

**MEMORANDUM OF ASSOCIATION,
RULES AND BYE LAWS**

OF

**GOVIND BALLABH PANT SAMAJIK VIGYAN SANSTHAN
ALLAHABAD**

Amended until August 21, 2014

MEMORANDUM OF ASSOCIATION OF GOVIND BALLABH PANT SAMAJIK VIGYAN SANSTHAN ALLAHABAD

1. The name of the Society shall be “GOVIND BALLABH PANT SAMAJIK VIGYAN SANSTHAN, ALLAHABAD” (hereinafter referred to as the Institute).
2. The registered office of the Institute shall be situated in the State of Uttar Pradesh at Allahabad.
3. The objects for which the Institute is established are:
 - (a) to undertake, promote, and coordinate research in the social sciences, with special emphasis on the problems of Uttar Pradesh and the neighbouring regions;
 - (b) to provide academic and professional training and guidance to agencies, institutions, and scholars engaged in advanced study and research in the social sciences;
 - (c) to offer, on request, consultancy services to the Government of India, the Government of Uttar Pradesh and other State Governments and Union Territory Administrations, Universities, Colleges and other educational Institutions, and organisations in business industry, or trade;
 - (d) to act as clearing house of ideas and information on research in the social sciences, with special emphasis on the problem of Uttar Pradesh and the neighbouring regions and to maintain a data bank;
 - (e) to invite Social Scientists and Research Scholars from India and Abroad to deliver Lectures or conduct research and to pay them such remuneration as may be considered suitable;
 - (f) to organize meetings, lectures, seminars, symposia and conferences;
 - (g) to collaborate with other agencies, institutions and organizations (including Universities, Colleges, Institute of Management, and other Institutions in India and Abroad) in such manner as may be necessary for the promotion of the objectives of the Institute;
 - (h) to institute Fellowships and award Scholarships;
 - (i) to organize and conduct programmes of advanced training;

- (j) to organize and conduct programmes of Refresher Courses and Summer Schools for Teachers in Universities and Colleges and for Post-Graduate and Research Students with a view to improving the quality of teaching and research in the Social Sciences;
- (k) to develop close working relations in teaching and research in the Social Sciences with Universities and Colleges specially with Universities having all India jurisdiction and with those in Uttar Pradesh and the neighbouring regions;
- (l) to prepare, print, and publish papers, periodicals and books in furtherance of the objectives of the Institute and the promotion of social science research;
- (m) to secure and accept, endowments, grants-in-aid, donations or gifts on mutually agreed terms and conditions;
- (n) to acquire by gift, purchase, lease or otherwise any property movable or immovable, which may be necessary or convenient for the purposes of the Institute and to construct, alter and maintain any buildings for the purposes of the Institute;
- (o) to draw, make, accept, endorse, discount, and negotiate promissory notes, bills of exchange, cheques, and other negotiable instruments;
- (p) to invest the funds of the Institute in such securities and in such manner as may be expedient and to sell or transfer such investments;
- (q) to take over and acquire by purchase, gift, donation, contribution and the like, from the Government of India, State Governments, or any other public bodies or private individuals, movable or immovable properties or other funds, together with any attendant obligations and engagements not inconsistent with the objects of the Institute;
- (r) to borrow funds, with or without security, for purposes of the Institute, from the Government of India, the Government of Uttar Pradesh, and Banks or persons on such terms and conditions as may be mutually agreed upon;
- (s) to transfer the movable and immovable properties of the Institute by sale, mortgage, gifts, etc. for furthering the objects of the Institute; and
- (t) to undertake all such lawful acts and things which may be auxiliary, incidental or ancillary to the furtherance of the aforesaid objects of the Institute. The names, address and occupations of the First Members of the Board of Governors of the Institute, to whom by the Regulations of the Institute, the management of its affairs is entrusted are:

Sl. No.	Name, Address and Occupation	Designation
	I. Ex-Officio Members:	
1	Secretary to the Government of Uttar Pradesh, Education Department, Lucknow	Member (<i>Ex-Officio</i>)
2	Secretary to the Government of Uttar Pradesh, Finance Department, Lucknow	Member (<i>Ex-Officio</i>)
3	Secretary to the Government of Uttar Pradesh, Planning Department, Lucknow	Member (<i>Ex-Officio</i>)
4	Agriculture Production & Rural Development Commissioner to the Government of Uttar Pradesh, Agriculture Production & Rural Development Department, Lucknow	Member (<i>Ex-Officio</i>)
5	Vice-Chancellor, University of Allahabad, Allahabad	Member (<i>Ex-Officio</i>)
6	Director, Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad	Member (<i>Ex-Officio</i>)
	II (a) Social Scientists Nominated by Govt. Of Uttar Pradesh	
7	Professor. Raj Krishna, Delhi School of Economics, Delhi University, Delhi.	Member
8	Professor Nitish B. De, Director Public Enterprises Centre For Continuing Education, New Delhi	Member
	II (b) Social Scientists Nominated by The I.C.S.S.R.	
9	Prof. A. B. Lal, Allahabad	
10	Dr. T. S. Papola, Director, Giri Institute of Development Studies, Lucknow	Member
	III. Social Scientists Representing I.C.S.S.R.	
11	Prof. J.N. Sinha, Institute of Economic Growth, Delhi	Member
12	Prof. Ravinder Kumar, Department of History, Allahabad University, Allahabad	Member
	IV. Representatives of Faculty Members	
13	Three Representatives of Faculty	Members
14	On terms to be defined by the Board of Governors	

We, the several persons, whose names and addresses are subscribed, are desirous of being formed into a Society in pursuance of this Memorandum of Association in accordance with the Societies Registration Act 21, 1860.

Sl. No.	Name & Address	Signature	Name & Address of the Witness	Signature
1	Dr. T. N. Madan Member-Secretary, ICSSR 11 PA Hostel, New Delhi	Signed	S.C. Srivastava Assistant Director, ICSSR, New Delhi	Signed
2	Prof. J.N. Sinha Institute of Economic Growth, Delhi	Signed	-do-	Signed
3	Dr. T.S. Papola Director Giri Institute of Development Studies, Lucknow	Signed	B.C. Srivastava, Joint Secretary to U.P. Govt., Education Department, Lucknow	Signed
4	Sri G. K. Arora, Secretary to U.P. Govt., Education Department, Lucknow	Signed	B.C. Srivastava, Joint Secretary to U.P. Govt. Education Department Lucknow	Signed
5	Sri Tribhuvan Prasad Secretary to U.P. Govt., Finance Department, Lucknow	Signed	-do-	Signed
6	Sri Anand Swarup, Secretary to U.P. Govt., Planning Department, Lucknow	Signed	-do-	Signed
7	Sri S. K. Bhatnagar, Agriculture Production & Rural Development Commissioner to Govt., Agriculture Production & Rural Development Deptt., Lucknow	Signed	-do-	Signed

**R U L E S
O F
GOVIND BALLABH PANT SAMAJIK VIGYAN SANSTHAN
ALLAHABAD**

PRELIMINARY

1. Short Title

These Rules may be called “The Rules of the Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad”.

2. Definitions

In these Rules, unless the context otherwise requires:

- (a) “Academic Committee” means the body constituted as such under Rule 10.
- (b) “Administrative Committee” means the body constituted as such under Rule 9.
- (c) “Administrative Officer” means the Administrative Officer of the Institute.
- (d) “Board of Governors” or the “Board” means the Board of Governors constituted under Rule 6.
- (e) “Bye-Laws” means the Bye-Laws framed under Rule 26.
- (f) “Director” means the Director of the Institute.
- (g) “Institute” means the Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad.
- (h) “Memorandum of Association” means “Memorandum of Association” of the Institute
- (i) “President” means the President of the Board of Governors.

3. Authorities of the Institute

The following shall be the Authorities of the Institute:

- (a) Board of Governors; and

- (b) Such other Authorities as may be specified or constituted by the Board of Governors to give effect to the provisions of the Memorandum of Association and these Rules.

4. Officers of the Institute

The following shall be the Officers of the Institute:

- (a) President;
- (b) Director;
- (c) Administrative Officer; and
- (d) Such other Officers as may be constituted by the Board of Governors to give effect to the provisions of the Memorandum of Association and these Rules.

- 5.** The Institute shall at any time not have more than four funding agencies which provide grants-in-aid on a regular basis.

6. Constitution of the Board of Governors

- (a) The Board of Governors of the Institute shall comprise of not more than fifteen members.
- (b) The Board of Governors shall comprise of the following members:
 - (i) Director, Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad, (*ex-officio*);
 - (ii) Two persons of eminence from the approved academic programmes, nominated by the Vice-Chancellor of University of Allahabad for a term of two years;
 - (iii) Two persons nominated by the University Grants Commission, for such term of office as may be determined by the nominating entity;
 - (iv) Two whole-time and permanent University Recognized teachers of the Institute, selected by rotation in the order of seniority for a term of one year;
 - (v) Agriculture Production Commissioner, Government of Uttar Pradesh (*ex-officio*);
 - (vi) Principal Secretary, Planning, Government of Uttar Pradesh (*ex-officio*);
 - (vii) Member Secretary, Indian Council of Social Science Research or his nominee;
 - (viii) One person nominated, by each such funding agencies as provides grants-in-aid to the Institute on regular basis, for such term of office as may be determined by the nominating entity.

Provided that if there are less than four such funding agencies, the Board of Governors may fill the remaining vacancies by Social Scientists of national eminence for a term of two years; and

- (ix) The President who shall be a person of national eminence in academics or public life.
- (c) The first Board of Governors constituted under the amended Rules (as amended on September 13, 2008) shall consist of Members listed in categories (i) to (viii), other than the Social Scientists to be nominated by the Board. The Board shall meet to elect and appoint its President.
- (d) No member of the Board in categories (i) to (vii) and the nominated persons of funding agencies in category (viii) shall be eligible for election as President. The term of the office of the President shall be three years. Subsequent Presidents shall be elected by the Board: Provided that no person can hold office as President for more than two consecutive terms.
- (e) The Director, *ex-officio*, shall be the Member Secretary of the Board of Governors.
- (f) Where a person becomes a Member of Board of Governors by reason of the office or appointment he holds, his membership of the Board shall terminate when he ceases to hold that office or appointment and his successor to that office shall be deemed to have become the Member.
- (g) A member of the Board, other than the *ex-officio* members, may resign through a letter of resignation addressed to the President and the resignation shall come into effect from the date it will be accepted by the President.

7. Meetings of the Board

The transaction of business at the meetings of the Board shall be in accordance with the provisions of these Rules and such other Bye-Laws, not inconsistent with it, as may be framed by the Board.

- (a) There shall be an Annual General Meeting of the Board and at least one General Meeting during the Financial Year. Between the Annual General Meetings, there shall not be a gap of more than fifteen months. Extraordinary General Meetings may be called by the President as often as may be considered necessary.
- (b) Notice for all the meetings of the Board shall be issued by the Director. For holding an Annual General Meeting a notice of minimum of thirty days shall be given. For other General and Extra-ordinary General Meetings, notice of minimum of ten days shall be given.

