff, he shall allocate duties in consultation with the concerned Head of the Department. He shall, subject to the Rules and the Bye-Laws, exercise such supervision and execute control as may be necessary.
2. He shall exercise the specific powers assigned to him in the Bye-Laws and in Appendix-I.
3. Without prejudice to the general responsibility and within the limits of his own powers, the Director may delegate his powers for the speedy disposal of the business of the Institute to any of his subordinates. Such delegations should be reported to the Executive Council at its next meeting.
4. In the absence of the Director for a period not exceeding 15 days the senior-most Professor on duty will look after the current duties of the Director. For a period exceeding 15 days, the orders of the Chairman, Executive Council, shall be obtained.

## **3. Academic Council**

1. The composition, powers and functions of the Academic Council will be governed by the Rules 8, 9 and 10 of the Rules and Regulations of the Institute.
2. A casual vacancy in the Academic Council may be filled by the Chairman of the Academic Council by nomination.
3. Meeting of the Academic Council:
  - (i) The Academic Council shall meet at the Institute on a date and time as the Chairman of the Academic Council, or any other person authorized to convene the meeting in terms of the provisions of Clause 10 of the Rules and Regulations of the Institute, may decide.

- (ii) An extraordinary meeting of the Academic Council shall also be called on a written requisition made by atleast 7 members of the Academic Council.
- (iii) The Member-Secretary shall send to the members notice of every meeting of the Academic Council at least 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent atleast 7 and 5 days respectively before the date of the meeting.
- (iv) Any member desirous of moving any resolution at a meeting of the Academic Council shall give notice thereof in writing to the Member-Secretary, so as to reach him not less then 4 days before the date of such meeting. Such notice, when received, shall be circulated immediately by the Member-Secretary to the members and shall be included in the agenda of the meeting.
- (v) The Chairman of the Academic Council shall preside over the meeting of the Academic Council. In his absence, a member chosen by the members present on the occasion shall function as the Chairman of the meeting.
- (vi) Any matter not included in the agenda, may be considered at a meeting of the Academic Council with the permission of the Chairman.
- (vii) The proceedings of the meetings of the Academic Council shall be recorded in a Minute Book to be maintained by the Member-Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

#### **4. Standing Finance Committee**

1. The composition, powers and functions of the Standing Finance Committee will be governed by the Rules 11, 12 and 13 of the Rules and Regulations of the Institute.
2. The term of office of nominated members of the Standing Finance Committee shall be three years. An outgoing member shall be eligible for re-nomination.

3. A casual vacancy in a Standing Finance Committee may be filled by the Chairman of the Executive Council by nomination of a member of the Executive Council.
4. Meeting of the Standing Finance Committee
  - (i) The Standing Finance Committee shall ordinarily meet at the Institute on such date and time as the Chairman, or any other person authorized to convene the meeting in terms of the provisions of Clause 13 of the Rules and Regulations of the Institute, may decide.
  - (ii) An extraordinary meeting of the Standing Finance Committee shall also be called on a written requisition made by atleast 4 members of the Standing Finance Committee.
  - (iii) The Secretary shall send to the members notice of every meeting of the Standing Finance Committee atleast 14 days in the case of an ordinary meeting and atleast 7 days in the case of an extraordinary meeting, before the date of the meeting, under certificate of posting, when sent by post. The agenda of the meeting shall be sent atleast 7 and 5 days respectively before the date of the meeting.
  - (iv) The Chairman shall preside over the meeting of the Standing Finance Committee. In his absence a member chosen by the members present on the occasion shall function as Chairman of the meeting.
  - (v) Any member desirous of moving any resolution at a meeting of the Standing Finance Committee shall give notice thereof in writing to the Secretary, so as to reach him not less than 4 days before the date of such meeting. Such notice when received shall be circulated immediately by the Secretary to the members and shall be included in the agenda of the meeting.
  - (vi) Any matter not included in the agenda and of which notice as mentioned in sub-para (iii) above has not been given, may be considered at a meeting of the Standing Finance Committee with the permission of the Chairman.

- (vii) The proceedings of the meeting of the Standing Finance Committee shall be recorded in a Minute Book to be maintained by the Secretary for the purpose and shall be signed by the Chairman of the meeting after they are duly confirmed.

### **PART III - SERVICE BYE-LAWS**

#### **5. Grades of Posts**

1. Posts under the Institute shall fall into two groups:
  - (a) those maintained out of the funds of the Institute, and
  - (b) those maintained from specific grants made by outside agencies.
2. Posts shall be either "permanent", i.e. carrying a definite rate of pay sanctioned without any limit of time, or "temporary", i.e. carrying a definite rate of pay sanctioned for a limited time.
3. Posts shall be divided into four Groups as follows:
  - A** - Posts carrying a pay or a scale of pay with a maximum of not less than Rs.13,500/-.
  - B** - Posts carrying a pay or a scale of pay with a maximum of not less than Rs.9000/- but less than Rs.13,500/-.
  - C** - Posts carrying a pay or a scale of pay with a maximum of over Rs.4000/- but less than Rs.9000/-.
  - D** - Posts carrying a pay or a scale of pay the maximum of which Rs.4000/- or less.
4.
  - (i) Posts shall be of the groups specified in Appendix - III.
  - (ii) The Executive Council may direct:-
    - (a) Creation of any post in the Institute. For creation of all Group 'A' posts, i.e. posts in the scale of pay with a maximum of not less than Rs.13,500/- p.m. prior approval of the Ministry of Health and Family Welfare shall be obtained.

(b) Abolition of any post.

5. Ad-hoc posts for specified Research Projects duly sanctioned by the Executive Council may be created by the Chairman of the Executive Council or Director for periods as under:

**Group A Posts:**

Chairman: upto one year at a time subject to report to Executive Council at its next meeting.

