

# **BYE-LAWS**

## **FOR MANAGEMENT AND ADMINISTRATION OF THE NATIONAL ACADEMY OF SCIENCES, INDIA**



**THE NATIONAL ACADEMY OF SCIENCES, INDIA**  
5, LAJPATRAI ROAD, ALLAHABAD – 211 002, INDIA

## 1. Preamble

The National Academy of Sciences, India had its birth as “The Academy of Sciences of the United Provinces of Agra and Oudh”, as the first Science Academy of this country in 1930.

The Memorandum of Association was signed by seven distinguished and patriotic scientists namely Prof. Meghnad Saha, Prof. K.N. Bahl, Prof. D.R. Bhattacharya, Prof. P.C. MacMohan, Prof. A.C. Banerji, Prof. Ch. Wali Mohammad and Prof. N.R. Dhar. Prof. Meghnad Saha was elected its first President. The Rules and Regulations of the Academy were based on the lines of the Royal Society of England and Asiatic Society of Bengal. These have since been revised and up-dated on a number of occasions to pave the way for effectively pursuing the objectives of the Academy, which are cultivation and promotion of science and technology in all its branches.

To meet the challenges of the changing environment, advances in S & T, the national needs and aspirations, the Council in its meeting held on February 06, 2011 decided to formulate the Bye-Laws for efficient implementation of the objectives of the Academy. It may be pointed out that currently the Academy (NASI) was following the Bye-Laws of Indian National Science Academy (INSA).

Therefore, these Bye-laws are to guide and administer control over the management, administration, finance etc., of **The NATIONAL ACADEMY OF SCIENCES, INDIA**, a ***Scientific Professional Body*** (registered under the Societies Registration Act XXI of 1860), **financially supported by the Department of Science & Technology, Government of India.**

The Council is the supreme executive body for framing policies, rules and regulations in order to meet the objectives and to carry out the activities in the best possible manner. The implementation of the decisions taken by the Council is done through the Secretariat. The rules and regulations are included in the Year Book of the NASI. From time to time, the Council and its Sub-Committees frame guidelines for smoother management and administration according to the terms of reference of the Committee, Service conditions of the employees, etc.

However, it is difficult to frame rules/guidelines for all possible eventualities that may arise. If any area is not covered in these Bye-Laws, the Academy may adopt and will be guided by the corresponding rules provided by the Government of India.

Any deletion/additions/amendments in these Bye-Laws shall require prior approval of the Council of the NASI.

## **2. Interpretation**

Unless there is anything contrary in the subject context.

- (i) "Academy" means The National Academy of Sciences, India.
- (ii) "The National Academy of Sciences, India" to be abbreviated to NASI.
- (iii) "Council" means the NASI Council constituted in terms of the Rules of the Academy (Ref. The NASI Year Book).
- (iv) "President" means the President of the Academy.
- (v) "Officers" means the Officers of the Academy.
- (vi) Year means the calendar year.
- (vii) "Financial Year" means the period of twelve calendar months beginning from the first day of April and ending on the thirty first day of the following March.

## **3. General Clause**

Nothing in these Bye-Laws shall be inconsistent with the Rules and Regulations of the Academy, and in case of any such inconsistency, the provisions of the Rules and Regulations shall prevail.

## **4. Functions and Duties**

The Administration, Directions and Management of affairs of the Academy shall be entrusted to the Council. The composition of the Council is given in Rules and Regulations of the Year Book of the Academy.

## **5. Powers and Duties of the Council, President and Officers**

Powers and duties of Council, President & Officers will be the same as given in the Rules and Regulations of the Academy.

## 6. **Duties and Functions of the Executive Secretary**

The Executive Secretary shall be the Principal Executive of the Academy. He/she shall be responsible for the general administration and for implementation of the decisions of the Council and Sub-Committees. He/she shall act under the directions of the General Secretaries and will be governed by the Rules, Regulations and Bye-Laws of the Academy as laid down by the Council. He/she shall be a full time salaried employee of the Academy.

