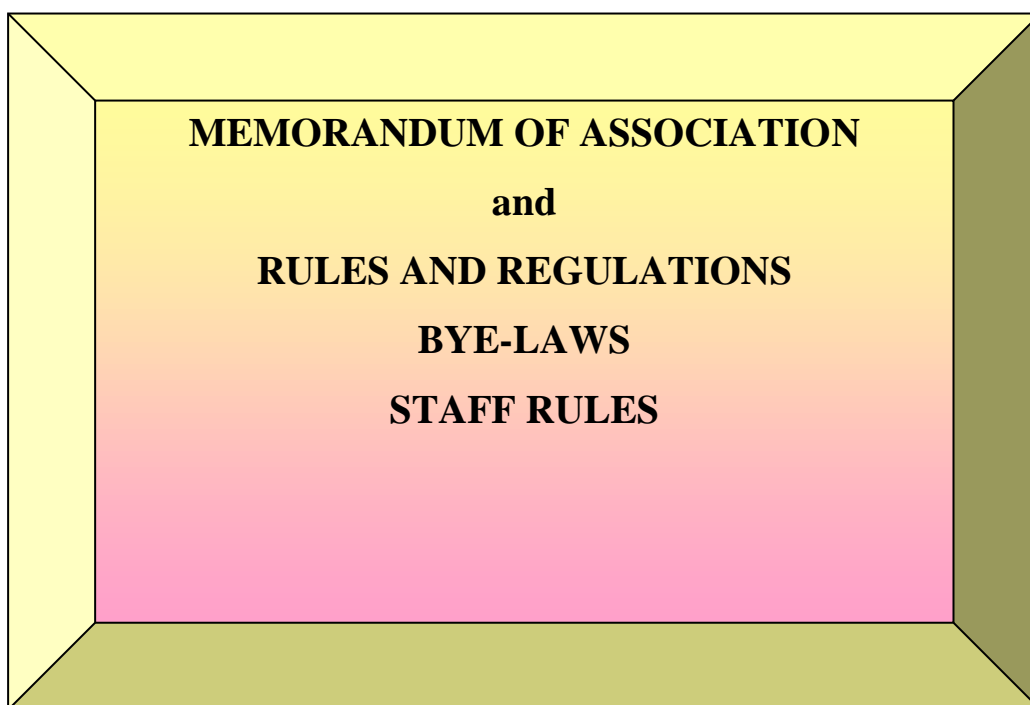




COMPENDIUM OF RULES

(Updated)



2023

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY
(An Autonomous Institute supported by Department of Science and Technology, Govt. of India)
Knowledge City, Sector 81, SAS Nagar, Mohali-140 306, Punjab

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PREAMBLE

The Government of India launched “Nano-Mission” in May 2007 with an outlay of Rs. 1000 crores for five years with broad objectives of i) Basic Research Promotion, ii) Infrastructure Development including establishment of centres of excellence in specialized areas, iii) Promotion of Public Private Partnerships for direct industrial involvement in development of Nano Applications and Technologies, iv) Human Resource Development, and v) Promotion of International Collaboration. In line with the above objectives, Government of India, in the year 2008, approved the establishment of Institute of Nano Science and Technology (INST) at Mohali, Punjab. The location of INST was approved to be in the Knowledge City, Mohali, which consisted of Government of India institutions like Indian Institute of Science Education & Research (IISER) of Ministry of Human Resource Development, National Agri-Food Biotechnology Institute (NABI) with Biotech Park of Department of Biotechnology and a Management Institute. Setting up of Institute of Nano Science and Technology (INST) by the Department of Science and Technology has been with the purpose to have a dedicated specialized centre of excellence focussing R&D on nanobiotechnology including drug delivery and nanotherapeutics, sensors, devices, fuel cells, environmental applications, nanotechnology in agriculture etc. INST is to be co-located with IISER campus in an area of 35 acre of land allotted free-of-cost by Government of Punjab. This will enable INST Mohali to take further advantage of IISER’s academic set-up including sharing of many common research facilities and utilities.

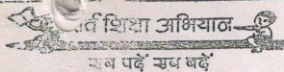
INST has been registered under the Societies Registration Act (XXI of 1860) by the Registrar of the Societies, SAS Nagar, Punjab vide Certificate No. 2590 dated 21st August, 2009.

The Institute started its functions from January 2013 from the Habitat Centre, a building taken on rent from GMADA, in Sector 64, Phase-X, Mohali. Requisite infrastructure for institute’s immediate future requirements including setting-up of laboratories has been created and put in place. State-of-the-art instruments / equipment for research purposes have been procured and installed. Rules and Regulations, Staff Rules, Bye-Laws including Recruitment Rules for scientific and administrative posts framed with due approvals. Recruitments made. Research activities and courses for PhD student/Post Doc Fellows started. Topographical survey and contouring of the 35 acres land for INST campus completed and an Architect appointed to draw out building plans etc. A state-of-the-art building is envisaged to be built.

With the appointment of outstanding scientists from different branches of science and engineering on the rolls of INST, the Institute is aiming to take up challenging interdisciplinary projects with a technology or device/product as the key deliverable based on the nanoscience research.

INST will strive to make it known as one of the best institutes of the country recognized globally

REGISTRATION OF SOCIETY



भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
विज्ञान और प्रौद्योगिकी विभाग
टेक्नोलॉजी भवन, महरौली मार्ग
नई दिल्ली-110 016

GOVERNMENT OF INDIA
MINISTRY OF SCIENCE AND TECHNOLOGY
DEPARTMENT OF SCIENCE AND TECHNOLOGY
TECHNOLOGY BHAVAN, NEW MEHRAULI ROAD
NEW DELHI-110 016



Telegram : Scienctech
दूरभाष/Tel : 26962819, 26567373,
26562134, 26562122 (EPBAX)
फैक्स/Fax : 26569908, 26864570,
26863847, 26862418

SR/NM/NS-24/2007

30.07.2009

To
The Registrar of Societies
Mohali, SAS Nagar
Punjab

Subject: Registration of Society.

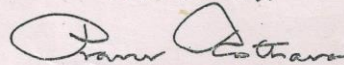
Sir,

I would like to inform you that the Government of India has approved setting up of an Institute of Nano Science and Technology at Mohali (INST-Mohali), as an autonomous institution, as part of the National Mission on Nano Science and Technology.

To enable this Ministry to release grants to this Institute and to take care of other administrative and financial matters, you are requested to kindly register the "Institute of Nano Science and Technology, Mohali" as a Registered Society under the Societies Registration Act,

Thanking you,

Yours faithfully,


(PRAVEER ASTHANA)

Adviser/S-G and Addl. Mission Director (Nano Mission)

Copy to:

Dr. G. Sundararajan, Director, ARCI-Hyderabad and Director-in-charge, INST-Mohali,
International Advanced Research Centre for Powder Metallurgy and New Materials,
Balapur PO, Hyderabad 500 005.

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CERTIFICATE OF REGISTRATION OF SOCIETIES

(ACT XXI OF 1860)

No 2590 of 2009—200.

I hereby certify that Institute of Nano Science and Technology HABITAT Centre, Phase-X
S.A.S. Nagar Distt. S.A.S. Nagar, Punjab
has this day been registered under the Societies Registration act. (XXI of 1860) and amended by Punjab Amendment Act, 1957.

Given under my hand and seal at S.A.S. Nagar this
day of 21st Aug 2009—200.

Rupees Five Hundred only.

[Signature]
Addl. Registrar of Societies
Distt. Industries Centre,
S.A.S. Nagar (Punjab)



MEMORANDUM OF ASSOCIATION

MEMORANDUM OF ASSOCIATION

1.0 NAME OF THE SOCIETY

The name of the Society shall be “Institute of Nano Science and Technology”, denoted by the registered acronym “INST”

2.0 REGISTERED OFFICE

Registered Office of the society shall be provisionally situated at the following address:

Institute of Nano Science and Technology
Habitat Centre, Phase – X
SAS Nagar
Mohali

The registered office will be shifted, with proper notification, to Sector 81, Mohali on completion of the construction of the project building.

3.0 AIMS AND OBJECTIVES OF THE SOCIETY

- 3.1 To carry out Research and Development, Technology Evaluation, Product/process development in the field of Nanoscience and Nanotechnology
- 3.2 To develop and produce components and devices on demonstration plant scale
- 3.3 To establish in the institute demonstration plant facilities in the field of Nanotechnology using available expertise from India or from other countries
- 3.4 To provide training in the field of Nano Science
- 3.5 To provide consultancy services to relevant industries
- 3.6 To establish and run a modern Technical Information Centre on Nanoscience and technology and related subjects
- 3.7 To undertake projects for development of technologies either at Society’s initiative or at the initiative of industries
- 3.8 To undertake joint venture projects in collaboration with industries in the field of Nanoscience and technology
- 3.9 Any other object of general public utility as the Society may deem fit and proper in the attainment of the objects of the Society.

4.0 CERTIFICATES

- 4.1 “Certified that the society is formed with no profit motive and no commercial activity is involved in its working”
- 4.2 “Certified that the office bearers are not paid from the funds of the society”
- 4.3 “Certified that the society would not engage in agitational activities to ventilate grievances”
- 4.4 “Certified that society shall be fully by Government of India”

5.0 ACTIVITIES OF THE SOCIETY

To fulfil above goals, INST shall dedicate itself to the following activities:

- 5.1 To promote technology development in the field of Nano Science and technology and related fields through research and development, prototype production, technology demonstration, consultancy, international collaboration etc.