**Group B, C and D Posts:**

Director: upto six months at a time subject to report to Executive Council at its next meeting.

6. **Appointing Authority**

Appointments to Group A posts shall be made by Executive Council subject to the provisions of Rule 6(3) of the Rules and Regulations of the Institute. Director, shall, however, issue appointment letters to persons appointed to Group A posts on behalf of the Executive Council. Appointments to Group B, C and D posts shall be made by the Director.

7. **Recruitment**

1. All Group A, B and C posts carrying an initial pay of Rs.4500/- and over except that of the Director, shall be advertised by the Director in prominent newspapers of the country approved for the purpose. Group C posts carrying an initial pay of Rs.4500/- p.m. and over and likely to last for less than a year may be advertised in local newspapers only. For other Group C and D posts, the Director shall send a requisition to the Employment Exchange. Applications received directly may also be entertained provided the candidates are registered with the Employment Exchange. However, these rules are not applicable to ad-hoc posts for Research Projects which may be filled up according to the need of the specific projects.
2. The Committee for selecting the candidates for posts in the various groups shall be comprised as follows:

***I. For Group 'A' Posts***

**(A) For posts on Academic side**

***(i) For Professors***

- (a) Chairman or his nominee.
- (b) Three Professional Experts from outside the Institute who are not the members of the staff/General Council/Executive Council/Academic Council/Standing Finance Committee of the Institute to be nominated by the Chairman of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairman.
- (d) Director

***(ii) For Readers and Lecturers***

- (a) Chairman or his nominee of appropriate status - Chairman.
- (b) Two Professional Experts from outside the Institute who are not the members of the staff/General Council/Executive Council/Academic Council/Standing Finance Committee of the Institute to be nominated by the Chairman of the Selection Committee.
- (c) One member of the Executive Council to be nominated by the Chairman.
- (d) Director.
- (e) Professor of the concerned Department.
- (f) One SC/ST Representative (in case of Lecturers)

**(B) For all other Posts on Non-Academic side in Group 'A'**

- (a) Chairman or his nominee of appropriate status - Chairman.
- (b) One member of the Executive Council to be nominated by the Chairman.

- (c) Director.
- (d) Two members of the staff above the level of the post for which appointment is to be made.

***II. For all posts in Group 'B'***

- (a) Director or his nominee of appropriate status - Chairman.
- (b) Two members of the staff above the level of the post for which the appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
- (c) One SC/ST Representative.

***III. For Group 'C' and 'D' posts***

- (a) Director or his nominee of appropriate status - Chairman.
  - (b) Two members of the staff above the level of the post for which appointment is to be made to be nominated by the Director of which one should be the officer under whom the post exists.
  - (c) One SC/ST Representative.
3. The Chairman of the Selection Committee shall appoint a sub-committee to screen the applications received and select the candidates to be called for interview from among those applying in response to the advertisement. For posts, where suitable candidates are not likely to apply, contact candidates may also be considered in addition to those who apply in response to advertisement.
  4. The Selection Committee shall send its report to the Director who shall submit it to the appropriate authority for appointment.
  5. The maximum age of a candidate at the time of recruitment to the service of the Institute shall be in accordance with the Recruitment Rules framed by the Executive Council.

6. An officer may be appointed to any post in the Institute on foreign service/deputation with the approval of the Executive Council or of the appropriate Selection Committee.

## 8. Tenure

### 1. *Probation:*

Except when otherwise provided in the Rules and Regulations or in the special terms of appointment on fixed tenure or contract or deputation, all employees of the Institute shall, on appointment to any service of the Institute, remain on probation for a period of two years which period may be extended or reduced by the competent authority.

### 2. *Termination of Services*

The appointing authority may, without assigning any reason, terminate the services of any member of the staff:

- (a) Who is continuing on a substantive appointment and has completed his/her period of probation, by giving three months notice or three months salary in lieu thereof.
- (b) Who is continuing on an officiating appointment and has completed his/her period of probation by giving a month's notice or a month's salary in lieu thereof, and
- (c) Who is on probation or has completed the specified period of appointment without any notice.

### 3. *Resignation*

A member of the staff who wishes to leave the service of the Institute shall give:

- (a) Three months' notice or three months' pay in lieu thereof if he/she is on a substantive appointment and has completed his/her period of probation.
- (b) One months' notice or pay one months' salary in lieu thereof, if he/she is on an officiating appointment.

The Director may, in special circumstances, permit an employee to resign from the service of the Institute by notice of less than three months or one month as the case may be and report to the Executive Council at its next meeting.

4. *Retirement*

- (i) Except as otherwise provided in the Service Bye-Laws, every employees of the Institute excepting academic staff shall retire from service on the afternoon of the last day of the month in which he/she attains the age of 60 years. Provided that a non-academic staff 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 60 years<sup>VIII</sup>.
- (ii) Except as otherwise provided in the Service Bye-Laws, every academic staff shall retire on the afternoon of the last day of the month in which he/she attains the age of 62 years. Provided that an academic staff whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the proceeding month on attaining the age of 62 years<sup>VIII</sup>.
- (iii) An employee of the Institute may be asked to retire after attaining the age of 55 years or on completion of 30 years of approved service following the prescribed formalities on giving 3 months notice without assigning any reason.
- (iv) An employee of the Institute may, after attaining the age of 55 years and **or** completion of 20 years of qualifying service may also voluntarily retire after giving 3 months' notice to the appointing authority.
- (v) The cases of retiring faculty who are willing to continue work beyond 62 years upto 65 years, will be put up to a Review Committee, one year before the date of retirement of the faculty.<sup>IX</sup>

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<sup>VIII</sup> Amendments made as approved by the Executive Council at its 76th Meeting held on October 5, 1998 and vide MoHFW letter No.A.24011/1/97-Coordn dtd. 26.6.1998 read with DOP&T O.M.No.25012/8/98-Estt.A dtd.30.5.1998 & MHRD(Dept.of Edn.) Letter No.F.1-22/9/II.I dtd 27.7.98.