The Executive Secretary shall perform the following duties :

- (1) He/she will be responsible to the Council for implementing the objectives of the Academy;
- (2) It shall be his/her duty to carry out the work of the Academy in accordance with the Rules & Regulations and Bye-Laws for the administration and management of the Academy;
- (3) All members of the staff of the Academy shall be under his/her administrative control;
- (4) He/she shall allocate duties to the staff of the Academy and shall exercise such supervision, control and discipline as may be necessary;
- (5) He/she may delegate any of his/her administrative powers to staff members as required with the approval of the General Secretary;
- (6) In case of emergency, he/she may take such action as may be necessary in the overall interest of the Academy. The action taken must be reported at the earliest to the General Secretary and the President;
- (7) Correspondence with Fellows of the Academy will generally be the responsibility of the Executive Secretary. He/she may, for this purpose, get the assistance of the Deputy Executive Secretary and/or Asstt. Executive Secretaries;

(8) He/she will perform such other duties as may be assigned to him/her from time to time by the President/Officers of the Academy/Council;

All agreements by or on behalf of the Academy shall be signed by the Executive Secretary.

**The Executive Secretary and Deputy Executive Secretary will attend all the meetings of the Council, the standing and ad-hoc committees, and the General Body. They will be responsible for proper recording of deliberations/discussions at the meetings and implementation of the recommendations/decisions taken by the Committees.**

## **7. Committees of the Academy**

The management and administration of the Academy shall be facilitated by the Standing and other Committees constituted by the Council under the Rules of the Academy. These are as follows-

### ***Standing Committees -***

Fellowship Scrutiny Committee

Membership Scrutiny Committee

Scrutiny Committees for the different Awards

Administration Committee

Finance Committee

Purchase Committee

Resource Management Committee

Library Committee

Building Committee

Editorial Boards for the Journals of the Academy

Selection Committees

### ***Ad-hoc committees***

Organizing Committees for Symposia/Conference etc.

President or his nominee will be the Chairman of all the Committees. One of the General Secretaries of the Academy shall be the Member Secretary of all the Committees. Tenure of all these aforesaid Committees will be one year.

All these Committees will function in accordance with the Rules, Regulations and Bye-Laws of the Academy and follow the relevant guidelines issued by the Council.

**8. Selection Committees – For appointment of staff of the Academy**

Selection for any post vacant/created in the Academy, will be made by the Committees constituted by the Council as per following guidelines –

A) For the posts which are in the pay scale of Rs 15600-39100, with grade pay Rs 5400; and above, the constitution of the selection committee will be as follows -

- i) President or his/her nominee – Chair
- ii) One of the Vice-Presidents – Member
- iii) Two Experts nominated by the Council – Members
- iv) General Secretaries – Members

B) For the posts in lower pay scale than the above, President may appoint the committees.

The appointment made along with the terms and conditions for the respective posts, by the aforesaid committees will be reported to the Council.

## **Finance and Audit**

## **9. Finance, Accounts, Budget and Audit**

### **9.1 Accounts**

The Executive Secretary with the assistance of Dy. Executive Secretary/Assistant Executive Secretary (Accounts), will ensure proper maintenance of the accounts of the Academy. All important budgetary and other financial matters, including matters related to the Government grants and other receipts shall be placed before the Standing Finance Committee for its consideration. He/She will act under the supervision of the Treasurer and will submit to him a quarterly statement of receipts and payments.

### **9.2 Budget estimates**

The Budget Estimates for the ensuing year shall be finalized by the Standing Finance Committee in July each year. The Budget estimates will show under various heads :

- (a) Actual receipts and expenditure of the preceding year;
- (b) Revised estimates for the current year, indicating separately the actual expenditure up to the end of June in the current year and the anticipated expenditure for the remaining period of the year; and
- (c) Budget estimates for the ensuing year.

### **9.3 Receipts**

All money received for or on behalf of the Academy shall be deposited in the name of the Academy with Nationalized Bank(s) approved by the Standing Finance Committee. All the surplus funds of the Academy, not immediately required for expenditure, shall be invested in Public Sector Banks or Government approved institutions as per Section 11(5) of Income Tax Act.