- 5.2 To undertake pilot plant production and meeting the critical requirements of industries.
- 5.3 To assimilate and upgrade the existing technologies
- 5.4 To undertake, aid, promote, guide, manage and coordinate research and development on Nanoscience and technology and associated sciences with a view to progressively introduce the benefits of nanoscience and technology to the Indian society at large
- 5.5 To acquire or transfer technical know-how and basis production engineering of various components and processes to entrepreneurs and industries
- 5.6 To collaborate with industries, scientific agencies, research centre and educational institutions etc., on specific projects and undertake investigations in the field of technologies relevant to the objectives of the Society
- 5.7 To cooperate and collaborate with other national and/or foreign institutions, international organizations to further the objectives of the Society
- 5.8 To publish and disseminate the results of research and development, tests and evaluations conducted by the Society
- 5.9 To receive funds in the form of grants-in-aid, subscriptions, donations, loans, fees and charges and to invest such funds, entrusted to the Society, upon such securities or in such manner as may be determined the management, from time to time, in line with the instructions of the Government.
- 5.10 To undertake pilot plant production of high technology products with a view to meet critical requirements of Defence, Electronics, Atomic Energy, Space, Agriculture, Pharmaceutical and other sectors of national importance
- 5.11 To conduct field experimentations, pilot plant testing and evaluation and other such activities necessary for providing of the technologies in the field of Nano Science.
- 5.12 To promote and foster the application of research in the development of science, technology, industry, commerce and trade, the discovery and development of methods for the beneficial utilization of natural resources and development of economic resources of India
- 5.13 To register patents, designs and technical know-how that may be developed by the Society and transfer of any portion of such patents/designs/technical know-how in the interests of the Society
- 5.14 To provide the aforesaid services to the industry at reasonable charges and to make earnings from such services
- 5.15 To create a corpus fund exclusively out of the earnings of the institute to strengthen the institute financially.
- 5.16 To do all such things as the Society may consider necessary/incidental/ancillary to the attainment of the main objectives of the Society

6.0 GENERAL

- 6.1 Government, as defined in the Rules of INST, may at any time appoint one or more persons to review of the work and progress of the society or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Government may deem fit. Upon receipt of any such report, the Government may take such action and issue such directions as it may consider necessary in respect of any matter dealt with in the report regarding the Society or the Institute as the case may be and the Society shall be bound to comply with such directions.
- 6.2 If the government is satisfied that the society or the Institute is not functioning properly, the Government shall have the power to take over the administration and assets of the Society or Institute as the case may be.

- 6.3 In case of dissolution or winding up of the society for whatever reason, any assets or property remaining with the society, after satisfaction of all its debts and liabilities, shall be taken over by the Government and will be applied for purposes as it may deem fit and no portion of such assets or property shall be distributed amongst the members directly or indirectly.
- 6.4 The Society is placed under the jurisdiction of Indian Law and is registered under Indian rules and regulations.
- 6.5 The Government of India may issue such directions to the Society as it may consider necessary for the furtherance of the objectives of the Society and its proper and effective functioning and the society will carry out such functions.
- 6.6 All profits from the movable and/or immovable assets, including patents, designs, know-how etc., shall solely be utilized and applied towards the promotion of the aims and objectives of the Society as set forth in the Memorandum of Association and no portion shall be paid, directly or indirectly, by way of dividends or bonus or any other manner whatsoever to any individual member past or present provided that nothing herein shall prevent payment in good faith of remuneration to any Member or other persons in return of services rendered to the Society. No member of the Society shall have any personal claim on any movable or immovable property of the Society.

7.0 DECLARATION

We, the undersigned are desirous of forming a Society namely “Institute of Nano Science and Technology” under the Societies Registration Act of 1860 (Act XXI of 1860) in pursuance of this Memorandum of Association. This will be registered as a Central Government Autonomous Body. We also form the First Governing Council of the Society to be constituted under para 3.1 of the rules and Regulations of the Society. The management of the Society is entrusted to the Governing Council.

The names, address and description of the first Members of the Society are:

Sl. No.	Name and Address	Description
1	Dr. T Ramasami, Secretary, Department of Science and Technology, Technology Bhawan, New Delhi	Chairman
2	Dr. G Sundararajan, Director, ARCI Hyderabad & Additional Charge for INST, Mohali	Member Secretary
3	Dr. N Sathyamurthy, Director, Indian Institute of Science Education and Research (IISER), Mohali	Member
4	Dr. Praveer Asthana, Adviser, Department of Science and Technology, Technology Bhawan, New Delhi	Member
5.	Mr. K P Pandian, Joint Secretary & Financial Adviser, Department of Science and Technology, Technology Bhawan, New Delhi	Member
6.	Prof. P Rama Rao, Director, National Institute of Pharmaceutical Education and Research (NIPER), Mohali	Member
7.	Prof B R Mehta, Department of Physics, Indian Institute of Technology, Delhi	Member

We, whose names and addresses are given below, having associated ourselves for the purpose described in this Memorandum of Association do hereby subscribe our names of this Memorandum of Association and set our several and respective hands hereunto and form

ourselves into a Society under Societies Registration Act of 1860 (Act XXI of 1860) on 18.08.2009 at Punjab:

Sl. No.	Name and Address	Description	Signature
1.	Dr. T Ramasami, Secretary, Department of Science and Technology, Technology Bhawan, New Delhi	Chairman	<i>Sd/- Dr. T Ramasami</i>
2.	Dr. G Sundararajan, Director, ARCI Hyderabad & Additional Charge for INST, Mohali	Member Secretary	<i>Sd/- Dr. G Sundararajan</i>
3.	Dr. N Sathyamurthy, Director, Indian Institute of Science Education and Research (IISER), Mohali	Member	<i>Sd/- Dr. N Sathyamurthy</i>
4.	Dr. Praveer Asthana, Adviser, Department of Science and Technology, Technology Bhawan, New Delhi	Member	<i>Sd/- Dr. Praveer Asthana</i>
5.	Mr. K P Pandian, Joint Secretary & Financial Adviser, Department of Science and Technology, Technology Bhawan, New Delhi	Member	<i>Sd/- Mr. K P Pandian</i>
6.	Prof. P Rama Rao, Director, National Institute of Pharmaceutical Education and Research (NIPER), Mohali	Member	<i>Sd/- Prof. P Rama Rao</i>
7.	Prof B R Mehta, Department of Physics, Indian Institute of Technology, Delhi	Member	<i>Sd/- Prof B R Mehta</i>

Witness to the above signatures

Signature: *Sd/-*

Name: *Shakti Prakash Mishra*

Address: *# 304, G.H.-5, Sector-45, Faridabad, Haryana*

Occupation *Scientist*

Dated the *18th day of August 2009*

RULES & REGULATIONS

RULES AND REGULATIONS

OF

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY (INST), MOHALI

SHORT TITLE

- 1.1. These rules and regulations shall be called the Rules and Regulations of the Institute of Nano Science and Technology (INST), hereinafter referred to as 'Rules'.
- 1.2. These Rules shall be effective from 14th October, 2013.
- 1.3. These Rules supersede earlier Rules and Regulations which became effective from the date of registration of INST as a Registered Society, viz. 21st August, 2009.

2. DEFINITIONS

- 2.1. In these Rules, unless the context otherwise requires:
 - (i) "INST" shall mean the Institute of Nano Science and Technology;
 - (ii) "Bye-laws" shall mean the bye-laws framed under rule 20 of these Rules;
 - (iii) "Chairperson" shall mean the Chairperson of the Board of Governors (BoG) nominated by the Government;
 - (iv) "Director" shall mean the Director of INST;
 - (v) "Board of Governors" shall mean the Board of Governors constituted under rule 4 of these Rules;
 - (vi) "Finance Committee" shall mean the Finance Committee constituted under rule 13 of these Rules.
 - (vii) "Government" shall mean the Government of India; and
 - (viii) "Member Secretary" shall mean the Member Secretary of the Board of Governors.

3. AUTHORITIES OF INST

3.1. The following shall be the authorities of INST:

- (i) The Board of Governors
- (ii) The Chairperson
- (iii) The Director
- (iv) The Chief Finance and Administrative Officer
- (v) The Finance Officer
- (vi) Such other individuals or authorities as may be specified by the Board of Governors from time to time.

4. BOARD OF GOVERNORS

4.1 The Board of Governors of INST shall be constituted by the Government and consist of the following:

- (a) An eminent scientist **- Chairperson**
- (b) Secretaries from Department of Science and Technology, Department of Biotechnology, Department of Higher Education (MHRD), Department of Agricultural Research and Education (DARE), Department of Chemicals and Petrochemicals or their representatives. **- 5 Members**
- (c) Financial Advisor, Department of Science and Technology **- Member**
- (d) Five senior Scientists specializing in relevant area **- 5 Members**
- (e) Two representatives from Government of Punjab **- 2 Members**
- (f) Director (**ex-officio**), INST and Director (**ex-officio**), IISER **- 2 Members**
- (g) The Chief Finance and Administrative Officer (**ex-officio**), INST **- Member Secretary**

5. TENURE OF MEMBERSHIP OF THE BOARD OF GOVERNORS

5.1 The tenure of the Board of Governors (BoG) shall normally be three years, but the BoG shall continue to function till it gets formally reconstituted.

- 5.2 Where a member becomes a member by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
- 5.3 Any casual vacancy in the office of the Chairperson or any of the nominated members of the BoG shall be filled up and the person so nominated in the vacancy shall hold office only for the unexpired period of the term of the person in whose place he is nominated.
- 5.4 The Board of Governors shall function notwithstanding any vacancy in its membership so long as the total number is not reduced below nine and no act or proceeding of the Board of Governors shall be invalid merely by reason of such a vacancy or of any defect in the appointment of any of its members.
- 5.5 A member of the Board of Governors shall cease to be a member:
- (i) on death;
 - (ii) on resignation;
 - (iii) upon being declared insolvent or of unsound mind;
 - (iv) on conviction of a criminal offence; or
 - (v) on his accepting a full-time appointment in INST (except for Director).
- 5.6 The resignation from the membership shall be tendered to the Chairperson of Board of Governors and shall not take effect until it has been accepted by the Chairperson on behalf of the Board of Governors.
- 5.7 The Government may also change the composition of the Board of Governors in public interest or keeping in view the requirements of the Institute from time to time.