<sup>IX</sup> Para (v), (vi) & (vii) added on approval of the Ministry vide letter No.A.45012/7/2007-Stat.II dtd.19.7.2007 to the recommendations made by the EC at its 90<sup>th</sup> meeting held on 20.4.2007 in the light of UGC letter No.1.19/2006-U.II dtd.23.2.2007.

- (vi) The Committee, based on the credentials of the faculty member and the requirement of the Institute, will review and forward their recommendations to the Director, IIPS, which will then be put up to the Executive Council for its Recommendations and approval.<sup>IX</sup>
- (viii) The composition of the Review Committee will be the same as that of the Committee for selection of incumbents for the regular post of Professors, IIPS.<sup>IX</sup>

## **9. Leave**

1. Employees of the Institute except Faculty members shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government servants in the Central Civil Services (Leave) Rules, 1972 as amended from time to time provided that incumbents on deputation to posts at the Institute on foreign service shall be governed by the leave rules as may be stipulated in the conditions of their deputation.
2. Faculty members will be governed by the leave rules as given in Appendix-II.
3. Application for any kind of leave shall be addressed to the Director, who shall, in accordance with the relevant provisions, grant leave to all members of staff. Director will take casual leave himself and inform the office about it. Other kinds of leave to the Director shall be granted by the Chairman.
4. When the exigencies of the Institute so require, the Director may refuse or revoke leave of any kind. In the case of members of the staff of Group 'A', he shall report such refusal or revocation to the Chairman for approval. Leave cannot be claimed as a matter of right.

## **10. Filling of Leave Vacancies**

1. Leave vacancies in Group C and D of duration of one month or more may be filled by temporary recruitment. Leave vacancies of essential services of the Jr. Library Attendant, Sweeper, Watchman and Peon and other so declared by the Executive Council may be filled for a shorter period.

2. If a member of the staff is away from duty for a period not exceeding three months, the Director may appoint another member of the staff to officiate in that vacancy.

#### **11. G.P.F. - cum Pension - cum Gratuity Scheme**

1. Members of the staff shall be eligible, after satisfactory completion of one year service, to the benefit of G.P.F. - cum - Pension - cum Gratuity rules as enjoined in the C.C.S. (Pension) Rules 1972 and C.P.F. (C S) Rules, as applicable to the Central Government employees as amended from time to time.
2. The qualifying service of the employees of the Institute will be counted from the date of introduction of the C.P.F. Scheme in the Institute, i.e., 1-2-1961 and the pension amount will be calculated accordingly.
3. Those who have opted for Contributory Provident Fund and Death -cum - Retirement Gratuity Scheme on April 01, 1987 will continue to be governed by the Contributory Provident Fund Rules of Government of India and Death -cum- Retirement Gratuity Scheme as per Institute's Rules.
4. G.P.F. - cum Pension - cum - Gratuity Scheme was introduced with effect from April 01, 1987.
5. New Pension scheme in accordance to Ministry of Finance, Department of Economic Affairs (ECB & PR Division) Notification F.No.5/7/2003-ECB&PR dated 22/12/2003 to the new recruits at the Institute has been introduced w.e.f. January 01, 2004.<sup>X</sup>

#### **12. Conduct, Discipline and Penalties**

1. The Central Civil Services (Conduct) Rules, 1964, shall apply, mutatis mutandis, to the employees of the Institute.

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<sup>X</sup> Amendments made as approved by the General Council at its 36th meeting held on 9.1.2005 and also on MoHFW approval contained in their letter No.45012/18/2005.Admn.II dtd.6.12.2005.

2. The appointing authority or any other authority superior to it may impose on an employee of the Institute any of the following penalties for good and sufficient reasons:
  - (i) Censure;
  - (ii) In case of Group D employee a fine not exceeding Rs.10/-;
  - (iii) Withholding of increments or promotion;
  - (iv) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of the rules / bye-laws of the Institute on orders or directions of superior authorities;
  - (v) Reduction to a lower grade or post or to a lower stage in a time-scale;
  - (vi) Compulsory retirement; and
  - (vii) Dismissal from service.
3. No order imposing any penalty on a employee shall be passed, except after:
  - (a) the employee is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and is given an opportunity to make any representation he/she may wish to make within a specified time, which shall ordinarily be not less than a fortnight.
  - (b) such representation, if any, is taken into consideration by the authority imposing the penalty.
4. Provided that, without prejudice to the inquiry, the Director may, excepting in the case of employees holding Group A posts either *sou motu* or if he/she deems necessary, in consultation with the Chairman, suspend a person from his post for the period of the enquiry.
5. In respect of an order of punishment:

- (a) a member of the staff in Group B, C and D shall have the right to appeal to the Chairman of the Executive Council; and
  - (b) a member of the staff in Group A shall have the right to appeal to the President of General Council.
- 6. The right of appeal shall be exercised within one month of the date on which the punishment is awarded.
- 7. Every appeal shall be submitted to the Director who shall transmit it to the appellate authority with his remark on point of fact.
- 8. The decision of the authority, to whom the appeal is preferred, shall be final.