#### 9.4 **Payments**

Payments by or on behalf of the Academy as far as possible shall be made by cheques. All bills for payment shall be scrutinized by the Dy. Executive Secretary/Assistant Executive Secretary (Accounts) and passed for payment by the Executive Secretary/General Secretary, as the case may be.

#### 9.5 **Sanction of expenditure**

Subject to provision of funds in the Academy's Annual Budget and functions and powers of the Standing Purchase Committee, powers in respect of expenditure on purchases, civil works, electrical works, maintenance of equipment and machinery, printing, maintenance and repair of buildings and other services shall be exercised as under –

<b>Sanctioning Authority</b>	<b>Nature of Expenditure</b>	<b>Limit of Expenditure</b>
1. Executive Secretary	Capital/Contingent Misc. expenditure	Rs.50,000/=
2. General Secretary (HQ)	- do -	Rs.1,50,000/=
	Release of grants for the projects, approved by the Council	No limit

**The General Secretary/Executive Secretary will have full powers to sanction routine expenditure on pay and allowances of staff, overtime allowance, conveyance charges, office expenses on postage, telephone, fax, stationery and communication expenditures etc.**

#### 9.6 **Signing of cheques**

Normally, the cheque signing authority will be the Treasurer; and in his/her absence, as decided by the Council.

## **9.7 Audit and appointment of auditors**

The accounts of the Academy shall be audited annually by a firm of Chartered Accountants, i.e., Statutory Auditors, as defined in Chartered Accountants Act 1949 (Act XXXVIII of 1949), appointed by the Academy and any expenditure incurred in connection with such audit shall be payable by the Academy to the Auditors.

The accounts of the Academy shall also be subject to audit by the Comptroller & Auditor General of India, as per provisions of the General Financial Rules of Government of India.

## **9.8 Publishing of accounts in the Academy's Annual Report**

As soon as possible, after the accounts for a given financial year are closed, but not later than the following September, the Executive Secretary with the assistance of Dy. Executive Secretary/Assistant Executive Secretary (Accounts) shall cause to compile Annual Accounts of the funds of the Academy, showing :

- i) Receipts and Payments Account;
- ii) Income and Expenditure Account; and
- iii) Balance Sheet

The Academy shall publish, in its Annual Report, the accounts mentioned at (i) to (iii) above, along with the Audit Report.

## **10. Write-off of Losses**

Subject to such conditions as the Council may lay down from time to time, the General Secretary & Executive Secretary shall have full powers (as per their limit of expenditure, mentioned above in para 9.5) to write off irrecoverable losses, including irrecoverable value of stores, lost or rendered unserviceable. These write offs will be reported by the Executive Secretary to the Standing Finance Committee. The General Secretary/Executive Secretary shall also have powers to declare obsolete, surplus or unserviceable items of the stores on the recommendations of an expert Committee appointed by the Standing Administration Committee for this purpose.

## **11. TA/DA to Members of the Council and Committees**

### **11.1 Fare**

For attending the meetings of the Council/Committees of the Academy, the members will be entitled to travel as per their entitlement in the institutions of their employment.

### **11.2 Journey by own car – outstation**

Road mileage will be allowed as per rates approved in the Academy.

### **11.3 Daily allowance**

Daily allowance will be admissible as per Government of India guidelines applicable to Class-I Officers.

### **11.4 Conveyance charges**

Outstation members of the Council/Committees will, on being invited to attend meetings, be paid actual conveyance charges from office/residence to Airport/Railway Station/Bus Stand at the place of their residence and from Airport/Railway Station/Bus Stand to the place of meeting/stay, and back.

Members residing locally at the place of meetings will be paid actual conveyance charges. In case of journey by own car, conveyance charges shall be calculated as per the rates approved by the Academy.

## **12. Pay, Allowances, Fee and Honorarium, Increments, Advance Increments, Stagnation Increments**

NASI will follow the Central Government Rules.