- (c) One-third of the total members constituting the Board at the time of meeting shall form the quorum.
- (d) The President shall preside over the meeting of the Board. In his absence the members present in the meeting shall elect the President for that meeting.
- (e) Board shall decide by voting. Voting shall be in such manner as the Board may decide. Until the context otherwise specifies, decisions shall happen by simple majority. Each Member of the Board shall have one vote and in case of a tie, the President shall have a casting vote.
- (f) The Minutes of the proceedings of the Board shall be maintained by the Director. Minutes should be circulated to the members within seven days of the meeting. The Board members may register with the Director any objection relating to the minutes within ten days of the date on which the minutes are sent. The objections shall be resolved in the next Board meeting.
- (g) The Annual General Meeting of the Board shall consider and pass the Annual Report of the Institute and its accounts for the preceding year; sanction the Programme and Budget Estimates for the subsequent year; appoint Auditors of the Institute and fix their remuneration; and transact such other business as may be stated in the notice for the meeting. The Board of Governors shall determine the General Policy of the Institute and pass its Budget. Concurrence of the Board shall be necessary for all senior Faculty and Administrative positions,

8. Powers and Functions of the Board of Governors

- (a) Subject to the provisions of the Memorandum of Association and the Rules and Bye Laws, the Board of Governors of the Institute shall manage, supervise and administer the affairs of the Institute and shall be vested with all the rights of the Institute and with the authority to exercise all the powers thereof. In particular and without prejudice to the generality of the above, the Board shall have powers:
 - (i) To exercise general supervision over the academic policies of the Institute, review and audit the Research Programme, Courses of Study and the Research Degree Programmes and to give directions for improvement of academic standards;
 - (ii) To consider and approve the Annual Report of the Institute;
 - (iii) To consider matters of general academic interests either on its own initiative or on a reference by the Academic Committee;
 - (iv) To create new Academic Centres of research and approach funding agencies for support;
 - (v) To collaborate or associate with any other Institute or authority or institution of higher learning in such manner as may be prescribed and for such purposes as the Board may determine;

- (vi) To create academic, administrative, ministerial, and other necessary posts (including Chairs) subject to approval of funding agencies, and to make appointments in the manner prescribed by the Bye Laws;
- (vii) To provide for the appointment of Visiting Professors, Emeritus Professors, Consultants and scholars and determine the terms and conditions of such appointments;
- (viii) To appoint such Professors, Readers, Lecturers and other academic staff as may be necessary on the recommendation of the Selection Committee constituted for the purpose and to fill up temporary vacancies therein;
- (ix) To approve a panel of members of the Selection Committee for appointment of faculty members;
- (x) To manage and regulate the finances, accounts, investments, property, business and all other administrative affairs of the Institute and for that purpose appoint such agents as it may think fit;
- (xi) To approve the annual budget of the Institute;
- (xii) To invest any money belonging to the Institute including any unapplied income, in such stocks, funds, shares and securities from time to time as it may think fit or in the purchase of immovable property in India, with the like powers of varying such investments from time to time;
- (xiii) To receive benefactions, donations and gifts and to acquire, hold, manage and dispose off any property, movable or immovable, including trust and endowment properties, for the purpose of the Institute;
- (xiv) To appoint auditors and fix their remuneration;
- (xv) To entertain, adjudicate upon, and if thought fit, to redress any grievances of the employees and students of the Institute who may for any reason, feel aggrieved;
- (xvi) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Institute; and
- (xvii) To exercise such other powers and perform such other duties as may be conferred or imposed on it by the Rules and Bye Laws.

9. Administrative Committee

- (a) Subject to the Memorandum of Association and subject to budgetary and administrative control exercised by the Board of Governors, the Administrative Committee shall have administrative and financial powers to conduct day-to-day affairs of the Institute with a view to fulfilling its objectives.
- (b) The constitution and functions of the Administrative Committee will be such as laid down in the Bye-laws.

10. Academic Committee

- (a) There shall be an Academic Committee that shall consider, and advise the Board on academic programmes and other academic matters relating to the Institute. The Academic Committee shall be responsible to the Board of Governors.
- (b) The constitution and functions of the Academic Committee will be such as laid down in the Bye-laws.

11. The Board of Governors may delegate to the Director or to any of its Members and to any other Committee or Sub-Committee or Officer of the Institute, such administrative and financial powers as it may deem proper and may consider necessary and also prescribe the limitations within which such powers are to be exercised or duties to be performed.

12. When the matter is of urgent nature requiring immediate action and the same cannot be immediately dealt with by any Officer or authority of the Institute empowered under these Rules to deal with it, the Director may take such action as he may deem fit, but all such action shall be put up before the Members of the Board of Governors for ratification within one month of such action and the decision of the Board of Governors in this regard shall be final.

13. No act or proceeding of the Board of Governors or the Administrative Committee shall be invalidated merely by reason of the existence of a vacancy or vacancies among its members or merely because of some person who is entitled to be a member by virtue of his office not being a member of the Board of Governors or the Administrative Committee for the time being.

14. Director

- (a) The Director shall be the chief executive and academic functionary of the Institute.
- (b) A Director may concurrently hold a position of a Professor of the Institute, and as such continue as a Professor after expiry of his tenure as Director, if the Board of Governors approves of such appointment.
- (c) The term of office of the Director shall be five years at a time but no person shall be a Director for more than two consecutive terms.
- (d) The age of superannuation of the Director shall be as per rules of the University Grants Commission.
- (e) The conditions of service of the Director shall be determined by the Board of Governors.

15. Appointment of Director

- (a) When the appointment of the Director is to be made, the President of the Board shall constitute a Committee consisting of the following and shall name one of them as convenor:
 - i) a Social Scientist nominated by the University Grants Commission; and
 - ii) two Social Scientists of eminence nominated by the Board of Governors.
- (b) The Committee shall recommend a panel of three names for appointment as Director and the Board of Governors shall appoint one of the persons in the panel as the Director. Where the Board of Governors is of the opinion that the term of a Director should be renewed, the selection process shall not be necessary.

16. Functions of the Director

- (a) The Director shall be the chief executive and academic functionary of the Institute. His powers, duties and responsibilities shall be as assigned to him under these Rules and the Bye-laws.
- (b) The Director shall prescribe the duties of all Faculty Members, Officers and other staff of the Institute and shall exercise such supervision and control as may be necessary, subject to these Rules and Bye-laws.
- (c) It shall be the duty of the Director to co-ordinate and exercise general supervision over all research, teaching, training, refresher courses, summer schools and other activities undertaken by the Institute.
- (d) The Director is entitled to, in addition to his/her duty as such, participate in the teaching and research supervision of students of approved academic programmes, as a Professor of the Institute.

17. Appointment of Staff

- (a) The appointment and promotion of all Faculty and Administrative positions, shall be made in accordance with the procedure to be laid down by bye-laws:

Provided that the qualifications for appointment, of the faculty members shall not be lower than those prescribed by the University Grants Commission for the concerned or equivalent posts.

18. Action on misconduct of Employees of the Institute

- (a) Where there is an allegation of misconduct against an employee other than a faculty member, the Director may, by order in writing, place

such an employee under suspension and shall forthwith report to the Board of Governors the circumstances in which the order was made:

Provided that the Board of Governors may, if it is of the opinion, that the circumstances of the case do not warrant the suspension of the employee, revoke such order.

When there is an allegation against a faculty member, the Director shall after the approval of Board of Governors, suspend the faculty member if the circumstances so warrant.

- (b) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employee, the Board of Governors shall have the power to remove such employee, on grounds of misconduct.
- (c) Save as aforesaid, the Board of Governors shall not be entitled to remove an employee except for a good cause and after giving three months' notice or on payment of three months' salary in lieu thereof.
- (d) No employee shall be removed under clause (b) or clause (c) unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him, as per procedures laid down in the Bye-laws.
- (e) The removal of an employee shall take effect from the date on which the order of removal is made:

Provided that where the employee is under suspension at the time of his removal, such removal shall take effect from the date on which he was placed under suspension.

- (f) Notwithstanding anything contained in the foregoing provisions of this Rule, an employee may resign,
 - (i) if he is a permanent employee, only after giving three months' notice in writing to the Board of Governors or by paying three months' salary in lieu thereof;
 - (ii) if he is not a permanent employee, only after giving one month's notice in writing to the Board of Governors or by paying one month's salary in lieu thereof; and

provided that such resignation shall take effect only on the date on which the resignation is accepted by the Board of Governors.

19. Funds

- (a) Subject to the provisions of sub-clause (c), the Institute shall be entitled to receive grants-in-aid, or other financial assistance, from the

University Grants Commission, and from other funding agencies including the Central and State Governments (hereafter in this Rule referred to as “the other funding agencies”), for the fulfillment of the objects and purposes specified in the Memorandum, including expenditures on salaries and other benefits of the staff, maintenance and improvement of infrastructure and facilities, the organization and conduct of instructional and research work (including research fellowships) and other institutional activities and requirements:

Provided that the Non-Plan grants of the University Grants Commission shall be subject to the expenditure limits laid down by it for different heads:

Provided further that the grants from the other funding agencies may include assistance for purposes other than, or supplemental to, those for which regular grants are provided by the University Grants Commission.

- (b) The Institute may generate revenue, apart from fees and other dues charged to students, from consultancy, publications and other activities, and, subject to the provisions of sub-clause (c), receive grants and donations, for various purposes, from persons and organizations, other than the funding agencies.
- (c) The Institute shall not utilize the Plan and Non Plan grants and other financial assistance, received from the University Grants Commission and the other funding agencies, and the grants and donations received from persons and organizations, other than the funding agencies, except in accordance with the terms and conditions governing the same.
- (d) The fees and other dues charged by the Institute from students of the approved academic programmes shall be in conformity with the provisions of the Byelaws:

Provided that the receipts of the Institute from such fees and other dues shall not be utilized for any purpose, except the conduct of the approved programmes and the provision, maintenance and improvement of infrastructure and facilities.

- (e) The Director shall render to the University Grants Commission the accounts in respect of the grants provided by it, in such format as it may lay down, and shall forward a copy of the same to the Registrar of University of Allahabad for being reported to the Executive Council of University of Allahabad.
- (f) The Institute shall maintain for the benefit of its employees provident fund or pension fund, and provide for them insurance schemes;

Provided that the said provident fund or pension fund shall be maintained and administered in accordance with the rules laid down or approved by the Central Government.

- (g) The Institute shall provide for the benefit of its employees such allowances and welfare schemes which are in accordance with the rules laid down or approved by the Central Government for its employees.
- (h) The accounts of the Institute shall be audited, in respect of expenditures from the grants and revenues thereof, in accordance with the rules laid down by the University Grants Commission or the funding agency concerned (as the case may be), and shall be open to inspection by the Comptroller and Auditor-General of India:

Provided that the audit report, in respect of the expenditures of the Institute from the grants of the University of Grants Commission and from fees and other dues charged to the students of the approved academic programmes, shall be submitted to the University Grants Commission and a copy thereof, in respect of the said fees and other dues, shall be forwarded to the Registrar of University of Allahabad.

20. All funds shall be paid into the Institute's account with any of the nationalized Banks and shall not be withdrawn except through a cheque signed and countersigned by such officer or officers as may be duly empowered in this behalf by the Board of Governors.

- 21.** (a) 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.
- (b) No portion of the income and property of the Institute shall be paid or transferred directly by way of dividends, bonus or otherwise howsoever by way of profit, to the persons who are or at any time have been members of the Board of Governors or any of the Committee constituted by the Governors or to any one of them or to any person claiming through them:

Provided that nothing herein contained shall prevent the payment of remuneration to any member or any other person in return for any services rendered to the Institute or for traveling allowance, halting or other similar charges.