6. POWERS AND FUNCTIONS OF THE BOARD OF GOVERNORS

- 6.1 The Board of Governors shall be the highest executive body of INST and shall carry out the objectives of INST as set forth in its Memorandum of Association.
- 6.2 The Board of Governors shall be responsible for the organization, general superintendence, direction and control of the activities of INST and shall exercise all such powers as required for these purposes.
- 6.2.1 In furtherance of the objectives for which INST is established, the Board of Governors shall, inter-alia, exercise the following powers:
- (i) to frame policies and strategies relating to achievement of the overall objectives and for efficient functioning of INST;
 - (ii) to constitute a Research and Academic Advisory Council (RAAC) to guide the research focus of the Institute;

- (iii) to constitute a Finance Committee to be chaired by Chairperson, BoG, for managing the financial affairs of the Institute;
- (iv) to consider and approve programmes within the scope of the objectives of INST;
- (v) to frame guidelines to enable INST to take-up and carry out contract/joint research, technology development, proof of concept, prototype sales, characterization, technology transfer, job work and consultancies involving academic/R&D institutions/industries (both national and international) and government departments/institutions;
- (vi) to frame guidelines to enable INST to file, maintain, defend and exploit patents and other intellectual property rights (national and international);
- (vii) to authorize INST to establish, maintain and manage facilities for the acquisition, storage, retrieval, dissemination, evaluation, scrutiny and interpretation of information relating to technology required for its programmes;
- (viii) to frame rules, regulations and bye-laws for the conduct of the affairs of INST including matters relating to its employees and to add, amend or rescind them from time to time with the approval of the Government;
- (ix) to obtain or accept, for INST, grants, subscriptions, donations, funds, fees or charges, royalty, gifts and bequeaths from Central/State Government, Non-Governmental Organizations, Corporations (Private/ Public), Foreign and International Agencies and Organizations, Trusts or any person(s), subject to extant statutes, rules, instructions and guidelines;
- (x) to authorize borrowal of funds from commercial banks and financial institutions for the purposes of INST in accordance with the instructions of the Government issued from time to time. Such borrowings along with any interest thereon shall be paid from the revenue earnings of INST;
- (xi) to approve creation and operation of funds for specific purposes consistent with the objectives of INST;
- (xii) to authorize payments to meet the expenses of INST;
- (xiii) to authorize acquisition by takeover, purchase, gifts, exchange, lease or hire, or otherwise of movable or immovable properties, endowments or other funds and disposal of assets so acquired in accordance with the objectives of the INST and in compliance of provisions contained in GFR and instructions issued by Government of India from time to time;

- (xiv) to approve construction, improvement, alteration, demolition or repair of buildings belonging to INST;
- (xv) to create, abolish, upgrade or re-designate academic, technical, administrative and such other posts as may be considered necessary subject to the extant instructions of the Government and make appointments thereto in accordance with recruitment rules framed by INST and Government instructions on the subject;
- (xvi) to consider and approve against sanctioned vacant posts and subject to extant Government instructions, appointments (on promotion, deputation, direct recruitment or any other mode) of Scientist G and above except the Director;
- (xvii) to fix initial pay with up to 5 increments as in bye-law 14.4;
- (xviii) to approve the deputation abroad of the officers of INST of the level of Scientist 'G' and above;
- (xix) to approve guidelines to outsource such services as necessary;
- (xx) to constitute advisory bodies, committees and sub-committees as deemed fit;
- (xxi) to delegate to its Chairperson such of its powers for the conduct of the business. Exercise of such powers shall be reported by the Chairperson at the next meeting of the Board of Governors;
- (xxii) to delegate its powers to the Director or to any authority. Exercise of such powers shall be reported by the Director at the next meeting of the Board of Governors;
- (xxiii) to consider and approve the Annual Report, the Annual Accounts and the Budget Estimates of INST for submission to the Government;
- (xxiv) to approve the institution of Chairs, Post Doctoral Fellowships, Research Scholarships, Research Fellowships/Associateships and Awards, and to approve schemes for payment of scholarship grants and stipends;
- (xxv) to issue guidelines regarding engagement of consultants, advisors, specialists and experts (national/ international) on contract and to approve grant of consultancy contract to academic institutions for carrying out specific activities subject to following conditions:

- (a) Consultancy contract is resorted to only in a situation requiring higher quality services, for which INST does not have the requisite expertise.
 - (b) Provisions contained in rules 163 to 177 of GFRs, 2005 are complied with.
- (xxvi) to approve schemes to reward the employees of INST out of surplus revenues realized through technical activities;
- (xxvii) to consider grants to academic institutions subject to a limit of Rs.20.00 lakhs per annum per institution.
- (xxviii) to do all such acts and things as are incidental or conducive for the attainment of the objectives of INST.

7. MEETINGS OF THE BOARD OF GOVERNORS

- 7.1 The Board of Governors shall meet at least twice in a financial year, preferably during August and December.
- 7.2 Special meetings of the Board of Governors may be called at any time by the Chairperson either on his own initiative or at the request of not less than nine members of the Board of Governors.
- 7.3 Not less than ten days written notice of every meeting of the Board of Governors shall be given to each member of the Board of Governors, provided that the Chairperson, for reasons to be recorded in writing, may call a meeting at such shorter notice as he may think fit. Every notice calling a meeting of the Board of Governors shall state the date, time and place at which such meeting will be held and shall be under the signature of the Member Secretary. In exceptional situations, a person authorized by the Chairperson or by the Director, INST, may issue such notice.
- 7.4 Member Secretary shall prepare or shall cause the agenda to be prepared and a copy thereof shall be sent to each of the members of the Board of Governors so as to reach them preferably seven days before the meeting. The proceedings of any meeting shall not, however, be invalidated merely on account of any inadvertence in respect of such notice/agenda or by the accidental omission to give or non-receipt of any notice/agenda by any member or by reason of any business being considered which is not included in the agenda circulated in advance.
- 7.5 The Member Secretary shall cause to maintain a register of the Board of Governors members with their names and addresses and the members of the Board of Governors present in a particular meeting shall sign in the register to signify their attendance at the meeting.

- 7.6 Every meeting of the Board of Governors shall be presided over by the Chairperson and in his absence, by a member chosen by the members present at the meeting.
- 7.7 Nine members of the Board of Governors present, in person, shall constitute a quorum at any meeting of the Board of Governors. If there is no quorum at the expiry of fifteen minutes after the time fixed for a Board of Governors meeting, the meeting shall be adjourned to such time and date as the Chairperson may fix. No quorum shall be necessary for such a reconvened meeting. The condition of ten days written notice shall also not be necessary for such reconvened meeting.
- 7.8 All decisions of the Board of Governors shall preferably be by consensus. In the event of disagreement on any issue, the Chairperson shall cause a vote to be taken and the majority view will prevail. If there be a tie of the votes cast on any issue, it shall be decided by an additional vote cast by the Chairperson. Any decision on an issue which requires the approval of the Government shall be given effect to only after such approval of the Government is obtained.
- 7.9 The Board of Governors may refer any issue, which in its opinion is of sufficient importance to justify such a reference, for the decision of the Government.
- 7.10 The Member Secretary shall have the minutes of every meeting of the Board of Governors prepared and get it approved by the Chairperson. Copies of the approved minutes shall be sent to the members of the Board of Governors preferably within a period of one month of the meeting and in any case prior to the next meeting of the Board of Governors. The minutes of the meeting shall be formally confirmed in the subsequent meeting of the Board of Governors after incorporating the written/oral comments of the members as may be accepted and approved by the Board of Governors.
- 7.11 Any urgent business which may be necessary for the Board of Governors to attend to on an immediate basis may be referred by circulation of a resolution amongst all the members. Any resolution so circulated and approved by a majority of the members shall be treated as approved at a formal meeting of the Board of Governors. The same shall be reported at the next meeting of the Board of Governors.

8. CHAIRPERSON

- 8.1. The Chairperson, or in his absence, a member chosen to act as Chairperson, under rule 7.6 above, shall preside over all the meetings of the Board of Governors. The Chairperson shall also preside over meetings of other Committees of INST of which he is a member.
- 8.2 The Board of Governors may, by resolution, delegate to the Chairperson such of its powers for the conduct of business as it may deem fit, subject to the condition that the action taken by the Chairperson under the powers delegated under these Rules shall be reported for information at the next meeting of the Board of Governors.

8.3 Chairperson shall approve deputation abroad of the officers of the level of Scientist G and above in connection with official duties and/or academic or scientific/technical business and report the same at the next Board of Governors meeting.

8.4 In emergent cases, the Chairperson may exercise the powers of the Board of Governors and apprise the Board of Governors at the next meeting.

9. RESEARCH AND ACADEMIC ADVISORY COUNCIL (RAAC)

As amended vide Office Order 6(6)/2013-INST dated 21.11.2016 (5th Meeting of BoG held on 04.10.2016) as under:

9.1 There shall be a Research and Academic Advisory Council (RAAC) constituted by the Board of Governors of INST and shall consist of the following:

- | | |
|---|----------------------------------|
| 01. An Eminent Scientist/Technologist from outside INST | - Chairperson |
| 02. Five Eminent Professors/Scientists/Technologists from outside INST | - Members |
| 03. Director, INST | - Member
(ex-officio) |
| 04. A Scientist from Punjab State Council for Science and Technology | - Member |
| 05. A Senior Scientist, INST | - Member -
Secretary |

9.2 The Board of Governors may nominate experts from abroad as Chairperson/ Member(s) of the RAAC. Such nominated experts from abroad shall be entitled to international airfare and local hospitality befitting their academic/scientific stature while attending the meetings of RAAC.

9.3 The Research and Academic Advisory Council shall meet at least once a year and more often depending on the requirement. In the absence of the Chairperson for any meeting, the members present shall elect one amongst them as the Chairperson. The proceedings of the meeting shall be approved by the Chairperson subsequently.

9.4 ROLE OF THE RESEARCH AND ACADEMIC ADVISORY COUNCIL

The Research and Academic Advisory Council shall:

- (i) recommend formulation of research programmes for INST keeping the national priorities in view;

- (ii) advise and recommend on selection of scientists and technologists, either from Indian institutions or institutions from foreign countries, suited for further development of the research programmes of INST;
- (iii) advise and recommend on the modalities to be adopted for the selection of research activities;
- (iv) facilitate INST in developing fruitful and effective linkages with academic institutions, research organizations, industry and other potential clients;
- (v) recommend the resource allocation for the research activities;
- (vi) assess the overall manpower requirements for INST from time to time and give its recommendations keeping in mind the current and future programmes;
- (vii) assess periodically the research activities and other technical programmes of INST and suggest future directions including closure of programmes;
- (viii) render advice on intellectual property protections;
- (ix) suggest improvements for enhancing the quality of training programmes/workshops and hosting of conferences and exhibitions;
- (x) critically assess the requirement of major equipments proposed to be procured by INST;
- (xi) advise on major marketing strategies; and
- (xii) any other functions as may be assigned to it by the Board of Governors from time to time.

9.5 The Director, INST shall place the recommendations/suggestions of the RAAC for the consideration and appropriate decisions of the Board of Governors.