### *Overtime allowance to staff members-*

The staff members who are required to attend office on holidays or to stay in office for more than one and a half hour after office hours or attend office in the morning more than one and a half hour prior to office time during the week days, he/she will be paid local conveyance charges/overtime allowance as per Government of India rates.

13. **Contributory Provident Fund**

As per Employees Provident Fund & Misc. Provisions Act.

14. **Advances**

The following advances will be admissible to NASI staff subject to availability of funds.

14.1 **Festival Advance**

As per Government of India Rules.

15. **Traveling Allowances (TA/DA)**

As per Government of India Rules.

16. **Leave Travel Concession (LTC)**

As per Government of India Rules.

## **Service Matters**

## **17. Management and Administration – Service Matters**

### **17.1 Creation of Posts**

Creation of posts required for management, administration and functioning of the Academy shall be approved by the Council on the recommendations of the Standing Administration Committee.

### **17.2 Appointing authority**

Appointing authority for all the regular full time employees of the Academy will be the President of the Academy.

The appointments shall be made within the sanctioned strength. All appointments retirements and resignations shall be reported in the Council of the Academy.

### **17.3 Recruitment**

Essential qualifications, experience required for different categories of positions along with the desired qualifications are given in Appendix I. These may be revised with the approval of the Council, in accordance with the recommendations of the Central Pay Commission, from time to time.

### **17.4 Methods of recruitment**

Recruitment for various posts, as per terms and conditions mentioned in Appx.-I shall be made through the Selection Committees, as per Clause 8, given above in this Bye-Laws.

### **17.5 Short contractual appointments**

Short-term appointment on a consolidated salary may be made normally up to a period not exceeding six months which can be extended up to one year depending upon the exigency of work, by the General Secretary on the recommendation of the Executive Secretary.

## **17.6 Appointment of consultants/advisors**

President may appoint person(s) on consolidated amount for a short period as per needs of the Academy, on recommendation of the Executive Secretary, through proper channel.

### **17.6(a) Re-employment/Extension of Service**

Under extraordinary circumstances, superannuated persons within or outside the Academy may be employed by the Academy. Terms and conditions of service will be decided by the Council.

## **17.7 Acceptance of terms of appointment**

Prior to joining the Academy, either on contract or regular employment, the appointee has to accept in writing the terms and conditions of appointment and service conditions and sign the necessary documents and oath of allegiance.

## **17.8 Physical fitness**

An employee to be appointed on a regular basis shall provide certificate of physical fitness from a Government Hospital before taking up the appointment. If required, he/she may also be asked to undergo medical re-examination at any time during his/her service. This can only be decided by the Appointing Authority and cost of medical re-examination will be met by the Academy.

## **17.9 Probation period**

The employees of the Academy, except those appointed on a temporary basis or on contract, shall be on probation for a period of one year extendable for another one year.

## **17.10 Promotional avenues & Superannuation**

The employees of the Academy may be promoted (maximum three promotions allowed during their total period of service in the Academy) on successfully completing every seven years of their service in the Academy, as per their performance and eligibility in accordance with the terms and conditions given in

Appx. I. Their performance will be judged on the basis of their Annual Confidential Report, and further evaluation by an Assessment Committee constituted by the Council. The promotion will be given from lower to higher grade/scale, as given in Appx.I.

**The age of superannuations of employees will be as per Government of India rules.**

**\*17.11 Termination of service**

**\*17.12 Curtailment of the period of notice**

**\*17.13 Leave on termination of service**

**\*17.14 Premature retirement**

**\*18. Children's educational allowance/Tuition Fee**

**\*19. Incentives for promoting small family**

**\*20. Immediate relief to the family of an employee who dies while in service**

**\*21. Conduct rules**

**\*22. Quitting service other than superannuation**

**\*22.1 Review of performance of staff at the age of 50 and 55 years for premature retirement**

**\*23. Retirement benefits**

**\*24. Other service matters**

24.1 Service Book

24.2 Verification of Service

24.3 Date of Birth and its subsequent Alteration

24.4 Change of Name

24.5 Forwarding of Application for other employment

24.6 Bonus

**\*25. Vigilance matters**

**\*26. Grievances**

**\*27. Disciplinary action**

***\* As per Government of India Rules.***

**27.1 Appointing, disciplinary and appellate authorities**

President, NASI will be Appointing/Disciplinary Authority and Council will be Appellate Authority for all posts. No appeal shall lie against any order of the Council.