22. Accounts and Audit

The Institute shall maintain proper accounts and other relevant records and prepare annual accounts comprising the receipt and payment accounts, statement of liabilities etc. in such form as may be prescribed in the Bye—Laws.

- 23.** The accounts of the Institute shall be audited annually by qualified Auditors appointed at the Annual General Meeting of the Board of Governors. The accounts of the Institute along with the Report of the Auditors, shall be submitted to the next Annual General Meeting of the Board of Governors and also to the University Grants Commission or to the funding agency concerned (as the case may be).
- 24.** The University Grants Commission shall have the right to carry out an audit of accounts of the Institute through any person appointed by them in his behalf; and such persons shall have the right to demand the production of books, accounts, connected vouchers, and other documents and papers and to inspect any of the offices or branches of the Institute.
- 25. Annual Report**
- (a) The Institute shall publish an Annual Report on its working which shall also include a Statement of Audited accounts and the Report of the Auditors.
- (b) The Director shall submit the Annual Report of the Institute to the University Grants Commission, and a copy of the same shall be forwarded to the Registrar of University of Allahabad.
- 26. Bye-Laws**
- The Board of Governors shall have the power to frame Bye-Laws, not inconsistent with the Memorandum of Association and these Rules. The Board of Governors may also amend any of the Bye-Laws.
- 27. Enquiry into Affairs of the Institute**
- The University Grants Commission may appoint one or more persons to review the work and progress of the Institute from time to time and to hold enquiries into the affairs thereof and report thereon in such manner as may be considered necessary. The University Grants Commission may also, upon the receipt of such review and reports, offer such advice and guidance as they may consider necessary in respect of any matters dealt within the Reviews and Reports. Such recommendations shall be placed before the Board of Governors for consideration.
- 28. Amendment of Rules**
- Subject to the provisions of the Societies Registration Act 21, 1860, the Institute may amend, add to, or repeal any of these Rules by a Resolution passed at a Special Meeting of the Board of Governors, duly convened for the purpose, and supported by three-fifths of the total number of its members.
- 29.** The Institute shall sue and be sued in the name of the Director.

30. The Institute shall maintain a Register of all Members of the Board of Governors and it shall be open for inspection, during office hours, by all Members of the Board of Governors and all employees of the Institute.

31. If any difficulty arises in the functioning of the Institute, the Board of Governors shall have the power to give directions.

32. Seal

The Institute shall have a common Seal of such make and design as the Board of Governors shall determine and shall be kept in the custody of the Director.

33. Instruments

All deeds and instruments by or in favour of the Institute shall be signed by the Director.

34. Regulations of the Board

The Board of Governors may make regulations not inconsistent with these Rules or the provisions of the Societies Registration Act, 1860 or the Memorandum of Association of the Institute for running, maintaining, managing and controlling the organizations which may be established or taken over by the Institute and for regulating other activities, which may be undertaken by the Institute for carrying out its purpose.

35 . Dissolution

- (a) Subject to the provisions of the Societies Registration Act 21, 1860 and subject to the approval of the I.C.S.S.R., the Government of Uttar Pradesh and the University Grants Commission, the Society may be dissolved by a Resolution passed at a meeting of the Board of Governors, duly convened for the purpose, and supported by two-thirds of the total number of its members.
- (b) On dissolution, all assets and liabilities of the Society shall vest in the I.C.S.S.R. and shall be divided between it, the Government of Uttar Pradesh and the University Grants Commission in such manner as the ICSSR may direct after consultation with the Government of Uttar Pradesh and the University Grants Commission.

CERTIFIED to be the correct copy of the Rules of Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad.

Sl. No.	Name and Address	Signature	Name & Address of the Witness	Signature
1.	Professor R. G. Harshe Vice Chancellor, University of Allahabad Allahabad		Mrs. Rashmi Tripathi, Registrar, GBPSSI, Allahabad	
2.	Dr. Mohd. Aslam Representative of The Indian Council of Social Science Research New Delhi		- do -	
3.	Professor A. K. Singh, Director, Giri Institute of Development Studies, Lucknow		Mrs. Rashmi Tripathi, Registrar, GBPSSI, Allahabad	
4.	Professor Ravi S Srivastava, JNU, New Delhi		- do -	
5.	Professor Virginius Xaxa, Delhi School of Economics, New Delhi		- do -	
6.	Sri Dharendra Kumar, Dept. of Planning, Govt. of UP, Lucknow		- do -	
7.	Sri Shiv Shankar Singh, Special Secretary, nominee of APC Govt. of UP, Lucknow		Mr. A.C. Ghose PA to Director GBPSSI, Allahabad	
8.	Sri Hemant Kumar Saxena Additional Director, Treasury, nominee of Principal Secretary, Finance, Govt. of UP		- do -	
9.	Prof. U. Kalpagam. GB Pant Social Science Institute, Allahabad		- do -	
10.	Dr. Bhaskar Majumder, GB Pant Social Science Institute, Allahabad		- do -	
11.	Dr. R.M. Tripathi, GB Pant Social Science Institute, Allahabad		- do -	
12.	Prof. Pradeep Bhargava, GB Pant Social Science Institute, Allahabad		- do -	

**GOVIND BALLABH PANT SAMAJIK VIGYAN SANSTHAN
ALLHABAD
BYELAWS**

**(As amended upto the 63rd Meeting (Annual General Meeting) of Board Of
Governors held on 21st August, 2014)**

(Framed under Rule 26 of the Rules of Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad).

Short Title

These Byelaws may be called Byelaws of Govind Ballabh Pant Samajik Vigyan Sansthan, Allahabad or simply “Byelaws” hereinafter.

Application and Scope

Subject to the provisions of the Memorandum of Association and the Rules, these Byelaws shall apply to all persons in so far as they are concerned with the governance, administration and functioning of the Institute. These Bye Laws are in conformity with “Ordinance XXXIV: Constituent Institute” of the Ordinance of the University of Allahabad under the University of Allahabad Act, 2005.

These Byelaws shall come into force with immediate effect, but will not have any retrospective effect on decisions already taken since the inception of the Institute in March, 1980.

Interpretation

In general, the Government of India Rules shall prevail. Where a doubt arises as to the interpretation or application of any of the provisions of these Byelaws the matter will be referred to the Board of Governors whose decision or clarification shall be final.

Amendment

The Board of Governors may amend the provisions of these Byelaws at any meeting by a resolution passed by a simple majority of the members present and voting.

Definitions

Unless otherwise stated the definitions and meanings of various terms and connotations shall be the same as given in the Rules. In these Bye – Laws, unless the context otherwise requires,

- (a) “University” means “University of Allahabad”
- (b) “Ordinance” means an Ordinance of “Ordinances of the University of Allahabad under the University of Allahabad Act, 2005”.
- (c) “Vice Chancellor” means Vice Chancellor of University of Allahabad
- (d) “Registrar” means Registrar of University of Allahabad
- (e) “Academic Council” means Academic Council of University of Allahabad
- (f) “Executive Council” means Executive Council of University of Allahabad

Chapter 1

THE AUTHORITIES OF THE INSTITUTE (as amended in the 53rd General Meeting of Board of Governors held on 21st February, 2009)

1. The principal authorities concerned with the governance of the Institute shall be (i) the Board of Governors, (ii) Academic Committee (iii) Administrative Committee, and (iv) such other authorities as may be constituted by the Board of Governors to give effect to the provisions of the Memorandum of Association and the Rules.

Board of Governors

2. The composition, powers and functions of the Board of Governors shall be as laid down in the Memorandum of Association and the Rules. The composition, powers and functions of any other authorities, if created in future, will be defined by the Board of Governors.
3. The Director shall maintain a register of all members of the Board of Governors. He shall similarly maintain a register of the members of any other authorities, if any, created in future.
4.
 - (a) The terms of the members of the Board of Governors (other than those who are members in an *ex-officio* capacity) shall commence from the date of their nomination /election.
 - (b) The Director shall, not less than seven weeks before the day on which an elected/nominated member of the Board of Governors will vacate office, give notice thereof to the authority or body by whom the member vacating the office was nominated or elected:

Provided that each casual vacancy owing to death, resignation or otherwise, shall be similarly reported by the Director within ten days from the day on which notice of such vacancy is received by him.
5. The transaction of business at the meetings of the Board shall be in accordance with Rule 7 of the Rules. In particular, and without prejudice to the generality of the above:
 - (a) Notice of a motion or resolution to be moved at the meeting of the Board or of an amendment to motion or resolution of which notice has been given must be in the hands of the Director not less than ten days before the meeting.
 - (b) All questions as to whether proper notice of a motion or an amendment to a motion has been given shall be decided by the President of the meeting whose decision shall be final.
 - (c) No business other than that contained in the Agenda paper shall be transacted except with the consent of the President of the meeting.
 - (d) No amendment of which due notice has not been given shall be moved as a motion or resolution before a meeting of the Board without the permission of the President.

Academic Committee

6. The Academic Committee shall advise on academic matters of the Institute and shall be responsible to the Board of Governors.
7. The Academic Committee shall comprise the following members:
 - (i) Director of the Institute, *ex-officio* – Chairman;
 - (ii) Two Professors of the University of Allahabad, professing social science subjects, nominated by the Vice-Chancellor of University of Allahabad for a term of two years with eligibility for being reappointed for one more term;
 - (iii) One member to be nominated by the Board for a period of two years from among its members who are social scientists;
 - (iv) Two members to be nominated for a period of two years by the Board who are distinguished social scientists and are not members of the Board;
 - (v) *Three University recognized faculty members of the Institute, one each from the categories of Professors, Readers and Lecturers by rotation in the order of seniority for a term of one year;

***Amended in 55th Annual General Meeting of the Board of Governors held on October 24, 2009 as:**

Three University recognized faculty members of the Institute, by rotation in the order of seniority for a term of one year;

8. The Academic Committee shall have the following functions:
 - (i) To review all academic activities of the Institute;
 - (ii) To consider matters of academic interest on its own initiative and recommend to Board of Governors;
 - (iii) To promote collaborations between the Institute and the University of Allahabad as well as other academic entities; and
 - (iv) To consider any matter referred to it by the Board of Governors, Academic Council or Executive Council of University of Allahabad.
9. The transaction of business at the meeting of the Academic Committee shall be in accordance with the provisions of the Bye-laws:
 - (a) The Academic Committee shall meet as often as may be necessary, but there shall be at least one meeting every six months.
 - (b) Notices for all the meetings of the Academic Committee shall be issued by the Administrative Officer with the approval of the Chairman. For ordinary meetings, ten days' notice will be necessary

but special meetings may be called at shorter notice of at least three days with the approval of the Chairman.

- (c) Five Members shall form the quorum.
- (d) The Chairman shall preside at the meetings of the Academic Committees.
- (e) Decision shall be by vote. Voting shall be in such manner as the Committee may decide. Each Member shall have one vote and in case of tie the Chairman shall have a casting vote.
- (f) The Minutes of the proceedings of the meetings of the Academic Committee shall be maintained by the Director and shall be open, during office hours, for inspection by Members of the Board of Governors and the Academic Committee. The minutes shall be reported to the Board at its next meeting.

