



NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH

(An Autonomous Body under Ministry of Earth Sciences, Government of India)
Headland Sada, Vasco-da-Gama, Goa – 403 804

BYE LAWS -2022

INTRODUCTION

VISION

To contribute towards building scientific capability besides carrying out scientific research of National relevance and to play pivotal role in running strategic Polar and Ocean programs which are directly of country's interest in terms of exploring and exploiting resources towards socio-economic benefit of the society.

MISSION

- 1.1 To plan, promote, co-ordinate and execute the entire gamut of polar science and logistic activities of the country in order to ensure a perceptible and influential presence of India in Polar Regions and deep oceans and to uphold our strategic interests in the global framework of nations in the Polar Regions and the surrounding oceans.
- 1.2 Augment the logistical assets of the country including new research bases, polar research vessels, scientific augmentations;
- 1.3 Expansion of a significant, interdisciplinary observing network to support a new robust earth system models;
- 1.4 Unified scientific social outreach program to plan and implement improved mechanisms for reaching out to people and develop enhanced international collaboration in scientific field;
- 1.5 Use the congregation of emerging technologies for the scientific study in strategic programs.

PART - I

In exercise of the powers conferred by Rules 9.4(3) & 20 of the Rules & Regulations of National Centre for Polar and Ocean Research and in supersession of the bye-laws dated 11.12.2014 adopted by the Institute (then National Centre for Antarctic and Ocean Research), the Governing Body / Council of the Institute hereby frames these bye-laws with the sanction of the Central Government. The bye-laws have been revised by the Governing Body / Council at its 45th meeting held on 20th September 2021 and approved by the Ministry of Earth Sciences, New Delhi vide email dated 07.09.2021.

1. Short Title and Commencement

- 1.1. These Bye-laws shall be called the "Bye-laws of the National Centre for Polar and Ocean Research. These shall come into effect from 27.05.2022.
- 1.2. These Bye-laws shall be read in conjunction with the Rules and Regulations of the National Centre for Polar and Ocean Research.

2. Definitions and Interpretation:

In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

"Central Government" means Ministry of Earth Sciences (MoES) under Government of India"

"Director" means Director of National Centre for Polar and Ocean Research

"Administrative Officer" means the Administrative Officer of the Institute appointed under the Rules;

"Accounts Officer" means the Accounts Officer of the Institute appointed under the Rules;

"Bye-laws" means these Bye-laws framed under Rules 9.4(3) & 20 of the Rules and Regulations;

"Finance Committee" means the Finance Committee of the Institute;

"Financial Year" means the period from 1 April to 31 March of the following year;

"Institute" means National Centre for Polar and Ocean Research;

"Rules" shall mean and include the Rules and Regulations of the Institute;

CHAPTER- I

SOCIETY / GENERAL BODY MEETINGS & PROCEDURE

3. Meetings:

- 3.1. The Society / General Body of the Society shall meet at least once in a year at such place and date as may be fixed by the Director with the approval of President. For the purpose of this rule, each year shall be deemed to commence on the first day of April and terminate on the 31st day of March of the following year.
- 3.2. A special meeting of the Society / General Body may be called at any other time by the President, either on his own initiative or at the request of not less than four members of the Society / General Body .

4. Notice of meeting:

For any meeting of the Society / General Body, at least fifteen days notice shall be given to the members. Non receipt of notice of any meeting of the Society / General Body by any member shall not, however, invalidate the proceedings of the meeting.

5. Quorum and Procedure:

- 5.1. 1/3rd majority including the President shall constitute a quorum at any meeting of the Society / General Body.
- 5.2. In case of difference of opinion among the members, the opinion of the majority shall prevail.
- 5.3. Each member of the Society / General Body, including the President, shall have one vote, and if there be a tie on any question to be determined by the

Society / General Body, the President shall, in addition, have and exercise a casting vote.

6. Adjourned meeting:

If there is no quorum at the expiry of fifteen minutes after the time fixed for the scheduled meeting, the meeting shall be adjourned to such a date as the President may fix. No quorum shall be necessary for a meeting adjourned for want of a quorum.

7. President of the meeting:

The President of the Society / General Body shall preside over all the meetings of the Society / General Body. In the absence of the President i.e. Honorable Minister, nominee of the President to chair the Society / General Body and the nominated member shall exercise all the rights and privileges of the President for that Society / General Body Meeting.

8. Minutes:

The Director as the Member Secretary shall keep the minutes of the meetings of the Society / General Body and send a copy of the minutes of every such meeting to the members as early as possible.

9. Vacancy:

Any casual vacancy in the Society / General Body shall be filled by nomination by the President in consultation with the Secretary, MoES, and the member so nominated to fill such a casual vacancy, shall hold office for the remainder of the term of the member in whose place he has been nominated.

CHAPTER- II

GOVERNING BODY / COUNCIL MEETINGS & PROCEDURE

10. Meetings:

10.1. The meetings of Governing Body / Council shall be convened not less than twice every year by the Director at such place and date as may be fixed by him in consultation with the Chairperson. For the purpose of this rule, each year shall be deemed to commence on the first day of April and terminate on the 31st day of March of the following year.