## **PART IV**

### **CONSULTANCY AND FEE RULES AND MERIT PROMOTION**

#### **BYE-LAWS**

#### **13. Rules for Consultancy and Merit promotion Scheme**

##### **1. Consultancy and Fee Rules:**

The rules for consultancy and acceptance of fee as framed by the Central Government under F.R.s. 46 and 47 S.R.s. 9 to 12, amended from time to time will apply mutatis mutandis to the members of the staff. (The consultancy and fee rules as approved by the Executive Council at its meeting held on July 15, 1974 be treated as repealed).

#### **14. Miscellaneous**

1. Unless in any case it is provided otherwise, the whole time of an employee shall be at the disposal of the Institute. He may be employed in any manner required by the appropriate authority without claim for additional remuneration.
2. The Institute shall observe such holidays as are observed by the Secretariat of the Government of India for its offices located in Mumbai and such other holidays as may be determined by the Executive Council.
3. In respect of matters not provided in the Rules and Regulations and the Bye-laws of the Institute, as amended from time to time, the rules applicable to Central Government servants regarding the general conditions of services, pay, allowances including travelling and daily allowances, leave salary, joining time, foreign service terms etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply mutatis mutandis to the employees of the Institute.
4. The Executive council may make such variations from the provisions of the bye-laws in the case of special appointments as it may consider necessary.

## **PART V**

### **FINANCIAL BYE-LAWS**

#### **15. General procedure**

The Director shall submit the budget estimates of receipts and expenditure for the ensuing financial year to the Standing Finance Committee for obtaining approval of the Executive Council.

Provided that if, during the course of a financial year, it becomes necessary to meet from the funds of the Institute the cost of any scheme, which has not been included in the annual Budget Estimates of each year, the Director shall obtain the sanction of the Executive Council before taking up the scheme.

#### **16. Appropriations**

1. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by competent authority under these bye-laws.
2. The primary unit of appropriation shall be a major head, which may further be divided into minor heads sub-ordinate thereto. The major and minor heads of accounts shall be such as may be approved for the budget estimates of the year.
3. The Director shall sanction all items of expenditure within the approved budget allotment.
4. The Chairman of the Executive Council and the Director may sanction an additional grant not exceeding Rs. 10,000 and Rs. 2,500 respectively for any approved scheme, provided that such grant is not inconsistent with the nature and object of the scheme itself and is also not more than 20% of the cost of the approved scheme.

#### **17. Re-appropriations**

1. The Director shall have the power to re- appropriate funds from one secondary unit of appropriation to another within a primary unit, provided the re-appropriation does not have the effect of increasing the original allotment by more than 10%. For any

other re-appropriation the Director shall obtain the approval of the Standing Finance Committee.

2. The Director shall keep a watch over expenditure against the sanctioned grants and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant beyond the prescribed 10% as in clause (1) above, he should refer the matter to the Standing Finance Committee for necessary action.

#### **18. Imprest Amount**

The Director may keep an imprest amount not exceeding Rs. 1,500 for cash payments. This limit can be varied by the Standing Finance Committee from time to time.

#### **19. Primary Accounts**

The primary accounts of the Institute will be maintained in the following forms:

##### **Form**

1. The cash book
2. Accounts ledger which should inter-alia, show grant-in-aid from Government, contribution from other sources, other receipts such as sales of publication, securities and other capital investments, leave and pensionary contribution and advances, permanent and temporary
3. The Receipt Book
4. Stock of Cheque Books
5. Stock of Receipt Books
6. Stock of non- expendable articles
7. Stock of stationery
8. Stock of publications
9. Library Accession Register

10. Miscellaneous stock
11. Contributory/General Provident Fund Account of the employees
12. Monthly and annual accounts
13. Other forms prescribed from time to time by the Director

## 20. Purchase and Execution of Works

1. Working stores, tools, plants, fittings, and fixtures should, as far as possible, be purchased through the Director General of Supplies and Disposals. For such of the items as cannot be obtained through the D.G.S.&D. tenders, will be obtained from three reputed dealers provided that purchases costing Rs. 5,000/- or less may be made locally with the approval of the Director.

Spare parts of motor vehicles and other mechanical equipment may be purchased from established firms without inviting tenders and the cost of these items may be taken separately from the cost of repairs.

2. For items of work connected with construction, repairs and fittings and fixtures costing above Rs. 5000/- but below Rs. 2,00,000/- the rate contract of the DGSD or the approved list of CPWD shall be followed as far as possible failing which tenders shall be obtained from at least 3 parties. For items of work costing above Rs. 2,00,000/- tenders shall be invited through open advertisement in three local newspapers. Items of purchases and work costing Rs. 5,000/- or less may be made locally with the approval of the Director without inviting any tenders.<sup>XI</sup>
3. Contracts for maintenance of typewriters, calculating and processing machines may be made with established firms. For other kinds of maintenance services, the Director may sanction a sum not exceeding Rs. 100/- per month to any one person for any specified item of work. For items exceeding this

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<sup>XI</sup> Amendments made as approved by the General Council at its 37th meeting held on 10.3.2006 and vide MoHFW letter No.A.45012/14/2006-Stat.II dtd Oct.16/17, 2006.

limit approval of the Standing Finance Committee shall be obtained.

4. The Director may accept tenders of the value of Rs. 2,00,000/- or less. Tenders of value above Rs. 2,00,000/- may be accepted by the Director with the concurrence of a member of the Executive Council who may be empowered to do so on behalf of the Standing Finance Committee. In case of difference of opinion, the matter shall be referred to the Chairman of the Standing Finance Committee for final disposal.<sup>XII</sup>

## 21. Disposal of Property

The Director shall have the full power to dispose of the surplus stores left over on the termination of a scheme, provided that the action taken by him shall be reported to the Executive Council.

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<sup>XII</sup> Amendment made as approved by the Ministry vide MoHFW letter No.A.45012/4/09-Stats.II dtd 10/02/2009.