ADMINISTRATIVE COMMITTEE

- 10.. The Administrative Committee shall be responsible to the Board of Governors subject to the provisions of the Memorandum of Association and Rules and subject to the policy, budgetary and administrative control exercised by the Board of Governors. The Administrative Committee shall have all administrative and financial powers to conduct the day-to-day affairs of the Institute with a view to fulfilling its objectives.
- 13. The Administrative Committee of the Institute shall comprise the following:
 - (i) The Director of the Institute, who shall be the *Ex-Officio* Chairman;
 - (ii) One Professor of the University nominated by Vice Chancellor for a term of two years;
 - (iii) One member to be nominated by the Board for a term of two years from among its members other than those nominated under Rule 6 (b) (ii) and (iv) of the Rules of the Institute;
 - (iv) One member with expertise of administration and finance to be nominated by the President for a term of two years; and
 - (v) One University recognized Teacher of the Institute for one year by rotation in order of seniority.
- 14. The Administrative Officer of the Institute shall be the *Ex-Officio* Secretary of the Administrative Committee but shall not be entitled to vote in the meetings of the Administrative Committee.
- 15. When a person becomes a Member of the Administrative Committee by reason of the Office or appointment he holds, his membership of the

Administrative Committee shall terminate when he ceases to hold that office or appointment.

16. A Member of the Administrative Committee may resign his membership by a letter of resignation addressed to the Chairman and his resignation shall take effect from the date it is accepted by the Chairman.
17. The transaction of business at the meeting of the Administrative Committee shall be in accordance with the provisions of the Bye-laws.
 - (a) The Administrative Committee shall meet as often as may be necessary, but there shall be at least one meeting every six months.
 - (b) Notices for all the meetings of the Administrative Committee shall be issued by the Administrative Officer with the approval of the Chairman. For ordinary meetings, ten days' notice will be necessary but special meetings may be called at shorter notice of at least three days with the approval of the Chairman.
 - (c) Three Members shall form the quorum.
 - (d) The Chairman shall preside at the meetings of the Administrative Committees.
 - (e) Decision shall be by vote. Voting shall be in such manner as the Committee may decide. Each Member shall have one vote and in case of tie the Chairman shall have a casting vote.
 - (f) The Minutes of the proceedings of the meetings of the Administrative Committee shall be maintained by the Administrative Officer and shall be open, during office hours, for inspection by Members of the Board of Governors and the Administrative Committee. The Minutes shall be reported to the Board at its next meeting.
18. The Administrative Committee shall have powers to
 - (a) approve the budget proposals for grants in aid from UGC and forward to the Board of Governors for its approval;
 - (b) oversee the utilization of the grants-in-aid received from UGC;
 - (c) to ensure implementation of norms and rules related to promotions, discipline and other benefits of the staff of the Institute;
 - (d) to administer Provident Fund of the employees of the Institute; and
 - (e) to administer a pension fund, insurance schemes, loans and advances as per rules laid down or approved by the Board.

Chapter 2

OFFICERS OF THE INSTITUTE

(as amended in the 53rd General Meeting of Board Of Governors held on 21st February, 2009)

The Director

1. The Director shall be a whole-time officer of the Institute and shall be appointed by the Board of Governors in accordance with Rules 14 and 15. The letter of appointment shall be issued by the President of the Board of Governors.
2. The qualifications for appointment for post of Director are as follows:
 - (a) A distinguished social scientist with proven track record in terms of research and publication
 - (b) At least five years experience of teaching/ research as a Professor in a substantive capacity in a University/ Research Institution
3. (a) Where a vacancy in the office of the Director occurs or is likely to occur by reason of expiry of term, resignation, leave or any other cause, the Administrative Officer shall report the fact to the President who shall –
 - (i) in case the vacancy is likely to last for a period exceeding six months, take expeditious steps for the appointment of the Director in accordance with the Rules; and
 - (ii) in case the vacancy is likely to last for a period of six months or less, appoint the senior-most faculty member of the Institute as the Director of the Institute:

Provided that no appointment under this Sub-Section shall be made for more than six months, and provided further that the appointment so made shall terminate on the appointment of the Director in accordance with the Rules.
- (b) Till such time as an appointment is made by the President in accordance with the Rules and Bye-laws, the senior most Professor shall carry on the current duties of the Director.
4. (a) The powers, duties and responsibilities of the Director shall be in accordance with the Rules. In particular, and without prejudice to the generality of the above, he shall be the Chief Executive and Academic Officer of the Institute. He shall have, subject to the provisions of the Rules and Bye-laws, the power of general superintendence, direction and control of the affairs of the Institute.

- (b) The Director shall have power to constitute such ad-hoc Committees as he may deem necessary to help him in the performance of his duties as the Chief Executive and Academic Officer of the Institute.
 - (c) In cases where emergency action has been taken by the Director in accordance with the provisions of Rule 12, any person who feels affected to his disadvantage by such action may prefer an appeal to the Board of Governors within fifteen days from the date on which the action is communicated to him.
5. The salary and allowances of the Director shall be such as fixed by the Board in the scale of Professor.
6. The Institute shall provide the Director with –
- (a) rent free residence. Until the Institute is in a position to provide him residence, rules applying to Central Government servants regarding house rent subsidy will apply to him.
 - (b) a telephone at his residence and a cellphone for official purposes; and
 - (c) a staff car for official purposes.
7. The Director will be entitled to any benefits approved for the employees of the Institute under terms and conditions of service laid down for them in the Bye-laws.
8. The Director shall reside at Allahabad. He shall be on duty during vacations but may, during such vacations, reside at any place of his choice within India.
- (a) The Director may stay away from Allahabad on the business of the Institute for as long as it is necessary; but he shall not be absent from his duties on other business for more than thirty days in a calendar year, unless with the special permission of the President.
 - (b) In the event of his being unable to attend to his duties by reason of illness or other cause, he may be granted by the President leave on full salary and allowance for a total period of six months during his term provided that such leave shall not be admissible during the first year of his term except on medical grounds.

THE ADMINISTRATIVE OFFICER

9. The Administrative Officer shall be a whole-time Officer of the Institute and shall be appointed by the Board of Governors on the recommendations of the Selection Committee comprising of the following:
- (a) Director (Chairman);
 - (b) A serving Director of another Research Institute nominated by the President;

- (c) Two experts, not in the service of the Institute, to be nominated by the President from a panel approved by the Board of Governors; and
 - (d) One person nominated by the Board of Governors from among its members.
10. The qualifications for appointment to the post of Administrative Officer shall be the same as of Deputy Registrar of the University.
11. (a) The scale of pay of the Administrative Officer shall be the same as that of Deputy Registrar of the University.
- (b) The Institute shall provide the Administrative Officer –
- (i) rent free residence on the Institute Campus; and
 - (ii) a telephone at her/ his residence for official purposes.
12. (a) The Administrative Officer shall not be offered nor shall he accept any remuneration for any work in the Institute, save such, as may be provided for by the Bye-laws or the resolutions of the Administrative Committee.
- (b) The Administrative Officer may accept appointment as Supervisor of an examination or as Examiner at an examination conducted by a University or examining body in U.P. (or in exceptional cases by a body outside U.P.) with the prior permission of the Director.
13. (a) The Administrative Officer shall be the *ex-officio* Secretary of the Administrative Committee.
- (b) He shall, in the aforesaid capacity –
- (i) collect and place before the Administrative Committee all such information as may be necessary for the transaction of business; and
 - (ii) carry on all correspondence in connection with the work of this authority and maintain the Minutes of all the meetings.
14. Subject to the control of the Director, the Administrative Officer shall be responsible for:
- (a) the general administration of the Institute with a view to ensuring its smooth functioning;
 - (b) collecting the income, making the payments and maintaining the accounts of the Institute;
 - (c) due custody of records;
 - (d) performing such other functions as might be delegated to him by the Director from time to time.

Chapter 3

RESEARCH AND ACADEMIC PROGRAMMES

(as amended in the 53rd General Meeting of Board Of Governors held on 21st February, 2009)

1. In pursuit of the objectives stated in the Memorandum of Association, the faculty members shall pursue research as their primary activity. They shall impart instructions for such post graduate courses of study, and supervise research leading to such research degree programmes of the University as may be approved for it by the Academic Council.
2. The Institute may create a Research Fund out of admissible resources to support the research activity of the faculty members. The Research Fund shall be used to support research by the faculty of the Institute.
3. The Director shall be responsible for organising research and instructions for courses of study.

Chapter 4

CLASSIFICATION AND APPOINTMENT OF FACULTY MEMBERS, CAREER ADVANCEMENT OF FACULTY MEMBERS, APPOINTMENT TO TEMPORARY POSTS, GUEST FACULTY AND OTHER ACADEMIC STAFF OTHER THAN FACULTY MEMBERS

(as amended in the 53rd General Meeting of Board Of Governors held on 21st February, 2009)

1. There shall be the following categories of Faculty Members of the Institute, namely -

- (a) Professor;
- (b) Reader; and
- (c) Lecturer.

Provided that the categories shall be subject to revisions as approved by the University Grants Commission.

2. (a) Faculty Members of the Institute shall be appointed to approved posts on whole-time basis, in permanent or temporary capacity, on scales of pay approved by the University Grants Commission.
 - (b) Appointments to posts of Faculty Members of the Institute in the cadre of Professors or Readers may be made by direct recruitment or by promotion, and to the cadre of Lecturers by direct recruitment, in accordance with the provisions of the Rules and Bye-laws or the Regulations, in respect of the qualifications, conditions and procedure for direct recruitment or promotion, as the case may be.
3. (a) Posts of Faculty Members of the Institute may be recommended by the Board of Governors *suo motto* or on the suggestions of the Academic Committee.
 - (b) The Board of Governors shall upon the creation of a post of faculty Members of the Institute may also specify, after considering the recommendation of the Academic Committee to that effect, the specialized, preferential or desirable qualifications for the same.
 - (c) Qualifications for posts of faculty members shall not be lower than those prescribed by the University Grants Commission for the concerned or equivalent posts:

Provided that the Board of Governors may, on the recommendation of the Academic Committee assign specialized or preferential or desirable qualifications to any post, referred to in clause (b), not bearing the same, or may modify or remove such qualifications.

4. (a) A Faculty Member of the Institute serving on the post of Lecturer or Reader, who has put in such length of service and possesses such qualifications as may be laid down by, or under, Ordinance XLV (on the Career Advancement of Teachers of the University), and has submitted the application in that regard in the manner prescribed by, or under, the said Ordinance may be promoted to the post of Reader or Professor, respectively, subject to the following conditions, namely -
 - (i) such promotion shall be granted by the Board of Governors on the recommendation of the Selection Committee constituted, in accordance with the provisions of the Rules and the Bye-laws, for direct recruitment to the post of Reader or Professor, as the case may be;
 - (ii) such promotion shall be personal to the faculty member concerned, and the post held by him in his original cadre, i.e. the cadre to which he was appointed by direct recruitment, shall, for the duration of his incumbency as Reader or Professor by such promotion, be included in the cadre of Readers or Professors, respectively, and shall, upon the end of such incumbency, revert to such original cadre; and
 - (iii) such promotion shall be granted with effect from the date on which the faculty member takes charge of the post of Reader or Professor to which he has been promoted:
 - (iv) such promotion shall be from the date of eligibility as per UGC Guidelines or 1.04.2006, whichever is later.
- (b) The matters relating to the process of selection and appointment by promotion, other than those specified in sub-clause (a), shall be as laid down by, or under, clause 6 of this Section.
5. (a) The Selection Committee for all categories of faculty shall consist of the following members, namely,
 - (i) the President or his nominee (Chairperson);
 - (ii) the Director;
 - (iii) three experts who are social scientists, not in service of the Institute or the University of Allahabad or any institution maintained by it or admitted to its privileges, to be nominated by the President from a panel approved by the Board of Governors; and
 - (iv) A nominee of the Board from among its members.
 - (v) Observers as may be required as per University Grants Commission Guidelines.