10.2. A special meeting of the Governing Body / Council may be called at any other time by the Chairperson, either on his own initiative or at the request of not less than four members of the Governing Body / Council.

11. Notice of meeting:

For any meeting of the Governing Body / Council, at least fifteen days notice shall be given to the members. Non receipt of notice of any meeting of the Governing Body / Council by any member shall not, however, invalidate the proceedings of the meeting.

12. Quorum and Procedure:

12.1. 2/3rd majority including the Chairperson and FA (or his nominee), shall constitute a quorum at any meeting of the Governing Body / Council.

12.2. In case of difference of opinion among the members, the opinion of the majority shall prevail.

12.3. Each member of the Governing Body / Council, including the Chairperson, shall have one vote, and if there be a tie on any question to be determined

by the Governing Body / Council, the Chairperson shall, in addition, have and exercise a casting vote.

13. Adjourned meeting:

If there is no quorum at the expiry of fifteen minutes after the time fixed for the scheduled meeting, the meeting shall be adjourned to such a date as the Chairperson may fix. No quorum shall be necessary for a meeting adjourned for want of a quorum.

14. Chairperson of the meeting:

The Chairperson of the Governing Body / Council shall preside over all the meetings of the Governing Body / Council. In the absence of the Chairperson i.e. Secretary, MoES, he shall nominate a member to chair the meeting and the nominated member shall exercise all the rights and privileges of the Chairperson for that meeting.

15. Minutes:

The Member Secretary, in consultation with the Director, shall keep the minutes of the meetings of the Governing Body / Council and send a copy of the minutes of every such meeting to the members as early as possible.

16. Vacancy:

Any casual vacancy in the Governing Body / Council shall be filled by nomination by the Secretary, MoES in consultation with the Director, and the member so nominated to fill such a casual vacancy, shall hold office for the remainder of the term of the member in whose place he has been nominated.

17. Business by Circulation:

Any business of the Institute to be performed by the Governing Body / Council, except such as may be placed before the meetings of the Governing Body / Council, may be carried out within fifteen days from the date of circulation among all its members and any resolution, so circulated and approved by a majority of the members who have signified their approval, or disapproval of such resolution, shall be as effective and binding as if such resolution had been passed at a meeting of the Governing Body / Council. The resolution as approved by the Governing Body / Council should be reported at the next meeting of the Governing Body / Council.

18. Advisory Committees:

The Governing Body / Council may appoint advisory committees consisting of its own members or of other persons or both to report to it upon any matter concerning the Institute.

18A. Scientific / Research Advisory Committee:

The Governing Body / Council may, with the approval of Administrative Ministry, constitute a Scientific/ Research Advisory Committee with following composition or as deemed suitable by the Governing Body / Council: -

Sl.	Name of the Member	
(1)	An eminent Scientist decided by Society in its annual meeting for term of three years and / or as decided by the Society	Chairperson
(2)	Scientist 'G' / "H" level Officer of MoES Working as Programme Head of NCPOR	Member
(3)	Director, NCPOR	Member
	Nominated Members	
(4) to (7)	Four permanent invitees from amongst the experts in the Governing Body / Council of NCPOR nominated by Chairperson of the Governing Body / Council	Members

(8) to (12)	Five experts (including one from overseas) nominated for a term of three years as decided by President of the Society	Members
(13)	Senior Scientist , NCPOR	Member Secretary

19. Committees of the Governing Body / Council:

The Governing Body / Council may appoint Committees from amongst its own members or the staff of the Institute or both, and may assign to such committees such powers and duties as are in accordance with the Rules and Bye-laws. However, Committees to manage activities internal to the Institute such as Library, workshop, Stores, etc. shall be appointed by the Director from amongst the members of the staff.

CHAPTER – III
FINANCE AND ACCOUNTS

20. Preparation of Budget Estimates:

Not later than the 1st August of each year the Director shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the ensuing financial year. These estimates will be prepared in two parts:

- Part I: Relating to capital works and other items of capital nature; and
- Part II: Relating to income and expenditure on revenue account.

21. Sanction of Budget Estimates:

21.1. In the first week of August every year, the Director shall send the Budget estimates for the ensuing financial year before the Finance Committee. With the remarks and recommendations of the Committee the budget estimates shall be submitted to the Governing Body / Council for approval in such manner and at such time as decided by the Governing Body / Council. The budget estimates shall thereafter be submitted to the Government of India for approval not later than the 30th September in each year.

21.2. The approval of the Governing Body / Council or the competent authority as the case may be is necessary to all schemes proposed to be financed from the funds of the Institute.

22. Appropriation

22.1. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these bye-laws.

22.2. The Director shall have full powers for carrying out all expenditure within the budgeted grant as per provisions of GFR & DFPR. However, he may delegate such powers to the extent approved by the Governing Body / Council to one or more employees of the Institute who shall exercise the delegated powers in accordance with GFR & DFPR.