**28. Telephone facility for employees**

The Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretaries will be entitled to avail individual mobile phone facility for 24 hrs, personalized letter heads and visiting cards.

Only national roaming facility will be admissible on these cellular phones and cost of each hand set for cellular phone shall not exceed Rs.10,000/=.

**29. Reservations in Appointments**

As per Government of India Rules.

**30. Leave Rules**

As per Government of India Rules.

Leave of all kinds (except Extraordinary Leave) and Study Leave not exceeding three months, will be sanctioned by the Executive Secretary or by the Paid Officer to whom this power may be delegated by him/her. Extraordinary and Study Leave exceeding three months will be sanctioned by the General Secretary of the Academy.

### **Academic duty**

Members of staff who are Members of Committee of Professional Society/Organization and are expected to contribute for the professional development may be allowed special leave for durations of such course/meetings not exceeding 15 days in a year.

31. **Definition of Family**

As per Government of India Rules.

32. **NASI Medical Scheme**

As per Appendix – II

33. **Annual Confidential Reports of the Employees**

In respect of all employees, annual Confidential Report evaluating their performance, will be written soon after 1<sup>st</sup> April every year. These reports would be written by Officers (Reporting Officer) to whom the employees were immediately responsible for their work during the course of the year. The annual Confidential Reports will also be countersigned by Senior Officers as under :

<b>Officials to be Reported upon <u>Group 'A' Officers</u></b>	<b>Reporting Officer</b>	<b>Reviewing Officer</b>
DES	ES	General Secretary
AES-I	ES	General Secretary
AES-II & III	DES/ES	General Secretary

### **Group 'B' Officials**

Section Officer I, II & III      Sectional Head/DES      Executive Secretary

### **Group 'C' & 'D' Officials**

Assistant, I, II, III and      AES or Sectional Heads      DES/Executive Secretary  
Helper

The Reviewing Officers shall ensure that a grading of the employee's performance is recorded precisely as 'Outstanding', 'Very Good', 'Good', 'Fair', or 'Poor' as considered appropriate. In case of 'Outstanding' or 'Poor' performance, an explanatory note in about 50 words, justifying the grading assignment, shall be recorded by the Reviewing Officer. Any adverse remarks will also be communicated by the Reviewing Officer to the employees concerned, and his explanation, if any, will be recorded.

#### **34. Retention of Lien**

Confirmed Employees will be permitted to retain lien as per Government of India Rules.

#### **35. Obedience to Rules, Regulations and Bye-laws**

During the period of his/her service every employee shall observe, obey and abide by the Rules, Regulations and Bye-laws made from time to time by the Council and all standing orders passed by the General Secretary/Executive Secretary.

#### **36. Specific Work**

Every employees shall perform such duties as may be entrusted to him/her, to the best of his/her ability, carry out the lawful directions of the Council, General Secretary, Executive Secretary and any other authority according to Rules, Regulations and Bye-laws of the Academy and standing orders of the Academy.

#### **37. Whole Time Service**

An employee shall devote his/her whole time to the service of the Academy and shall not be engage himself/herself directly or indirectly in any other activity, unless permitted by the General Secretary or an Officer to whom the power in his/her behalf has been delegated by the General Secretary. He/she will not be absent

from his/her duties, except in the case of accident or sickness certified by a competent medical authority or by prior sanction (by the Executive Secretary; and General Secretary in case of the Executive Secretary) of leave for his/her absence.

38. **Working Hours/Days**

The Academy will function 5 days a week; staff may be put on duty by rotation as per requirement. The working hours shall be decided by the Executive Secretary for rotational duties, including all holidays. The total number of working hours per week shall ordinarily be 40 hours.