6. Procedure of Selection

(a) Ordinance XII: "Selection Committees for Appointment of Teachers" shall, with the exception of Clause 2 (b), *mutatis mutandis* apply with the following changes:

- (i) "University" shall be substituted by "Institute"
- (ii) "Teacher" shall be substituted by "faculty member"
- (iii) "Vice Chancellor" shall be substituted by "Director"
- (iv) "Executive Council" shall be substituted by "Board of Governors"
- (v) "Academic Council" shall be substituted by "Academic Committee"
- (vi) "Registrar" shall be substituted by "Administrative Officer"
- (vii) Clause 2 (b) will be substituted by-

"There shall be a Screening Committee comprising the Director (as Convener), one Professor of the Institute, and one or two Professors of the University as are social scientists, depending on the exigency".

(b) Ordinance XLV: "Career Advancement of Teachers of the University" shall *mutatis mutandis* apply with the following changes:

- (i) "University" shall be substituted by "Institute"
- (ii) "Teacher" shall be substituted by "faculty member"
- (iii) "Vice Chancellor" shall be substituted by "Director"
- (iv) "Executive Council" shall be substituted by "Board of Governors"
- (v) "Academic Council" shall be substituted by "Academic Committee"
- (vi) "Registrar" shall be substituted by "Administrative Officer"

7. Notwithstanding anything contained in clause 5 and 6, the Board of Governors may invite a person of high academic distinction and professional attainment to accept a post of Professor or any other academic post in the Institute on such terms and conditions as it deems fit and on the person agreeing to do so appoint him to the post.

8. There shall be Visiting Faculty positions in the Institute on contractual basis. Appointments to the positions of Visiting Faculty shall be made on the recommendations of a Search Committee with the President as the chairperson and not less than three experts in relevant fields to be nominated by the President from the panel of experts approved by the Board of Governors.

9. All appointments and promotion of faculty members shall be intimated to the Registrar of the University of Allahabad for being reported to the Executive Council.

10. TEMPORARY POSTS:

Appointment to temporary posts shall be made in the manner indicated below:

- (a) If the temporary vacancy is for duration longer than one academic session, it shall be filled on the advice of the Selection Committee in accordance with the procedure indicated in the foregoing clauses:

Provided that if the Director is satisfied that in the interests of work it is necessary to fill the vacancy, the appointment may be made on a purely temporary basis on the advice of a local Selection Committee referred to in sub-clause (b) for a period not exceeding six months.

- (b) If the temporary vacancy is for a period less than a year, an appointment to such vacancy shall be made on the recommendation of a local Selection Committee consisting of the Director and two Professors of the Institute.

11. Guest faculty

- (a) For the purposes of these Byelaws, the term "Guest Faculty" means persons engaged for instructional purposes on contractual basis, for a period not exceeding one academic year.

EXPLANATION

- i. Persons engaged as Guest Faculty under the provisions of this Bye-laws shall not be entitled to the status or privileges of Visiting Professors, Visiting Fellows, or Visiting Lecturers, invited for participation in academic work, under any scheme of, or approved by, the University Grants Commission or of any other national or international funding agency.
 - ii. The persons engaged or invited for imparting instruction in any Academic Programme of the Institute, by whatsoever designation they may be called, shall not be entitled to be designated or regarded as Part-time Lecturers.
- (b) Clause 6 of Ordinance XLIV "Part Time Lecturers and Guest Faculty" shall *mutatis mutandis* apply.

12. Academic Staff Other than Faculty Members

- (a) Ordinance XLVII: "Academic Staff other than Teachers" shall apply *mutatis mutandis* with the following changes:
 - (i) "University" shall be substituted by "Institute"

- (ii) "Teacher" shall be substituted by "faculty member"
 - (iii) "Vice Chancellor" shall be substituted by "Director"
 - (iv) "Executive Council" shall be substituted by "Board of Governors"
 - (v) "Academic Council" shall be substituted by "Academic Committee"
 - (vi) "Registrar" shall be substituted by "Administrative Officer"
- (b) The staff employed for a specific research project shall be purely temporary, and its maximum tenure of appointment shall be limited to the period indicated in the time schedule of each project and shall be governed by the terms and conditions of the project concerned.

Chapter 5

Service Conditions

(As amended upto the 63rd Meeting (Annual General Meeting) of Board Of Governors held on 21st August, 2014)

Application and Scope

1. Every employee holding a post at the Institute on the commencement of the Byelaws shall on such commencement be deemed to have been appointed under the provisions of the Byelaws.

These Byelaws will be applicable with immediate effect, but without prejudice to decisions already taken in the past.

Power to relax

2. Notwithstanding anything contained in these Byelaws the Board of Governors, in case of employee, may relax any of the provisions of these Byelaws to relieve him of any undue hardship arising from the operation of such provision, or in the interest of the Institute.

Residuary Provision

3. Any matter relating to the condition of service of any employee, for which no provision is made in these Byelaws, shall be governed by the Central Government Rules.

Definitions

4. In particular, and without prejudice to the generality of definitions as given in the Rules:
 - a. 'Competent Authority' means
 - i. President of the Board of Governors in case of Director;
 - ii. Director in case of all faculty members, Library Staff, Administrative Officer and Class A and B employees;
 - iii. Administrative Officer in case of Class C and D employees.
 - b. 'Year' means a financial year.
 - c. 'Pay' means the amount drawn monthly by an employee of the Institute as
 - i. The pay other than special pay or pay granted in view of his personal qualifications which has been sanctioned

for the post held by him substantively or in officiating capacity or to which he is entitled by reason of his promotion in a cadre;

- ii. Special pay;
 - iii. Personal Pay; and
 - iv. Any other recurring emoluments which may be specially classed as pay by the Board of Governors.
- d. 'Probation' means an employee appointed on probation in or against a substantive vacant post in the cadre of the Institute.
 - e. 'Cadre' means the strength of the service or a part of service sanctioned as separate unit.
 - f. 'Lien' means the title of an Institute employee to hold substantively either immediately or on the termination of a period, or periods of absence, a permanent post including a tenure post to which he has been appointed substantively.
 - g. 'Permanent Post' means a post carrying a definite rate of pay and sanctioned without limit of time.
 - h. 'Average Pay' means the average monthly pay earned during the twelve months immediately preceding the month in which leave is taken, provided that in the case of a person who has been on leave during these twelve months such period of leave shall be omitted from the calculation. Vacation counts as duty for the purpose of this rule.
 - i. Faculty members shall be University recognised teachers as provided by the University in their Ordinances.

Probation

- 5. a. Every person appointed or promoted to a post in a substantive capacity in this Institute, shall be on probation for one year, unless the Competent Authority decides otherwise.
- b. **Probation shall not apply to those faculty members promoted under Career Advancement Scheme.**

Provided that where a person appointed on probation to a post in the Institute is, during the period of probation, found unsuitable for holding that post, or has not completed his period of probation satisfactorily the Competent Authority may:

Provided that the inter se seniority amongst two or more Faculty Members appointed, at the same time, to a cadre, instead of being governed by the criterion of length of continuous service, in case they have so been appointed

- (1) by direct recruitment to a permanent post, shall be determined in accordance with their place in the order of preference or order of merit governing them,
 - (2) inter- se seniority for faculty members promoted under Career Advancement Scheme shall be determined with reference to the date of eligibility as indicated in recommendations of the Selection Committee of respective candidates.
- 8 (a) For the purpose of the determination of seniority, the credit of earlier service, before joining the Institute may be granted by the Board of Governors for purposes of determining length of service. Provided that the earlier services have been in an academic Institute that has adhered to rules of appointment, qualification, pay scales and promotion, which are no less than prescribed by the University Grants Commission
- (b) Any faculty member aggrieved regarding seniority may appeal to the Director who in turn shall refer the same, if required, to the Administrative Committee. The final dispute, if any, shall be settled by the Board of Governors.

Temporary Service

9. a. An employee of the Institute who is not on probation or is not holding a substantive appointment shall be a temporary employee.
- b. An employee appointed for a research project and paid from the funds of the project shall be deemed to be a temporary employee, unless he holds a substantive appointment on any other post of the Institute.
- c. The services of a temporary employee may be terminated by the Competent Authority on a notice of one month from either side.

Superannuation

10. ***The age of superannuation of faculty members shall be the completion of the age of 62. The age of superannuation of Librarian/Deputy Librarian/ Assistant Librarian shall be the**

completion of the age of 60 or as revised by the UGC from time to time. The age of Superannuation of all other employees shall be the same as that of the employees of Central Government.

***Amended in the 59th General Meeting of the Board of Governors held on April 06, 2012 as follows**

The age of superannuation of faculty members shall be the completion of the age of 62. The age of superannuation of Librarian/Deputy Librarian/ Assistant Librarian shall be the completion of the age of 62 or as revised by the UGC from time to time. The age of Superannuation of all other employees shall be the same as that of the employees of Central Government.

***Amended in the 63rd Meeting (Annual General Meeting) of Board Of Governors held on 21st August, 2014 as follows:**

The age of superannuation of faculty members shall be the completion of the age of 65. The age of superannuation of Librarian/Deputy Librarian/ Assistant Librarian shall be the completion of the age of 62 or as revised by the UGC from time to time. The age of Superannuation of all other employees shall be the same as that of the employees of Central Government.

Re-Employment

11. Re-employment in service beyond the age of superannuation may be allowed by the Board of Governors for a period not exceeding three years on such terms and conditions as it may deem proper in the interest of the Institute.

Professor Emeritus

12. In suitable cases a Professor of the Institute superannuated from the service of the Institute may be offered the position of a Professor Emeritus **on fulfillment of criteria and procedures and** on such terms and conditions as may be determined by the Board of Governors.

Resignation/Termination of Service

13. In the case of permanent employees, not less than three month's notice shall be given on either side for termination of the contract, or in lieu of such notice, salary for three months.

In the case of temporary employees, not less than one month's notice shall be given on either side for termination of the contract or in lieu of such notice salary for one month.

Provided that the parties will be free to waive the condition of notice in whole or part by mutual agreement. Provided further that where the Institute dismisses or removes or terminates the services of an employee under Chapter 5, Byelaws 31 no such notice will be necessary.

Note

Employees on probation shall, for purposes of this rule, be treated as temporary employees.

Lien

14. a. A confirmed employee of the Institute may be given lien at his request on his substantive post for a maximum period of two years at a time if he desires to join a post in another organisation; provided the post in question in the other organisation carries a higher scale than the one enjoyed by him at the Institute. Any employee who reverts to his substantive post at the Institute on or before the expiry of his lien will not be considered for the grant of another lien again before the expiry of a period of two years from the date of his reversion.
- b. An employee of the Institute appointed to another post in the Institute will hold lien on his previous post until he is confirmed in the higher post in the Institute.
- c. An employee of the Institute offered high and meritorious positions, such as Director of an Institute, Vice Chancellor **or in the government as members of Committees and Commissions of the State**, will hold lien for the period of such appointments.
- d. **An employee, if elected to a legislative body of the state, would be given leave with lien for the period of his being in that elected position.**

Leave Rules

15. a. Leave cannot be claimed as a matter of right and when the exigencies of service demand, leave of any kind may be refused or revoked by the Competent Authority.