**APPENDIX - I**  
**POWERS OF THE DIRECTOR REFERRED TO IN BYE-LAWS 2(2)**

Nature of Power		Extent of Power
(1)	(2)	(3)
1.	Power to suspend or transfer a lien.	Full powers in respect of posts to which he is authorised to make appointments.
2.	Power to transfer an employee from one post to another.	Full powers in respect of posts to which he is authorised to make appointments.
3.	Power to sanction the re-employment of superannuated persons in temporary vacancies.	Recommendatory power in the case of Grades B and C employees upto the age of 62 years, one year at a time, subject to approval of Chairman, Executive Council.
4.	Power to retain the Institute's employees upto the age of 62 years, one year at a time.	Recommendatory power in the case of Group B and C employees, subject to approval of Chairman, Executive Council.
5.	Power to decide whether a particular absence is absence on duty.	Full powers for cases within India.
6.	Power to sanction grant or acceptance of honorarium.	Upto a maximum of Rs.2,500/- in each case.
7.	Power to permit undertaking of private work and acceptance of fee.	Upto Rs.2,500/- in each case.
8.	Power to decide the shortest of or more routes.	Full powers for journeys within his jurisdiction.
9.	Power to allow mileage allowances by a route other than the shortest.	Full powers provided selection of the route is in Institute's interest.
10.	Power to define the limits of a worker's sphere of duty.	Full powers.
11.	Power to grant fixed conveyance allowances.	Upto Rs.50/- per month.
12.	Power to restrict the frequency and duration of journeys.	Full powers.
13.	Power to allow actual expenses for carriage of personal effects by road between stations connected by rail.	Full powers subject to railway freight rate.

Nature of Power		Extent of Power
(1)	(2)	(3)
14.	Power to countersign his own travelling allowance bills and those of other employees and official and non-official members of the General Council, Executive Council, Academic Council and Standing and ad-hoc committees.	Full powers.
15.	Power to authorize to travel by air to an officer who is not eligible for such travel.	Full powers.
16.	Power to waive proviso (a) Supplementary Rule 209 and to authorize departure from Supplementary Rule 211, regarding combination of holidays with leave.	Full powers.
17.	Power to allot residences.	As per allotment Rules framed by the Institute.
18.	Power to direct that an employee on leave shall be considered to be in occupation of a residence.	As per allotment Rules framed by the Institute.
19.	Power to order the retention of undisbursed pay and allowances of establishment for any period but not exceeding three months.	Full powers.
20.	Power to write off:	
	(a) Loss of irrecoverable value of stores of public money due to fraud, theft, etc.	} Upto Rs.500/- in each case.
	(b) Loss of revenue or of irrecoverable advance.	
21.	Power in regard to writing off the irrecoverable value of stores, etc. provided that (i) the loss is not due to theft and (ii) it does not disclose a defect of system or serious negligence on the part of some individual employee or employees of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority.	Upto Rs.1,000/- in each case.

Nature of Power		Extent of Power
(1)	(2)	(3)
22.	Power to order sale, by auction or otherwise, in the interest of the Institute of unserviceable stores or perishable articles.	Full powers.
23.	Power to sanction non-recurring contingent charges within budget limits.	Upto the limit of specific budget provisions for such purpose.
24.	Power to sanction permanent advances.	Full powers.
25.	Power to sanction advances for authorised contingent expenditure.	Full powers.
26.	Power to sanction Municipal or Cantonment taxes.	Full powers.
27.	Power to purchase within budget limits official and non-official publications required by him or by officers under his control.	Full powers.
28.	Power to sanction fixed recurring charges of a contingent character.	Full powers.
29.	Power to sanction telephone rents.	Full powers.
30.	Power to sanction advance of pay to an employee under transfer.	Full powers.
31.	Power to grant advance of travelling allowances to himself and to other employees.	Full powers.
32.	Power to sanction advances for the purchase of conveyance.	Full powers in respect of all employees except himself.
33.	Power to sanction advances/final withdrawals out of the Contributory/General Provident fund.	Full powers in respect of all employees except himself.
34.	Power to order destruction of records.	Full powers subject to the conditions laid down in Appendix 13 to the compilation of the General Financial Rules, 1963.

Nature of Power		Extent of Power
(1)	(2)	(3)
35.	Maintenance of Building and Petty Works:	
	(a) Original works and special repairs.	Upto Rs.5000 in each cases.
	(b) Annual repairs.	Full powers.
36.	Power to sanction stipend to trainees and honorarium to guest lecturers.	Full powers at the approved rates and within the specific budget provision.

## **APPENDIX-II**

### **RULES GOVERNING LEAVE TO FACULTY MEMBERS**

#### **Kinds of Leave Admissible:-**

**1. The following kinds of leave would be admissible to Faculty Members:**

**(i) Leave treated as duty:**

Casual Leave  
Special Casual Leave  
Duty Leave

**(ii) Leave earned by duty:**

Earned Leave  
Half Pay Leave  
Commutated Leave

**(iii) Leave not earned by duty**

Extraordinary Leave  
Leave not due

**(iv) Leave not debited to leave account:**

**(a) Leave for academic pursuits:**

Study Leave  
Sabbatical Leave

**(b) Leave on grounds of health:**

Maternity Leave  
Quarantine Leave  
Paternity Leave

The Executive Council may, in exceptional cases, grant, for the reason to be recorded, other leave, subject to such terms and conditions as it may deem fit to impose.

## **2. CASUAL LEAVE**

- (i) Total casual leave granted to a Faculty Member shall not exceed eight days in a calendar year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave and vacation. It may be combined with holidays, including Saturdays and Sundays. Holidays or Saturdays and Sundays falling within the period of casual leave shall not be counted as casual leave.