9.6 The tenure of the Chairperson and members of the RAAC shall normally be for a period of three years but shall continue to function till the RAAC gets formally reconstituted.

10. DIRECTOR

- 10.1 The Director shall be a scientist/technologist/academician of repute and should have had a distinguished career in an academic/R&D institution.
- 10.2 The Director shall be appointed by Board of Governors with the prior approval of the Government in accordance with the procedures and on such terms and conditions as laid down by the Government.
- 10.3 In the event of the post of Director remaining vacant for any reason for a short period, it shall be open to the Board of Governors to authorize the senior most scientist of INST in the next lower grade to perform current duties of the Director. For any vacancy of more than 3 months, additional charge shall be assigned to the senior most scientists with approval of the Government. The officiating Director shall enjoy same powers as that of a regular Director.
- 10.4 The Director shall be the Chief Executive Officer of INST. All the employees of INST shall be under the general control and supervision of the Director.
- 10.5 The Director shall come every year with preparations of the Annual Report and the Annual Accounts and submit the Annual Report, Annual Accounts along with Auditor's report for the approval of the Board of Governors and after the approval by the Board of Governors take necessary action soon after to enable the Government to lay them before the Parliament.
- 10.6 It shall be the duty of the Director to see that the provisions of the Memorandum of Association, Rules and Regulations and the Bye-laws including Staff Rules are duly observed.

11. POWERS OF THE DIRECTOR

- 11.1 The Director shall have the powers to:
 - (i) appoint against vacant sanctioned posts and subject to instructions of the Government/Board of Governors in this regard, scientists upto the level of Scientist 'F', and also all levels of Technical/Administrative and Support staff. The Director shall have the power to appoint and fix, on initial appointment, the pay at a stage not exceeding five (05) increments, based on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s) for all the categories of staff for which he is the appointing authority under the powers delegated to him by the Board of Governors under bye-law 14.3. He shall report all the new appointments and promotions at the next meeting of Board of Governors;
 - (ii) engage Consultants / Advisors / Visiting Scientists / Honorary Visiting Scientist / Experts keeping in view the guidelines laid down by BoG;

- (iii) approve deputation of the employees of INST upto the level of Scientist F or equivalent, with full or partial financial assistance, to any location in India or abroad and report the same soon after at the next meeting of Board of Governors;
- (iv) approve participation of employees of INST in symposia / seminars / conferences / workshops / training courses / meetings / consultations and negotiations within the country and abroad. The Director may, for this purpose, on the recommendations of the concerned Head/ Team Leader approve such participation and the expenditure involved in such participation shall be as per norms of the Government;
- (v) sanction air travel by economy class for the non-entitled employees of INST subject to exigency in public interest;
- (vi) sanction expenditure within the approved budget and availability of funds and to re-appropriate funds within the sanctioned budget subject to conditions specified under Rule 10 of the Delegation of Financial Powers Rules (DFPR) of Government of India;
- (vii) write off irrecoverable losses of stores or of public money up to the specified value and subject to conditions prescribed in the Bye-laws and in accordance with the provisions contained in GFR and DFPR and instructions issued by Government of India from time to time;
- (viii) approve entering into contracts on behalf of INST and to vary or rescind such contracts;
- (ix) prescribe duties for all the employees of INST and to exercise disciplinary control subject to Rules, Byelaws and any other instructions issued by the Board of Governors from time to time;
- (x) constitute academic advisory and other administrative committees with such functions as he may assign to them;
- (xi) constitute screening/shortlisting committees, assessment committees and recruitment and selection committees for all the posts upto the level of Scientist F and equivalent;
- (xii) sponsor or co-sponsor international/national conferences, workshops, seminars, training programmes and schools provided the areas are of interest to INST's R&D programmes;
- (xiii) extend local hospitality including boarding/lodging and gifts befitting the status of any guest of INST;

(xiv) on his official visits abroad, he may host lunch/dinner and exchange appropriate gifts to the official(s) of the institution visited by him; and

(xv) delegate his powers to the extent necessary to any other officer of INST.

11.2 All the powers of Director would be exercised subject to the provisions of the Memorandum of Association, Rules and Regulations and Bye-Laws of INST, instructions of Board of Governors and extant rules/orders of Government of India on the subject as applicable to autonomous bodies funded wholly or substantially by the Government.

12. APPOINTMENTS

12.1 Subject to the Rules, Bye-laws and the extant instructions of the Government as applicable to autonomous bodies funded wholly or substantially by the Government, the Board of Governors or the Director or any authority whom the Board of Governors/Director may authorize on its behalf, shall have the power to appoint, against vacant sanctioned posts, all categories of staff in accordance with the Recruitment Rules and fix their pay in the prescribed manner.

13. FINANCE COMMITTEE

13.1 The Board of Governors shall constitute a Finance Committee consisting of the following:

01. Chairperson, BoG	- Chairperson
02. Director INST	- Member (ex-officio)
03. Financial Advisor Department of Science & Technology Government of India or his nominee	- Member (ex-officio)
04. Head (Autonomous Institutions) Department of Science & Technology Government of India	- Member (ex-officio)
05. Finance Officer, INST	- Member Secretary (ex-officio)

13.2 The tenure of the nominated members of the Finance Committee shall be three years from the date of their nomination.

13.3 Three members of the Finance Committee including the Director INST and Financial Adviser, Department of Science & Technology, Government of India (or his nominee) present in person shall constitute a quorum at any of its meeting.

13.4 The terms of reference of the Finance Committee shall include the following:

- (i) review of the finances of INST from time to time;
- (ii) consideration of Budget Estimates (BE)/Revised Estimates (RE);
- (iii) consideration of proposals for new expenditure on account of major works/construction of buildings/ purchase of equipment and other purchases;
- (iv) consideration of the accounts, re-appropriation statements and replies to important paras of audit reports; and
- (v) tendering advice and making recommendations to the Board of Governors on any other matter referred to it by the Board of Governors.

14. FINANCIAL YEAR

14.1 The Financial Year of INST shall be from the 1st of April to the 31st March of the following year.

15. FUNDS OF INST

15.1 The funds of INST shall consist of the following:

- (i) all grants received from the Government of India/State Governments; all fees, charges and royalties;
- (ii) all moneys received by way of grants, gifts, donations, sales, contributions and miscellaneous incomes; and
- (iii) income from investments and properties.

15.2 All the receipts of INST shall be deposited in scheduled commercial banks/ financial institutions and accounted for in such a manner as the Board of Governors may prescribe. Surplus funds, not needed for immediate requirements of INST, shall be invested in term deposits in Public Sector Banks or such other banks as authorized by Reserve Bank of India to receive such investments and/or in Government Securities/instruments as may be specifically permitted/approved by the Government.

15.3 The bank accounts of INST shall be kept in the name of the "Director, Institute of Nano Science and Technology (INST)" and shall be operated individually or jointly and subject to such financial limits as approved by the Board of Governors by following persons:

- (i) the Director; and/or

- (ii) the Finance Officer, or in his absence, the Chief Finance and Administrative Officer; or
- (iii) any other Officer as authorized by the Director.

16. BUDGET ESTIMATES

- 16.1 The annual budget estimates of INST shall be approved by the Board of Governors and after approval, it shall be forwarded to the Government for approval.

17. APPROPRIATION

- 17.1 The funds of INST shall normally be appropriated for expenditure only on items which have been approved by the Board of Governors.

18. RE-APPROPRIATION

- 18.1 The Director may re-appropriate funds subject to the following conditions:
- (i) re-appropriations shall not be made from funds provided under Plan Heads to Non-Plan Heads;
 - (ii) re-appropriations shall not be made from expenditure of a capital nature to expenditure of routine nature and vice versa.
 - (iii) re-appropriation shall not exceed 10% of the original budget provisions under each unit of expenditure.

19. ACCOUNTS AND AUDIT

- 19.1 The accounts of INST shall be maintained in such a manner as may be approved by the Board of Governors. The Finance Officer shall be responsible for the proper maintenance of the Accounts.
- 19.2 The accounts of INST shall be audited annually by a Chartered Accountant on the CAG Panel [as defined in the Chartered Accountants Act, 1949 (XXXVIII of 1949)] appointed by the Board of Governors.
- 19.3 The Comptroller and Auditor General of India shall have the right to demand production of books, accounts, connected vouchers and other documents and papers and to inspect the offices of INST. On such demand, the Director shall cause to submit the requisitioned documents to Audit.
- 19.4 The accounts of INST as audited and certified by the Chartered Accountant along with the audit report shall be forwarded annually, after its consideration by the Finance Committee, to the Board of Governors for its approval and submission to the Government for laying before the Parliament.

19.5 INST may appoint a Chartered Accountant to carry out internal audit on specific issues as and when required.

20. BYE-LAWS

20.1 The Board of Governors shall have the powers to frame bye-laws consistent with these Rules and Memorandum of Association, and to alter, amend and rescind them from time to time, with the approval of the Government.

20.2 Without prejudice to the generality of the foregoing provisions, such bye-laws may provide for the following matters:

- (i) preparation and sanction of budget estimates, sanctioning of expenditure, execution of contracts, investment of funds, accounts and audit;
- (ii) procedure for appointment of the employees of INST including contractual engagements;
- (iii) terms and tenure of appointments, emoluments, allowances, rules of discipline, conduct, leave rules and all other kinds of service rules and conditions of service of the employees;
- (iv) terms and conditions for participating in international programmes, for attending conferences, congresses, meetings, study and lecture tours abroad;
- (v) terms and conditions for scholarships, research schemes, projects, prizes, awards, etc.;
- (vi) research and development programmes of INST including consultancy, contract research and contract training;
- (vii) selection of Visiting Scientist(s)/ experts/ consultants/ advisors; and
- (viii) such other matters as may be necessary for furtherance of the objectives and proper administration of the affairs of INST.

21. AMENDMENTS OF RULES

21.1 These Rules may be amended by the Board of Governors with the approval of the Government.

BYE – LAWS

BYE – LAWS

OF

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY (INST), MOHALI

1. SHORT TITLE AND COMMENCEMENT

- 1.1. These Bye-laws, framed under rule 20 of the Rules and Regulations of the Institute of Nano Science and Technology (INST), shall be called the Bye-laws of INST (hereinafter referred to as Bye-laws).
- 1.2. These Bye-laws may be read in conjunction with the Rules and Regulations of INST.
- 1.3. These Bye-laws shall be effective from 14th October, 2013.
- 1.4. These Bye-laws supersede earlier Bye-laws under Rule 17 of earlier Rules and Regulations which became effective from 21st August, 2009.