23. Re-appropriation:

The Director shall have the power to make re-appropriations subject to the following conditions:

23.1. Re-appropriation to augment the provision under the head "Salaries, Allowances and Provident Fund/Pension Contributions" shall require the prior consent of the Governing Body / Council.

23.2. No re-appropriation shall be made from the head of Capital Expenditure to the head of Revenue Expenditure or vice versa.

23.3. Re-appropriation within the heads of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Governing Body / Council and MoES.

24. Financial & administrative powers

24.1. The Governing Body / Council shall have the Financial and Administrative powers as vested to the Administrative Ministry concerned of the Central Government as per guidelines contained in DST OM NO.A.I/Misc/002/98 dated 27-01-1999 as amended from time to time (Annexure-I).

24.2. The Director of the Institute shall have the Financial and Administrative powers as may be delegated by the Governing Body / Council which in any case would not be less than the corresponding powers vested in the Head of

Department of a Central Government Department.

24.3. The proposals relating to emoluments structure i.e. adoption of pay-scales/Pay Bands and Grade Pay, allowances and revision thereof and creation of posts would need the prior approval of the Central Government.

24.4. In the event of a disagreement between representative of the Ministry of Finance (i.e. AS / JS & FA, MoES) and the Chairman of the Governing Body / Council on any financial matter beyond the delegated powers of the Administrative Ministry, the matter may be referred to the Minister of the Administrative Ministry and the Finance Minister for a decision, as the case may be.

24.5. **Finance Committee:**

24.5.1. There shall be a Finance Committee in the Institute. Its present composition is as follows:-

Sl.	Ex-Officio members	
(1)	Financial Adviser, Ministry of Earth Sciences	Chairperson
(2)	Scientist 'G' / "H" level Officer of MoES Working as Programme Head of NCPOR	Member
(3)	Director, NCPOR	Member
(4)	Head-in-Charge of Administration/ Admin Officer of NCPOR	Member
(5)	Senior Finance Officer / Accounts I/C of NCPOR *	Member Secretary
	Nominated Members	
(6)	Director of another Autonomous Institute of ministry of Earth Sciences, nominated by Chairperson of the Society	

(7) & (8)	Two experts with Finance background nominated for a term of two years or as decided by the President of the Society	
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* Note: Finance Officer will be the Member Convener of the Finance Committee.

24.5.2. All the proposals involving financial implications, Annual Report and Accounts, Audited Statement of Accounts and Annual Budget etc. shall be placed first before the Finance Committee for consideration and making appropriate recommendations before their submission to the Governing Body / Council.

24.5.3. The tenure of the Finance Committee is co-terminus with the tenure of the Governing Body / Council.

24.5.4. The Finance Committee to:

- a) Consider the annual budget estimates and the revised estimates of the Institute and to make recommendations to the Governing Body / Council.
- b) Review the finance of the Centre from time to time and to make recommendations to the Governing Body / Council.
- c) Consider the annual statements of accounts and the audit report thereon and make recommendations to the Governing Body / Council.
- d) Recommend financial allocation for intramural or collaborative programmes to the Governing Body / Council.

25. Expenditure Sanction

25.1. No expenditure from the funds of the Institute shall be incurred without the sanction of authority competent under these rules.

- 25.2. The Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.
- 25.3. The Head of Administration/Administrative Officer of the Institute shall have powers of Head of Office (as laid down in DFPR) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Body / Council from time to time.
- 25.4. The Director shall keep a watch over expenditure against the grants sanctioned by the Governing Body / Council. In cases where expenditure under any scheme or item of expenditure is likely to exceed the sanctioned grant, he shall make a reappropriation not exceeding 10% of the original budget provided for that scheme from anticipated savings from other schemes and subject to the conditions under Sr.No.14 above. In case where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Governing Body / Council's approval and obtain the supplementary grant before incurring the expenditure.
- 25.5. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.
- 25.6. The Governing Body / Council of the Institute shall have full powers in the matter of incurring miscellaneous/contingent expenditure.
- 25.7. The Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Governing Body / Council from time to time
- 25.8. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and such other conditions as the Governing Body / Council and the Central

Government may like to impose from time to time.

26. Permanent Advance

A permanent advance of a sum to be fixed from time to time by the Governing Body / Council may be kept by the Accounts Officer for cash payments. Imprest for field station or any other Division of the Institute may be fixed by the Director.

27. Execution of Contracts on behalf of the Institute

All agreements, contracts etc. which may be necessary for the proper conduct of business of the Institute shall be executed on behalf of the Governing Body / Council by the Director or by an officer of the Institute authorized by the Governing Body / Council for the purpose.

28. Funds of the Institute

The funds of the institute will consist of the following:

- 28.1. Grants sanctioned and released by the Central Government for the furtherance of the objects of the Institute
- 28.2. Contributions or grants received from other sources approved by the Governing Body / Council/MoES
- 28.3. Income from investments, consultancy and other charges, gifts, donation etc.
- 28.4. Receipts from other sources as approved by the Governing Body / Council.
- 28.5. Corpus Funds, to which contributions from various sources and/or such funds as the Governing Body / Council may so approve, shall be credited.
- 28.6. Grants and Funds received from various other sources for specified projects etc.

