

Regno 1444/08 dt- 24/10/68.

MEMORANDUM OF ASSOCIATION

**National Institute of Plant Health Management
Rajendranagar, Hyderabad-500 030**

2d sheet No 9 of 10 NIA

MEMORANDUM OF ASSOCIATION OF THE SOCIETY

- **1 Name of the Society :** The name of the Society will be “The National Institute of Plant Health Management” hereinafter called the “**NIPM**”
- 2 Location of the Office :** The registered office of the NIPM shall be at Survey Nos 193, 194, 180 and, 224 and 227 of Budwel, Rajendranagar, Hyderabad (A.P).

3. AIMS AND OBJECTIVES

The aims and objectives for which the NIPM is formed are:-

- i. Human resource development, both in public and private sector, covering areas, inter-alia, of plant protection technology, plant quarantine and bio-security, crop oriented Integrated Pest Management approaches, quality testing of pesticides, and analysis of pesticide residues for monitoring the quality status of pesticides.
 - ii. Develop systematic linkages between state, regional, national and international institutions of outstanding accomplishments in the field of Plant Protection Technology.
 - iii. Function as Nodal Agency/Forum for exchange of latest information on plant protection technology.
 - iv. Collect and collate information on plant protection technology for dissemination among the state extension functionaries and farmers.
 - v. Gain overall insight into Plant Protection Systems and policies together with operational problems and constraints at each step and stage.
 - vi. Identify, appreciate and develop modern management tools/techniques in problem-solving approaches and utilizing the mechanism of personnel management, resource management, input management and finally conflict management at the organization level.
 - vii. Develop need-based field programmes for training and re-training of senior and middle level functionaries for executing plant protection programmes and using training of trainer approaches to ensure maximum reach of programmes.
 - viii. Provide feedback to training programmes, conduct programme-oriented research in the area of Plant Protection, Integrated Pest Management, Pesticide Management, Plant Quarantine and Pesticide delivery systems and residues.
 - ix. Serve as repository of ideas and develop communication and documentation services at national, regional and international level, in regard to the subject of plant protection management.
10. Forge linkages with national and international institutions, and create networks of knowledge sharing, through a programme of institutional collaboration and employment of consultants.

(PANKAJ KUMAR)
Joint Secretary
Ministry of Agriculture
New Delhi
(Copy of Govt. of Co-opd)
Kerala, Mysore, New Delhi

- xi. Provide policy support to the Central Government in various sectors of plant protection including IPM, pesticide management, plant quarantine, bio-security, SPS and market access issues.

4. Pursuant to the aforesaid objectives the NIPM may;

- a) accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust funds or donations consistent with the objectives of the NIPM, on such terms and conditions as may be fitted with the objectives of the NIPM and be prescribed by the Government of India from time to time;
- b) create administrative, technical, ministerial and other posts in the NIPM and make appointments thereto in accordance with the rules and regulations of the NIPM, provided that creation of and appointments to posts carrying a maximum pay exceeding Rs. 22,400/- or more per month requires the prior concurrence of Government of India;
- c) establish a Provident Fund for the benefit of the staff of the NIPM or any other sections thereof;
- d) make rules and bye-laws for the conduct of the affairs of the NIPM and add, amend, vary or rescind them from time to time provided that pending formal adoption of separate service rules / bye-laws etc., by the NIPM, the service conditions of the officers and employees of the NIPM shall be regulated by the Government of India rules as amended from time to time;
- e) do all such other lawful acts and things either alone or in conjunction with other organizations or persons as the NIPM may consider necessary, incidental or conducive to the attainment of the above objectives;
- f) to do all such lawful acts and things whether incidental to objectives in force or not as may be required in order to further the objectives of the NIPM for study and research in Plant Health Management.

5. Studies and research programmes conducted by the NIPM shall be open to persons of either sex and of whatever race, religion, creed, caste or class.

6. All property, moveable or immovable shall vest with the Executive Council.

7. The income and property of the NIPM howsoever derived shall be applied towards the promotion of the objectives as set-forth in this Memorandum of Association subject, nevertheless, in respect of expenditure of grants made by Government of India, to such direction as the Government of India may from time to time give. No portion of the income and property of the NIPM shall be paid or otherwise transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to persons who at any time are or have been members of the NIPM, or to any of them or to any person claiming through them, or any of them, provided that nothing herein shall prevent

4th sheet Negotiation rule

[Signature]
Secretary
NIPM
New Delhi

the payment in good faith of remuneration to any member or other person in return for service rendered to the NIPM or for traveling allowance, halting allowance and other similar charges.

8. If on the winding up or dissolution of the NIPM, there shall remain after the satisfaction of its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the NIPM or any of them, but shall be dealt with in the manner provided by section 24 of the Andhra Pradesh Societies Registration Act No. 35 of 2001.

9. A copy of the Rules and Regulations of the NIPM certified to be correct by eight members is filed with the Registrar of Societies (Hyderabad) along with the Memorandum of Association.

CERTIFICATES

1. "Certified that the association (the NIPM) is formed with no profit motive and no commercial activity is involved in its working".
2. "Certified that the office bearers are not paid from the funds of the association (the NIPM)".
3. "Certified that the association (the NIPM) would not engage in agitational activities to ventilate grievances".

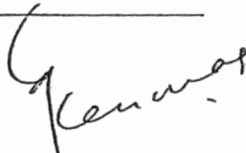

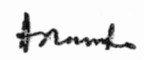
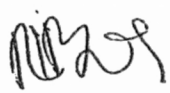
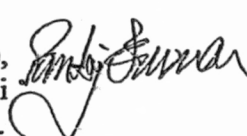

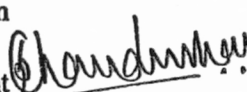
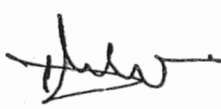


[Signature]
(NAME OF THE REGISTRAR)
REGISTRAR OF SOCIETIES
HYDERABAD
ANDHRA PRADESH

5th sheet reg. association

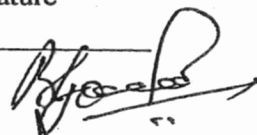

DECLARATION

We, the undersigned persons in the Memo have formed into an association and responsible to run the affairs of the association and desirous of getting the society registered under Andhra Pradesh Societies Registration Act No. 35 of 2001.


	Name of the Office Bearers (in Block letters)	Designation of their local standing in the Society	Occupation	Address	Signature
1	SHRI NANDA KUMAR S/o R.C Kuty.	Chairman	Govt. Service	Secretary (A&C) Min. of Agri. Krishi Bhawan New Delhi	
2	SHRI P.K. BASU S/o M.C. Basu	Vice Chairman	Govt. Service	Addl. Secretary, DAC, Govt. of India Krishi Bhawan New Delhi	
3	SHRI A.S. LAMBA S/o Shri Harbans Singh	Member	Govt. Service	Addl. Secretary & Financial Adviser DAC, Govt. of India Krishi Bhawan New Delhi	
4	DR. N.B. SINGH S/o Late Thakur Din Singh	Member	Govt. Service	Agriculture Commissioner, DAC, GOI, Krishi Bhawan New Delhi	
5	SHRI PANKAJ KUMAR S/o Late G.R.Kishore	Member	Govt. service	Joint Secretary (PP), DAC, Krishi Bhawan, New Delhi.	
6	DR. T.P. RAJENDRAN S/O Late Shri V.P. Achutha Pisharodi	Member	Agril. Expert	Assistant Director General (PP), ICAR Krishi Bhawan New Delhi	
7	SHRI P.S. CHANDURKAR S/O of Late S.G. Chandurkar	Member	Agril. Expert	Plant Protection Adviser Directorate of Plant Protection, Quarantine & Storage, Faridabad	
8	DR. P. RAGHAVA REDDY, S/o Shri P. Venkat Reddy	Member	Educationist	Vice Chancellor, Acharya N.G. Ranga Agril. Univ. Rajendranagar, Hyderabad (A.P)	


Electro Negativity NC

WITNESSES:

	Name in Block letters	Address	Occupation	Signature
1	Dr. B.G. Naik Joint Director (Entomology)	NPPTI, Hyderabad	Govt. Service	
2	Shri G. Shankar Dy. Director (Engg.)	NPPTI Hyderabad	Govt. Service	




(PANKAJ KUMAR)
Joint Secretary
Ministry of Agriculture
Govt. of India
(Deptt. of Agr. & Coops.)
Krishi Bhawan, New Delhi

7th sheet No of circulation NIL 

Registration No	1444/2008
Serial Number of the Documents:	1/2008
Name of the Society:	National Institute of Plant Health Management
Description of the Document:	Memorandum
Date of Submission:	24-10-2008
Date of Entry:	24-10-2008

Nd. / XXXX
REGISTRAR OF SOCIETIES.

The Seal of Registrar of Societies, R.R. District.

(True Copy)

Total No. of Sheets

Seven

Total No. of Corrections

Nil

Copy Typed by

Copy Compared by: READER

EXAMINER

MOHD SIDDIQ
JR. ASST. MOHD. Siddiq

Office of the Registrar of

11/10/08

Registration No	1444/2008
Serial Number of the Documents:	1/2008
Name of the Society:	National Institute of Plant Health Management
Description of the Document:	Memorandum
Date of Submission:	24-10-2008
Date of Entry:	24-10-2008

Sd. /XXXX
REGISTRAR OF SOCIETIES.

The Seal of Registrar of Societies, R.R. District.

(True Copy)

Total No. of Sheets

Seven

Total No. of Corrections

Nil

Copy Typed by

Copy Compared by: READER

EXAMINER

MOHD SIDDIQ
JR. ASST. MOHD. Siddiq

Office of the Registrar of

Societies, Ranga Reddy District.

Nred

Dated the 25th day of October 2008

Registrar of Societies
Ranga Reddy Dist.
REGISTRAR OF SOCIETIES





Joint Sub-Regi 1
Ex Officio Stamp for
T.O. (O.B.) Ranga Reddy (Dist.)

15 OCT 2008

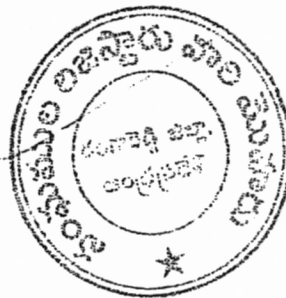
**GOVERNMENT OF ANDHRA PRADESH
Registration and Stamps Department**

Office of the Registrar of Societies, Moosapet, Ranga Reddy District.

File No. CC / Sec.

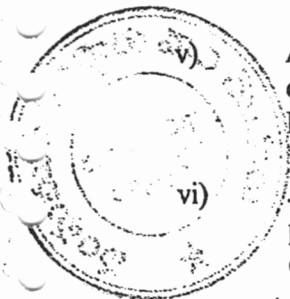
1 1809/08 Dated : 25-10-08

Page Corrections : NIL



RULES AND REGULATIONS

- do —



dash sheet neg acc. atch. n. 12

[Handwritten signature: J. J. Smith]

- vii) Plant Protection Adviser Ex-officio Member
- viii) Asstt. Director General (PP), ICAR Ex-officio Member
- **ix) Secretaries in the (Ministries of Education, Department of Personnel and Training and of the Planning Commission or their nominees not below the rank of Joint Secretary to the Govt. of India; Ex-officio Members - 1st 6e
- ***x) Five Secretaries to State Governments / Union Territories incharge of Agricultural Production (in rotation) or their nominees not below the rank of Deputy Secretary to the State Government; Ex-officio Members
- **xi) Four Directors of Agriculture of States / Union Territories (to represent their regions of the country by rotation); or their nominees not below the rank of Additional Director of Agriculture or an officer of equivalent rank; Ex-officio Members
- * xii) The Director General of the NIPM who shall be appointed by the Government of India, Ministry of Agriculture; Ex-officio Member and Member Secretary
- one
**xiii) (Two) Vice-Chancellors of (Agricultural Universities including Vice Chancellor of N.G. Ranga Agricultural University, Andhra Pradesh and one Vice Chancellor of General University (by rotation) or their nominee not below the rank of Director; Ex-officio Members General University or Head of IT/ITIs may be incorporated in GC

b) **Role of Members:**

The NIPM shall keep a roll of members giving their occupations and addresses and every member shall sign the same. If a member of the NIPM changes his address, he shall notify his new address to the Director General who shall thereupon cause his new address to be entered in the roll of members. If the member fails to notify his new address, the address given in the roll of members shall be deemed to be his address.