Staff put on duty on Sunday/holidays/off-days shall be entitled to compensatory off/compensation, i.e. overtime, etc.

39. **Miscellaneous Subjects**

- Incentives for Hindi
- NOC for Passport

NASI will follow the pattern as provided in Government of India.

- Liveries to Staff

All staff members designated as helper will be entitled to winter liveries (woolen coat and pant) every fourth year and summer liveries (two pants and two shirts) with shoes every year. Washing allowance per month will be as per Government of India Rules.

40. **Mortgage of Flat/House in favour of President, NASI**

NASI will follow the Rules prescribed by the Government of India for the purpose of mortgage but mortgage will be executed in favour of President, NASI. Expenditure incurred on mortgage will be shared on 50 : 50 basis between employee and NASI on the amount of HBA sanctioned by NASI.

## **Purchase and Contracts**

#### 41. **Purchase Procedure**

Purchase rules of the NASI

##### **General principles**

As a matter of general principle, (a) purchases will be made in the most economical manner; (b) purchase orders will not be split up to avoid the necessity of obtaining sanction of higher authorities; (c) it will be ensured that adequate budget provision exists for making the purchases; and (d) in the event of purchases being made at rates higher than the lower offered, reasons for rejection of the lower offers, shall be recorded.

Also, a list of firms of known for reliability and reputation based on their past performance shall be maintained and reviewed and updated from time to time, so that quotations could be invited from them, when required.

##### **Purchase Committee**

For all purchases exceeding Rs.15,000/=, a Purchase Committee will be constituted by the authority competent to sanction purchases, to organize invitation of competitive quotations, preparation of comparative statement, evaluation of the quotations received and negotiations of rates with the tenderers, etc. The Purchase Committee will submit its recommendations to the authority sanctioning the purchases.

##### **Purchase upto the value of Rs.5,000/=**

Purchases upto the value of Rs.5000/=, after obtaining the approval of the Executive Secretary, can be made by the person to whom this power has been delegated without inviting quotations. Such purchase shall not exceed 50 in a year.

##### **Purchases costing Rs.5,001 to Rs.15,000/=**

Such purchases can be made by collecting minimum three hand quotations with the approval of the Executive Secretary.

**Purchases costing Rs.15,001 to Rs.50,000/=**

Quotations indicating specifications will be invited in sealed covers from a minimum of five reputed suppliers, with the approval of the Executive Secretary; and lowest will be approved by the General Secretary.

**Purchases costing Rs.50,001 to Rs.1,50,000/=**

Such purchases will be made by inviting limited tenders in sealed covers from seven to ten reputed suppliers or by open tenders through newspapers, with the approval of the General Secretary.

**Purchases costing more than Rs.1,50,001/= & above**

Ordinarily, open tenders through newspapers will be invited in such cases with the approval of the General Secretary.

\*The system of open tenders may, however, be dispensed with and purchases made by inviting limited tenders (i) when sufficient reasons exist (which should be recorded) that invitation of open tenders, besides being time-consuming, will not serve any useful purpose; or (ii) when the demand for procurement is urgent or (iii) when the sources of supply are definitely known and possibility of fresh sources beyond that is remote.

**Purchase of items of proprietary nature**

In case of an item of proprietary nature, the proprietary certificate should be obtained from the concerned indenter and the Purchase Committee may decide to make the purchase on a single quotations basis.

**Purchases from Super Bazar, Kendriya Bhandar or Government approved agencies**

Purchase from such sources can be made straightaway without inviting competitive quotations with a monthly ceiling of Rs.25,000/= per indent with annual ceiling of Rs.3.00 lacs from any of the Government approved agencies. Rate contract can also be invited.

## **Repeat orders**

Repeat orders on the same firm may be placed with the approval of the Executive Secretary/General Secretary within six month of the original purchase, if there has been no decrease in the rates.

## **Emergent requirements**

For emergent requirements, deviation from the above guidelines may be permitted with the approval of the General Secretary.

### **42. Acceptance of stores, equipment/machinery and other supplies**

All material received from the supplier would require to be examined, counted, measured or weighed as the case may be with reference to specifications, before the delivery is taken. Such verification will be done by the official(s) nominated for the purpose.