2. DEFINITIONS

- 2.1. In these Bye-laws, unless the context otherwise requires:
 - (i) "INST" shall mean the Institute of Nano Science and Technology (INST);
 - (ii) "Chairperson" shall mean the Chairperson of the Board of Governors nominated by the Government;
 - (iii) "Director" shall mean the Director of INST;
 - (iv) "Board of Governors" shall mean the Board of Governors constituted under rule 4 of the Rules;
 - (v) "Government" shall mean the Government of India;
 - (vi) "Member Secretary" shall mean the Member Secretary of the Board of Governors;
 - (vii) "Rules" shall mean the Rules and Regulations of the INST; and
 - (viii) "Staff Rules" shall mean the Staff Rules framed under bye-law No.18 of these Bye-laws.

3. BUDGET ESTIMATES

- 3.1. The Director will cause the preparation of the detailed estimates of the receipts and expenditure of INST for the ensuing financial year by a date not later than **1st September**.
- 3.2 The budget estimates shall be placed before the Board of Governors for consideration and approval. The estimates shall, thereafter, be submitted to the Government for final approval.

4. APPROPRIATION AND REAPPROPRIATION

- 4.1 The funds of INST shall normally be appropriated for expenditure on the items which have been approved by the Board of Governors. Accordingly, the Director shall have full powers to meet the expenditure that has been approved by the Board of Governors.
- 4.2 The Director shall have the power to re-appropriate funds from one unit of expenditure to another subject to conditions stipulated in Rule 18 of the Rules and Regulations.

5. EXPENDITURE SANCTION

- 5.1 The Director shall have full powers to sanction expenditure on any item included in the budget up to the limit prescribed by the Board of Governors. He may delegate these powers to sanction expenditure to any subordinate authority of INST with prior approval of Board of Governors.

6. DRAWAL OF FUNDS

- 6.1 All receipts of INST shall be deposited in scheduled commercial banks/ financial institutions. All withdrawals shall be affected only by such officer(s) as are duly authorized by the Director. All payments exceeding Rs. 20,000/- to outside parties shall be made by cheques/net banking. Cheque books shall remain in the custody of the Finance Officer and any other officer(s) nominated by the Director.
- 6.2 Such members of staff of INST, as may be so authorized by the Director, shall be allowed to draw and keep at their disposal permanent advances of an appropriate amount to meet contingent expenditures. The permanent advances will be replenished from time to time.
- 6.3 The Finance Officer shall apply a check, in the nature of pre-audit, on all payments made from the funds of INST and will record objections, if any. Such objections shall be submitted to the Director for consideration and final orders.

7. ANNUAL ACCOUNTS AND RESULTS OF AUDIT

- 7.1 At the end of every financial year, the Annual accounts of INST for the year shall be compiled. Intimation shall be sent to the auditor appointed by the Board of Governors under rule 19.2 of the Rules and Regulations for auditing the annual accounts. The auditor will thereupon arrange for the audit of the annual accounts and submit the certificate of audit by end of June.

8. CONTRACTS

- 8.1 All contracts shall be executed by the Director on behalf of INST or by an officer of INST, duly authorized by him.
- 8.2 All contracts shall be carefully drawn up, if necessary, under competent legal advice.

9. LEGAL ACTION

- 9.1 The Director or his nominee shall have full powers to sue and to file or defend suits and other proceedings in a court of law on behalf of INST.
- 9.2 The Director shall have the power to negotiate, settle or refer to arbitration any dispute relating to INST.

10. WRITE OFF OF SURPLUS STORES AND LOSSES

- 10.1 The Director shall have the power to declare any equipment/stores/ machinery obsolete as surplus or unserviceable and dispose of the same in accordance with the provisions laid down in the General Financial Rules (GFR) 2005 and Delegation of Financial Power Rules 1978 as amended from time to time.

11. DIRECTOR AS HEAD OF THE DEPARTMENT

- 11.1 Director shall exercise the powers of Head of the Department as prescribed by the Government in relation to the Accounts Code, Fundamental Rules, Supplementary Rules and other Rules of the Government in so far as they are applicable to INST.
- 11.2 The Director may during his absence from headquarters authorize the Senior-most Scientist or Administrator of INST present during the period, to sanction advance for travel allowance, contingencies and to sign and countersign bills on his behalf. In emergent cases, the person so authorized may also exercise the powers of the Director and apprise the latter of the action taken.

12. FINANCE OFFICER

- 12.1 The Finance Officer shall be incharge of finance and accounts under the supervision and control of the Director.
- 12.2 He shall liaise and closely coordinate in preparation of the budget of INST.
- 12.3 He shall be responsible for proper maintenance of the accounts of INST. He shall ensure that all receipts of INST are promptly deposited and accounted for in the bank accounts of INST.
- 12.4 He shall be responsible to scrutinize and authorize all payments to be made on behalf of INST and discharge the functions of Drawing and Disbursing Officer.
- 12.5 He shall be responsible for proper investment of surplus funds and safe custody of financial instruments and securities. He shall also be responsible for maintenance of Register of Securities.
- 12.6 He shall be responsible for timely compilation of annual accounts and getting the same audited. He shall also be responsible for ensuring that the audit observations are satisfactorily replied to.
- 12.7 The Finance Officer shall perform such other functions as may be assigned to him by the Board of Governors or by the Director.
- 12.8 In the absence of the Finance Officer, the Chief Finance and Administrative Officer shall, with the approval of the Director, discharge functions of Finance Officer.

13. CLASSIFICATION OF EMPLOYEES OF INST

- 13.1 The employees of INST (other than those paid out of contingencies) shall be classified as under:
 - (i) **Scientific & Technical:** Director, Scientists G, F, E, D, C, B and such other posts as may be decided by the Board of Governors from time to time.
 - (ii) **Administrative:** Officers in the grades, Chief Finance and Administrative Officer, Finance Officer, Stenographers and such other administrative posts as may be required in future. However, the Director depending upon the requirements may assign the functions and responsibilities of Chief Finance and Administrative Officer, Finance Officer, or of any other Functionary to any regular employee(s) of INST till the regular incumbent joins.
 - (iii) **Technical Support staff:** Following categories of posts if sanctioned in future will be categorized as Technical staff:

Technical Officers/Technical Assistants/Technicians and such other posts.

- (iv) ***Other Support staff:*** Following categories of posts if sanctioned in future will be categorized as Support staff:
Drivers, Laboratory Assistants, Attendants / Security Guards / Malis / Safaiwalas / House-keeping boys and such other posts.

14. APPOINTMENTS

- 14.1 The proposals for creation of new posts and upgradation of existing posts shall be considered by the Board of Governors and appropriate recommendations shall be made to the Government. Creation of posts and upgradation of posts will be subject to orders issued by the Government in this regard from time to time and no posts will be created or upgraded without approval of the Government.
- 14.2 All vacant posts shall be filled in accordance with the provisions of approved Recruitment Rules, following the prescribed procedure of selection and subject to Government of India instructions issued from time to time as applicable to an autonomous scientific research institution.
- 14.3 The Board of Governors shall have the power to appoint staff of all categories, on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s). The Board of Governors may, however, by a resolution delegate these powers to the Chairperson or the Director except for the post of Director, appointment for which shall be made with the prior approval of the Government.
- 14.4 The Board of Governors shall have the power to fix, on the recommendations of the appropriate Recruitment and Selection Committee(s) as constituted under the relevant Recruitment Rules, the pay at the time of initial appointment of an incumbent at a stage higher than the minimum of the scale but not involving grant of more than five (05) increments in any case in respect of the posts to which appointments can be made by the Board of Governors. The Chairperson shall exercise these powers in respect of the posts for which he may be the appointing authority under powers delegated to him under bye-law 14.3.
- 14.5 The Director shall have the power to appoint and fix, on initial appointment, the pay at a stage not exceeding five (05) increments, based on the recommendations of the appropriate Recruitment and Selection Committee(s)/Assessment Committee(s) for all the categories of staff for which she/he is the appointing authority under the powers delegated to her/him by the Board of Governors under bye-law 14.3.
- 14.6 The qualifications, experience and age limit for the selection of Director shall be as per provisions laid down by the Government and included in the relevant Recruitment Rules for the post.

- 14.7 Except for the post of Director, the essential qualifications for filling all other posts by direct recruitment, ad-hoc appointments or by deputation or on contract, shall be laid down in the relevant Recruitment Rules.
- 14.8 In the case of posts to be filled, except by way of promotion, the terms and conditions attached to the posts shall be advertised/circulated by the Chief Finance and Administrative Officer. All applications received within the date specified in the advertisement shall be considered by a Screening/ Shortlisting Committee constituted by the Director in accordance with the guidelines framed by him. The recommendations of the Screening/ Shortlisting Committee shall be submitted to the Director for his approval.
- 14.9 The Recruitment and Selection Committee constituted in accordance with the Recruitment Rules will consider the screened-in/shortlisted candidates as approved by the Director. The Recruitment and Selection Committee shall carry out the process of selection in accordance with the provisions of the relevant Recruitment Rules. The Recruitment and Selection Committee shall submit the list of selected candidates arranged in order of merit to the Director for further action by the appointing authority.
- 14.10 No act or proceedings of any Recruitment and Selection Committee shall be invalidated on the ground merely for the absence of any member or members of the Recruitment and Selection Committee, provided that the Chairperson and at least 50% of the members, including at least two outside experts, are present.
- 14.11 Applications from the candidates either studying or working abroad and having outstanding credentials, publication record, experience and expertise related to the present R&D or future planned R&D programmes of INST shall be consolidated over a period of time and put up to the High Power Standing Committee constituted by the Board of Governors for selection of outstanding candidates for ad-hoc/contract appointments. On the recommendations of the High Power Standing Committee, the Director, with the approval of the Chairperson, offer a suitable position on an ad-hoc/contract basis. Such persons subject to the provisions of the Recruitment Rules shall be eligible for consideration for appointment against regular posts.
- 14.12 All appointments made at INST shall be reported to the Board of Governors at its next meeting.