[Signature]
 Date
 (Comm.)
 No. 1001

3 sheets of roll of members

c) **Terms of Office:**

- i) Where a person becomes a member of the NIPM by reasons of office or appointment he holds, his membership of the NIPM shall terminate when he ceases to hold that office of appointment. Other Members shall hold office for three years unless the authority which nominated them terminates their membership earlier. The latter category of members shall also be eligible for re-nomination provided that no member shall serve for more than two terms. In the case of any vacancy arising earlier than the stipulated period of three years, the Government of India may nominate any other person for the unexpired portion of the term.
- ii) In appointing the State Secretaries incharge of Agricultural Production and the State Directors of Agriculture as Members of the NIPM in rotation, the representatives from all States / UTs shall be inducted. The order of rotation shall be decided by the Govt. of India, Ministry of Agriculture.
- iii) A member of the NIPM may resign his membership by a letter addressed to the Director General, but his resignation shall take effect only on its acceptance by the Chairman.
- iv) A member of the NIPM shall cease to be a member if he becomes insolvent or of unsound mind or is convicted of a criminal offense involving moral turpitude.

(d) **Category of Members:**

The Society (The NIPM) shall consist of –

(a) Ex-officio Members and (b) Nominated Members

(e) **Admission fee and the annual subscription or monthly subscription:**

There shall be no admission fee, or annual subscription or monthly subscription.

THE GENERAL COUNCIL:

(i) **COMPOSITION AND MEETINGS:**

- i) There shall be a General Council of the NIPM and it shall be composed of all the members of the NIPM;
- ii) The Annual General Meeting of General Council shall be held once a year;

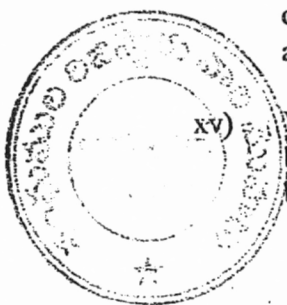
[Handwritten signature]

1st sheet-NIPM constitution rule

- iii) The General Council shall meet at least twice every year;
- iv) For the purpose of the last sub-rule, each year shall be deemed to commence on the first day of April and terminate on the thirty first day of March of the following calendar year;
- v) Every notice calling a meeting of the General Council shall state the date, time and place at which such meeting will be held and shall be served upon every member of the General Council not less than twenty-one clear days before the day appointed for the meeting;
15
- vi) The accidental omission to give notice to, or the non-receipt of notice by any member or other person, to whom it should be given, shall not invalidate the proceedings at the meeting;
- vii) The Chairman may convene a special meeting of the General Council whenever he thinks fit, and shall do so on the written requisition of not less than one third of the members of the NIPM. For such a special meeting, every member shall be given not less than seven clear days notice;
- viii) In the absence of the Chairman one of the two Vice-Chairmen, to be nominated by the President, shall preside;
- ix) ^{Seven} Nine members shall form a quorum. No quorum shall be required for an adjourned meeting, which may be held at the appointed place not less than two hours after the appointed time without further written notice;
- x) All disputed questions at meetings of the General Council shall be determined by vote;
- xi) Each member of the NIPM shall have one vote;
- xii) In case of an equality of votes the person presiding over the meeting shall have the casting vote;
- xiii) The Chairman may invite any person other than a member, to attend a meeting of the General Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xiv) The General Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceedings of the General Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or any defect in the appointment, nomination or election of any member.

xv)

Where for any reasons it is not possible for the General Council to meet, any business which it may be necessary for the General Council to perform may be carried out by taking the approval of the Chairman after due



5th sheet of meeting minutes

[Handwritten signature]

recommendation by the Executive Council, provided that the ex-post facto approval of the General Council shall be obtained at its next meeting.

II) FUNCTIONS AND POWERS OF GENERAL COUNCIL:

The General Council shall have the following powers and functions, namely to;

- i) Observe the provisions of the Memorandum of Association, the rules and such instructions of Government of India in the Department dealing with the affairs of the NIPM, as may be issued from time to time.
- ii) Exercise general control and issue such directions for the efficient management and administration of the affairs of the NIPM as may be necessary.
- iii) Nominate members of the Executive Council in accordance with rules.
- iv) Approve the annual budget of the NIPM drawn up by the Executive Council, and the approved budget shall be submitted to the Government of India for sanction of Government grants;
- v) Consider the annual report approved by the Executive Council;
- vi) Consider the balance sheet and audited accounts for outgoing year;
- vii) Add and amend with the prior approval of the Government of India the Rules of the NIPM;
- viii) Frame bye-laws consistent with these rules, and the Memorandum of Association for the management, administration and regulation of the business of the NIPM for the furtherance of its objectives.
- ix) Constitute two Standing Committees with or without power to co-opt namely (1) Selection Committee (2) Academic Committee as provided in rules 6 (b) (1) and 6 (b) (2).
- x) To perform such other functions as are entrusted to it under these rules.
- * xi) The General Council may by resolution delegate to its Chairman, Executive Council, to any Standing Committee, or to the Director General or to any other Officer of the NIPM, such of its powers for the conduct of business as it may deem fit subject to, if deemed necessary to the condition that the action taken by its own Chairman, the Standing Committee or the Director General, or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the General Council.



6th sheet not attached

[Handwritten signature]
1983

5. THE EXECUTIVE COUNCIL :

(i) There shall be an Executive Council of the NIPM and it shall consist of the following twelve members;

- a) Additional Secretary Incharge of plant protection in the Department of Agriculture & Co-operation, Government of India dealing with the NIPM as Vice-Chairman of the NIPM shall be Chairman of the Executive Council.
- b) Joint Secretary (PP) shall be the Vice-Chairman of the Executive Council.
- c) The Director General of the NIPM.
- d) Director Incharge of plant protection and Director (Finance) in the Ministry / Department, Government of India dealing with the NIPM;
- e) ^{Two} ~~Three~~ eminent persons who have made note-worthy contributions in the fields of plant protection / and allied subjects; to be nominated by the Government of India from among the members of the General Council.
- f) Two members to be nominated by the General Council from among the non official members of the General Council. X 15+90
- g) Plant Protection Adviser
- h) Assistant Director General (PP), ICAR

Provided that the members of the Executive Council specified in sub-clause (e) and (f) above shall be nominated by the Government of India in the first instance and shall hold office for three years.

- ii) The term of nominated members of the Executive Council shall be three years but they shall be eligible for re-appointment. If any member of the Executive Council ceases to be a member of the NIPM, he shall automatically cease to be a member of the Executive Council.
- iii) The Executive Council shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or election of any member and no act or proceeding of the Executive Council shall be invalidated or nullified merely by reason only of the existence of any vacancy therein or of any defect in the appointment, nomination or election of any member.
- iv) An elected member of the Executive Council shall cease to be such if he fails to attend three consecutive meetings of the Executive Council without prior leave of the President.

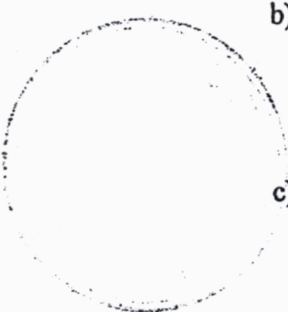
- v) Any casual vacancy amongst the nominated members of the Executive Council arising from the death or resignation may be filled by nomination by the Chairman of the NIPM and the members so nominated shall hold office for the unexpired portion of the term of office of the member causing vacancy.
- vi) Every meeting of the Executive Council shall be presided over by its Chairman and, in his absence by the Vice-Chairman.
- vii) Four members of the Executive Council present in person shall constitute quorum.
- viii) For every meeting of the Executive Council not less than fifteen clear days notice shall be given to each member, provided that the Chairman in special circumstances may call a meeting at a shorter notice.
- ix) At least two meetings of the Executive Council shall be held every year.
- x) For the purpose of the last sub-rule each year shall be deemed to commence the first day of April and terminate on the thirty-first day of March of the following calendar year.
- xi) The Chairman of the Executive Council may himself call, or by a requisition in writing signed by him may require the Director General to call a meeting of the Executive Council at any time.
- xii) Each member of the Executive Council, including the Chairman thereof shall have one vote and in case there shall be an equality of votes on any question to be decided by Executive Council, its Chairman or in his absence the person presiding over the meeting shall in addition have a casting vote; provided that in the event of disagreement between representative of the Ministry of Finance (viz., Director (Finance), Department of Agriculture and Cooperation, Government of India) and the Chairman of the Executive Council of the NIPM on the financial matter beyond the delegated powers of the Ministry / Department of Government of India, the matter shall be referred to the Agriculture Minister and the Finance Minister for a decision.
- xiii) The Chairman of the Executive Council may invite any person, other than a member to attend a meeting of the Executive Council. Such invitee shall not, however, be entitled to vote at the meeting.
- xiv) Any business which it may be necessary for the Executive Council to perform may be carried out by the circulation among all its members and any resolution so circulated and approved by a majority of the members signing shall be as effective and binding as if the resolution had been passed at a meeting of the Executive Council, provided that at least six members have recorded their views on the resolution.

8th sheet no 9 acc etd nld



II. Functions and Powers of the Executive Council:

- i) Subject to the general control and directions of the General Council, the Executive Council shall be responsible for the management and administration of the affairs of the NIPM in accordance with these rules and the bye-laws made thereunder for the furtherance of its objectives and shall have all powers which may be necessary or expedient for the purpose.
- ii) Chairman shall preside over the meetings of the Executive Council. He can cast his vote in the position. He can supervise all the branches of the society / NIPM.
- iii) Joint Secretary Incharge of Plant Protection in the Ministry / Department, Government of India dealing with the NIPM shall be the Vice-Chairman and he will assist the Chairman in discharging his functions. In the absence of the Chairman he will perform the duty of the Chairman as entrusted by him.
- iv) Director General of the NIPM shall be the Chief Executive Officer of the NIPM and custodian of all records relating to the NIPM and correspond on behalf of the NIPM. He has to take on records all minutes of the NIPM to convene both the bodies of the NIPM with the permission of the Chairman. He guides the treasurer in preparing the budget and expenditure statement to put before the General Council for its approval.
- v) Financial Adviser of the NIPM shall be the Treasurer and he will be the responsible person of all the financial transactions relating to the NIPM. He has to maintain accounts properly along with the vouchers. He has to prepare the budget and expenditure statement of the NIPM with the guidance of the Director General. He has to operate the accounts of the NIPM jointly with the Director General or Chairman.
- vi) Office bearers are the responsible persons for the activities of the NIPM which the Executive Council has entrusted to them.
- vii) Without prejudice to the generality of the foregoing sub-rule, the Executive Council shall have the following functions, namely:-
 - a) to prepare and execute detailed plan and programmes for the furtherance of the objectives of the NIPM.
 - b) to create such posts, appointment and control such staff other than those for whose appointment specific provisions has been made elsewhere, as may be required for the efficient management of the affairs of the NIPM to regulate the requirement and conditions of their service;
 - c) to receive and to have custody of the funds of the NIPM and to manage the properties of the NIPM;



[Handwritten signature]

9th sheet not yet corrected

- d) to execute contracts, collaboration agreements, general / special instruments, service agreements, agreements containing arbitration clauses, indemnity bonds, deeds in respect of or connected with sale / lease licenses, mortgage hypothecation or other deeds of a legal character of whatever description, powers of Attorney, enforce any other legal rights and incur legal expenses, provided that these powers are exercised for and on behalf of the NIPM.
 - e) purchase, hire, take on lease, exchange or otherwise acquire a property movable or immovable or sell, hire lease exchange or otherwise transfer or dispose off all or any property, movable or immovable of the NIPM provided that for the transfer of immovable property, the prior approval of the Government of India is obtained in that behalf.
 - f) to accept the management of any endowment trust, fund, subscription or donation, provided that it is not attended by any condition inconsistent or in conflict with the objectives of the NIPM.
 - g) to draw up the annual budget of the NIPM to be submitted for approval of the General Council.
 - h) to scrutinize and approve the annual report and balance sheet and audited accounts of the NIPM for the consideration of the General Council;
 - i) to incur expenditure subject to the provisions of the approved budget;
 - j) to lay down terms and conditions governing scholarships, fellowships, deputations, grants-in-aid, research schemes and projects ; and
 - k) to nominate a person or persons to represent the NIPM in national, international conferences and organizations.
- viii) The Executive Council may by resolution delegate to its Chairman, to any Standing Committee, or to the Director General or to any other Officer of the NIPM, such of its powers for the conduct of business as it may deem fit, subject, if deemed necessary, to the condition that the action taken by its own Chairman, the Standing Committee or the Director General or other Officers under the powers so delegated to him shall be subject to confirmation at the next meeting of the Executive Council.
- ix) The Executive Council shall nominate persons from among its members to the Standing Committees in accordance with the Rules.
- x) Appoint Committees, with or without the power to co-opt, for disposal of any business of the NIPM or for advice in any matter pertaining to the NIPM, provided that in cases of emergency, the Chairman of the Executive Council shall have the power to appoint such Committees.