29. Investments

- 29.1. The funds of the Institute may be invested only in such manner as may be prescribed by the Governing Body / Council. The Government grant may be invested in accordance with the instructions of the Central Government issued from time to time.
- 29.2. All investments of the funds of the institute shall be made in the name of the Institute. All purchases, sales or/alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by the Director on behalf of the Governing Body / Council. The safe custody of receipts and other relevant documents will remain in the personal charge of the Finance/Accounts Officer of the Institute and will be verified once in six months by the Competent Authority specified by the Governing Body / Council.
- 29.3. The Director or any other person as may be authorized by the Director on his behalf shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

30. Drawal of funds

- 30.1. Receipts: All moneys received for or on behalf of the Institute shall be placed in a current account or savings bank account or fixed deposit account in the name of the Institute with any nationalized/scheduled banks as approved by the Governing Body / Council.
- 30.2. Payments:
- 30.2.1. Payments by and on behalf of the Institute shall ordinarily be made by e-payment, Direct Benefit Transfer Scheme (DBT), demand drafts or cheques or cash as the case may be. All the cheques will be signed or the e-payments authorized by any two of the following from the Institute:
- (a) Head of Finance & Accounts/Accounts Officer.

(b) Head of Administration/Administrative Officer.

(c) Director.

(d) Director with the approval of Governing Body / Council may authorize any other official of the Institute to sign the cheque or e-payments in the absence of any of the officials mentioned above,

30.2.2. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.

30.3. All cheque books will be kept in the personal custody of the Director or any other person as may be authorized by the Director on his/her behalf.

30.4. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.

30.5. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by officer(s) of the Institute authorized by the Director for this purpose before these are passed by the Accounts Officer for payment. All bills will be checked in the nature of Pre-audit and passed for payment by the Accounts Officer. The monthly pay and allowance bills shall be submitted directly by the Accounts Officer and passed for payment by him. Payment will be made by means of e-payment, DBT, demand drafts or cheques or cash as the case may be.

30.6. Tour of the employees of the Institute shall be sanctioned by the Director. Tour of the Director within the country may be sanctioned by him, however for foreign tours of Director, approval of Chairman GC to be obtained.

30.7. The foreign deputation proposal for Scientist E and above at the Institute should be approved by the Chairman, Governing Body / Council National

Centre for Polar and Ocean Research and that of Scientist D and below of the Institute shall be approved by the Director in accordance of the directives of Government of India issued from time to time .

31. Accounts

31.1. The Accounts Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body / Council in consultation with the Central Government. Head of Finance & Accounts/Accounts Officer will be responsible to the Director for accuracy and completeness of the Accounts of the Institute.

31.2. The Institute may seek assistance of a qualified Accountant/Auditor, to assist the Director to devise procedures for meeting accounting standards, procedures and practices the Institute. The terms and conditions of service of the Accountant/Auditor shall be as laid down by the Governing Body / Council from time to time.

31.3. The Accounts Officer will be responsible to the Director for the accuracy and completeness of the accounts of the Institute. The Accounts Officer shall also render necessary advice to the Director in all proposals involving financial implication.

32. Audit:

32.1. The Accounts of the Institute shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXVIII of 1949), to be appointed by the Governing Body / Council.

32.2. The Accounts of the Institute shall be audited annually by a Chartered Accountant or Accountants as defined in the Chartered Accountants Act, 1949 (XXVIII of 1949), to be appointed by the Governing Body / Council.

33. Annual Accounts, Audit and Results of Audit:

33.1. The accounts of the Institute shall be subject to annual audit by the Chartered Accountant or Accountant appointed according to relevant rule of Memorandum of Association and Rules and Regulations of the Institute and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant or Accountants appointed as stated above.

33.2. The auditor shall ensure observance of the following stipulations of the Central Government:

- (a) Proper accounts of expenditure incurred from Government grants and all other sources be maintained;
- (b) An adequate system of internal check and control should exist to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
- (c) A proper record be maintained of assets acquired from Government grants and all other sources together with the cost of acquisition shown against each item;
- (d) Proper stores accounts and maintenance of consumable stores be kept and physical verification under proper supervision be carried out each financial year;
- (e) A system of reporting to the Governing Body / Council on losses of cash, stores and other assets after proper investigation to be followed as per the guidelines of Government of India issued from time to time.

- 33.3. For undertaking the required tasks the Chartered Accountant shall have the right to demand the production of account books, connected vouchers and other documents.
- 33.4. The accounts of the Institute as certified by the Chartered Accountant along with the annual Report shall be forwarded annually to the Governing Body / Council and to the Central Government latest by 30th September each year and also to the other authorities/bodies as directed by the Governing Body / Council.
- 33.5. The Director may delegate his powers to the Administrative Officer (as laid down in DFPR) and/or to such other officers of the Institute as may be necessary with the approval of the Governing Body / Council.
- 33.6. All sanctions and orders of delegations of competent authorities under the Rules and Regulations or these Bye-laws affecting the accounts of the Institute shall be recorded and maintained in the due manner.