15. RECRUITMENT AND ASSESSMENT SCHEME FOR SCIENTIFIC/ ACADEMIC/ TECHNICAL/ADMINISTRATIVE STAFF

- 15.1 INST shall frame the Recruitment Rules for all the posts and also Assessment schemes for the Promotion of staff in all categories with the approval of the Board of Governors.

- 15.2 Posts in various grades that are to be filled by direct recruitment, shall be advertised in the leading newspapers/ Employment News. A copy of the advertisement shall also be sent to local Employment Exchange.

16. STUDY AND TRAINING ABROAD

- 16.1 The proposals relating to scholarship, fellowship, study, training, conferences or short-term deputation abroad of the staff members including that of the Director shall be put up by the Director to the Chairperson for approval. The terms of such visits will be regulated in accordance with Government instructions as applicable to scientific research institutions and/or existing practices in reputed government-funded research institutions of the country. All such proposals shall be reported to the Board of Governors at the next meeting.

17. SUBMISSION OF REPORT ON RETURN FROM ABROAD

- 17.1 After return from deputation/study leave/training abroad, the staff member shall submit a comprehensive report relating to the visit within a month from the date of return.

18. STAFF RULES

- 18.1 The employees of INST shall be governed by these Bye-Laws and Staff Rules approved by the Board of Governors in respect of their emoluments, allowances, conditions of service and other related matters. They shall be further subject to such standing orders and circulars as issued from time to time.

19. ALLOWANCE TO MEMBERS OF THE BOARD OF GOVERNORS/OTHER COMMITTEES

- 19.1 Travelling allowance and daily allowance for Chairperson and other non-official members of the Board of Governors and other committees constituted by the Board of Governors/Director shall be regulated in accordance with the extant rules of the Government treating them as equivalent to Group 'A' Officers of the Government.
- 19.2 The Chairperson and Members of the Board of Governors and other committees constituted by the Board of Governors/Director may be paid honorarium. The rate of honorarium shall be fixed by the Board of Governors/Director.

20. AMENDMENTS OF BYE-LAWS

- 20.1 These Bye-laws may be amended by the Board of Governors with the approval of the Government.

STAFF RULES

STAFF RULES

OF

INSTITUTE OF NANO SCIENCE AND TECHNOLOGY (INST), MOHALI

1. SHORT TITLE AND COMMENCEMENT

- 1.1 These Staff Rules, framed under bye-law 18 of the Bye-laws of the Institute of Nano Science and Technology (INST), shall be called the Staff Rules of INST (hereinafter referred to as Staff Rules).
- 1.2 These Staff Rules may be read in conjunction with the Rules and Regulations and the Bye-laws of the Institute of Nano Science and Technology (INST).
- 1.3 They shall come into force with effect from 14th October, 2013.

2. DEFINITIONS

- 2.1 In these Staff Rules, unless the context otherwise requires:
- (i) "INST" shall mean the Institute of Nano Science and Technology;
 - (ii) "Bye-laws" shall mean the bye-laws framed under rule 20 of the Rules and Regulations;
 - (iii) "Chairperson" shall mean the Chairperson of the Board of Governors, nominated by the Government;
 - (iv) "Director" shall mean the Director of INST;
 - (v) "Board of Governors" shall mean the Board of Governors constituted under rule 4 of the Rules and Regulations;
 - (vi) "Government" shall mean the Government of India;
 - (vii) "Member Secretary" shall mean the Member Secretary of the Board of Governors;
 - (viii) "Prescribed authority" shall mean the authority vested with specific powers under these staff rules or under instructions issued to give effect to any of the provisions of these Staff Rules; and
 - (ix) "Rules" shall mean and include the Rules and Regulations of INST.

3. APPLICABILITY

- 3.1 These Staff Rules shall be applicable to all the employees of INST except consultants/workers/office staff engaged on contract/outsourcing basis.

4. PAY STRUCTURE

- 4.1 The Institute of Nano Science and Technology (INST) will adopt revised pay structure as per Central Civil Services (Revised Pay) Rules, 2008, as amended from time to time, being followed by the Government of India. The pay structure applicable to various posts sanctioned for INST is given in **Schedule to the Staff Rules**.

5. DEARNESS ALLOWANCE AND TRANSPORT ALLOWANCE

- 5.1 Dearness allowance and transport allowance shall be as admissible under the Government of India rules as applicable from time to time.

6. HOUSE RENT ALLOWANCE

- 6.1 The rates of house rent allowance shall be as admissible under the Government of India rules as applicable from time to time.
- 6.2 In case of Director, leased accommodation, at actual, shall be provided by the Institute till the time residence is built at the INST campus in Sector 81, Mohali subject to area and lease rent charges being kept within the limits fixed by the Govt. of India, Ministry of Finance.

7. COMPREHENSIVE MEDICAL SCHEME

- 7.1 The members of INST and their wholly dependent family members shall be entitled to reimbursement of medical expenses incurred on themselves and their families as admissible to the Government of India employees of the same categories as per Government of India rules and orders on the subject that may be issued from time to time.

Note: (i) Reference to “Government” and “Government servant” in the Government of India rules and orders on the subject that may be issued from time to time shall be construed as reference to the “Institute of Nano Science and Technology (INST)” and to “every person appointed to a post in connection with the affairs of INST” respectively; and (ii) The Prescribed Authority or Competent Authority in the Government of India rules and orders on the subject that may be issued from time to time shall mean the “Director” in the case of all the employees and the Board of Governors in the case of the Director.

7.2 This scheme shall be applicable to all regular employees and the wholly dependent members of their family. Deputationists, may also opt for this scheme in lieu of the scheme in force in their parent organizations. However, option in this respect is to be exercised within one month of appointment on deputation, failing which it shall be construed that the deputationist has opted for the scheme in force in INST.

7.3 The term 'family' for the purpose of these Rules, shall mean an employee's wife or husband, as the case may be, and parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced/separated daughters and stepmother wholly dependent upon the employee and are normally residing with the employee.

Note – The income limit for the purpose of providing medical facilities to the family members of the employees of INST shall be Rs. 3500/- plus the amount of dearness relief on basic pension of Rs. 3500/- as on the date of consideration. The condition of dependency both in the case of the husband or the wife of the employees of INST has been dispensed with.

Age limit of family members – the age limit for dependent family members of employees of INST for the purpose of availing medical facilities under these Rules will be as under:-

- (i) Son – Till he starts earning or attains the age of 25 years, whichever is earlier.
- (ii) Daughter – Till starts earning or gets married, irrespective of the age-limit, whichever is earlier.
- (iii) Son suffering from any permanent disability of any kind (physical or mental) – Irrespective of the age limit.
- (iv) Dependent divorced/ abandoned or separated from their husband/widowed daughters and dependent unmarried/divorced/abandoned or separated from their husband/widowed sisters – Irrespective of the age limit.
- (v) Minor brother(s) – Upto the age of becoming a major.

7.4 The Comprehensive Medical Scheme (CMS) will have the following features:

- (i) For out-patient examination/services, each employee will be allowed to consult CGHS hospital/CGHS approved/recognized hospitals.
- (ii) The consultation fee payable to CGHS Hospital or CGHS recognized hospitals shall be as per Central Government norms.
- (iii) The reimbursement for cost of medicines, prescribed by CGHS Hospital or CGHS recognized hospitals, will be as per Central Government approved list.

- (iv) The various diagnostic tests shall be carried out in the CGHS Hospital or CGHS recognized hospitals. The reimbursement towards such tests shall be as per Central Government norms/CGHS rules.
- (v) The employees and the wholly dependent members of their family can avail of specialist consultations as well as in-patient treatments on the specific recommendations of the AMOs in any of the panel hospitals located in Mohali. The expenses related to in-patient treatment shall be as per CS(MA) / CGHS rules, (in CGHS or CGHS recognized hospitals).
- (vi) The serving employees of the INST located outside Mohali and their dependent family members may be provided Health Care facility under CS (MA) rules, 1944.

7.5 For Treatment Outside India

In case of treatment of extremely complex ailments, for which adequate specialized treatment is not available in India, the employees and their dependents shall be eligible to avail the treatment from outside India with the approval of the Board of Governors as per the guidelines approved by the Government.

8. GROUP INSURANCE

- 8.1 The employees of INST will be governed by the Group Savings Linked Insurance Scheme (GSLIS) with the Life Insurance Corporation of India (LIC) or with any other such scheme of any of the nationalized insurance companies. This will be an obligatory scheme, for which all the employees will have to compulsorily contribute every month.

9. LEAVE TRAVEL CONCESSION

- 9.1 The employees of INST shall be granted Leave Travel Concession (LTC) as admissible to the Government of India employees of the same categories as per Government of India rules and orders on the subject that may be issued from time to time.

10. CHILDREN'S EDUCATION ALLOWANCE

- 10.1 Children's Education Allowance scheme shall be as admissible under the Government of India rules and orders on the subject that may be issued from time to time.

11. TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

- 11.1 Travelling allowance (TA) and Daily allowance (DA) for the official journeys undertaken by the employees of INST shall be as admissible under the Government of India rules and orders on the subject that may be issued from time to time.

- 11.2 The members of the Board of Governors, Scientific Advisory Council, members of various Recruitment and Selection Committees/Assessment Committees, experts invited for delivering lectures/technical discussions etc., shall be paid Travelling allowance and Daily allowance as per entitlement of a Government official. The Non-official members shall be entitled to TA/DA of a Group 'A' Officer.
- 11.3 Post Doctoral Fellows, Research Scholars/Fellows/Associates/Visiting Scientists/Honorary Visiting Scientists and Consultants working at INST shall be entitled to the payment of TA/DA for the official journeys undertaken by them.
- 11.4 Travelling Allowance entitlement for candidates called for interview/test at the time of recruitment and joining duty shall be as per Government of India rules and orders from time to time.
- 11.5 Road mileage allowance at the temporary duty station shall be reimbursed in full and at actual on production of receipts/vouchers as long as the destinations are in accordance with those set out in the movement order.
- 11.6 Director shall have the authority to permit the employees of the INST to travel by a class/mode beyond their entitlement under exceptional circumstances, the reason being recorded in writing.
- 11.7 The employees of INST undertaking fieldwork shall be granted travelling allowances and other related expenses on the scale and under the rules as applicable to corresponding categories of officials of the Government of India.
- 11.8 Reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the website of Indian Railways shall be allowed only for railway journeys undertaken for official purpose.
- 11.9 The element of Service Tax, Education Cess and other similar levies being charged by Government on travel by Air/Road/Rail/Steamer on tour/ transfer or LTC are reimbursable to the individual officer.
- 11.10 In case when Air/Road/Rail tickets are booked through a travel agent, the additional service charges levied by the travel agent for providing such services shall be reimbursable to the individual officer, for journeys undertaken for official purpose only. Services of only those travel agents, who are authorized by the Government of India from time to time shall be utilized.
- 11.11 When rail/air tickets booked for journey in connection with official work are cancelled due to unavoidable official reasons, the cancellation charges shall be reimbursed.
- 11.12 Local conveyance reimbursement to the employees for carrying out official work at the tri-city (Chandigarh/Mohali/Punchkula) shall be as per eligibility and

reimbursement rules applicable to corresponding categories of officials of Government of India.