## **Entry in stock register**

After taking delivery of stores, equipment and machinery, necessary entries will be recorded in the appropriate stock register by the person entrusted with the maintenance of stock and stores records. He/she will record a certification of supply having been received in order to that effect on the suppliers' bills before these are passed on to the Accounts Section for payment.

## **Earnest money**

The Purchase Committee may, at its discretion, call for earnest money in special cases of fabrication and supply at the tendering stage. Appropriate decision on acceptance of a quotation, not accompanied by earnest money may be taken by the Purchase Committee by recording the same in writing.

## **Security deposit**

In case of contracts/purchases costing over Rs.50,000/=, the successful tenderer will have to furnish security deposit equal to 5% to 10% of value of contract (as may be decided by the Purchase Committee) depending upon the nature of items either in the shape of a Bank Guarantee valid for the contracted period of delivery, to be renewed from time to time till actual completion of supplies, or Deposit-at-call

Receipt of any Nationalized Bank or by deduction from running bills of the contractor/supplier. The security deposit is liable to be forfeited in the event of breach of contract by the contractor/supplier.

### **Guarantee/Warranty**

Necessary Guarantee/Warranty with regard to the specifications, quality of stores, performance of equipment and machinery, period of free service, as agreed to between the Academy and the suppliers/contractors on the conclusion of the contract, will be invariably obtained, in writing, by the Academy from the supplier before making the payment.

#### **43. Issue of purchase orders**

It will be ensured that the terms and conditions of purchases, including levy of taxes, strictly conform to the terms contained in the suppliers' quotation and/or the modifications agreed to between the parties on negotiation. The purchase orders will be signed by the Officer to whom this power has been delegated.

#### **44. Service Contracts**

Annual maintenance contracts of machineries of sophisticated and sensitive nature and of heavy installations including those of proprietary nature shall preferably be given to the suppliers from which these were purchased. Rates may be negotiated at the time of purchase.

Service contracts for fire & water management, DG set operation, electrical, air-conditioning operation, net-working, computer maintenance, PEBX maintenance, security, etc. may be given on competitive rates after fulfilling the administrative procedure.

#### **45. Contracts with other Parties**

All contracts by or on behalf of the Academy shall be signed by the Executive Secretary or by an Officer of the Academy empowered by him.