CHAPTER -IV
ACADEMIC / RESEARCH ACTIVITIES

34. Scholarships, Fellowships, Grants-in-aid, Special Programmes, Faculties etc.:

34.1. In order to carry out the objectives of the Institute as set forth in the Memorandum of Association, the Governing Body / Council may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and projects. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic/research work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students registered for a Ph.D. degree in any University or Academic/Research Institution which has acquired the status of a University. These students will be registered with a Scientist of Institute as supervisor/guide. The applicable Rules in this regard will be hosted on the Institute website.

34.2. The terms and conditions governing activities mentioned in the above Bye-law shall be as laid down by the Governing Body / Council.

35. Honorary Fellows and Visiting Scientists etc.:

35.1. **Honorary Fellows:** The Governing Body / Council may, on the recommendation of the Director, appoint Honorary Fellows. Honorary Fellowships may be conferred by the Governing Body / Council on eminent Scholars/Scientists in recognition of their distinguished contribution to knowledge in subjects in which the Institute is interested or on persons who have rendered eminent service to the Institute or on persons who have made noteworthy and lasting contributions to the cause of fundamental research. Honorary Fellows shall enjoy such privileges as may be decided by the Governing Body / Council in accordance with the prevailing directives of MoES amended from time to time.

35.2. Visiting Scientists:

35.2.1. Scholars/ Scientists may be invited or admitted to the Institute for short periods as visiting Scientists for participating in the work of the Institute. Visiting Scientists may be paid such honoraria and other facilities as may be decided by the Director as per the MoES instructions on the purpose from time to time.

35.2.2. These scholars may be designated as Visiting Professor/Scientist or Adjunct Professor/ Scientist with the terms of their appointment outlined at Annexure II & III, respectively.

35.2.3. The Director may invite scientists actively engaged in research in a field of interest to the Institute to deliver lectures and participate in its activities. Invited Scientists may be paid such honoraria and other facilities as may be decided by the Director as per the MoES instructions on the purpose from time to time.

35.3. Emeritus Scientists: The Governing Body / Council may, on the recommendations of the Director, designate a Scientist who has retired from the Institute after a long and distinguished service, as Distinguished Scientist who shall enjoy such privileges as may be decided by the Governing Body / Council in accordance with the prevailing directives of the Central Government and amendments thereof.

CHAPTER V

PATENTS AND CONSULTATION

36. Patents and Consultancy:

36.1. Scientific and Industrial Consultancy:

The Director shall, from time to time, regulate the work relating to scientific and industrial consultancy with the approval of the Governing Body / Council as per the norms/guidelines issued by Central Government from time to time.

36.2. Industrial Research and Patent Rights:

The Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute, the person(s) or organization(s) in whose name(s) such patents are to be taken and the distribution of the profits if any accruing from such patents can be utilized on the recommendation of Finance Committee which is duly approved by the Ministry.

36.3. Contribution to Scientific Periodicals

Contributions to scientific journals resulting from work carried on at the Institute by the employees of the institute shall contain the Institute's name. A copy of every such contribution shall be sent to the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the prior approval of the Director.

36.4. Extra mural lectures

Employees of the institute may, with the prior permission of the Director, accept invitations to give lectures in their field of work to Universities or learned societies, provided such lectures do not interfere with their work at

the institute. The honorarium if any, received by them in this regard should be reported to the Director

36.5. Examinerships

The employees of the institute may, if invited to do so, and with the prior approval of the Director, accept university's or equivalent autonomous institutions' examinerships normally for the post-graduate and doctoral students. The honorarium / fees if any, received by them in this regard should be reported to the Director.

36.6. Attendance at scientific conferences

36.6.1. Director is authorized to depute Members of staff to attend scientific conferences, symposia and congress in India and for specialized training or work of the Institute.

36.6.2. The participation of the Director at Conferences, symposia and congress abroad, shall be with the prior approval of the Chairman, Governing Body / Council.

CHAPTER VI

COMMITTEES

37. Committees etc.:

37.1. Procedure for conduct of business of Committees:

The procedure prescribed in the Rules and Regulations and Bye-laws for the conduct of meetings/business of the Governing Body / Council shall also apply mutatis, mutandis to the various committees constituted by the Governing Body / Council. The powers and functions of such Committees and the terms of the office of their membership shall also be laid down by Governing Body / Council from time to time.

37.2. Acts of Committees, etc. not invalidated by vacancies, etc.:

Notwithstanding anything contained in these Bye-laws, no act of any of the authorities/bodies or committees appointed by any of the authorities/bodies or constituted under the provisions of these Bye-laws shall be invalid merely by reason of (a) any vacancy therein or defect in the constitution thereof, or (b) any defect in the nomination or appointment of a person as a member thereof, or (c) any irregularity in its procedure not affecting the merits of the case.