6. **STANDING COMMITTEE:**

(a) There shall be two Committees namely:

- (i) the Selection Committee and
- (ii) the Academic Committee

(b) **Composition of the Committees**

(1) **Selection Committee**

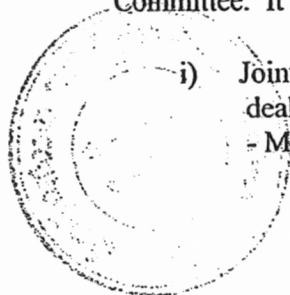
The Selection Committee shall consist of the following members:-

- i) The Director General of the NIPM - Chairman
- ii) Joint Secretary to Government of India in the Ministry of Agriculture dealing with the NIPM or his nominee not below the rank of Deputy Secretary - Member
- iii) Two members from among the members of the Executive Council to be nominated by the Executive Council for such period as may be fixed but not exceeding three years;
- iv) At least one technical expert conversant in the relevant subject to be co-opted for each selection by the Director General.
- v) Three members of the Selection Committee including Chairman and the representative of Ministry of Agriculture shall constitute the quorum.
- vi) Every meeting of the Selection Committee shall be presided over by the Director General or in his absence any one of the members of the Selection Committee to be nominated by the Director General to preside over any specific selection committee.

2) **Academic Committee**

The Director General of NIPM shall be the Chairman of the Academic Committee. It shall have the following members:

- i) Joint Secretary to the Government of India in the Ministry of Agriculture dealing with the NIPM or his nominee not below the rank of Deputy Secretary - Member



[Handwritten signature]

11th sheet not attached

- ii) Two persons from among members of the Executive Council to be nominated by the Executive Council for such term as may be fixed by the Executive Council (but not exceeding 3 years) ^{removed}
- iii) All Directors of the NIPM.
- iv) Two nominees of the Planning Commission, Government of India (Research Programme Committee and Programme Evaluation Organization) for such term as may be fixed by the Executive Council, but not exceeding three years, provided that they are eligible for re-nomination – Members.
- v) One nominee each from 4 State Agricultural Universities in India selected for such term as may be fixed by the Executive Council, but not exceeding 3 years, provided that he is eligible for re-nomination. The Chairman shall co-opt by rotation, heads of four Management/Research Institutes for such term as may be fixed by him but not exceeding two years.
- vi) The Chairman shall have the power to co-opt other members as he considers necessary including from among eminent academicians, academic and research institutions etc.
- vii) Every meeting of the Academic Committee shall be presided by the Chairman and in his absence the Academic Committee will elect a Chairman for the specific meeting.
- viii) ^{Five} ~~Seven~~ members of the Academic Committee which shall include the representative of the Ministry of Agriculture shall constitute the quorum.

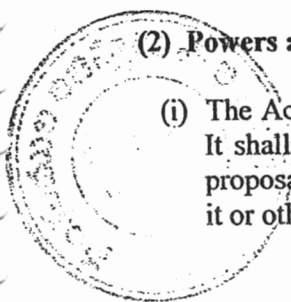
7. Powers and functions of the Committees:

(1) Powers and Functions of the Selection Committee

- (i) The Selection Committee shall assist the Executive Council / appointing authority concerned in making appropriate selection of group "A" posts and any other posts referred to it by the Executive Council.
- ii) It can meet at any place in India and adopt such methods as considered appropriate by it to evaluate the relative merits of the candidates offering themselves for the posts and make recommendations to the Executive Council / appointing authority concerned.

(2) Powers and Functions of the Academic Committee

- (i) The Academic Committee shall deal with matters relating to research and training. It shall also function as the committee on evaluation. It shall deal with matters, proposals or schemes relating to the following subjects referred to it or initiated by it or otherwise.



12th sheet No 9 collection NIPM

[Handwritten signature]

Training

- i) Annual training programme of NIPM
- ii) Any other matter relating to training activities of the centre, such as methodology of training coverage, course content, syllabus, duration etc.,

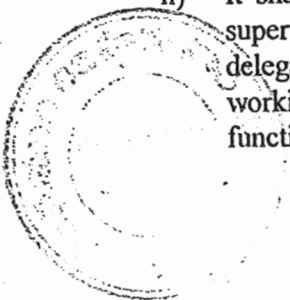
Research

- i) Annual research programmes of NIPM
- ii) Proposals in regard to research studies to be taken up during the year, not included in the annual programme
- iii) Consultancy research studies sponsored by Ministries and Departments of Government of India, State Governments and other agencies in India or abroad or international agencies.
- iv) Collaborative research studies in collaboration with Agricultural Universities, other academic and research institutions in India or abroad or international organizations, State Governments and other agencies; to examine and determine collaborative terms in such cases.
- v) Award of fellowship / scholarship under the fellowship, Scholarship and Deputation Bye - Laws.
- vi) To examine any other matter concerning research and training activities of the Institute.

The Committee shall dispose of finally matters in respect of items for which the Executive Council has delegated its powers. In all other matters, the Committee shall tender its advice and make recommendations to the Executive Council.

8. Powers and Functions of the Director General:

- i) The Director General who is appointed by the Government of India as the Principal Executive Officer of the NIPM shall be responsible for the proper administration of the affairs of the NIPM and shall exercise powers under the direction and guidance of the Executive Council; He shall also prepare Annual Report and Annual Accounts of the NIPM;
- ii) It shall be the duty of the Director General to coordinate and exercise general supervision over all the activities of the NIPM. He shall also be competent to delegate any of the powers conferred upon him to such officers of the NIPM working under him as may be considered necessary for effective and efficient functioning of the NIPM.



13th sheet - no 9 collection etc.

- iii) Subject to the provisions of sub-clause (i) above, the Director General shall have full powers on behalf of NIPM, to institute, conduct, intervene, defend, abandon or compound any suit, appeal, review, revision, writ petition or other proceedings by or against the NIPM or its employees or otherwise concerning the affairs of the NIPM in any court and / or quasi judicial authorities, to refer any claims or demand by or against the NIPM to arbitration and observe and perform the awards, to sign and verify plaints, written statements, other petitions, applications, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi judicial authorities or arbitrators to enforce judgment, execute any decree or order of any judicial / quasi judicial authorities or to satisfy the same and / or to realize or withdraw money from any court, persons or other authorities in execution of such decree or order and to sign vakalatnamas; all financial powers as delegated by the Executive Council;
- iv) Subject to the provisions of sub-clause (i) above the Director General shall be competent on behalf of the NIPM to execute contracts, collaboration agreement(s) general / special instruments, service agreements / agreements containing arbitration clauses, indemnity bonds and deeds in respect of or connected with sale / lease / license, mortgage, hypothecation, pledge, or other deed(s) of a legal character of whatever description, power(s) of Attorney, to enforce guarantee(s) or any other legal rights, to incur legal expenses and to act as agent of the NIPM for any purpose whatsoever relating to the affairs of the NIPM.
- v) In the absence of Director General on long leave, deputation in India or abroad or at the time of laying down office, arrangements to look after the duties of the Director General may be made by the Chairman of the Executive Council with the prior approval of the Government.

9. Funds of the NIPM

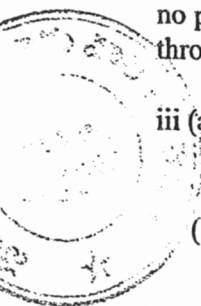
1) The funds of the NIPM shall consist of the following:

- a) grants made by the Central Government or any State Governments;
- b) donations and contributions from other sources;
- c) fees and charges imposed by the NIPM for services rendered by it;
- d) income from investments; and
- e) Income and receipts from other sources.

ii) The funds shall be spent only to the attainment of the objectives of the society and no portion thereof shall be paid or transferred directly or indirectly to any of its members through any means.

iii (a) The Bankers of the NIPM shall be State Bank of India or its affiliated banks or Nationalized Banks;

(b) All funds shall be paid into the NIPM's Accounts with its bankers and shall not be withdrawn, except by means of cheque signed by the Director General or by such



11th sheet no 9 correction

[Signature]

10. Powers of the Government

11. Audit of Accounts:

- ## 12. Annual Report

13. Office of the NIPM:

The Office of the NIPM shall be at Hyderabad in the State of Andhra Pradesh.

15th sheet now according with

[Handwritten signature]

14. Service of Notice:

- i) A notice may be served upon any member of the NIPM either personally or by post at the address mentioned in the roll of members.
- ii) Any notice so served by post shall be deemed to have been served on the day following that on which it is posted.

15. Alteration or Extension of the purpose of the NIPM

Subject to the provision of the Andhra Pradesh Societies Registration Act No. 35 of 2001 the General Council may alter, extend or abridge any purpose or purposes for which the society is established.

16. Amendment of the Rules

With the previous concurrence of Government of India, the rules of the Society may be altered at any time by a resolution when voted by two-thirds of the members present at a special meeting of the General Council convened for this purpose and confirmed by two-thirds of the members present in accordance with the rules of the Society.

17. Continuance of existing staff:

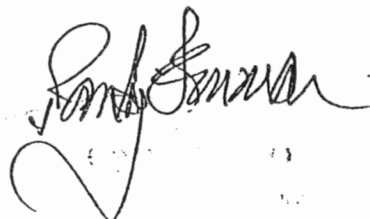
Such members of the Staff already holding posts in the National Plant Protection Training Institute of the Ministry of Agriculture, Government of India, before the registration of the Society, as have expressed their willingness in writing to continue to work under the society shall be deemed to have been appointed to their respective posts by the society after the registration, on the same terms and conditions of service they were originally appointed under the National Plant Protection Training Institute, and such of them as have lien on other posts in the Government of India and State Government, being regarded as the deputation to the Society, or as decided by the society.

18. Winding up

In case the society / NIPM has to be wound up the property and funds of the society / NIPM shall be transferred or paid to some other institution with similar aims and objectives or in the manner provided by section 24 of the Andhra Pradesh Societies Registration Act No. 35 of 2001.

19. Until the Constitution of the General Council, Executive Council and Selection Committee and Academic Committee as contemplated hereinabove, all administrative, academic and financial matters pertaining to the NIPM, handled by a Technical Advisory Committee headed by Secretary, Department of Agriculture and Cooperation, Ministry of Agriculture, are deemed to be valid as approved by the competent body.

16th - Sheef No. 7 Association NIPM



20. As and when there is any change in the nomenclature of the Ministry / Ministries, Department(s), Institution (s) and Designation (s) mentioned in these Rules, such change(s) should automatically stand incorporated in the concerned rules.

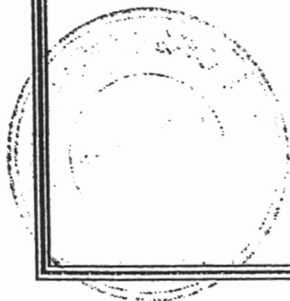
[Handwritten signature]

17th sheet No 9 collection n.d.



FINANCIAL BYE – LAWS

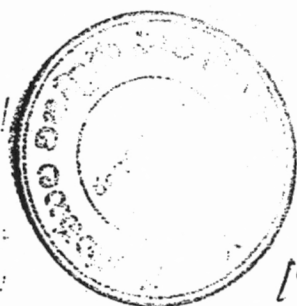
**National Institute of Plant Health Management
Rajendranagar, Hyderabad-500 030**



18th sheet No 7 corrected NIK

CONTENTS

Chapter No.	Subject	Page No.	
I	Preliminary	03	03
II	Preparation of Budget Estimates	03	08
III	Financial Management and Control	09	11
IV	Accounts and Audit	12	14
V	Security Deposits	14	16
VI	Advances	16	17
VII	Powers of the Director General	17	17



19th Sheet No 9 connections

4th Floor, Connaught Place (Geopla.)
New Delhi - 110028, New Delhi

FINANCIAL BYE-LAWS

Under Rule 4 (II) (viii) of the Rules of the National Institute of Plant Health Management (NIPM) the General Council hereby makes and adopts the following Bye-Laws:

CHAPTER-I

PRELIMINARY

SHORT TITLE AND COMMENCEMENT

1. (a) These Bye-Laws shall be called the National Institute of Plant Health Management (NIPM) (Financial) Bye-Laws, 2008.
- (b) They shall be deemed to have come into force from the date approved by the General Council or a subsequent date as specified by General Council.