12. ADVANCES/LOANS

- 12.1 Interest-free festival advance and interest bearing loans for house building, purchase of computer, vehicle etc., for the employees of INST shall be identical to those granted by the Government to officials with corresponding pay, subject to the availability of funds and after securing necessary collaterals.
- 12.2 The amount of house building advance, the rate of interest and repayment terms shall be as per Government rules.

13. LEAVE RULES AND DRAWAL OF LEAVE SALARY

- 13.1 The provisions of Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall apply mutatis mutandis to the employees of INST.

Note : (i) References to "Government" and "Government Servant" in the Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall be construed as references to the "Institute of Nano Science and Technology, (INST)" and to "every person appointed to a post in connection with affairs of INST" respectively; (ii) the Prescribed Authority or Competent Authority in the Central Civil Services (Leave) Rules, 1972 of the Government of India as amended from time to time shall mean :

- (a) Chairperson in the case of Director except the casual leave which the Director himself can avail on his own authority.
- (b) Director in case of all the employees of INST. However, he can assign the same to concerned Heads of Division/Team Leaders/ Chief Finance and Administrative Officer/Finance Officer etc.

14. DEATH-CUM-RETIREMENT GRATUITY

- 14.1 The employees of INST shall be granted Gratuity in accordance with the Gratuity Act of the Government of India.

15. NEW PENSION SCHEME

- 15.1 All the employees of INST shall be governed under the provisions of the New Pension Scheme (NPS) of the Government of India in this regard.

16. INST EMPLOYEES' BENEVOLENT FUND

- 16.1 An INST Employees' Benevolent Fund will be established from the date of these Staff Rules coming into effect to provide assistance to the employees and their families in times of distress shall be continued and the fund shall be operated in terms of the conditions specified in the sub rules 16.2 to 16.7.
- 16.2 All the employees of INST shall contribute an amount of Rs. 50/- per month. The same will be deducted from the individual salary on monthly basis. The rate of contribution is fixed same to all the employees, irrespective of their grade, designation. The contributions to this fund are non-refundable.
- 16.3 An equal amount of contribution to this fund shall be made by INST on annual basis. In order to meet any shortfall due to unforeseen circumstances, INST shall contribute the same and this extra contribution shall be reimbursed by the fund to INST in due course.
- 16.4 The Director shall constitute an Executive Committee. The Executive Committee shall be responsible for operation and maintenance of the fund.
- 16.5 A separate bank account in the name of "INST Employee's Benevolent Fund" shall be opened. All the accumulations to the fund in excess of Rs. 10,000/- shall be invested in the form of fixed deposit tied up to the above bank account.
- 16.6 The fund envisages a benefit in the form of one time payment to the nominee(s) of the members in case of death/permanent disability while in service. The one time payment in case of death shall be as follows:
- | | | | |
|-------|---------------------------------------|---|----------------|
| (i) | from One day upto 5 years of service | - | Rs. 50,000/- |
| (ii) | from 5 years upto 10 years of service | - | Rs. 75,000/- |
| (iii) | above 10 years of service | - | Rs. 1,00,000/- |
- The quantum of one-time assistance in case of permanent disability shall be decided by the Executive Committee on case to case basis, provided that the quantum of assistance shall not exceed the corresponding amount payable in case of death.
- The length of service for deciding the quantum of assistance shall also include the service rendered in INST on Contract/Deputation/Ad-hoc basis prior to regular employment/permanent absorption.
- 16.7 Every member shall submit a nomination clearly specifying the nominee(s) and the ratio in which the quantum of assistance is to be paid to them.

17. MODES OF RECRUITMENT

- 17.1 Modes of recruitment shall be as laid down under the relevant recruitment rules for various posts of INST as amended from time to time.

18. RESERVATIONS IN POSTS AND SERVICES

- 18.1 The Government of India orders regarding reservations/concessions/ relaxations for Scheduled Castes, Scheduled Tribes, Other Backward Classes, persons with disabilities etc., and other categories as applicable to autonomous bodies, and as amended from time to time shall be applicable to INST.

19. AGREEMENT

- 19.1 Every employee of INST shall accept in writing the terms and conditions of his/her appointment before joining INST and again before taking up each subsequent appointment in INST.

20. DECLARATIONS

- 20.1 At the time of joining INST, employees are required to give various declarations as applicable, with supporting original documents regarding home-town, date of birth, experience, qualifications, marital status, details of family, details of movable/immovable property, option regarding medical scheme to be availed of etc.

21. VERIFICATION OF CHARACTER AND ANTECEDENTS

- 21.1 The appointing authority should satisfy itself that the character and antecedents of the persons proposed to be appointed are such as not to render them unsuitable for appointment.

22. MEDICAL EXAMINATION ON FIRST APPOINTMENT

- 22.1 Every employee, on first appointment, shall produce a certificate of medical fitness from a Medical Board / Medical officer determined by INST.

23. PROBATION

- 23.1 All Group 'A' officers will be on probation for a period of one (1) year and Group 'B' officers and other staff will be on probation for a period of two (2) years from the date of joining INST on the first occasion through direct recruitment. On the basis of assessment of conduct and work, the probation of an employee may be terminated on satisfactory completion of the prescribed period of probation or extended by the appointing authority. However, save for exceptional reasons, probation will not be extended for more than a year and no employee will be kept on probation for more than double the normal period.

23.2 The appointing authority shall have the power to terminate the services of a member of the staff, if the performance of the officer during the period of his/her probation is not satisfactory, without assigning any reasons during the period of his/her probation, giving him one month's notice.

23.3 There will be no probation in case of promotion within the same group. However, whenever there is a change of group due to promotion, the staff promoted will be on probation for a maximum period of two (02) years.

24. CONFIRMATION

24.1 An employee, on his first appointment, will be confirmed in the service of INST after satisfactory completion of his probationary period.

25. PERFORMANCE OF DUTIES

25.1 Every employee shall perform such duties as may be entrusted to him/her and shall, to the best of his/her ability and carry out the lawful directions of the Authorities of INST.

26. OBEDIENCE TO RULES AND REGULATIONS, BYE-LAWS AND STAFF RULES

26.1 During the period of service, every employee shall observe, obey and abide by the Rules and Regulations, Bye-laws, Staff Rules, standing orders and circulars issued by INST.

27. ANNUAL PERFORMANCE ASSESSMENT REPORTS (APAR)

27.1 Annual Performance Assessment Reports (APARs) in respect of all the employees of INST excluding Director INST shall be recorded on yearly basis i.e., **1st April to 31st March**. The proforma of Annual Performance Assessment Reports may also include performance appraisal of all the employees of INST.

27.2 The reporting, reviewing and countersigning officers for the Annual Performance Assessment Reports shall be as decided by the Director for various employees depending upon their placement and on the basis of supervisory role in the hierarchy during the financial year.

27.3 An Annual Performance Assessment Report is regarded as valid and gradings are taken into account for shortlisting for assessment, if an employee has joined or has been promoted on or before 1st October during the period of the report.

28. CONDUCT RULES

- 28.1 CCS (Conduct) Rules, 1964 as amended from time to time, will mutatis mutandis be applicable to the INST, Mohali.

29. DISCIPLINARY RULES

- 29.1 CCS (CCA) Rules, 1965 as amended from time to time will mutatis mutandis be applicable to the INST, Mohali.
- 29.2 The Appointing/Disciplinary and Appellate Authority in respect of posts in INST, Mohali shall be as under:

Posts	Appointing/Disciplinary Authority	Appellate Authority
Director	Board of Governors with the prior approval of the Government	Government of India
All posts carrying GP above Rs. 8,900/-	Chairperson, BoG	Secretary of the Administrative Ministry/Department overseeing INST.
All posts carrying GP upto Rs. 8,900/-	Director	Chairperson, BoG

30. AGE OF SUPERANNUATION

- 30.1 The age of superannuation of all categories of employees of INST shall be 60 years or as prescribed by the Government of India from time to time.

31. RESIGNATION

- 31.1 Any employee of INST other than Director may resign from his/her post giving notice of three (03) months in writing addressed to the Director and in the case of the Director, by a letter addressed to the Chairperson of the Board of Governors; Provided that such a resignation shall take effect only from the date from which the same is accepted by the appointing authority.
- 31.2 In exceptional cases, if the competent authority, is satisfied with the reasons for the employee resigning, the notice period of three (03) months can be reduced or waived off.

32. VOLUNTARY RETIREMENT

- 32.1 At any time, after an employee has completed 20 years of qualifying service or has attained the age of 55 years, he/she may, by giving notice of not less than three (03) months in writing addressed to the appointing authority, retire from service subject to there being no enquiry or vigilance case contemplated or pending against such an employee;

Provided that this shall not be applicable to the employees who seek voluntary retirement from service on return from study leave/training etc., as they are bound by an agreement to serve INST for a specified period after return. Otherwise, they shall return to INST the entire emoluments/expenses drawn/spent during such study leave/training etc.

33. RETIREMENT/REALLOCATION OF WORK ON MEDICAL GROUND

- 33.1 Notwithstanding anything contained in the Bye-laws and the Staff Rules, the appointing authority may retire a member of the staff on giving three (03) months notice if he/she has been incapacitated for further service on account of permanent physical or mental disability if so certified by the competent medical authority as determined by INST. The decision of the appointing authority in this regard shall be final and binding on the member of the staff concerned. The appointing authority may pay such member of the staff three months' pay and allowances in lieu of the notice.
- 33.2. The appointing authority may reallocate works of an employee notwithstanding the conditions of his/her initial appointment, if he/she has been incapacitated for further service in the post of his/her initial appointment.