## **3. SPECIAL CASUAL LEAVE AND ACADEMIC LEAVE**

- (i) Special casual leave not exceeding ten days in an academic year may be granted to a Faculty Member for the following purposes:
  - (a) to conduct examination of a University, Public Service Commission, Board of Examination or any other similar bodies / institutions;
  - (b) to inspect academic institutions attached to Statutory Board etc.

### **NOTE**

In computing the ten days leave admissible, the days of actual journey, if any, to and fro the places where such activity/conference takes place will be excluded.

- (ii) Special academic leave upto 30 days in an academic year may be granted by the Director provided it does not interfere with Institute's academic work.
- (iii) Special casual leave and academic leave cannot be accumulated nor can it be combined with any other leave except casual leave. However, it may be combined with holidays or vacation.

## **4. DUTY LEAVE**

- (i) Duty leave may be granted for the following purpose:
  - 1. attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Director.

2. delivering lectures in Institutions and Universities at the invitation of such Institutions or Universities with permission from the Director.
  3. working in another Indian or foreign Universities, other institution or organization when so deputed by the Institute.
  4. working on a delegation or committee appointed by the Government of India, State Government, University Grant Commission, a sister University or any other academic body, and
  5. for performing any other duty for the Institute.
- (ii) The duration of the leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

## 5. **EARNED LEAVE**

- (i) Earned leave admissible to a Faculty Member shall be as follows:
- (a)  $1/30^{\text{th}}$  of actual service including vacation; plus
  - (b)  $1/3^{\text{rd}}$  of the period, if any, during which he/she is required to perform duty during vacation.
- (ii) Earned leave at the credit of a Faculty Member shall not accumulate beyond (300) days. The maximum earned leave that may be sanctioned at a time shall not exceed (60) days. Earned leave exceeding (60) days may, however, be sanctioned in the case of higher study or training or leave on medical certificate or when the entire leave or a portion thereof is spent outside India.
- (iii) In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 60 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 60 days.

## **NOTE**

For purpose of computation of period of actual service, all periods of leave except casual leave, special casual leave and duty leave shall be excluded.

### **6. HALF-PAY LEAVE**

Half pay leave admissible to Faculty Member shall be 20 days for each completed year of service. Such leave may be granted on medical certificate, on private affairs, or for academic purposes.

## **NOTE**

A “completed year of service” means continuous service of specified duration under the Institute and includes periods spent on duty as well as leave including extraordinary leave.

### **7. COMMUTED LEAVE**

Commutated leave not exceeding half the period of half pay leave due may be granted on medical certificate to a Faculty Member subject to following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the period of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the Faculty member will return to duty on its expiry.

### **8. EXTRAORDINARY LEAVE**

- (i) A Faculty Member may be granted extraordinary leave as follows:
  - (a) When no other leave is admissible, or

- (b) Even when other leave is admissible, the Faculty Member applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on medical certificate.
  - (b) Cases where the Director is satisfied that the leave was taken due to causes beyond the control of the Faculty Member, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the Faculty Member has no other kind of leave to his credit;
  - (c) Leave taken for prosecuting higher studies; and
  - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum teaching post or on assignment for technical or academic work.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in all.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

## **9. LEAVE NOT DUE**

- (i) Leave not due may, at the discretion of the Director, be granted to a Faculty Member for a period not exceeding 360 days during the entire service, out of which not more than 90 days at a time and 180 days in all may be granted otherwise than on medical certificate. Such leave shall be debited against the half pay leave earned by him subsequently.
- (ii) 'Leave not due' shall not be granted unless the Director is satisfied that as far as can reasonably be foreseen, the Faculty

Member will return to duty on the expiry of the leave and earn the leave granted.

- (iii) A Faculty Member to whom 'Leave not due' is granted shall not be permitted to tender his/her resignation from the service so long as the debit balance in his / her leave account is not wiped off by active service, or he / she refunds the amount paid to him /her as pay and allowances for the period not so earned. In case where retirement is unavoidable on account of reason of ill health incapacitating the Faculty Member for further service, refund of leave salary for the period of leave still to be earned may, be waived by the Executive Council. Provided further the Executive Council may in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

## 10. STUDY LEAVE

- (i) Study leave may be granted to a Faculty Member, other than a Professor, with not less than two years continuous service, to pursue a special line of study or research related to him / her in the Institute.
- (ii) Study leave shall be granted by the Director for a period not more than two years and the same may be reported to Executive Council. The leave can be extended for a period of one year. The period of Study leave shall, in no case, exceed three years.
- (iii) Study leave shall not be granted to a Faculty Member who is due to retire within three years of the date on which he / she is expected to return to duty after the expiry of Study Leave.
- (iv) Study leave may be granted more than once provided not less than five years has elapsed after the Faculty Member returned to duty on completion of earlier spell of Study leave. For subsequent spell of Study leave, the Faculty Member shall indicate the work done during the period of earlier leave as also give the details of work to be done during the proposed spell of Study leave.
- (v) No Faculty Member who has been granted Study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Director.

When the course of study falls short of Study leave sanctioned, the Faculty Member shall resume duty on the conclusion of the course of study unless the previous approval of the Director to treat the period of short-fall as Extraordinary leave has been obtained.

- (vi) The Faculty Members granted Study leave would be entitled to continue to draw their total emoluments for the duration of the Study leave as are applicable to teachers granted fellowships under the Faculty Improvement Programme of the University Grants Commission except the living expenses allowances of Rs. 500/- p.m. The necessary increment will also be sanctioned as and when due. However, the amount of emoluments payable to the Faculty Members on Study leave shall be reduced subject to the provisions of sub-clauses (vii) and (viii) below.
- (vii) The amount of scholarship / fellowship or other financial assistance that a Faculty Member granted Study leave has been awarded, will not preclude his being granted Study leave with pay and allowances but the scholarship etc. so received shall be taken into account in determining the pay and allowances on which the Study leave may be granted.