CHAPTER-II

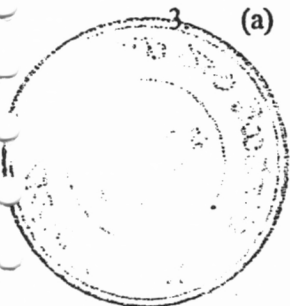
PREPARATION OF BUDGET ESTIMATES

GENERAL PROCEDURE

2. Not later than 1st October of each year the Director General shall have prepared detailed Budget Estimates of receipt and expenditure of the Institute for the ensuing financial year and submit them to the Executive Council. The Budget Estimates as finally accepted by the Executive Council will be placed before the General Council of the Institute for approval, at the time of Annual Meeting. The approved Budget shall, thereafter, be submitted to the Government of India for sanction of Government Grants.

FORM OF THE BUDGET ESTIMATES

- (a) The Budget Estimates will be prepared in the prescribed form to show the Annual Estimates of receipts and expenditure under various heads of account. The heads of classification shall be according to the sources of



A handwritten signature in black ink, appearing to be "Rajendra Kumar".

20th sheet No. 9 correction

income and main heads of expenditure called primary units of appropriation. Suggestions of the Government of India for modifications, if any, in the forms of Budget Estimates shall be duly taken into account.

(b) The Budget Estimates shall include:

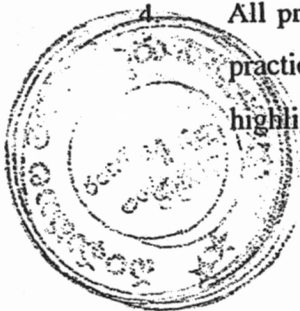
- (i) Annual receipts and expenditure of the preceding financial year;
- (ii) Original Budget Estimates for the current financial year;
- (iii) Revised Budget Estimates for the current financial year;
- (iv) Reasons for variation between the Budget Estimates and the Revised Estimates;
- (v) Proposed Budget Estimates for the ensuing financial year; and
- (vi) Reasons for variation between the Revised Estimates for the current financial year and the Budget Estimates for the ensuing financial year.

(c) Brief details of individual items of expenditure of capital nature of more than five lakh rupees in value shall be brought out in the Budget Estimates.

NOTE:

- (i) A statement showing provision under different sub-heads (called Secondary Units of Appropriation) under the relevant primary units shall be appended to the Budget Estimates.
- (ii) The figures in the Budget Estimates shall be expressed in thousand of rupees.

All proposals for expenditure, which involve introduction of a new principle or practice likely to lead to increased expenditure in future shall be specially highlighted in the budget proposals.



[Handwritten signature]

COMMUNICATION OF THE APPROVED BUDGET ESTIMATES

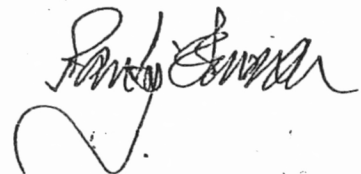
5. A copy of the Budget Estimates as approved by the General Council of the Institute shall be sent to the Department/Ministry, Government of India, dealing with the Institute, for sanction and release of Government Grants.

APPROPRIATION AND REAPPROPRIATION

6. The funds provided in the approved Budget Estimates shall be deemed to be at the disposal of the Director General who will have full powers to appropriate moneys therefrom to meet expenditure provided that no funds of the Institute shall be appropriated to meet expenditure on a new service not included in the approved budget, or any item not approved by the competent authority under these bye-laws.

POWERS TO SANCTION EXPENDITURE PROVIDED FOR IN THE BUDGET

7. (a) Within the budget allotment, the Director General may sanction the incurring of expenditure subject to the limits of power conferred on him from time to time whenever administrative approval is required, Director General shall be the authority to issue such administrative approval, subject to the following conditions:
- (i) that excess expenditure over the original estimates of the sanctioned scheme beyond 10% should have the approval of the Executive Council: in case of excess expenditure over the original estimates of the sanctioned scheme up to 10% a report to the Executive Council may be stipulated and submitted.
 - (ii) that re-appropriation shall not be allowed to meet expenditure on a service or new instrument of service not included in the approved budget.
 - (iii) that no re-appropriation be allowed so as to augment provision under the primary units, salaries, wages, office expenses and other



22d sheet no. 9 collection old

charges, taken together for the entire budget without prior consent of the Ministry dealing with the Institute.

- (iv) that no appropriation from or to the primary unit of appropriation about deputation or travel abroad of scientists over and above the approved budgeted amount should be allowed.

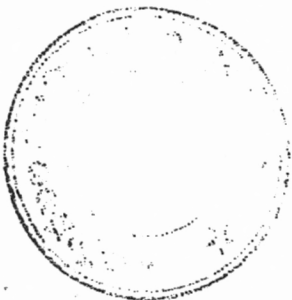
7. (b) The Director General shall have powers to re-appropriate funds from one Primary or Secondary Unit to another provided that no re-appropriation shall be made:

- (i) between "CAPITAL" and "REVENUE" heads;
- (ii) from the provision made for any specified new item of expenditure for any other purpose;
- (iii) From funds provided under "PLAN" heads to "NON-PLAN" heads.

8. In special circumstances where, in his opinion, an immediate decision on any matter requiring the approval of the Executive Council is essential, the Director General may, within the ambit of operation necessary and efficiency of the Institute or to meet an emergency, take decision on behalf of the Executive Council provided that a report shall be made to the Executive Council at its next meeting and its ex-post facto approval obtained.

9. A sanction to expenditure will not become operative until funds have been provided to cover it.

[Handwritten signature]



23d sheet neg acc⁶tion nil

CONTRACTS

10. The Director General shall in respect of contracts have full power:

- (i) to sanction expenditure and execute appropriate contracts, on scheme, project or work the total outlay on which does not exceed Rupees Fifty Lakhs.
- (ii) to sanction expenditure and execute contracts for purchase of stores and equipment.

For purchase of stores and equipments from Foreign Agencies/Countries and/or execution of contracts/agreements thereof, Ministry's approval must be obtained. As for the purchase of equipments, such purchase should be made invariably, as done by all Government Departments. Calling of tenders, finalization of contracts etc. should also be done accordingly.

- (b) The Director General shall obtain prior approval of the Executive Council for;
- (i) schemes for projects of value exceeding Rupees Fifty Lakhs and;
 - (ii) acquisition of land and buildings, before sanctioning expenditure thereon and executing appropriate contract;

Provided that the approval of the Executive Council shall not be required to sanction excess expenditure upto ten per cent over the estimates originally approved either by the Executive Council or by the Director General, but it will be enough if in cases where the excess expenditure over the original estimates of sanctioned scheme is upto 10%, the matter is placed in the next Executive Council for information.

Previous consent of the Ministry of Agriculture should be obtained in the following cases:

- (i) any purchase or contract exceeding rupees one crores worth.
- (ii) any negotiated or single tender contract exceeding Rs.50 lakhs in value.
- (iii) any indent for stores of a proprietary nature, the value of which exceeds Rs.50 lakhs.



24th sheet of vegetation all

Samir Suman

- (iv) any agreement or contract for technical collaboration or consultancy services with Foreign Firms or Foreign Governments/UN.
- (c) The Director General shall, as far as practicable, adopt the appropriate standard forms in use in Government of India for entering into various contracts. It shall be open to the Director General to seek legal advice, where necessary.

INVESTMENT

11. Subject to such general or special directions as the Executive Council may give; the funds of the Institute may be invested in the following manner.

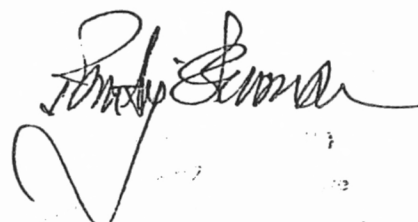
- (a) In Promissory Notes, Debentures, Stock or Other Securities of the Government of India or of any State Government.
- (b) In Stock or Debentures of, or Shares in, Companies the interest whereon shall have been guaranteed by the Government of India or by a State Government.
- (c) In fixed/call deposit with the State Bank of India or with any of the Nationalized Banks.
- (d) In bonds or deposits with Railways and Public Sector Undertakings of the Central Government.
- (e) In the savings scheme of the Indian Postal Department and Unit Trust of India.
- (f) In such other manner as the Executive Council may authorize.

Provided that for investments under (b) and (f) prior approval of Government of India is obtained.

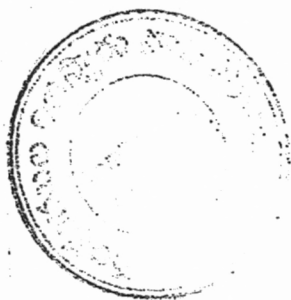


CHAPTER-III
FINANCIAL MANAGEMENT AND CONTROL

12. The Director General shall in the financial management and control of the Institute be assisted by a Financial Adviser or such Officer so designated by Director General.
13. The Financial Adviser or such Officer designated by Director General shall be in-charge of all accounting of receipts, payments, Provident Funds, Investment, Budget, Audit and allied matters of the Institute. He shall, in particular -
- (i) advise the Director General on all matters falling within the field of delegated powers;
 - (ii) establish and maintain a system of financial control governing the allocation and use of funds;
 - (iii) keep himself closely associated with the formulation of schemes and important expenditure and income proposals, from their initial stages;
 - (iv) associate himself with evaluation of progress/performance in the case of projects and other continuing schemes and see that the result of such evaluation studies are duly taken into account in the budget formulation;
 - (v) Watch settlement of audit objections, inspection reports, etc.
 - (vi) organize effective Internal Audit:
 - (1) to ensure accuracy in accounts and in other basic records;
 - (2) to review systems and procedures as have a financial bearing, to reduce costs, promote efficiency, and safe guard the interests of the Institute.



- (vii) The Financial Advisor or such Officer designated by the Director General shall examine and advise Director General in every case of re-appropriation of funds.
14. The Director General shall be competent to have bank accounts opened, for keeping the funds of the Institute at such places as may be considered necessary.
15. (a) All moneys shall be received in the name of the National Institute of Plant Health Management (NIPM) and shall, without undue delay, be credited in full into the bank account. Before crediting, such moneys shall not be utilized direct to meet expenditure, or kept apart from the accounts.
- (b) Notwithstanding the provision in sub-clause (a) all moneys received as fees from sponsoring agencies in respect of:
- (i) Consultancy research projects/research studies undertaken by the Institute with the approval of the Director General at the request of the Government of India, State or Union Territory Government or any Quasi-Government or Non-Government Organization or an International Organization and with such Financial Assistance towards the cost of the research studies as may be settled between the Director General and the sponsoring agency and;
- (ii) Consultancy training programmes (training programmes, seminars or workshops or any variant of these) organized by the Institute with the approval of the Director General at the request of (i) any agency other than the Ministries and Departments of the Government of India, State or Union Territory Government or (ii) an international agency, on such terms and conditions as may be agreed to between the Director General and the agency and on payment of fees to the Institute towards the costs of such programmes.



27th sheet no. 9 corrected NIPM

Shall without undue delay be credited in full into a separate account called the "Consultancy Account" of the Institute distinct and separate from the account referred to in sub-clause (a).

Expenditure on such consultancy research projects and consultancy training programmes shall be met out of the Consultancy Account. Before crediting, such moneys shall not be utilized direct to meet expenditure or kept apart from the accounts.

16. The Director General or such other officer (one and only one officer) subordinate to Director General may be declared and authorized by him as Drawing and Disbursing Officer (DDO) for the drawal of moneys from the bank and making payment. This is subject to the conditions that the ultimate responsibility for the correctness, regularity and propriety of moneys drawn and disbursed by the DDO authorized by the Director General, will rest with Director General.
17. The Director General shall ensure that all income and debts due to the Institute are correctly and properly assessed, realized and credited to the account of the Institute and that sufficient safeguards exist to secure that refunds and repayments on whatever account, where due, are made in time.
18. All payments from the funds of the Institute shall be subject to full checks of the nature of pre-audit. An expenditure on account of use of services like electricity, water etc. in excess of the specified limits, if any, shall not become irregular if such incurring of expenditure is otherwise in order and has been incurred with due regard to the operational necessities and efficiency of the Institute.



A handwritten signature in dark ink, appearing to read "Stanley Emmanuel".