Provided that in case of the Competent Authority recalling an employee before the expiry of his leave the employee will be

- i. deemed to be on duty from the date he starts for the place to which he is recalled.

- ii. entitled to draw Travelling Allowances to enable him to join his place of duty.
 - b. Except with the permission of the authority which granted leave, no person on leave may return to duty before the expiry of the period of leave granted to him.
16. Except as otherwise provided leave shall be earned by period spent on duty only.
 17. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the duty is resumed.
 18. The power to grant leave shall vest in the Competent Authority as laid down in clause 4, of Chapter 5 of Byelaws.
 19. No leave shall be granted beyond the date on which an employee is permitted to retire.

Provided that an employee who has applied for leave well in advance and who has been denied leave by the Competent Authority in whole or in part on account of exigencies of service of the Institute, the leave which was due to him previous to retirement, may be granted beyond the date of retirement.

20. Leave should always be applied for and sanctioned before it is availed of, except in cases of emergency, to the satisfaction, of the Competent Authority.
21. Total continuous absence from the Institute on leave of various kinds, or otherwise, shall not exceed five years during the entire period of an employee's service in the Institute except as in 14 (c).
22. A leave account shall be maintained by the Administrative Officer for each employee of the Institute.

23. **Leave Rules for the Faculty**

- a.
 - i. Duty leave of the maximum of 30 days in an academic year may be granted for the following: (a) Attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Institute; (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Director; (c) Working in another Indian or foreign University, any other agency, institution or organization, when so deputed by the Institute; (d) Participating in a delegation or working on a committee appointed by the Central Government, State

Government, the UGC, a sister university or any other academic body; and (e) For performing any other duty for the Institute.

Provided that if the employee is deputed by the Director to a Conference, Seminar, Workshop, etc., on behalf of the Institute he shall be treated as being on duty. Provided further that no single person shall be deputed thus for more than two times in a month and for not more than thirty six days in a year.

- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - iii. The leave may be granted on full pay. Provided that if the faculty receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
 - iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
 - v. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a faculty invited to share expertise with academic bodies, government or NGO.
- b. i. **Study leave** may be granted for the entry level appointees as Assistant Professor/Assistant Librarian after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institute or to make a special study of the various aspects of Institute organization and methods of education.
- ii. Subject to the terms contained in this Clause 24 b, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two years.
 - iii. The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Provided that the Board of Governors may, in the special circumstances of a case, waive the condition of two years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided: (a) the person is a faculty on the date of the application; (b) there is no break in service; and (c) the leave is requested for undertaking the Ph.D. research work.

- iv. Study leave may be granted by the Board of Governors on the recommendation of the Director. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board of Governors is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the Institute.
- v. Study leave shall not be granted to a faculty who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- vi. Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.
- vii. No faculty, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board of Governors. In the event, the course of study falls short of study leave sanctioned, the faculty shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board of Governors to treat the period of shortfall as ordinary leave has been obtained.
- viii. Subject to the provisions of sub-clauses ix below study leave may be granted on full pay up to two years extendable by one year at the discretion of the Institute.
- ix. The amount of scholarship, fellowship or other financial assistance that a faculty, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for

a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the faculty, the salary would be forfeited.

- x. Subject to the maximum period of absence from duty on 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 shall be availed of at the discretion of the faculty. A faculty, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- xi. A faculty granted study leave shall on his/her return and re-joining the service of the Institute may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No faculty shall however, be eligible to receive arrears of increments.
- xii. Study leave shall count as service for pension/contributory provident fund, provided the faculty joins the Institute on the expiry of his/her study leave.
- xiii. Study leave granted to a faculty shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction.

Provided that where study leave granted has been so cancelled, the faculty may apply again for such leave.

- xiv. A faculty availing himself/herself of study leave shall undertake that he/she shall serve the Institute for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.
- xv. After the leave has been sanctioned, the faculty shall, before availing himself/herself of the leave, execute a bond in favour of the Institute, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent faculty members for the

amount which might become refundable to the Institute in accordance with sub-clause

xvi. The faculty shall submit to the Director, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Director within one month of the expiry of every six months of the study leave. If the report does not reach the Director within the specified time, the payment of leave salary may be deferred till the receipt of such report.

c. i. **SABBATICAL LEAVE:** Permanent, whole-time faculty members of the Institute who have completed seven years of service as Associate Professor or Professor 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 and higher education system.

ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a faculty.

iii. A faculty, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the faculty's return from previous study leave or any other kind of training programme of duration one year or more.

iv. A faculty 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 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 regular employment in an institution of advanced studies, provided that in such cases the Board of Governors may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- vi. During the period of sabbatical leave, the faculty shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund, provided that the faculty rejoins the Institute on the expiry of his/her leave.

OTHER KINDS OF LEAVE RULES FOR PERMANENT FACULTY MEMBERS OF THE INSTITUTE

- d. The following kinds of leave would be admissible to permanent faculty members:
 - i. Leave treated as duty, viz. Casual leave, Special casual leave, and Duty leave;
 - ii. Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;
 - iii. Leave not earned by duty, viz. Extraordinary leave; and Leave not due;
 - iv. Leave not debited to leave account –
 - v. Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;
 - vi. Leave on grounds of health, viz. Maternity leave and Quarantine leave.

The Board of Governors may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

- e.
 - i. **Casual Leave:** Total casual leave granted to a faculty shall not exceed 8 days in a calendar year.
 - ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- f.
 - i. **Special Casual Leave:** Special casual leave, not exceeding 10 days in an academic year, may be granted to a faculty: (a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and (b)

To inspect academic institutions attached to a statutory board, etc.

- ii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
 - iii. In addition, special casual leave to the extent mentioned below, may also be granted; (a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and (b) To a female faculty who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
 - iv. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;
- g.
- i. Earned Leave: The Institute faculty shall be entitled to summer vacation for a period of not more than 45 days in a year during the vacation period as may be notified for the purpose between April 25 and July 20 each year, this may be availed of by the faculty members in a staggered manner as decided by the Director.
 - ii. Vacation will count as duty for purposes of Leave Account
 - iii. Earned leave shall be on full pay for 15 days in a year if the summer vacation is availed of. However, if only a part of the summer vacation is availed of, one third of the period of the unavailed vacation shall be added to the employee's leave account.

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

- iv. Earned leave at the credit of a faculty 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 with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

- v. When a faculty combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 - vi. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
 - vii. Encashment of earned leave shall be allowed as per UGC guidelines.
- h. **Half-pay Leave:** Half-pay leave admissible to a permanent faculty shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation:

A "completed year of service" means continuous service of specified duration under the Institute and includes periods of absence from duty as well as leave including extraordinary leave.

i. **Commutated Leave**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent faculty subject to the 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 amount 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 will return to duty on its expiry.

- j.
 - i. Extraordinary Leave: A permanent faculty may be granted extraordinary leave when: (a) No other leave is admissible; or (b) Other leave is admissible and the faculty 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 the basis of medical certificates; (b) Cases where the Director is satisfied that the leave was taken due to causes beyond the control of the faculty, such as inability to join or rejoin duty due to civil commotion or .a natural calamity, provided the faculty has no other kind of leave to his credit; (c) Leave taken for pursuing 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 of importance.
 - 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 the full working life of the individual.
 - iv. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- k.
 - i. **Leave Not Due:** Leave not due, may, at the discretion of the Director, be granted to a permanent faculty for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
 - ii. 'Leave not due' shall not be granted, unless the Director is satisfied that as far as can reasonably be foreseen, the faculty will return to duty on the expiry of the leave and earn the leave granted.
 - iii. A faculty to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from 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 a case where retirement is unavoidable on account of reason of ill health, incapacitating the faculty for further service, refund of leave salary for the period of leave still to be earned may be waived by the Board of Governors.

Provided that the Board may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

- i. i. Maternity Leave: Maternity leave on full pay may be granted to a woman faculty for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman faculty in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

m. **Child Care Leave**

Women faculty members having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women faculty members during entire service period in lines with Central Government women employees.

n. **Paternity Leave**

- i. **Paternity Leave** A male Government servant (including an apprentice) with less than two surviving children, may be granted Paternity Leave by an authority competent to grant leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.

- ii. During such period of 15 days, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- iii. The Paternity Leave may be combined with leave of any other kind.
- iv. The Paternity Leave shall not be debited against the leave account.
- v. If Paternity Leave is not availed of within the period specified in sub-rule (i) such leave shall be treated as lapsed.

NOTE The Paternity Leave shall not normally be refused under any circumstances.

o. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

p. Field Work

- i. Field work has been intrinsic part of research in the Institute.
- ii. Field work shall be considered as duty.
- iii. The total Field work shall be initially approved by the Director based on the research proposal.
- iv. Field work may not be sanctioned beyond 120 days at a time after which a minimum of 30 days of presence in the Institute shall be required.
- v. Field work shall be sanctioned looking into teaching schedule of the faculty member.

24. Leave Salary

- a. An employee on earned leave or long term leave is entitled to leave salary equal to his pay or half pay, as the case may be, on the day before the leave commences.
- b. An employee proceeding on earned leave may be granted one month leave salary in advance, if the leave in question is for a period exceeding thirty days.

25. a. For the Administrative Officer, A, B, C and D class employees Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due, Extraordinary Leave, Maternity Leave, Paternity Leave, Leave to female Government servant on adoption of child, Child Care Leave, Special Disability Leave, Hospital Leave, Study Leave, Casual Leave and Special Casual Leave shall be admissible as per Central Government Rules of corresponding rank.
 - b. Provision of leave of various kinds in the case of employees lent by the Government/University/Research Institute shall be in accordance with the terms and conditions of deputation. However, where the terms and conditions of deputation of any employees are silent about the provision of leave, leave rules of the Institute shall apply.
26. No employee shall be permitted to accept salaried appointment while on leave. Nor can he undertake any kind of professional work while on leave, except with the permission of the Board of Governors.

Conduct & Penalties

27. Every employee of the Institute shall maintain absolute integrity and devotion to duty, and abide by the Rules and Byelaws and shall observe and comply with all orders and directions which may be given to him in the course of his official duties by any person under whose control he may be placed. All faculty members shall fill in the Proforma of the Annual Academic Progress Report as laid out in Schedule III and submit to the Director by May 30 each year.
28. An employee shall not absent himself from his duties without the permission of the Competent Authority.
29. No employee shall absent himself from his Headquarters overnight without informing the Competent Authority.
30. a. The following penalties may, for good and sufficient reason, be imposed on an employee by the Competent Authority of the Institute.
 - i. Censure
 - ii. Withholding of increments
 - iii. Reduction in rank
 - iv. Suspension
 - v. Removal from service

- vi. Dismissal
 - vii. Recovery from pay or provident fund, or both, the whole or part of pecuniary loss caused to the Institute on account of negligence of duty or disobedience.
- b. "Good and Sufficient reasons" which may attract the penalties mentioned in this rule may comprise one or more of the following grounds:
- i. Willful neglect of duty
 - ii. Misconduct
 - iii. Breach of any of the terms of contract of service
 - iv. Dishonesty
 - v. Scandalous conduct or conviction for an offence involving moral turpitude.
 - vi. Incompetence
 - vii. Lack of integrity

Explanation

The following shall not amount to a penalty within the meaning of this rule, namely:

- i. Stoppage of increment of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar.
- ii. Reversion of an employee, appointed on probation, to any grade or post, or to his permanent grade or post, during or at the end of the period of probation in accordance with the terms of his appointment or the rules and order governing such probation.
- iii. Reversion of an employee officiating in a higher grade or post to a lower grade or post, on the ground that the employee is considered to be not suitable for such higher grade or post or on any administrative ground unconnected with his conduct.