The following guidelines may apply while determining the admissibility of pay and allowances where financial assistance is received by a Faculty Member:

- (i) If he / she receives \$10,000 or above per annum, leave shall be granted without pay;
  - (ii) If he / she receives \$5,000 and above but less than \$10,000 per annum, leave on half pay, and
  - (iii) If he / she receives below \$5,000 per annum, leave with full pay.
- (viii) If a Faculty Member, who is granted Study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of Study leave, he /she shall ordinarily not be granted any Study leave salary, but in cases, where the amount of remuneration received in respect of part-time employment is not considered adequate, the Director may determine the Study leave salary payable in each case.

## NOTE

It shall be the duty of the Faculty Member granted Study Leave to communicate immediately to the Institute the amount of financial assistance in any form received by him/her during the course of Study Leave from any person or Institution whatsoever.

- (ix) Subject to the maximum period of absence from duty or leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation provided that the earned leave at the credit of the Faculty Member shall be availed of at the commencement of the Study leave. When Study Leave is taken in continuation of the vacation, the period of Study Leave shall be deemed to commence on the expiry of the vacation.
- (x) The period of study leave shall count as service for purpose of retirement benefits, provided that the Faculty Member rejoins the Institute on the expiry of his/her Study leave and serves for the period for which the bond has been executed.
- (xi) Study Leave granted to a Faculty Member shall be deemed to be cancelled in case it is not availed of within six months of its sanction, provided that where Study Leave granted has been so cancelled, the Faculty Member may apply again for such leave.
- (xii) A Faculty Member availing of Study Leave shall undertake that he/she shall serve the Institute continuously for double the period of Study Leave subject to maximum of three years from the date of his / her resuming duty after expiry of the Study Leave.
- (xiii) A Faculty Member
  - (a) who is unable to complete his / her studies within the period of Study leave granted to him/her, or
  - (b) who fails to rejoin the service of the Institute on the expiry of his / her Study Leave, or
  - (c) who rejoins the service of the Institute but leaves the service without completing the prescribed period of service after rejoining the service, or

- (d) who within the said period is dismissed or removed from the service of the Institute, shall be liable to refund to the Institute, the amount of leave salary and allowances and other expenses, incurred on the Faculty Member or paid to him / her or on his / her behalf in connection with the course of the study. Provided that if a Faculty Member had served in the Institute for a period of not less than half the period of service under the Bond on return from Study leave, he / she shall refund to the Institute half of the amount calculated as above. In case the Faculty Member has been granted Study Leave without pay and allowances, he / she shall be liable to pay to the Institute an amount equivalent to his / her four months pay and allowances last drawn as well as other expenses incurred by the Institute in connection with the course of study.

**Explanation:**

If a Faculty Member asks for extension of Study leave and is not granted the extension; but does not rejoin duty on the expiry of the leave originally sanctioned, he / she will be deemed to have failed to rejoin the service on the expiry of his / her leave for the purpose of recovery of dues under these rules.

- (e) notwithstanding the above, the Executive Council may order that nothing in these rules shall apply to the Faculty Member who, within three years of return to duty from Study leave, is permitted to retire from service on medical grounds, provided further that the Executive Council may, in other exceptional case, waive or reduce, for reasons to be recorded, the amount refundable by a Faculty Member under these rules.
- (xiv) (a) After the leave has been sanctioned, the Faculty Member shall, before availing of the leave, execute a bond in favour of the Institute in the prescribed form undertaking to serve the Institute for not less than double the period of Study Leave sanctioned to him / her on full-pay, half- pay or no pay subject to a maximum period of three years.
  - (b) In addition to executing a bond as aforesaid the Faculty Member shall have to provide two sureties when Study Leave is granted to him / her on full-pay and one surety

when Study Leave is granted to him / her on half-pay or no-pay and give security of immovable property to the satisfaction of the Institute or a Fidelity Bond of an Insurance Company, or a guarantee by a scheduled Bank. The sureties furnished should be acceptable to the Institute. Where the two sureties or the one surety, as the case may be, provided by the Faculty Member are those who are Faculty Members of the Institute to which the Faculty Member belongs, the Institute may, in its discretion, waive the additional requirement of getting security of immovable property on a Fidelity Bond of an Insurance Company or a guarantee by a Scheduled Bank. The surety clause shall form part of the Study Leave Bond and the persons giving surety shall be liable to pay to the Institute the amount recoverable from the Faculty Member concerned on his/her failure to the obligations of the Bond.

- (xv) A Faculty Member who has been granted Study Leave for pursuing studies towards his doctorate shall submit to the Director six monthly reports of progress in his studies through his supervisor. In case of others, the Faculty Member concerned may send the report of the work done by him / her directly to the Director. These reports shall reach the Director within one month of the expiry of every six months of the Study Leave. If the reports do not reach the Director within the time specified, the payment of salary may be deferred till receipt of such report.

## **11. SABBATICAL LEAVE**

- (i) Whole time Faculty Member of the Institute who have completed three years of service may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Institute. This leave shall not be granted to a Faculty Member who has less than five years of service in the Institute to retire.
- (ii) The duration of leave shall not exceed six months or two semesters accordingly, as the Faculty Member has actually worked in the Institute for not less than five years since his / her return from the earlier spell of sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of

five years from the date of the Faculty Member's return from previous Study Leave or any kind of training programme.