37.3. Sitting Fee:

The sitting fees to be paid to the external members shall be in accordance with prevalent Central Government rules on the matter, in addition to TA/DA for attending the official meetings of the Society / General Body/Governing Body / Council/Finance Committee/Sub Committee etc. of the Governing Body / Council.

37.4. Travelling Allowance

In regard to Travelling Allowance and Daily allowance for travel in connection with the business of the Institute, the Fundamental and

Supplementary rules (FR/SR) framed by the Government of India and such other Rules and orders issued by the Government of India from time to time shall apply mutatis mutandis to the members of the Governing Body / Council and staff of the Institute.

- 37.5. The Member Secretary of the Governing Body / Council shall be the Controlling Officer for T.A. and D.A. bills of Members of the Governing Body / Council/Advisory Committee / Sub-Committees of the Governing Body / Council etc.

CHAPTER -VII

SERVICE CONDITIONS

38. Service Conditions, Recruitment, Promotion etc.:

38.1. Appointment on Contract:

The Director shall, on the recommendations of the Principal Investigator of the project, be competent to engage a person on contract for sponsored/short term projects for the duration of such projects. Persons appointed on contract basis will be paid consolidated emoluments or prevalent orders issued by the Central Government. The emoluments and terms of appointment shall be settled in advance between the Centre and the incumbent which shall be consistent with the conditions, if any, stipulated by the funding agency and the same should be ratified by the Governing Body / Council.

38.2. Appointment of Consultants:

The Governing Body / Council may engage consultants for specific purposes and for specified periods on terms and conditions settled in advance with the approval of the Governing Body / Council. The Central Government instructions on the matter will be followed.

39. Service matters:

39.1. Conditions of Service:

The Governing Body / Council shall prescribe the conditions of service of employees of the Institute.

39.2. Recruitment and promotion of staff :

Recruitment and promotion, including upgradation under MFCS assessment, ACP/MACP and merit promotion in respect of all categories of employees of the Society

shall be regulated in accordance with the detailed scheme formulated by the Ministry.

39.3. Scope of Reservation

Scope of reservation will be as per Government of India rules amended from time to time.

39.4. Annual Performance Appraisal Report :

The Governing Body / Council shall lay down a suitable system of Performance Appraisal/Assessment for all categories of employees of the Institute in accordance with the guidelines issued by the Central Government.

39.5. Contractual Service:

The Director within the limit of his delegated powers will outsource and contract out infrastructural, support, maintenance and other related services for the Institute as far as possible. Any person engaged by the contractor will not be considered as an employee of the Institute and shall not be entitled to any claim for service, pay, perks or allowances or benefits etc., on par with the regular employee of the institute.

CHAPTER - VIII

MISCELLANEOUS

40. Matters not covered herein:

- 40.1. **Removal of doubts-** Where a doubt arises as to the interpretation of any of the provisions of these Bye-laws, the matter shall be referred to the Central Government for a decision. In the event of their being any inconsistency between Rules & Regulations and these Bye-laws, the provisions of Rules & Regulations shall prevail.
- 40.2. If any question arises which is not covered by these Bye-laws, the decision of the Central Government shall be the final. In regard to the regulation of any matter not covered hereinabove, recourse shall be taken to Central Government rules/orders etc. on the subject.
- 40.3. Any alteration in the Bye-laws shall be carried out with the approval of the Governing Body / Council and Central Government.

No. AI/Misc./002/98

Dated. 27th January, 1999

OFFICE MEMORANDUM

Subject:- Guidelines for Enhancement of Functional Autonomy of R&D Autonomous Institutions under the S&T Departments/Institutions.

-:-

The Government of India have been considering for sometime the question of making the management in R&D autonomous institutions under the S&T Deptts. more flexible and responsive. Consequently, the Central Government have decided to enhance their financial and administrative autonomy in the manner indicated in the following guidelines:-

(I) FINANCIAL MATTERS

(i) Powers of Governing Bodies/Governing Councils:

In accordance with Rule 13(2) of Delegation of Financial Powers Rules, a Department of Central Government can confer powers, not exceeding those vested in the Department, upon an Administrator or Head of the Department or any other subordinate authority in respect of matters covered by these rules. On the analogy of the above rules, the Governing Councils/Governing Bodies of Autonomous R&D institutions may exercise powers up to the limit of powers enjoyed by the Administrative Ministry/Department concerned except with regard to the following:-

- (a) Creation of posts;
- (b) Write off of losses; and
- (c) Reappropriation exceeding 10% of the original budget provision.

The exercise of enhanced financial powers by the Governing Councils/Bodies would be subject to the provisions of General Financial Rules, restrictions in DFPRs; other instructions/orders now in force and/or to be amended/issued by the Central Government from time to time.

(ii) Powers of Director:

The Director, i.e the Executive Heads of the Autonomous R&D Institutions may be vested with financial powers which are delegated and exercised by the Heads of Departments under the FRs/SRs/GFRs/DFRs, wherever the position is otherwise.