Warning

- 31. No order imposing any of the penalties specified in Byelaw 31 above shall be made on any employee unless he has been informed in writing

the grounds on which it is proposed to take such action, and given adequate opportunity:

- i. of submitting a written statement of his defence;
- ii. of being heard in person, if he so chooses; and
- iii. of calling and examining such witness in his defence as he may wish.

Provided that the Competent Authority or an officer authorised by it to conduct the enquiry may, for sufficient reason to be recorded in writing, refuse to call any witness.

32. **Suspension**

- a. An employee of the Institute shall not be placed under suspension for inadequate reasons or kept in suspension for a larger period than is absolutely necessary.
- b. An employee of the Institute maybe placed under suspension if
 - i. he is being prosecuted on a criminal charge, has been refused bail and has been committed to prison.
 - ii. on the basis of prima facie evidence available against him the Competent Authority has good reasons to believe that the employee has been guilty of gross misconduct or of bribery or corruption, which, if proved, would lead to his dismissal or removal.

In all cases where there are reasons to believe that the employee, if allowed to continue in active service might attempt to tamper with the evidence or hamper the prosecution or enquiry, he should be required to proceed on leave as may be due to him or if there be no leave to his credit on extraordinary leave. If he refuses to proceed on leave, he may be suspended. Provided that the order of suspension shall cease at the end of four weeks of its operation unless the employee has in the meantime been communicated the charges on which the enquiry was contemplated.

33.
 - a. When an employee is fully exonerated or reinstated to his post he shall be given full pay to which he would have been entitled had he not been dismissed, removed or suspended as the case maybe together with the allowances admissible with pay.
 - b. In case an employee is not fully exonerated the charge he shall be given such proportion of the pay and allowances as the Competent Authority may decide.

34. An employee belonging to the Class C and D shall have the right of appeal to the Director within thirty days against an order passed by the Administrative Officer imposing any of the penalties specified in Byelaw 32 above. In the case of other employees the appeal will lie with the Board of Governors.

Pay and Allowances

35. The scale of pay or the salary for various posts in the Institute shall be such as may be determined by the Board of Governors from time to time.

The Scale of pay or the Salary for various posts in the Institute shall be as per UGC and Central Government norms.

36. a. An employee shall, on his first appointment to a post of the Institute in a time scale of pay, draw pay at the minimum of the time scale.

b. The Competent Authority in suitable cases may grant advance increments.

37. Fixation of pay of an employee in case of revision of pay-scales from time to time shall be such that in no case an employee will get less than what he was getting in the unrevised pay-scale in his substantive post.

38. a. Subject to the provision under Section 5, Byelaw 32(a) the annual increment shall ordinarily be drawn by an employee as a matter of a course.

Provided that where an efficiency bar is prescribed in the time scale, the increment next above the bar shall be given to an employee with the specific sanction of the Competent Authority.

b. The following provisions prescribe the conditions in which service shall count for increment in the time scale of pay.

i. all duties in a post in a time scale,

ii. duty on a temporary post and on probation,

iii. the period for which lien is held on a substantive post of the Institute,

iv. leave other than extraordinary leave. Provided that the Competent Authority may direct that extraordinary

leave shall also count for increments, if it is satisfied that such leave was taken in pursuance of higher studies.

- c. Increment shall be drawn from the first day of month in which it falls due.

Notes : Service shall be deemed non-continuous only if it is interrupted by actual loss of employment.

- 39. In case where an employee of the Institute takes full charge of more than one post (other than inferior or subordinate post) he may be allowed additional pay as per Central Government norms.

Provided that the additional pay or allowance for holding additional charge will not be admissible if the period of additional charges is less than thirty days.

- 40. An employee of the Institute may be granted or permitted by the Competent Authority to accept an honorarium as remuneration for work performed, which is occasional in character, and either so laborious or of such special nature as to justify special reward.

- 41. The Board of Governors shall grant such allowances (Dearness Allowance, City Compensatory Allowance, House Rent Allowance, etc.) as it may deem proper from time to time. These allowances will ordinarily be in accordance with Central Government rates for its employees.

- 42. Matters relating to benefits of the employees, including inter alia the fixation of pay and other issues regarding pay, and pension, gratuity, General Provident Fund and Contributory Provident Fund, Medical Attendance and Leave Travel Concessions, for which provision has not been made in Rules and Bye Laws or the provision made in the Rules requires further, elaboration, shall be determined by the Board of Governors, in consultation with the Administrative Committee of the Institute, and pending such determination by the Board of Governors, the said matters shall be dealt with in accordance with the Fundamental Rules and the Supplementary Rules of the Government of India, and such specific rules, made thereunder or independently, as are applicable to the employees of the Central Civil Services.

THE SCHEDULE TO BYE LAWS CHAPTER 5
SCHEDULE I
(See sub-clauses (a) and (b) of clause 4)
**FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH FACULTY
MEMBERS OF THE INSTITUTE**

AGREEMENT MADE thisday of the Month ofin the
Year.....

Between

Dr./Sri/Smt./Km..... of the first part
(hereinafter called 'the Faculty member')

And

The G. B. Pant Social Science Institute, Allahabad, of the other part
(hereinafter called 'the Institute')

WHEREAS, in accordance with the provision of the Rules and Bye laws of
the Institute

Dr./Sri/Srimati/Km.

Has been appointed by the Institute to be a Faculty member of the Institute, on the
post
of..... With effect from the date he/she takes charge of the duties of the said
post, and
the Faculty member has accepted the said appointment.

IT IS HEREBY AGREED as follows –

1. That the Faculty member hereby undertakes to perform and fulfil such functions and duties in, and for, the Institute, as may be required of, or entrusted to, him/her, under the provisions of the Rules and Bye laws as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the Institute in matters in respect of which they are empowered, by the said provisions, to make such rules or such directions:

PROVIDED that the Faculty member shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions;

PROVIDED FURTHER that in respect of any matter which has not been provided for in this Agreement, the Faculty member shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post to which the Faculty member is presently holding shall be Rs....., and shall be revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the Institute. The faculty member shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Rules and Bye-laws;

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the Faculty member, the increment next above such bar shall not be given to the Faculty member, except without the specific sanction of the Board of Governors or the officer empowered by the Board of Governors in that regard.

That the Faculty member hereby undertakes to submit himself/herself to the officers and functionaries under whom he/she may, for the time being, be placed by the authorities of the Institute, in accordance with the provisions of the Rules and Bye-laws and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, functionary, authority or body of the Institute to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.

3. That the Faculty member hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for Faculty members by the Rules and Bye-laws.
4. That on the termination of this agreement for whatever cause, the Faculty member shall deliver up to the Institute all books, apparatus, records, property and other articles belonging to the Institute that may be in his/her possession/charge.
5. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Rules and Bye-laws for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow,

Signature of the Administrative Officer
Or other authorized Officer
Witness No. 1:

Signature of the Faculty member
Representing the Institute
Witness No. 2

Signature
Name
Address.....
.....

Signature
Name.....
Address.....
.....

THE SCHEDULE TO BYE LAWS CHAPTER 5
SCHEDULE II
(See sub-clauses (a) and (b) of clause 4)
**FORM OF AGREEMENT (CONTRACT OF SERVICE) WITH FACULTY
MEMBERS OF THE INSTITUTE**

AGREEMENT MADE thisday of the Month ofin the
Year.....

Between

Dr./Sri/Smt./Km..... of the first part
(hereinafter called 'the Faculty member')

And

The G. B. Pant Social Science Institute, Allahabad, of the other part
(hereinafter called 'the Institute')

WHEREAS, in accordance with the provision of the Rules and Bye laws of
the Institute

Dr./Sri/Srimati/Km.
was appointed by the Institute to be a Faculty member of the Institute, on the post
of..... and joined the post on

IT IS HEREBY AGREED as follows –

1. That the Faculty member hereby undertakes to perform and fulfil such functions and duties in, and for, the Institute, as may be required of, or entrusted to, him/her, under the provisions of the Rules and Bye laws as amended from time to time, and also under the rules made, or directions issued, from time to time, by the authorities of the Institute in matters in respect of which they are empowered, by the said provisions, to make such rules or such directions:

PROVIDED that the Faculty member shall be bound by such terms and conditions of service, and shall be entitled to such benefits in respect of pay, allowances, leave and other facilities and incidents of service, and to such terminal benefits, as laid down by or under the said provisions, and shall retire in accordance with the said provisions;

PROVIDED FURTHER that in respect of any matter which has not been provided for in this Agreement, the Faculty member shall be governed by the said provisions and, where any such matter has also not been provided for in the said provisions, by the rules of the Central Government for the time being in force.

2. That the scale of pay attached to the post of to which the Faculty member is presently holding shall be Rs....., and shall be revised by the competent authority from time to time, along with such allowances as may be admissible from time to time in accordance with the rules of the Institute. The faculty member shall receive pay in the succeeding stages in such scale, unless the annual increment is withheld in pursuance of the provisions of the Rules and Bye-laws;

PROVIDED that where an efficiency bar is, or may subsequently be, prescribed in the scale of pay admissible to the Faculty member, the increment next above such bar shall not be given to the Faculty member, except without

the specific sanction of the Board of Governors or the officer empowered by the Board of Governors in that regard.

That the Faculty member hereby undertakes to submit himself/herself to the officers and functionaries under whom he/she may, for the time being, be placed by the authorities of the Institute, in accordance with the provisions of the Rules and Bye-laws and shall obey, and to the best of his/her ability carry out, the lawful directions of any officer, functionary, authority or body of the Institute to the authority whereof he/she is, while this agreement is in force, subject, under the said provisions.

3. That the Faculty member hereby undertakes to abide by and conform to the rules of conduct, including the admissible Code of Professional Ethics, as amended from time to time, laid down for Faculty members by the Rules and Bye-laws.
4. That on the termination of this agreement for whatever cause, the Faculty member shall deliver up to the Institute all books, apparatus, records, property and other articles belonging to the Institute that may be in his/her possession/charge.
5. That the mutual rights and obligations of the parties hereto shall, in all matters, be governed by the provisions of said Rules and Bye-laws for the time being in force, which shall be deemed to be incorporated herein and shall be as such a part of this agreement as if they were reproduced herein.

IN AFFIRMATION WHEREOF the parties hereto affix their hands, and the party of the other part also affixes his seal, to this Agreement, on the day and year first above written, and deliver the same, in the presence of the witnesses who have affixed their signatures hereinbelow,

Signature of the Administrative Officer
Or other authorized Officer
Witness No. 1:

Signature of the Faculty member
Representing the Institute
Witness No. 2

Signature
Name
Address.....
.....

Signature
Name.....
Address.....
.....