## Appendix I

Sl. No.	Post/Scale	Age	Essential Qualification	Experience	Desirable qualification
1.	Executive Secretary ` 37400-67000 with G.P. ` 8900/=	Above 45 yrs	P.G. Degree in Science & Technology; and Ph.D./D.Phil.	15 yrs experience at responsible position in an R & D Institution, management & Coordination of S&T Programme	Post.Doc. Fellowship (paid or Hony.)
2.	Dy. Executive Secretary ` 37400-67000 with G.P. ` 8700/=	Preferably below 50 yrs	M.Sc./M.Com./M.Lib./MCA/ BE/CA/MBA	10 years experience in responsible position in relevant field in any institution of repute	Ph.D./D.Phil.
3.	Assistant Executive Secretary – I ` 15600-39100 with G.P. ` 7600/=	Preferably below 45 yrs	M.Sc./M.Com./M.Lib./MCA/ BE/CA/MBA	7 years experience in responsible position in relevant field in any institution of repute	Ph.D./D.Phil.
4.	Assistant Executive Secretary – II ` 15600-39100 with G.P. ` 6600/=	Preferably below 45 yrs	M.Sc./M.Com./M.Lib./MCA/ BE/CA/MBA	5 years experience in responsible position in relevant field in any institution of repute	Ph.D./D.Phil.
5.	Assistant Executive Secretary – III ` 15600-39100 with G.P. ` 5400/=	Preferably below 35 yrs	M.Sc./M.Com./M.Lib./MCA/ BE/CA/MBA	5 years experience in responsible position in relevant field in any institution of repute	Ph.D./D.Phil.
6.	Section Officer – I Sr. Services Supervisors/Senior Project Supervisor ` 9300-34000 with G.P. ` 4800/=	Preferably below 35 yrs	B.A./B.Com./B.Sc./B.Lib/BE/ BCA	3 years experience in responsible position in relevant field in any institution of repute	M.Sc/M.Com./ MA/MBA/CA
7.	Section Officer – II Sr. Services Supervisors/Senior Project Supervisor ` 9300-34800 with G.P. ` 4600/=	Preferably below 35 yrs	B.A./B.Com./B.Sc./B.Lib/BE/ BCA/B' level course or equivalent	3 years experience in responsible position in relevant field in any institution of repute	M.Sc/M.Com./ MA/MBA/CA
8.	Section Officer - III Sr. Services Supervisors/Senior Project Supervisor ` 9300-34800 with G.P. ` 4200/=	Preferably below 35 yrs	B.A./B.Com./B.Sc./B.Lib/BE/ BCA/B' level course or equivalent	3 years experience in responsible position in relevant field in any institution of repute	M.Sc/M.Com./ MA/MBA/CA
9.	Assistant/Services Assistant/Project Assistant ` 5200-20200 with G.P. ` 2400/=	Preferably below 35 yrs	B.A./B.Com./B.Sc./B.Lib/BE/ BCA/B' level course or equivalent	3 years experience in responsible position in relevant field in any institution of repute	M.Sc/M.Com./ MA/MBA/CA
10.	Helper – Grade I ` 5200-20200 with G.P. ` 2400/=	Preferably below 30 yrs	Matriculate, ITI Diploma in relevant trade		Senior Secondary/ Intermediate
11.	Helper – Grade II ` 5200-20200 with G.P. ` 1800/=	Preferably below 30 yrs	Matriculate, ITI Diploma in relevant trade		Senior Secondary/ Intermediate
12.	Helper – Grade III ` 4440-7440/= with G.P. ` 1300/=	Preferably below 30 yrs	Matriculate, ITI Diploma in relevant trade		Senior Secondary/ Intermediate

A/11/11/03 II

Minutes of the Meeting of the Sub-committee for considering medical assistance for staff of the National Academy of Sciences, Allahabad

A Sub-committee constituted by the Standing Finance Committee of the National Academy of Sciences, Allahabad in connection with the welfare of its staff met at Allahabad Lucknow on November 07, 2003. The following were present:

1. Prof. B.N. Dhawan
2. Prof. H.C. Khare
3. Dr. P.K. Seth

The sub-committee reconsidered the draft document prepared by the Academy and the rate list containing the list of recognized private hospitals and diagnostic centres in Allahabad under CGHS and their approved rates. The sub committee recommends the following providing medical aid to employees and their family:

A) For Out-door Treatment

- i) The employees can get outdoor treatment from one of the private hospitals recognized by CGHS at Allahabad and the cost of the treatment will be fully reimbursed.
- j) If employees take treatment from any other registered general medical practitioner, then the maximum reimbursable amount in a year will be limited to Rs.2000/- only.

B) For In-door Treatment

- i) In-door treatment should be obtained at the MLN Medical College, at a Government Hospital, or at a private hospitals recognized by the CGHS, Allahabad.
- ii) In case of the Govt. Hospitals, the total charges will be reimbursable.
- iii) In case of the Private Hospital, the reimbursement will be limited to the rates prescribed by the CGHS, Allahabad.

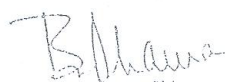
C) Medical emergencies:

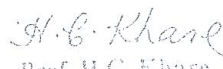
In case of emergencies, treatment will be obtained at any hospital, but Academy must be informed within 48 hours and the patient should be shifted to an approved hospital as soon as feasible.


Reimbursement beyond 48 hours may be limited to the rates approved by CGHS,

Reimbursement

All claims for medical assistance, duly filled in the prescribed format and supported by the documentary evidences must be submitted to the Academy within 3 months of the incurring expenses.

  
Prof. B.N. Dhawan

  
Prof. H.C. Khare

  
Dr. P.K. Seth