(iii) Financial Flexibility within the Rupee Budget Ceiling:

The Governing Bodies/Councils of the Autonomous R&D institutions would have full financial flexibility subject to the budgetary ceilings and approved budget grant. Thus, the R&D institutions would have full freedom in deciding the consultancy required, fee to be paid, purchase of equipments and vehicles depending upon the requirements of the projects subject to availability of funds and posts, and no supplementary grants would be allowed outside the annual budgetary ceiling, except in emergent situations.

(iv) Powers of Governing Bodies/Governing Councils to sanction schemes :

As per the existing instructions, plan expenditure up to Rs.15 crores is approved by Standing Finance Committee with which the Financial Adviser and the Planning Commission's Representative are associated. In case the Governing Bodies/Governing Councils are represented by Financial Adviser/Planning Commission's representative also (as per standing Finance Committee's constitution) they can approve expenditure upto Rs. 15 crores subject to budgetary provisions.

(v) Accountability:

The Governing Bodies/Governing Councils will be accountable to see that schemes and programmes are properly implemented and the financial propriety is not lost sight of. For this purpose, the Governing Bodies/Governing Councils of autonomous institutions should meet frequently with a view to ensuring that funds have been used as per the programmes/objectives approved by them. At the end of the year, a report in this regard would be furnished to the administrative Ministry concerned.

(vi) Carry-forward/forwarding of unspent balance/income.

The grants of the Autonomous institutions may continue to be budgeted in the Demands of Scientific Deptts. on annual basis. While disbursing the grants to the institutions, the Department may on case-by-case basis fix a reasonable time (as provided in the GFRs) but may be allowed to extend upto six months into the next financial year for utilisation of the grant and the sanctioning authority may include this as one condition in the sanction order. This will be further subject to (i) observance of provisions of GFRs and instructions issued on fiscal management by Government from time to time like ceiling on expenditure, restriction on creation of posts, etc; and (ii) even though expenditure can be incurred within 6 months after 31st March in the next financial year, the opening balance should reflect the actual position and the Budget Division should be kept informed about the deferred expenditure in advance so as to enable it to make budgetary provisions for the next financial year in a realistic manner after adjusting the unspent and uncommitted balance from the subsequent year's grant.

(II) ADMINISTRATIVE MATTERS

Powers of the Governing Bodies/Governing Councils to create posts.

1. The scientific Departments enjoy operational freedom regarding Group B, C & D posts. They are subject to DOPT/MOF's Guidelines in case of Group A Posts. Once the strength of different grades in Group A posts is fixed, there may be no objection to the flexibility of allocating such posts within each grade to any disciplines as per the requirements of the Institute. Transfer of posts among different grades, however, will not be permitted. There is no objection in granting horizontal and not vertical flexibility in the reshuffling of posts.
2. The above guidelines are brought to the notice of the Administrative Ministries / Departments of the Central Government for being communicated to the Autonomous R & D institutions under their administrative control for appropriate action.
3. It is once again emphasized that the exercise of enhanced financial and administrative powers by R & D Autonomous institutions would be subject to the provisions of GFRs/DFPRs; other Central Government Orders issued from time to time, e.g. recently issued Office Memorandum No. F-19(1)- E.II dated 28th August 1998 by the Ministry of Finance.
4. The above guidelines/Scheme would be reviewed by the Central Government after a period of two years and/or as and when required.

(Hindi version of this OM will follow)

Sd/-
(M. M. K. Sardana)
Joint Secretary to the Govt. of India

To
All S&T Ministries/Departments of Government of India.

Copy to:-

1. Ministry of Finance (PF.II Division) w.r.t. their OM No. 33(26) PF.II/92 dated 1.9.1998.
2. Planning Commission (Shri. K. Srinivasan, Principal Advisor (S&T) w.r.t. his letter No. 300013/28/97 S&T dt.3.9.1998)

Sd/-
(M. N. Kalra)
Deputy Secretary to the Govt. of India

**RULES GOVERNING THE
VISITING PROFESSORSHIP/ SCIENTIST AT THE INSTITUTE**

1. The Scheme :

The scheme will contribute significantly towards enabling the scientists of the Institute to keep abreast of the latest developments and advances in the different disciplines and to work at the rapidly advancing frontiers of knowledge. The scheme would go a long way to strengthen the scientific base of the Institute and would also help to accelerate its development as the premier scientific institution in the country in the field of Ocean/Polar/Geo-Sciences/Marine/Atmospheric Sciences/Technologies.

2. Objective :

The objective of the scheme is to invite an eminent scientist in any of the different discipline of Ocean/ Polar/ Geo-Sciences/ Marine/ Atmospheric Sciences/ Technologies from outside India to work at the Institute for a period up to four months in a year. One such scientist would be invited during each financial year. The visiting scientist would deliver lectures in his field of specialization for the benefit of the personnel of the Institute. In addition, some of the research workers of the Institute could also associate themselves with the visiting scientist during his period of stay to work on specific problems.