SCHEDULE III

(See sub-clause (c) of clause 6)

PROFORMA OF THE ANNUAL ACADEMIC PROGRESS REPORT OF FACULTY MEMBERS

YEAR

1. Name of the Faculty member
2. Designation:
3. Academic qualifications obtained, distinctions attained, awards received and other notable achievements, if any, during the Academic Year:
4. Details of the research and other publications during the Academic Year:
5. Details of the National, International and other Seminars/Conferences/Workshops attended during the Academic Year and of the Addresses given, Papers read or other presentations made thereat:
6. Special Lectures/orations, etc, delivered (other than those noted in Columns 5) during the Academic Year:
7. Details of the research work done during the Academic Year, including Projects commenced, in progress or completed:
8. Details of Consultancy work undertaken, if any, during the Academic Year:
9. Number of Research Scholars working under the guidance of the Faculty member during the Academic Year:
10. Number of Research Scholars who were working under the guidance of the Faculty member and have been conferred a research degree during the Academic Year:
11. Titles of the Papers/Courses taught in the institution during the Academic Year and the total number of Lectures (excluding tutorial and practical classes) delivered to the same:
12. Administrative positions held in the institution during the Academic Year:
13. Remarks:

I HEREBY DECLARE that the contents of this Academic Progress Report are true to my personal knowledge.

Dated: _____

Signature of the Faculty member

Chapter 6

Recruitment of the Administrative Staff, Library Staff and Project Staff

(As amended and finally approved in the 58th Annual General Meeting of Board of Governors held on January 04, 2012)

1. Subject to the provisions of Rules, the Board of Governors may create such posts as may be necessary and obtain concurrence from the UGC
2. The various posts currently in existence are listed and categorized in Annexure 1.
3. The qualifications of appointment to various posts shall be as per Central Government Rules.
4. The vacant positions shall be advertised in at least two national level newspapers and the candidates shall be allowed at least fifteen days from the date of the publication of the advertisement to apply for the post.
5. All appointments shall be made on the basis of the recommendation of a Selection Committee
6. The Selection Committee for all administrative Staff other than Administrative Officer

shall comprise the following:

- i. Director (Chairman)
- ii. One Professor of the Institute nominated by the Administrative Committee
- iii. One Expert nominated by the Administrative Committee
- iv. One observer nominated by Administrative Committee, belonging to SC/ST category, if there is an applicant from that category.
- v. One member of the Board of Governors nominated by the President

The quorum shall have a minimum of 3 members, including the expert.

7. The Selection Committee for the Library Staff shall comprise the following:
 - i. Director (Chairman)

- ii. One Professor of the Institute
 - iii. Two Experts, one of whom shall be a Librarian not in the service of the Institute, to be nominated by the President.
 - iv. One observer
 - v. One member of the Board of Governors nominated by the President
8. The staff employed for a specific research project shall be recruited for not more than the specific duration of the project and shall be governed by the terms and conditions of the project concerned.

List of Posts

Sl.No.	Categorisation	Re-designation
1	Library Staff	Deputy Librarian
		Assistant Librarian
		Library Assistant
		Library Attendant
		Cataloguer
2.	Office Staff	
I.	Group-A	Administrative Officer
II.		Computer Programmer
	Group-B	Private Secretary
		Section officer (Admin.)
		Section officer (O.S)
	Group-C	Senior Assistant
		Senior Assistant(I.A)
		Jr. Steno
		Office Assistant
		Office Assistant(Accounts)
		Office Assistant(MBA-RD)
		Office Assistant(Guest House)
		Jr. Office Assistant
		Technical Assistant
		Electrician/Plumber
		Driver/Grade II
III.	Group-D	Peon
		Safai Karmchari
		Attendant
		Attendant (Mali)
		Attendant (Cook)
		Attendant(Helper)

Chapter 7

CONTRIBUTORY PROVIDENT FUND

1. With effect from 1-4-80 a Contributory Provident Fund for the employees of the Institute shall be established. It shall be known as “Govind Ballabh Pant Samajik Vigyan Sanasthan, Allahabad Contributory Provident Fund” or briefly the Fund.

Constitution and Management of the Fund

2. (a) The Fund, which shall be maintained in rupee, shall be constituted with subscriptions paid by the subscribers and the fund, if any, transferred from the previous employer of the subscribers and contributions made by the Institute and shall include interest on the accumulations.
- (b) The management of the Fund is vested in the Administrative Committee. Subject to the control and direction of the Administrative Committee, the Director/Registrar shall administer and Fund for and on its behalf.
- (c) The money of the Fund shall be deposited in the name of the Fund into the State Bank of India or any other Scheduled Bank. The deposits shall be made as soon as possible after the monthly accounts are closed.
- (d) Subject to the directions of the Administrative Committee all moneys not immediately required for the purpose of making payments to the members or their representatives be invested by the Director in interest bearing securities, or term deposit with a bank or Post Office, or in National Defence Certificate, or in payment of insurance premia on the life of the subscriber.

All investments and securities shall be held in the name of the Institute.

- (e) The interest received by the Institute on sum so invested or deposited shall be added yearly to the amount to the credit of the Fund and shall be apportioned between the various depositors in proportion to the total amount standing to the credit of each depositor.

Conditions of Eligibility

3. (a) All full-time employees in the permanent cadre of the Institute shall join the Fund.
- (b) An employee on leave on full pay shall continue to pay his subscription to the Fund, and may continue to do so at his option if on leave on less than full pay.

- (c) Persons appointed on contract or on deputation, the terms whereof make such persons eligible for contributing to the fund.
- (d) Probationers and persons appointed temporarily shall be entitled to subscribe to the Fund retrospectively from the date of their first appointment after they have been confirmed and in that case the Institute shall also make its contribution from the said date.

Conditions of Subscription

- 4. (a) Every subscriber shall subscribe monthly to the fund when on duty in the service of the Institute or on foreign service except during the period when he is under suspension.

Provided that the subscriber, on reinstatement after period passed under suspension, shall be allowed the option of paying in one sum or in installments the arrears of subscription permissible for that period.

- (b) When emoluments are drawn from any other source while on deputation approved by the Institute, arrangement shall be made with the disbursing authority concerned to remit to the Institute monthly his own share of contribution together with the employer's share of contribution at the prevailing rate.
- 5. The subscription to the Fund shall be eight per cent on the salary of the subscriber. It shall be expressed in whole rupees; (50 paise and above counting as the next higher rupee).

Contribution by the Institute

- 6. At the end of each month, the Institute shall, in the case of each subscriber, make a contribution at the rate of twelve per cent in the case of subscribers drawing a salary of Rs. 500 or less, ten percent in the case of subscribers drawing a salary of more than Rs. 500 but not exceeding Rs. 1000 and eight per cent in the case of subscribers drawing a salary over Rs. 1000 on his salary bill and, and subject to the conditions contained in the Byelaw 11 below the amount shall be placed to the credit of the subscriber.

Nominations

- 7. (a) A Subscriber shall, at the time of joining the Fund, send to the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund, in the event of his death or his becoming insane before the amount has become payable, or having become payable has not been paid.

Provided that if, at the time of making the nomination, the Subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.

- (b) If a subscriber nominates more than one person, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (c) A subscriber may at any time cancel a nomination by sending a notice in writing to the Registrar and making a fresh nomination in accordance with the provisions of this Byelaws.

Advances

8. A temporary advance may be granted to a subscriber from the amount standing to his credit in his account at the discretion of the Competent Authority subject to the following conditions.
- (a) No advance shall be granted unless the Competent Authority is satisfied that the applicant's pecuniary circumstance justify it, and that the advance will be expended on any of the following objects:
 - (i) to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him.
 - (ii) to meet the cost of higher education, including where necessary, the travelling expenses of the subscriber or any person actually dependent on him.
 - (iii) to pay obligatory expenses in connection with marriages, funerals, or other ceremonies of himself or of his children or any other person actually dependent on him, which by religion is incumbent on him to perform.

Provided that the condition of actual dependence shall not apply in the case of a son or a daughter or a subscriber.
 - (b) No advance shall be permitted (i) if the subscriber is on leave without pay, or on leave preparatory to retirement; or (ii) if the subscriber is likely to retire before the amount of the advance can be recovered from him by deductions from his monthly pay at the rates specified in Byelaws 9 below; (iii) if it is required by the subscriber to fulfill at one and the same time more than one of the purposes specified in Byelaw 6 (a) above, except with the special permission of the Administrative Committee.
 - (c) The amount of advance shall not, save for special reasons, exceed the subscriber's pay (including Dearness Allowances) for three months or one half of the amount of subscription and interest thereon standing to the credit of the subscriber in his account whichever is less.

- (d) An advance shall not, save for special reasons, be granted until at least twelve months after the final payment of previous advance (s).

Recovery of Advances

- 9. (a) An advance made under Byelaw 8 above shall be recovered from the subscriber in equal monthly installments, not exceeding twenty four in number.
- (b) A subscriber may, at his option, make payment in a similar number of installments.
- (c) Each installment shall be a number of whole rupee, except that the final installment shall cover the entire balance then to be refunded by the subscriber.
- (d) Recovery of each monthly installment shall be made from the pay of the subscriber for the month at the time of its payment.
- (e) The recovery of installments shall commence from the pay of the month in which advance is granted.
- (f) It shall be within the competence of the Director/Registrar to direct that such installments shall not be recovered during leave without pay or during suspension of subscriber.

Withdrawal from the Fund

- 10. Notwithstanding the limitations contained in these byelaws the Director may allow non-refundable withdrawal by a subscriber who has put in 20 years of service, or is within ten years of retirement which ever being earlier, to the extent of 75 percent of the amount standing at his (subscriber's) credit for purposes of house construction, marriage of children, or higher education of dependents of the subscriber concerned.

Note : 'House construction' includes purchasing a site for construction of a house, construction of a house already constructed provided that such 'house construction' is for his own use as a residence in Allahabad. Provided further that no withdrawal shall be permitted for the purpose of purchasing a site of house, or building or rebuilding or repairing more than one house.

Final Payment

- 11. (a) A subscriber shall be paid the full amount standing to his credit in the Fund (both the employee's and the employer's share) immediately:
 - (i) on retirement from the service.

- (ii) on resignation from the service, but the employer's share will be paid only if he puts three years of service in the Institute and has been permitted to resign his appointment.
 - (iii) on death to his nominee (s) and/or any other person legally entitled to the rules.
- (b) Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Institute with interest thereon credited under these Byelaws before the amount standing to the credit of subscriber in the Fund is paid out of the Fund, the Administrative Committee may direct the deduction therefrom and payment to the Institute of:
 - (c) any amount, if a subscriber has been dismissed from the service for grave misconduct,
 - (d) any amount due under a liability incurred by the subscriber to the Institute,
 - (e) of all amount representing the Institute's contribution and interest, if the subscriber, within the three years of the commencement of his service as such, resigns from the service or ceases to be an employee of the Institute otherwise by reason of death or superannuation or a declaration by a competent medical authority that he is unfit for his further service or the abolition of the post or the reduction of the establishment.

Submission of subscriber's statement of accounts

- 12. (a) As soon as possible after the 31st March of each year, the Administrative Officer shall send to each subscriber a statement of his account in the Fund.
 - (b) The subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Administrative Officer within six months from the date of the receipt of the statement.
13. Notwithstanding the above, the Contributory Provident Fund may be reorganized into the General Provident Fund or the Pension Fund as per Central Government Rules, on approval of the Board of Governors.