34. TERMINATION

- 34.1 All appointments on contractual basis shall specify a period of notice for termination in writing, by both contracting parties;

Provided that the appointing authority may accept a shorter period of notice from a contract employee of INST in special circumstances;

35. EXTENSION/RE-EMPLOYMENT

- 35.1 The grant of extension of service/re-employment to the employees of INST beyond the age of superannuation shall be regulated in accordance with the instructions issued by the Government of India in this regard from time to time.

36. EMPLOYMENT ON COMPASSIONATE GROUNDS

- 36.1 In the event of death of an employee during service in INST, one of the family members of the employee may be considered for employment on compassionate grounds to a post equivalent to Group "C" post in the Government. Such employment will be at the entry level only and subject to fulfilling the minimum age and qualification requirements laid down for the post. The limit for employment under the above scheme shall not exceed 5% of vacant posts in the respective group. A Recruitment and Selection Committee shall be appointed and based on their recommendations and subject to fulfilling the above requirements, the appointing authority may accept and offer employment on compassionate grounds.

37. WORKING DAYS AND HOURS

- 37.1 INST will observe five (05) working days a week i.e. from Monday to Friday.
- 37.2 The working hours of INST shall be from 09.00 AM to 05.30 PM with half an hour lunch break from 01.00 PM to 01.30 PM. However, the duty hours of the staff members of security, operation and other services, if required, shall be as prescribed by the Director from time to time.

38. ATTENDANCE

- 38.1 All the employees of INST shall observe punctuality. To check late attendance, half a day's casual leave will be debited to the casual leave account for each late attendance but late attendance upto an hour on not more than two occasions and early departure upto 2 hours on one occasion, in a month may be condoned by the Competent Authority, if he is satisfied that it is due to unavoidable circumstances. In case, such a course does not ensure punctual attendance of the employee, suitable disciplinary action may be taken against him/her, in addition to debiting half a day's casual leave to his/her casual leave account on each occasion of such late attendance.
- 38.2 However, in case of Scientific Staff/Technical Officers and Officer cadres a flexible attendance scheme may be formulated by INST.

39. HOLIDAYS

- 39.1 All Government of India holidays, suitably modified by the Director to meet the local needs, shall be observed by INST. A list of holidays for INST will be announced every year by 31st December of preceding year.

40. DETENTION ON SATURDAYS/SUNDAYS AND HOLIDAYS

- 40.1 The Director / Chief Finance and Administrative Officer / Finance Officer/concerned Team Leaders or a member of the staff to whom the power has been delegated by the Director may, for urgent work call any member of the staff on Saturdays/Sundays/Holidays or detain them after the working hours or call them

before the working hours and the member of the staff so called/ detained shall comply with the instructions received by him in this regard.

- 40.2 All employees of INST classified as Technical, Administrative and Support Staff with the Grade Pay up to Rs 4200/- shall be entitled to the grant of compensatory leave as per rules and orders of INST.

41. TRANSPORTATION

- 41.1 INST may arrange transportation, at fixed timings, for its staff for commuting from points upto which public transport is available to INST and back.

42. CANTEEN SUBSIDY

- 42.1 INST shall provide the space required for the canteen, utensils, crockeries, cooking gas, etc. to canteen contractor so as to facilitate that the employees get wholesome food at reasonable price.

43. ACCEPTANCE OF HONORARIUM/FEE

- 43.1 Employees desirous of undertaking assignments outside INST need to take prior permission of the Competent Authority. In case any honorarium/fee is received for such assignment, the same shall be regulated as per relevant provisions of Fundamental Rules and Supplementary Rules of the Government of India as amended from time to time.

44. APPLICATIONS FOR JOBS OUTSIDE INST

- 44.1 In a calendar year, normally a maximum of four (04) applications of an employee for outside job will be forwarded by the Director, only if he/she is not at that time under any contractual obligation to serve INST for a stipulated period. The discretion in this regard vests with the Director. However, the applications forwarded against the advertisements issued by UPSC/SSC/DST will not be counted against the above limit. Applications not in response to advertisement and circulars shall not be forwarded.

45. PERMISSION FOR HIGHER STUDIES

- 45.1 Permission for higher studies by correspondence or part time may be granted by the Director at his discretion based on utility of the course and its applications to the job of the member of the staff subject to the following conditions:
- (i) the pursuance of the course shall in no way affect the efficient discharge of official duties and the official should not come late and leave office early on account of above studies. Further, when official work demands, the employee so granted permission may be required to stay beyond office hours, work on holidays and go on temporary duty as and when required;

- (ii) the permission granted by INST shall not involve any financial liability/commitment on its part to reimburse registration, tuition fee and other fees/grant leave for preparation and appearing in the examination, payment of TA/DA to attend the course etc;
- (iii) in the exigencies of work, the permission is liable to be withdrawn at any time without any notice;
- (iv) a lumpsum incentive as per GoI rules will be granted for acquiring higher qualifications which are useful in the discharge of higher official work. On receiving such incentive the employee would give an undertaking to work in INST for atleast a period of two years from the date of receiving such incentive.

46. STAFF CAR RULES

- 46.1 The Director and the Scientist G level officers shall be entitled for use of staff car or hired cars for all official journeys and also for journeys from their residence to office and back. In case they are provided this facility for pick up/drop from residence, they will not be entitled for Transport Allowance.
- 46.2 The authorities of INST other than the Director and the Scientist G level officers shall be entitled for use of vehicles of INST or hired vehicles for all official journeys.
- 46.3 The use of vehicles of INST by other members of the staff for official journeys may be permissible subject to the justification of the purpose and the availability of the vehicles.

47. NON-PRODUCTIVITY LINKED BONUS (AD-HOC BONUS)

- 47.1 Non-Productivity Linked Bonus (ad-hoc Bonus) shall be granted to eligible employees of INST as per Government of India orders issued from time to time with the approval of the Director.

48. COMPUTER AND LAPTOP

- 48.1 The Director is authorized to have a computer (which includes printer, UPS, scanner etc.,) and laptop on loan basis along-with internet facility and associated computer furniture (on loan basis) at his residence for his use in connection with official work.
- 48.2 Depending on the functional/professional requirements, the Director may issue to the senior officers a laptop on loan basis to facilitate them to carry out their official work outside the office.

49. REIMBURSEMENT OF RESIDENTIAL TELEPHONE EXPENSES

49.1 These would be as per Government of India instructions issued from time to time.

50. REIMBURSEMENT FOR NEWSPAPER/PERIODICALS

50.1 This facility may be allowed to the Director and other employees of the institute as per the Government of India orders on the subject as amended from time to time.

51. PROFESSIONAL DEVELOPMENT ALLOWANCE

51.1 The scientists of INST shall be eligible for Professional Development Allowance upto a maximum of Rs. 5000/- per annum. The guidelines for granting Professional Development Allowance are as under:

- (i) This allowance will be paid to the scientists alongwith their salary for the month of March every year.
- (ii) This amount is to be used by the scientists for becoming members of professional bodies of their field, purchase of related scientific & technical books, and subscription to related professional journals/magazines relevant to their area of research.
- (iii) Proportionate allowance will be given to those who join/retire/resign during the middle of the year.
- (iv) The bills in support of the expenditure may be submitted to Finance Officer by 31st January, so that the allowance may be paid to the extent of actual expenditure with the salary for the month of March.

52. PROVISION OF LIVERIES

52.1 Liveries shall be made available to INST employees selectively on the basis of functional requirements as decided by the Director.

53. TECHNICAL TRAINING

53.1 INST shall endeavor to train all its employees on a continuous basis and if required by deputing them to attend short term courses, workshops, seminars etc.

54. SAFETY COMMITTEE

54.1 A committee to oversee the overall safety standards being adopted at INST shall be constituted by the Director. The Safety Committee will recommend and ensure the purchase of various safety devices and also the implementation of safety procedures. The Safety Committee will prepare a safety manual and also arrange for a regular/frequent monitoring of health of the employees which it feels are working in "hazard-prone" areas.

55. REIMBURSEMENT OF LOCAL CONVEYANCE EXPENSES FOR OFFICIAL WORK

- 55.1 The local conveyance undertaken while performing official duties/attending training programmes etc. will be reimbursed as per the Government of India norms. Private taxi can be hired as per entitlement with the approval of the Director.
- 55.2 The Security Officer is required to carry out surprise visits to INST on holidays/nights etc., during odd hours and as and when required apart from the regular official hours. Since, he cannot book the vehicle in advance, being a surprise visit he may be allowed to use his own mode of transport including car for such visits and shall be eligible to road mileage reimbursement as fixed by the Government of India rules from time to time.
- 55.3 The non-executive staff performing official duties outside INST both on working days as well as on holidays and attending office on holidays using their own mode of transport will be paid the local conveyance charges as fixed from time to time with the approval of the Director.

56. AMENDMENTS

- 56.1 The Board of Governors may amend or repeal any of these Staff Rules with the approval of the Government.

57. INTERPRETATIONS

- 57.1 In case of any doubt, in interpretation of these rules by the Director, the decision of the Board of Governors shall be final and binding.

58. GENERAL

- 58.1 All such matters which are not covered in the Staff Rules shall be dealt in accordance with the relevant Government of India rules and orders in force at that time.

SCHEDULE TO THE STAFF RULES

DETAILS OF SANCTIONED POSTS FOR INST

Designation	No. of Posts	Pay band	Grade Pay
Director	01	Rs 80,000 (fixed)	
Scientific and Technical Posts			
Scientist 'G'	01	PB-4, 37400-67000	10000
Scientist 'F'	03	PB-4, 37400-67000	8900
Scientist 'E'	09	PB-4, 37400-67000	8700
Scientist 'D'	04	PB-3, 15600-39100	7600
Scientist 'C'	08	PB-3, 15600-39100	6600
Scientist 'B'	15	PB-3, 15600-39100	5400
Administrative Posts			
Chief Finance and Administrative Officer	01	PB-4, 37400-67000	8700
Finance Officer	01	PB-3, 15600-39100	6600
Stenographer	02	PB-2, 9300-34800	4200
Total	45		