CHAPTER-IV
ACCOUNTS AND AUDIT

19. (a) The primary accounts of the Institute shall, unless otherwise directed by the Government of India, be maintained in the following registers in the forms in use in the Government of India or as adapted to suit local conditions.

- (i) Cash Book
- (ii) Register of Cheque Books
- (iii) Register of Receipt Books
- (iv) Acquittance Rolls/Register
- (v) Register of Valuables
- (vi) Register of Investments
- (vii) Register of Bank Reconciliation
- (viii) Register of Government Grants
- (ix) Register of Liabilities
- (x) Register of Assets
- (xi) Stock Register of (a) Consumable Articles and (b) Non-Consumable Articles
- (xii) General/Contributory Provident Fund Accounts
- (xiii) Register of Consultancy Receipts
- (xiv) Register of Benevolent Fund Account
- (xv) Register of Development Fund Account
- (xvi) Stock Register of Publications
- (xvii) Library Accession Register
- (xviii) Pay Bill Register
- (xix) Expenditure Control Register
- (xx) Any other register the maintenance of which is considered necessary in day-to-day work.

(b) Notwithstanding the provisions of clause (a), such changes in the maintenance of registers as may be necessary, may be introduced due to

[Handwritten signature]

computerization of accounts or simplification of accounting procedure in the Ministries in the Government of India.

20. The accounts of the transactions for each month shall be compiled in a monthly abstract of receipts and payments under the prescribed heads of accounts. The monthly abstracts will show the figures for the current month as well as progressive totals to end of the month. This Abstract will be submitted to Director General monthly for review. A copy of such abstract will be sent to the concerned Ministry of Government of India.
21. As far as practicable after the accounts of a financial year are closed but not later than the end of June following, the Director General shall cause to be compiled and prepared the Annual Accounts of the Institute as on 31st March for the preceding year, consisting of:
- (1) Receipts and Payments Accounts;
 - (2) Income and Expenditure Accounts; and
 - (3) Balance Sheet.
22. The Director General shall immediately after the preparation of the Annual Accounts (as on 31st March) submit them to the Auditors of the Institute i.e, Comptroller and Auditor General of India (CAG) for audit and certification.
23. Subject to the provision of any law for the time being in force applicable to the Institute the Auditors will audit receipts and expenditure of the Institute and report on the receipts and expenditure audited by them. For discharging these duties, the Auditors shall have right of access, after giving reasonable previous notice, to the books, accounts, and other records of the Institute.
24. The Director General shall submit the Audit Certificate along with the Audit Report, if any, of the Auditors as well as the Annual Accounts and replies of the Institute to the Audit observations contained in the Audit Report to the Executive Council and the General Council, for approval. These documents shall thereafter,



[Handwritten signature]

30th sheet - No. 9 correction

be forwarded, along with the observations, if any, of the General Council to the Department / Ministry of the Government of India dealing with the Institute.

25. The Director General shall be competent to lay down such procedures and issue such instructions for the due observance of these bye-laws as may be necessary from time-to-time.

CHAPTER-V
SECURITY DEPOSITS

26. A Private person or a firm contracting with the Institute to supply stores, render services or to execute a work shall be required to furnish security for the due fulfillment of the contract. A suitable provision shall be incorporated in the agreement.
27. Every employee of the Institute who is entrusted with the custody of cash or stores shall be required to furnish security, for such amount as the Director General may prescribe and to execute a Security Bond setting forth the conditions under which the Institute will hold the security and may ultimately refund or appropriate it.
28. Notwithstanding anything contained in bye-laws 26 & 27 above, security need not be required to be furnished in cases where exemption is given by Director General.
29. (a). The Security taken from an employee or a private person or a firm shall be in one or more of the following forms.
- (i) Cash or demand draft
 - (ii) Promissory Notes and Stock Certificates of the Central Government or State Government:
 - (iii) Post Office Cash Certificates, National Savings Certificates. Treasury Savings Deposit Certificates, National Plan Savings



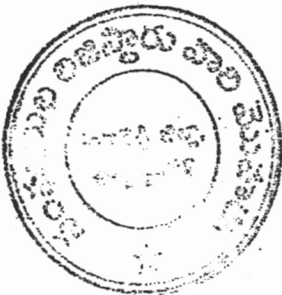
Certificates, 12 year National Defence Certificates and 10 year Defence Deposit Certificates;

- (iv) Post Office Savings Bank pass Book;
- (v) Bonds or Debentures issued by State Financial Corporations;
- (vi) Deposit Receipts of all Scheduled Banks;
- (vii) Fidelity Bond from any of the subsidiaries of the General Insurance Corporation of India;
- (viii) 10 years Social Security Certificates; and
- (ix) Any other form of Security approved by Government of India for acceptance in Government Departments.

The acceptance of these securities shall be governed by the same conditions as are applicable in the Government of India.

- (b) The Director General or an officer subordinate to him, duly authorized by the Director General, may accept security.
- (c) The Director General or a sub-ordinate officer, duly authorized by Director General may be made the custodian for Post Office Savings Bank Pass Book, Deposits/Receipts of Banks, Fidelity Bonds and Security Bonds or Agreements.
- (d) Custody of Promissory Notes and Stock Certificates, Municipal Debentures or Unit Trust Bonds, Post Office Cash Certificates shall be in accordance with rules followed in Government Departments.

30. (a) No Security Deposits shall be repaid or re-transferred to the depositors or otherwise disposed of except in accordance with the terms of his security bond of agreement. The Director General shall while returning any security to the depositor, invariably obtain his acknowledgement duly signed and witnessed. When an interest bearing security is returned or re-



329 Sheet No 9 collection nil

transferred the acknowledgement shall set forth full particulars of the security.

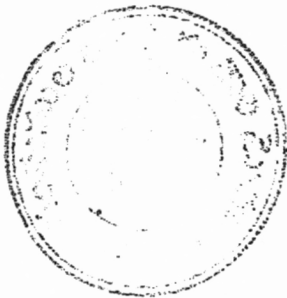
- (b) Security deposits taken from an employee of the Institute shall be retained at least for six months from the date he vacates his post but a security bond shall be retained permanently or until it is certain that there is no further necessity for keeping it.

CHAPTER - VI

ADVANCES

31. The Director General may sanction advances to the employees of the Institute subject to the availability of funds.
- (i) for purchase of conveyance (i.e., motor cars, motor cycles, scooters, bi-cycles) and table fans;
 - (ii) for construction of houses, purchase of ready built houses/flats, and purchase of plots for construction of houses.
 - (iii) on the eve of important festivals or on occasions like natural calamities etc. provided that the terms and conditions governing these advances shall be those applicable to the employees of the Government of India.

Timely recovery of these advances specified at (i) to (iii) above together with interest due thereon, if any, shall be watched by the Director General.



OTHER SPECIAL ADVANCES

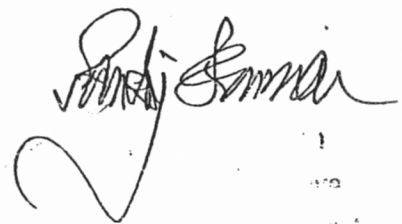
32. (a) The Director General shall be competent to sanction advances for making security deposits with State Governments, State Electricity Boards, Corporations, Municipalities, etc., as the case may be. A record of all such deposits shall be kept to watch receipt of interest, if due, from time-to-time, and final refund of the deposits when due.
- (b) The Director General shall be competent to sanction advance payments to firms, suppliers, contractors, etc. for services to be rendered or supplies to be made subject to the same terms and conditions as are applicable for sanction of similar advances by the Government of India.

CHAPTER - VII

POWERS OF DIRECTOR GENERAL

33. The Director General of the Institute shall exercise as head of department, the powers as prescribed by the Rules of National Institute of Plant Health Management (NIPM) and by these laws and such other powers as may be delegated to him by the Executive Council from time-to-time.
34. The Director General may delegate any of the power vested in him under these bye-laws to any of the officers of the Institute provided that no powers are delegated in respect of ;
- (a) Incurring of Capital Expenditure of any other nature not provided for in the approved budget;
 - (b) Re-appropriation of funds;
 - (c) Write-off of losses; and
 - (d) Incurring of capital expenditure on purchase of Furniture and Office Equipment costing more than Rs.50,000/-, in each individual case.

35. The National Institute of Plant Health Management (NIPM) (Financial) Bye-laws will come in to force from the date of approval by General Council.



34th meeting action nil

Provided that any order issued, any action taken or any powers exercised before coming into force of the National Institute of Plant Health Management (NIPM) (Financial Bye-Laws), and all sanctions, order, declaration or other action taken before the commencement of these bye-laws shall continue to be operative and in force even after the commencement of these bye-laws, unless specifically cancelled or revoked by the authority who accorded such sanction or took such action.

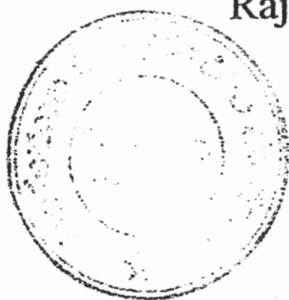
[Handwritten signature]

35th sheet no 9 correction nil



SERVICE BYE - LAWS

National Institute for Plant Health Management
Rajendranagar, Hyderabad-500 030



36th Sheet No 9 *caution, n/c*

CONTENTS

CHAPTER NO.	ITEM	PAGE NO.
I	SHORT - TITLE AND COMMENCEMENT	3 - 4
II	CREATION AND GRADATION OF POSTS	5 - 5
III	RECRUITMENTS	6-11
IV	TENURE	12-18
V	PAY AND ALLOWANCES	19-20
VI	OTHER ENTITLEMENTS & FACILITIES	21-23
VII	RETIREMENT AND OTHER BENEFITS	24-26
VIII	GENERAL CONDITIONS OF SERVICE	27-28
IX	DISCIPLINE	29-31
X	MISCELLANEOUS	32-33
	SCHEDULE 1 & 2	34-38
	GOVT. OF INDIA AMENDMENTS	39-43



[Handwritten signature]

37th sheet no 9 correction with

PREAMBLE

The Mission of NIPM is to assist the States and the Government of India in improving capacity to effectively manage pest and disease control system through providing:

- i) appropriate training for key senior and middle level functionaries;
- ii) current information on effective plant protection management practices nationally and internationally;
- iii) consultancy support, and
- iv) selecting and studying critical issues in plant protection for policy makers.

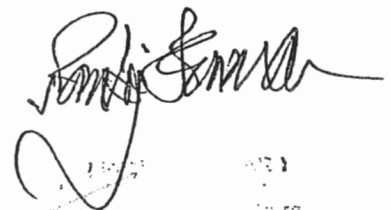
NIPM will need to build its own institutional capacity by hiring qualified and experienced staff, analyzing strengths and weaknesses of Indian plant protection system and successful international plant protection programmes, developing a training methodology suited to management skills transfer; enlarging its network of national and international contacts and preparing a methodology for the evaluation of training and other support offered to the States by NIPM to fulfill its mission in the increasingly complex and challenging environment in future and make definite impact on the working of agriculture sector. NIPM has set before itself the task to achieve excellence and gain recognition as the best training institution at national level and on par with the best internationally.

Achievement of the mission and excellence is dependent upon recruiting and retaining highly competent and motivated faculty and support staff. This would be particularly important as NIPM would work towards development of human resource in the plant protection systems in the country. Development of human resources in its own institution would therefore also serve as a pilot for its national mandate.

Development and management of human resource would require both new and innovative approaches, as well as adequate flexibility within the guidelines in recruitment as well as their development. The task is both complex as well as difficult requiring attention to various aspects. Service bye-laws, however, would necessarily form the beginning of the entire process and are therefore important.

Service bye-laws have accordingly been framed considering these broad objectives.

38th sheet xibg acc. otting NIPM



10/10
10/10
10/10

NATIONAL INSTITUTE OF PLANT HEALTH MANAGEMENT (NIPM)
Rajendranagar, Hyderabad – 500 030

SERVICE BYE-LAWS

Under Rule 4 (II) (viii) of the rules of the Institute, the General Council hereby makes and adopts the following bye-laws:

CHAPTER – I : SHORT TITLE AND COMMENCEMENT

1. (1) These bye-laws shall be called the *National Institute of Plant Health Management* (NIPM) Service Bye-laws, 2008.
- (2) They shall come into force from the date approved by the General Council.

2. **Application**

- (1) These bye-laws shall apply to every employee of the Institute.
- (2) Notwithstanding anything contained in the clause (1) the Executive Council may, by agreement with any employee, make such special provisions regarding his/her conditions of service as it considers necessary and thereupon, these bye-laws shall not apply to such employees to the extent to which the special provisions are inconsistent therewith.