- (iii) The Faculty Member shall execute a bond, with proper sureties as in the case of study leave, that after the expiry of sabbatical leave he / she will return to the service of the Institute and serve thereafter at least for three years failing which he / she will refund to the Institute the leave salary and allowances and other expenses, if any, spent on him / her, paid to him / her or on his / her behalf together with interest at the rate of 11% per annum to be calculated from the date of such payment. Provided that the Executive Council may, in any exceptional case, waive or reduce for reasons to be recorded, the amount refundable by a Faculty Member under this Rule.
- (iv) A Faculty Member shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him / her immediately prior to his / her proceeding on sabbatical leave.
- (v) A Faculty Member on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He / She may, however, be allowed to accept a fellowship or a research scholarship or ad hoc teaching and research assignment with honorarium or any other form of assistance, other than a regular employment in an Institution of advanced studies, provided that in such cases the Executive Council may, if so desires, sanction sabbatical leave on reduced pay and allowances.
- (vi) During the period of sabbatical leave the Faculty Member shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purpose of pension / Contributory/General Provident Fund provided the Faculty Member rejoins the Institute on the expiry of his / her leave.

#### **NOTE**

1. The programme to be followed during sabbatical leave shall be submitted to the Institute for approval along with the application for grant of leave.
2. On return from leave the Faculty member shall report to the Institute the nature of studies, research or other work undertaken during the period of leave. In the

case of other kind of leave and leave salary not covered herein, the C.C.S. (Leave) Rules 1972 will apply mutatis mutandis, as amended from time to time.

## **12. VACATION**

- (i) During the period of one academic year, the period of vacation for a Faculty Member will be 56 days. Vacation may be taken in combination with any kind of leave [except casual leave, special casual leave and academic leave] provided that vacation shall not be both prefixed and suffixed to leave.
- (ii) Except in special circumstances vacation and earned leave taken together shall not extend beyond six months.
- (iii) When a vacation falls between two periods of leave so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.
- (iv) For the vacation period, a Faculty Member shall be entitled to the same pay as when on duty. A Faculty Member will, however, be entitled only to half of such pay if he / she has given notice of resignation and the period of such notice expires during vacation or within one month from the last day thereof.

### **APPENDIX – III**

#### **SCHEDULE SHOWING POSTS IN THE INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Scale of Pay</b>	<b>No. of Posts</b>
<b>I. ACADEMIC STAFF (FACULTY)</b>			
1.	Director/Senior Professor	Rs.18400-500-22400	01
2.	Professor	Rs.16400-450-20900-500-22400	08
3.	Reader	Rs.12000-420-18300	11
4.	Lecturer (Selection Grade)	Rs.12000-420-18300	} 13
	Lecturer (Sr. Scale)	Rs.10000-325-15200	
	Lecturer	Rs.8000-275-13500	
<b>II. NON ACADEMIC STAFF</b>			
5.	Registrar/Administrative Officer	Rs.10000-325-15200	01
6.	Library and Information Officer	Rs.10000-325-15200	01
7.	System Manager	Rs.10000-325-15200	01
8.	Accounts Officer	Rs.8000-275-13500	01
9.	Assistant Registrar (Academic)	- do -	01
10.	Programmer	Rs.7450-225-11500	01
11.	Section Officer	Rs.6500-200-10500	01
12.	Assistant Library and Information Officer	- do -	01
13.	Assistant Research Officer	- do -	02
14.	Hindi Officer	- do -	01
15.	Data Processing Asst. Gr. 'B'	- do -	02
16.	Selection Grade Stenographer	- do -	01
17.	Hostel Manager	Rs.5500-175-9000	01
18.	Sr. Library & Information Assistant	- do -	01
19.	Sr. Research Assistant	- do -	02
20.	Office Superintendent	- do -	03
21.	Accountant	Rs.5000-150-8000	02
22.	Research Assistant	- do -	06

Sr. No.	Name of the Post	Scale of Pay	No. of Posts
23.	Assistant	Rs.4500-125-7000	06
24.	Artist-cum-Photographer	- do -	01
25.	Supervisor (Technical)	- do -	01
26.	Hostel Housekeeper	- do -	01
27.	Stenographer Gr.II	- do -	01
28.	Data Entry Operator Gr.'B'	- do -	04
29.	UDC-cum-Cashier	Rs.4000-100-6000	01
30.	Upper Division Clerk	- do -	10
31.	Electrician	- do -	01
32.	Stenographer Gr.III	- do -	03
33.	Caretaker	- do -	02
34.	Driver-cum-Mechanic	- do -	01
35.	Telephone Operator	Rs.3050-75-3950-80-4590	02
36.	Library Clerk	- do -	03
37.	Cook Grade – I	- do -	01
38.	Lift Operator-cum-Hostel Attendant	- do -	01
39.	Lower Division Clerk	- do -	08
40.	Operator Over Head Projector-cum-PA Equipment	- do -	01
41.	Machine Operator	- do -	01
42.	Driver	- do -	03
43.	Xerox Operator	- do -	01
44.	Gestetner Operator	- do -	01
45.	Cook Grade – II	Rs.2650-65-3300-70-4000	01
46.	Attendant (Peon-10, Watchman-10, Hostel Attendant – 4, Sweeper-6, Gardener-4)		
	(i) Grade – I	Rs.2650-65-3300-70-4000	02
	(ii) Grade – II	Rs.2610-60-3150-65-3540	06
	(iii) Grade – III	Rs.2550-55-2660-60-3200	26
47.	Jr. Library Attendant	Rs.2550-55-2660-60-3200	04
48.	Water Pump Attendant	- do -	01
49.	Cleaner	- do -	01
<b>TOTAL</b>			<b>158</b>