3. **Definition**

- (1) In these bye-laws, unless the context otherwise requires:
 - (a) "Academic Staff" means staff appointed to the posts of Research Associates, Senior Research Associates, Technical Support Staff, Research Officers, Assistant Directors, Deputy Directors, Joint Directors, Directors, Professors, Associate Professors, Assistant Professors and other core teaching staff.
 - (b) "Administrative Staff" means staff appointed to posts other than those referred in sub clauses (a).
 - (c) "Accounts Officer" means Accounts Officer of the Institute.
 - (c) "Appointing Authority" in relation to any post under the Institute means the authority competent to make appointments to that post under bye-law 7.



(d) "Borrowed Employee" means an employee whose services have been obtained by the Institute (i) on deputation from the Central or State Governments or other Public Undertakings, Central Autonomous Bodies or (ii) on short-term contract from non-government bodies like Universities, Recognized Research Institutions, Public Undertakings, Central Autonomous Bodies or Voluntary organizations etc.

(e) "Employee" means a person serving the Institute on any sanctioned post.

(f) "Foreign Service" means service for which an employee receives with the approval of the Appointing Authority, his pay from any source other than the funds of the Institute.

(g) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time.

(h) "Sanctioning Authority" means the authority competent to sanction the creation of posts and shall be:

Government of India : For all posts which carry maximum pay of Rs.22,400/- or more per month.

Executive Council : For all other posts

(i) "Schedule" means the Schedules to these bye-laws.

(j) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time.

(2) All words and expressions used but not defined in these bye-laws and defined in the Rules of the Institute shall have the meaning assigned to them in the said Rules.



40th sheet No 9 correction N1

[Handwritten signature]

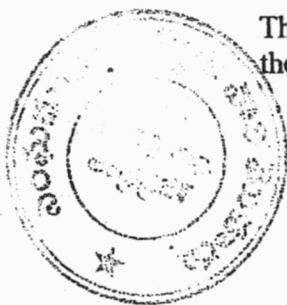
CHAPTER - I I : CREATION AND GRADATION OF POSTS

4. Grade and Categories of Posts

- (1) The posts in the Institute shall be of the Groups and Categories specified in the First Schedule.
- (2) The classification of posts in the Institute into Groups A,B,C and D or otherwise shall normally follow the same criteria as adopted by the Government of India from time to time in respect of Central Civil Services / Posts.
- (3) The scale of pay of each category of post shall be the scale of pay applicable to the corresponding category of post under the Government of India or the scale of pay recommended by the University Grants Commission (for the faculty posts), as the case may be, as communicated by the Department of the Government of India dealing with the Institute.
- (4) Having regard to changing methods and conditions of work, the configuration of posts and staff in the Institute shall be reviewed once in five years to secure rationalization and better staff utility through appropriate career progression.

5. Duties of Posts

The Director General shall have the full and final authority to determine the duties and responsibilities of all categories of posts in the Institute.



for sheet no. 9, collection will

[Signature]

CHAPTER - III : RECRUITMENT

6. Recruitment Rules

- (1) The Executive Council shall be the Authority Competent to approve the Recruitment Rules of all the Posts of Director and above Director or its equivalents in Group A provided that in respect of the post of Director General, the approval of the Government of India shall be obtained.
- (2) The Director General shall be the Authority Competent to approve the Recruitment Rules of all other posts.
- (3) In framing Recruitment Rules, the following consideration shall, among others, be kept in view:
 - a) that the levels of posts are not proliferated but are, as far as practicable, brought together having regard to the prescribed educational qualification, experience, duties and responsibilities, so as to provide distinct channels of career development through career progression.
 - b) that educational qualifications prescribed for direct recruits should also apply in the case of promotees, having regard to the need for administrative, technical and professional efficiency and skills. Provision shall be made in recruitment rules for promotion of persons at lower levels to senior posts provided they fulfil requisite qualifications and also to up grade their skills for multiple functions by getting them trained.
 - c) that the method of recruitment is prescribed having regard to, among other things, the need for ensuring in house efficiency, morale and motivation.

There may be flexibility in the mode of recruitment of faculty posts which may be regular appointment / deputation / short-term contract with suitable mix of regular appointment/deputation and contract appointments. The mode of recruitment may be decided upon depending on the circumstances in each case. The best available person may form nucleus in the various faculties and the emoluments shall depend upon qualification, experience and merit.



[Handwritten signature]

d) that where the field of promotion consists of only one post, the method of recruitment is so devised that if an employee of the Institute is considered along with outsiders and is not selected, the post is filled on deputation/contract at the end of which the employee(s) of the Institute is / are again afforded an opportunity to be considered for appointment to the post. Outsiders shall be appointed on contract and deputation basis only in case of an employee is not found suitable to fulfill the requirements of the post.

e) that where any length of service is prescribed as one of the eligibility criteria for promotion, the length of regular service alone, and not of any ad-hoc service is considered.

7. Appointment Authorities

The Appointing Authorities in respect of various posts in the Institute shall be:

Government of India :	Director General of the Institute
Executive Council :	All Posts in Group A of and above the grade of Director and its equivalents
Director General :	All other posts.

8. Method of Recruitment

(1) Having regard to the Recruitment Rules applicable to the post, recruitment to a post under the Institute may be made by:

- (i) Direct recruitment;
- (ii) Promotion of an employee of the Institute;
- (iii) Appointment of a borrowed employee on deputation or fixed tenure;
- (iv) Permanent absorption of an official from a State or Central Government or any other agencies;
- (v) Re-employment on contract, or on regular basis, of a retired person who had retired on superannuation or otherwise;
- (vi) Appointment on contract basis;



[Handwritten signature]

- (2) In the absence of the Recruitment Rules for any post or where a departure from the Rules is considered necessary, the approval of the Authority Competent to approve the Recruitment Rules of the post in question shall be obtained for the method of recruitment proposed to be followed.

9. Selection of Candidates for Recruitment to Various Posts

- (1) Selection of Candidates to various posts shall be made by Selection committee to be constituted by respective appointing authorities for the purpose from time to time.

10. Direct Recruitment

Having regard to the Recruitment Rules applicable to a post, direct recruitment to the post may be done:

- (i) from amongst candidates recommended by the Employment Exchange on requisition; or
- (ii) from amongst candidates applying in response to any advertisement; or
- (iii) by inviting suitable persons.

An employee of the Institute may apply for any post proposed to be filled by Direct Recruitment, provided he/she fulfils the prescribed qualifications, experience and other conditions; if he/she is selected for appointment to the post, it shall be treated as having been filled by promotion if the post carries higher pay scale. ✓

- (iv) An employee of the Institute working temporarily on a project post may also apply for any post in response to any advertisement and the maximum age limit prescribed for appointment to a post will be relaxed to the extent of service put in by him on temporary post in the Institute. On such appointment, the persons would be treated as being newly appointed on direct recruitment.

11. Recruitment by Promotion

- (1) Appointment to a post on promotion be made with regard to the Recruitment Rules of the post, amongst the employees serving on the feeder posts, which may be defined.



64th sheet Reg. secretary

[Handwritten signature]

- (2) The panel of names of employees for promotion may be drawn up by a Selection Committee constituted by the Executive Council/Director General for the purpose, keeping in view the relevant rules subject to the approval by the appointing authority.
- (3) Persons with exceptional record of service, exceptional skill and knowledge, may be considered for promotion by selection basis for which necessary provision will be kept in the Recruitment Rules.

12. Ad-hoc Promotions

- (1) In exceptional circumstances and in exigencies of service where regular promotions not found possible to be made, ad-hoc appointments or promotions can be made by the appointing authority from amongst the employees of the Institute who are otherwise eligible as per Recruitment Rules. Provided that the orders of appointment clearly specify that;
- (i) the appointment is ad-hoc and will not bestow on the person any claim for regular appointment; and
 - (ii) the service rendered on the ad-hoc basis in the grade concerned would not count for length of service or seniority in that grade at any future date or for eligibility for promotion to any higher post.
- (2) No ad-hoc appointment shall be continued beyond six months.

13. Appointment of a borrowed employee

A borrowed employee may be appointed to a post on such terms and conditions as the Appointing Authority may deem proper, in consultation with the lending authority or organization.

14. Fitness for appointment

- (1) Subject to the provisions of clause (2) below, no person shall be appointed to a post by direct recruitment unless:
- (i) he/she has produced a certificate of physical fitness from a medical authority specified in this behalf by the Appointing Authority, and;
 - (ii) the Appointing authority is satisfied that the person possesses good character and antecedents.

(2) The following cases of direct appointment are exempted from production of medical certificate of fitness:

- (i) a person already in the service of the Institute;
- (ii) retired employee of Government or Public Sector undertakings or Autonomous Bodies re-employed within one year after retirement;
- (iii) a person who, prior to his/her direct recruitment in the Institute was in the service of a State or Central Government, Autonomous Body or Public Sector undertaking and had undergone medical examination by a standard medical authority recognized by the Appointing Authority as equivalent to that required for the new appointment.

15. Disqualifications

No person (a) who entered into or contracted a marriage with a person having a spouse living or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment in the Institute provided that the Appointing Authority may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this bye-law.

16. Reservation of vacancies for SC/ST Candidates

- (1) The instructions of the Government of India in regard to reservation of vacancies for Scheduled Castes and Scheduled Tribes shall be kept in view while making appointments on posts except those, which are exempted from the purview of these instructions with the approval of the Executive Council and concurrence of Government of India.
- (2) The posts in the Institute attracting the reservation instructions shall be grouped as provided in Government of India instructions regarding grouping of isolated posts.
- (3) The appointing authority shall be competent to de-reserve a post if the prescribed conditions for de-reservation are satisfied.



[Handwritten signature]

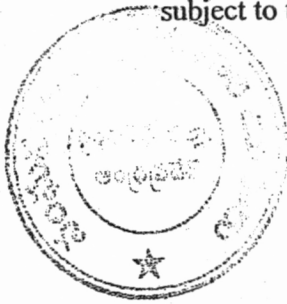
46th Street Neg. Collection NCL

17. Reservation of Vacancies for Ex-servicemen and other special categories or persons

Nothing in these bye-laws shall affect reservations, relaxation of age-limit and other concessions to Ex-servicemen and other special categories of persons on lines of/or in accordance with the orders issued by the Government of India in this regard in respect of Central Civil Posts.

18. Compassionate Appointments

The Director General shall be competent to consider the case of the spouse, son and daughter of an employee who dies while in service, or who retires on medical grounds provided that the family in either case is in extremely indigent circumstances and distress, for appointment on compassionate grounds to a Group D or to the lowest Group C post subject to the conditions and rules existing with Government of India.



[Handwritten signature]
[Handwritten signature]

47th sheet NO 9 correction

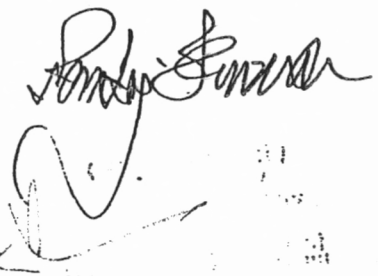
CHAPTER – IV : TENURE

19 Probation

- (1) Subject to the provision of Clause (2) below, every person directly recruited to a post under the Institute shall be on probation for two years.
- (2) There will be no probation if the recruitment of a person is on (i) contract basis (ii) deputation (iii) tenure basis (iv) re-employment after superannuation or (v) permanent transfer or absorption.
- (3) An employee of the Institute promoted to a higher post shall, unless otherwise provided in the Recruitment Rules of the post, be on probation for a period of two years only if the promotion involves a change from one Group of posts to another, i.e., Group D to Group C, Group C to Group B or Group B to Group A.
- (4) The Appointing Authority may, in any individual case, extend the period of probation but no employee shall be kept on probation for more than double the normal probation period. The decision to extend the period of probation shall be taken and communicated to the employee before the expiry of the original, or extended, period of probation.
- (5) Satisfactory completion of the probation period shall be communicated to the employee not later than four months of the expiry of the probation period.
- (6) Where an employee on probation is found unsuitable for holding the post or for retention in the service of the Institute the Appointing Authority may:
 - (i) in the case of a person appointed on promotion, revert him/her to the post from which he/she was promoted;
 - (ii) in the case of a person appointed by direct recruitment, terminate his/her services under the Institute.

20. Confirmation

- (1) Confirmation shall be made only once in the service of an employee which will be in the entry grade provided that no formal order of confirmation shall be necessary in the case of an employee who has been appointed to a post on permanent absorption basis within the meaning of bye-law 8 (1) (iv).

A handwritten signature in dark ink is written over a circular stamp. The signature appears to be 'Rajendra Kumar'. The stamp is partially visible and contains some text that is mostly illegible due to the signature and the quality of the scan.

- (2) Confirmation shall be delinked from the availability of permanent posts.
- (3) The case of an employee who has satisfactorily completed probation shall be placed before the Appointing Authority for confirmation and after approval a specific order of confirmation of the employee shall be issued.
- (4) In the case of a promotee for whom probation is prescribed in the Recruitment Rules, the Appointing Authority will assess the work and conduct of the promotee and, in case the conclusion is that the employee is fit to hold the higher grade, pass an order that the employee has successfully completed the probation. No orders of confirmation shall be necessary.
- (5) Where the Recruitment Rules of the promotion post do not provide for probation, an employee promoted to that post on regular basis shall have all the benefits that a person confirmed in that grade would have.
- (6) Provisions of this bye-law shall not be applicable to cases of ad-hoc appointments.
- (7) Each case of the employee completing probation may be reviewed by a Committee to be appointed by the Appointing Authority, which may recommend the satisfactory completion of probation to the Appointing Authority.

21 Seniority

Relative seniority of employee of the Institute shall be determined keeping in view of the following principles:

- (1) Relative seniority of direct recruits shall be in order of merit in which they are selected for appointment, as shown in the panel.
- (2) Where different panels are prepared for different academic faculties, whether on the same date or on different dates, relative seniority shall be with reference to the date of joining of the selected candidates for duty.

Provided that as between two candidates in the panel for a faculty joining on the same date or on different dates, relative seniority shall follow their position in the panel;

Provided further that as between candidates from different panels joining on the same date, their relative seniority shall be with reference to their date of birth.

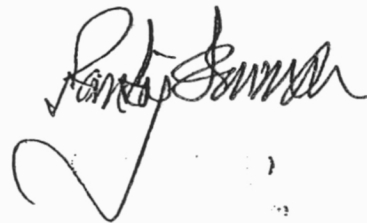
- (3) Where promotions are made on the basis of selection by Selection Committee, the seniority of such promotees shall be in the order in which they are recommended for promotion.

Provided that where persons working in different faculties in lower posts are selected on the same date for appointment to higher posts through direct recruitment and the higher posts are treated as having been filled by promotion under bye-law 10, their relative seniority on the higher posts shall follow their relative seniority on the lower posts.

- (4) Where promotions are made on the basis of seniority subject to fitness, the seniority of the persons promoted shall be the same as their relative seniority in the lower grade from which they are promoted. Where, however, a person is considered unfit for promotion and is superseded by a junior, such person shall not, if he/she is subsequently found suitable and promoted, take seniority over his/her "junior" who has superseded him/her.

22. Termination of Service

- (1) The Appointing Authority shall be competent to terminate the service of a temporary employee at anytime without assigning reasons, during the period of his/her appointment if the appointment is for a specific period, or during the period of probation following his/her first appointment, or after such period of probation, but before confirmation:
- (i) by a notice of thirty days, in writing; or
 - (ii) on payment of pay and allowance for such period as the notice falls short of thirty days; or
 - (iii) at any time without notice, on payment of one full month's pay and allowances
- (2) An employee who is given notice of termination of service under clause (i) may be granted during the notice period, at the discretion of the appointing authority, such Earned Leave as may be admissible to him.



- (3) Notwithstanding anything contained in clause (1), the service of a temporary employee may be terminated at anytime without notice on his/her being declared physically unfit for continuance in service by such medical authority as may be specified by the Appointing Authority in this behalf.
- (4) Subject to the provisions of clause (1), where a temporary employee has been appointed for a specific period, the service shall terminate on the expiry of such period.
- (5) In the case of persons appointed for work in connection with any research project or field study or investigation, the manner of termination of appointment and the period of notice, if any, shall be as specified in the appointment order.

23. Resignation from Service

- (1) Subject to the provisions of clause (2) below an employee may tender resignation from service by giving in writing, to the Appointing authority notice of:
 - (i) thirty days, if he/she is a temporary employee; or
 - (ii) ninety days, if he/she is a permanent employee.
- (2) The Appointing Authority may, at its discretion:
 - (i) set off Earned Leave at credit of the employee against the notice period if such a request is made by the employee; and
 - (ii) permit an employee to resign from service by a shorter notice than is prescribed in clause (1) above, provided that such shorter notice will not cause any administrative inconvenience.
- (3) Resignation of a permanent employee will be deemed to be operative only after it has been accepted by the Appointing Authority.

24 Retirement

- (1) Except as otherwise provided in these bye-laws, every employee shall retire from the service of the Institute on the last day of the month in which he/she attains the age of 60 years provided that if



[Handwritten signature]
[Handwritten initials]

5th sheet copy of bye-laws

the date of birth of an employee is the first of a month, he/she shall retire from service on the last day of the preceding month.

- (2) An employee who is declared medically unfit for service on account of any bodily or mental infirmity by a medical authority designated by the Appointing Authority in this behalf shall retire from service from the date following the date of the medical certificate.
- (3) Notwithstanding the provision of clause (1), the Appointing Authority shall have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice:
 - (i) if he/she is working on a Group A or Group B post had entered the service of the Institute before attaining the age of thirty five years, after he/she has attained the age of fifty-five years.
 - (ii) In any other case, after he/she has attained the age of fifty-five years.
 - (iii) Notwithstanding anything contained in clause 24(1) Appointing authority has absolute right to retire any person who has completed 20 years of qualifying service or 50 years of age by 3 months notice.
- (4) An employee may, by giving notice of not less than three months in writing to the appointing Authority, retire from service:
 - (a) (i) after he/she has attained the age of fifty years if he/she is working on Group A or Group B posts and had entered service of the Institute before attaining the age of thirty five years;
 - (ii) in all other cases after he/she has attained the age of fifty five years.
 - (b) (i) the employees referred to sub-clause (a) may make a request in writing to the Appointing Authority to accept notice of less than three months, giving reasons thereof;
 - (ii) on receipt of a request under sub-clause (b) (i), the Appointing Authority may consider such request on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative in-convenience,



[Handwritten signature]

may accede to the request on the condition that the employee shall not apply for commutation of part of his pension before the expiry of the normal period of three months.

25 Deputation to other Organizations, authorities and Bodies

- (1) Subject to the provisions of Clause (2) below, a regular employee of the Institute will only be eligible to apply for posts outside the Institute subject to the following conditions:
 - (i) that he must have put in at least five years of service in the Institute;
 - (ii) the number of applications forwarded to outside authorities will normally be restricted to two per employee in a year; the Director General may, at his discretion, having regard to the merits of each case permit more number of applications to be forwarded;
 - (iii) the period of deputation will be up to a maximum of five years;
 - (iv) in exceptional cases, the employees can be deputed on the invitation received from reputed organizations to faculty members.
- (2) Deputation to outside organizations cannot be claimed by an employee as a matter of right. It shall be decided by the Appointing Authority in each case, having regard to the interests of the Institute.
- (3) Posts falling vacant temporarily due to deputations, long leave and for any other reasons for more than a year may be filled on ad-hoc basis, which would include promotion or contract basis at the discretion of the appointing Authority.

26. Acceptance of Outside Employment

The employees of the Institute, both academic and non-academic, whose services have been regularized after the completion of probation, may be allowed, at the discretion of the Director General, to accept outside employment on the basis of applications forwarded, keeping a lien for a period of one year from the date of leaving. In exceptional cases, the period of lien may be extended for one more year beyond which the employee shall have to either revert to the Institute or resign his/her service in the Institute.



534 sheet-recy collection xll

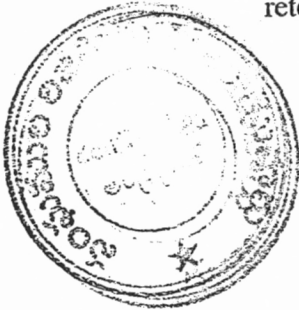
[Signature]

The period for which the lien of the employee is kept shall not count for earning leave or for pension in the Institute unless the employee pays to the Institute:

- (i) leave salary and pension contribution if he/she is governed by the pension scheme of the Institute ; or
- (ii) leave salary contribution and the contribution which the Institute would be required to make to his/her Contributory Provident Fund annually, if he/she is governed by the Contributory Provident Fund Scheme of the Institute.

27. Review of record of service for the purpose of further retention

A Review Committee may be constituted by the Appointing Authority to review the case of each employee on his/her attaining the age of 55 years with a view to recommending to the Appointing Authority his/her further retention in service or otherwise.



[Handwritten signature]

54th Sheet No. 9 collection NIL



CHAPTER – V : PAY AND ALLOWANCES

28 Pay and Allowances

- (1) The rules, orders and instructions in force from time to time in the Fundamental Rules and Supplementary Rules of the Government of India regarding pay, increments, additions to pay, combination of appointments, dismissal, removal and suspension, joining time and pay and allowances admissible during joining time in relation to civil posts shall *mutates mutandis* be applicable to the employees of the Institute.
- (2) The pay of re-employed pensioners shall be regulated in accordance with the rules, orders or instructions issued by the Government of India from time to time to regulate the pay of re-employed pensioners on civil posts.
- (3) Notwithstanding the provisions of clause (1) the Appointing Authority may fix the initial pay of direct recruit or of a person appointed on contract basis at a stage higher than the minimum of the time scale, for reasons to be recorded in writing.
- (4) (1) The following allowances will be admissible to the employees of the Institute on the same rates and conditions as are applicable to employees of the Government of India from time to time:
 - (i) Dearness Allowance;
 - (ii) House Rent Allowance;
 - (iii) Conveyance allowance;
 - (iv) Children's Education Allowance (including reimbursement of tuition fee);
 - (v) Washing Allowance;
 - (vi) Overtime Allowance
 - (vii) Transport Allowance
- (2) The employees may be granted such other allowances sanctioned by the Government of India from time to time as may be extended by the Executive Council with such further conditions or modifications as may be considered appropriate.

(3) The Executive Council in case of Group A and the Director General in case of other members of faculty and staff may grant or permit them to receive an honorarium as remuneration for work performed, which is of occasional or intermittent in nature and either so laborious or of such special merit as to justify a special reward. It shall be for special reasons and for the work done outside the normal sphere of one's duty.



[Handwritten signature]

CHAPTER – VI ; OTHER ENTITLEMENTS AND FACILITIES

29. Leave

- (1) The provisions of the Central Civil Services (Leave) Rules 1972 applicable to the Central Government Servants from time to time shall, with the exception of those relating to Hospital Leave apply *mutates mutandis* to the employee of the Institute.
- (2) For the purpose of Clause (1), "Authority Competent to grant leave" shall mean:

(a) Earned Leave, Half-Pay Leave, Leave not Due, Maternity Leave, Hospital Leave	1. Director General in case of all Group A and B posts. 2. Director, Administration or any other Officer authorized by Director General in case of Group C and D posts.
(b) Special disability leave	As above.
(c) Study leave	Director General

30. Travelling and Daily Allowance

The employees of the Institute shall be entitled to Traveling Allowance, Daily Allowance etc., for different classes of journey on the same terms and conditions as are applicable to Central Government employees or as approved by the Executive Council from time to time.

Provided that the Director General shall be competent:

- (i) to declare who shall be the Controlling Officer;
- (ii) to issue instructions for the guidance of the Controlling Officer;
- (iii) to permit employees, in the exigencies of work, to travel by a mode or class higher than the one to which they are entitled; and
- (iv) to entertain a Travelling Allowance claim presented beyond the prescribed time limit, if he is satisfied that the employee had sufficient cause for not submitting the claim in time.



31. Leave Travel Concession

The employees of the Institute shall be entitled to Leave Travel Concession on the same terms and conditions as are applicable to the employees of the Government of India from time to time.

32. Medical Facilities

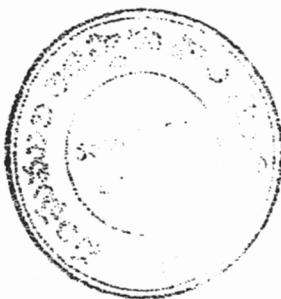
- (1) subject to the provisions of Clause (3), an employee shall be entitled to such medical facilities and medical re-imbursement as are available to Central Government employees, or as are approved by the Executive Council, from time to time.
- (2) It shall be competent for the Executive Council: (i) to authorize reimbursement of expenditure including payment of advance, on medical treatment outside India, if it is satisfied that the ailment or treatment cannot be treated or had in India; and (ii) to approve such other matters which, under the Central Services (Medical Attendance) Rules, 1944 and the various orders and instructions issued thereunder by the Government of India from time to time or otherwise require the approval of the Government of India in the Ministry of Health.
- (3) If the Director General is satisfied on the merits of the case that there was real emergency necessitating medical treatment in a private hospital or nursing home or clinic: (i) due to absence of Government Hospital or recognized hospital or Government doctor within a reasonable distance from the place where the patient fell ill or met with an accident; or (ii) because shifting of the patient to the nearest Government/recognized hospital was extremely difficult and would have endangered the life of the patient; he may allow reimbursement of actual medical expenses incurred on the emergent treatment upto the following limits:

For employee permitted treatment at recognized private hospital at their head quarters

The amount which would have been reimbursed had the emergent medical treatment been taken in a recognized hospital.

For others

Up to the ceilings prescribed for reimbursement in emergent cases in relaxation of the Central Services (Medical Attendance) Rules.



- (4) The Director General or such other authority as may be nominated by him in this regard shall be the Controlling Authority for purposes of re-imbursement of medical claims.
- (5) The Director General may condone delay in submission of medical claims for re-imbursement if he is satisfied that the delay was bonafide and the employee had sufficient cause for it.



[Handwritten signature]

[Handwritten signature]

58th sheet NO of call letters will

CHAPTER – VII : RETIREMENT AND OTHER BENEFITS

33. The Institute shall have two Schemes, namely:

- (1) Contributory Provident Fund Scheme; and
- (2) Pension Scheme.

34. Contributory Provident Fund

- (1) The Contributory Provident Fund Rules (India) 1962 as amended from time to time will be applicable. For the purpose of clause (1) the words and expressions defined in Government of India rules are being redefined to suit for the Institute as follows:
 - (i) "Accounts Officers" means Accounts Officer of the Institute to whom the duty to maintain Provident Fund Account of the subscriber has been assigned;
 - (ii) "Fund" means the Contributory Provident Fund of the National Institute for Plant Health Management (NIPM);
 - (iii) "Contributory Provident Fund (India) Account" means the Contributory Provident Funds Account of the Institute;
 - (iv) "Head of the Office" means Director Administration/ Administrative Officer of the Institute as nominated by Director General;
 - (v) "Accountant General" wherever is used means Accounts Officer of the Institute;
 - (vi) "Government Servant" means employee of the Institute appointed on contract basis;
 - (vii) "Contribution by Government" means contribution by the Institute;
 - (viii) "Government" means Institute or Executive Council as the context may require;
 - (ix) Sanctioning Authority : Director General of the Institute.



- (2) The Scheme shall be applicable to a person appointed on contract, the terms whereof make him/her eligible for contributing to the Contributory Provident Fund of the Institute.

35. The Pension Scheme

- (1) The Scheme shall be applicable to all persons appointed to a post in the Institute otherwise than on contract or on deputation basis.
- (2) The provisions of the Central Civil Services (Pension) Rules, 1972, the Central Civil Services (Commutation of Pension) Rules, 1981 and Payment of Arrears of Pension (Nomination) Rules, 1983 as amended from time to time along with the various orders and decisions issued thereunder by the Government of India in relation to the Central Civil Government Servants shall *mutates mutandis* be applicable to the employees of the Institute, under the scheme.
- (3) For the purpose of Clause (2), the words and expressions given below, as appearing in the Rules cited in the said clause shall, unless the context otherwise requires, have the meaning shown against each:
- (a) "Accounts Officer" means Accounts Officer as defined in these bye-laws;
- (b) "Allottee" means an employee to whom the Institute accommodation has been allotted on payment of license fee or otherwise;
- (c) "Consolidated Fund of India" means Funds of the Institute.
- (d) "FR 56" means Bye-law No.24;
- (e) "Government" means Institute or Executive Council as the context may require;
- (f) "Government Dues" means dues payable by an employee to the Institute and shall include arrears of income tax deductible at source under the Income Tax Act, 1961;
- (g) "Head of Department" means Director General of the Institute;
- (h) "Head of Office" means Director Administration / Administrative Officer nominated as such;

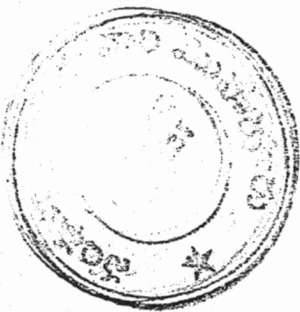
[Handwritten signature]

(i) "Pension Disbursing authority" or "Disbursing Authority" means Accounts Officer as defined in these bye-laws;

(j) "President" means Executive Council.

36. General Provident Fund Scheme

There shall be General Provident Fund Scheme approved by the appropriate authority, which will be applicable to all the employees of the Institute from the date of their appointment.



Paul J. Janner

61th Sheet Hog acc. etc. etc. *all*

CHAPTER-VIII: GENERAL CONDITIONS OF SERVICE

37. Unless in any case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the Institute which pays him/her and he/she may be employed in any manner required by proper authority, without claim for additional remuneration, whether the service required of him/her are such as would ordinarily be remunerated from the funds of Institute or not.

38. Without Prejudice to the generality of bye-law 37, an employee:

(1) may be required to undergo a course of study or instruction within or outside India;

(2) may not, except (i) on account of inefficiency or misbehavior or (ii) on his/her own request be transferred to a post carrying less pay than the pay of the post to which he/she has been regularly appointed;

(3) may be required to serve the Institute at any place in India.

39. An employee may be required to subscribe to a Provident Fund, a Family Pension Fund or other similar fund in accordance with such rules as may be prescribed by the Executive Council.

40. Subject to any exceptions made specifically in this behalf in these bye-laws, an employee shall begin to draw pay and allowances attached to his/her tenure of a post with effect from the date he/she assume the duties of that post and shall cease to draw them as soon as he/she ceases to discharge those duties:

Provided that an employee who is absent from duty without any authority shall not be entitled to any pay and allowances during the period of such absence.

41. Without prejudice to the provisions of rule 29 of the Central Civil Services (Pension) Rules 1972, a period of unauthorized absence:

(i) in the case of any individual employee remaining absent unauthorized or deserting the post; and (ii) in the case of other employees as a result of action in combination or in concerted manner, such as during a strike, without any authority from, or valid reason to the satisfaction of the Appointing Authority:



62th sheet NOG as per NIL

Shall be deemed to cause an interruption to break in the service of the employee, unless condoned by the Appointing authority for pension or for other purposes for which a minimum period of continuous service is prescribed.

Explanation: For the purpose of this bye-law, "Strike" includes a general, token sympathetic or any similar strike, and also participation in a bandh or in similar activities.



[Handwritten signature]

63th sheet NOG sheet NOG 100.000 1011

CHAPTER -IX; DISCIPLINE

42. Conduct Rules

- 1) The provision of the Central Civil Service (Conduct) Rules 1964 applicable to the Civil employees of the Government of India as amended from time to time shall, *mutatis mutandis*, be applicable to the employees of the Institute.
- 2) For the purpose of Clause (1), the expression, "The Government" occurring in the Rules cited in the said clause mean the "Executive Council".
- 3) Subject to such directions as may be issued by the Executive Council from time to time, the authorities competent to receive the reports or to grant permission, under different rules of the Conduct Rules, shall be:
 - (a) For employees belonging : Director General.
to Group A
 - (b) For others : Director Administration or any other
Officer authorized by
Director General

43. Suspension, Penalties and Disciplinary Procedure.

The provisions in the Central Civil Services (Classification, Control and Appeal) Rules 1965 of the Government of India as amended from time to time, relating to "Suspension", "Penalties", and Procedure for imposing Penalties" as well as various orders and instructions issued thereunder by the Government shall apply, *mutates mutandis* to the employees of the Institute.

44. Disciplinary Authorities

Any of the penalties specified in Bye-law 43 may be imposed on any employee of the Institute by the Executive Council or by the Appointing Authority or by any other authority empowered in this behalf by the Executive Council:

Provided that none of the major penalties shall be imposed on an employee by any authority subordinate to the Appointing Authority.

45. Appeals

- 1) An appeal shall lie from any original order made by the Director General to the Executive Council, and from an order made by an authority lower in rank than the Director General, to the Director General.



6th sheet No. 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

[Handwritten signature]

- 2) No appeal shall be entertained unless it is submitted within a period of one month from the date of which the order appealed against is communicated to the person concerned:

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

- 3) Every person submitting an appeal shall do so separately and in his / her own name
- 4) The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.
- 5) The appellate authority shall consider every appeal and pass such orders as it deems proper in the circumstances of the case:

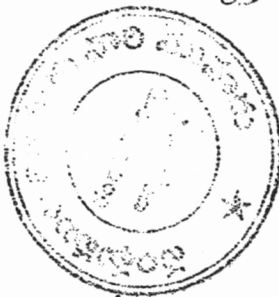
Provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he / she may wish to make against such enhanced penalty.

46. Review

The Executive Council may, on its own motion or otherwise, review any order made under these bye-laws and pass such orders as deemed necessary in the circumstances of the case:

Provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he / she may wish to make against such enhanced penalty;

Provided further that no action under this bye-law shall be initiated after expiry of six months from the date of the order to be reviewed.



65th Street No. 9 association

[Handwritten signature]

47. Confidential Reports

The Institute shall maintain Annual Confidential Reports of the faculty and staff members of the Institute. The reports shall be;

- (i) for all the faculty, officers and staff members of the Institute, who are regularly appointed by the Institute;
- (ii) for the financial year ending with the month of March every year;
- (iii) by the immediate Controlling Officer, as reporting person and counter signed by the Reviewing Officer; and
- (iv) containing full particulars of the official reported upon and an objective assessment of work and qualities, apart from commenting on general qualities such as integrity, intelligence, industry, conduct, attitude to superiors and subordinates, relations with fellow-employees, work aptitude etc., together with summing up in general terms of his / her good and bad qualities.

The formats for compiling the Annual Confidential Reports shall be as prescribed by the Government of India and amended from time to time for the persons of the equivalent cadres. However, such additions, which may be relevant to the performance of the persons vis-à-vis with the work assigned to him in the Institute may be added.

The orders and instructions of the Government of India issued by the Department of Personnel and Training as amended from time to time regarding the maintenance of Annual Confidential Reports shall be applicable to the Institute. The guidelines laid down by DOPT for writing confidential reports, review, representation etc. may be followed.



66th sheet reg. correction nil

CHAPTER - X : MISCELLANEOUS

48. Residential Accommodation for Employees

- (1) An employee of the Institute may be provided with unfurnished accommodation, subject to availability and also subject to such conditions as may be laid down by the Executive Council, within the campus of the Institute in which he / she may be required to reside, subject to collection of rental charges as per Government of India Rules except as in Rule (2)
- (2) The Executive Council may authorize the grant of rent free furnished or unfurnished accommodation to any employee or category of employees if it considers it necessary to do so in the interest of the Institute. However, it may be allowed under special circumstances and the given facility shall cease whenever the incumbent vacates the post.

49. Holidays

The Institute shall observe such holidays as may be determined by the Executive Council.

50. Service Books and Character Rolls

- (1) The Institute shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Executive Council.
- (2) The entries in the Service Book of an employee shall be made by the Administrative Officer or by such other authority as may be designated by the Director General in this behalf.
- (3) The entries in the Character Roll of an employee shall be made according to the procedure laid down by the Appointing Authority.

51. Delegation of Power by Director General

The Director General may, in writing, delegate such of his powers other than powers to create posts, as he may consider necessary, to any of the officers of the Institute.



[Handwritten signature]

52. **Changes or Modifications in conditions of Service**

Changes or modifications in the conditions of service of the employees approved by the Executive Council may, if formal amendment of these bye-laws is not considered imminent, be implemented with the prior, written approval of the Chairman of the General Council.

53. **Residuary Conditions of Service**

Any matter relating to the conditions of Service of an employee for which no provision is made in these bye-laws shall be determined by the Executive Council.

54. **Power to Relax**

Notwithstanding any thing contained in these bye-laws the Executive Council may, in the case of an employee, relax any of the provisions of these bye-laws including the provisions of the various Rules, Orders and Instructions of the Government of India extended to the employees of the Institute through these bye-laws, to relieve him / her of any undue hardship arising from the operation of such provisions.

55. **Removal of Doubts**

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Executive Council thereon shall be final.



[Handwritten signature]

68th sheet No 9 correction done