3. Selection:

The selection of the Visiting Professor/Scientist would be done by the Governing Body / Council on the recommendation of the Director of the Institute.

4. Terms of appointment :

- (i) The appointment of the Visiting Professor/Scientist would be for a period up to four months in a year.
- (ii) The Visiting Professor/Scientist would be paid to and fro air fare by eligible class and the Institute would take care of the local transport, accommodation, boarding, etc during the period of his assignment at the Institute.
- (iii) In addition, the Visiting Professor/Scientist would be paid a monthly honorarium as may be notified from time to time.
- (iv) The lectures delivered by the Visiting Professor/Scientist would be published by the Institute.

5. Periodicity:

Number of Visiting Professor/Scientist per year shall be as per the approval of the Governing Body / Council.

ANNEXURE III OF PART I OF BYE-LAWS

THE TERMS AND CONDITIONS FOR THE APPOINTMENT OF THE ADJUNCT PROFESSORS/ SCIENTIST AT THE INSTITUTE

1 **The Scheme :**

The scheme will contribute significantly towards enabling the scientists of the Institute to keep abreast of the latest developments and advances in the different disciplines and to work at the rapidly advancing frontiers of knowledge. The scheme would go a long way to strengthen the scientific base of the Institute and would also help to accelerate its development as the premier scientific institution in the country in the field of Ocean/Polar/Geo-Sciences/Marine/Atmospheric Sciences/Technologies.

2. **Objective:**

The objective of the scheme is to invite eminent scientists in any of the different discipline of the Ocean/Polar/Geo-Sciences/Marine/Atmospheric Sciences/Technologies from India or outside India to work at the Institute for a period of one month in a year. A maximum of five such scientists could be invited during each financial year. The Adjunct Professor/Scientist would deliver series of lectures and conduct short courses in the field of specialization for the benefit of the personnel of the Institute. In addition, some of the research scholars of the Institute could also associate themselves with the adjunct professor/Scientist during his period of stay to work on specific problems.

3. **Selection:**

The selection of the Adjunct Professor/Scientist would be done by the Governing Body / Council on the recommendation of the Director of the Institute.

4. **Terms of appointment:**

- (i) The appointment of the Adjunct professor/Scientist would be for a period of 3 years. They would work for a month each year.
- (ii) The Adjunct Professor/Scientist would be paid to and fro air fare by eligible class and the Institute would take care of the local transport, accommodation, boarding, etc. during the period of his assignment at the Institute.
- (iii) In addition, Adjunct Professor/Scientist would be paid a **fixed amount** which would be decided at the time of Appointment. The lectures delivered by the Adjunct Professor/Scientist would be published by the Institute.

5. **Periodicity:**

Number of Adjunct Professors/Scientist per year shall be as per the approval of the Governing Body / Council.

NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH

BYE-LAWS - PART II

STAFF RULES

INTRODUCTION

The National Centre for Polar and Ocean Research was registered as a Society on 25.05.1998 under the Societies Registration Act, 1860. The National Centre for Polar and Ocean Research is under the administrative control of the Ministry of Earth Sciences (MoES), Government of India.

1. **Short Title:**

These Rules shall be called the “National Centre for Polar and Ocean Research **(Staff) Rules 2022**”.

2. **Date of Commencement:**

The date of commencement of these rules is _____.

3. **Application:**

3.1. These rules shall regulate the terms and conditions of service of regular employees of the National Centre for Polar and Ocean Research. These rules shall not apply to

- (i) contingent employees;
- (ii) employees engaged on contract basis/outsourced/through contractor;
- (iii) research fellows i.e. Junior Research Fellow, Senior Research Fellow, Post Doctoral Fellow, Research Associates, Visiting and Distinguished Scientists, appointed by the Institute;

3.2. These Bye-laws shall be read in conjunction with the Rules and Regulations of the National Centre for Polar and Ocean Research.

4. **Definitions:**

In these rules, unless the context otherwise requires

4.1. **“Appointing Authority”** in relation to any post in the Institute means the authority competent to make appointment to that post;

4.2. **“Competent Authority”** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Institute or any such orders of the Government. issued for its Autonomous Bodies;

5. **Interpretation:**

In the matter of interpretation of any rules/orders, the decision of the Chairman, Governing Body / Council shall be final unless otherwise, specifically included in these rules.

6. **Power to relax:**

Notwithstanding anything contained in these rules, the Chairman of the Governing Body / Council may relax any of the provisions of these rules for reasons to be recorded in writing. Relaxation should, however, be given in very exceptional and rare circumstances where the operation of any of these rules causes extreme hardship in a case without violating the laid down rules of Government of India.

7. **Repeal and saving:**

These staff rules have been framed by the Governing Body / Council of the Institute under the relevant provisions of the Bye-laws of National Centre for

Polar and Ocean Research in supersession of the earlier bye-laws and service rules adopted by the Institute (then National Centre for Antarctic and Ocean Research). These Staff Rules shall not affect adversely the interests of the existing employees by virtue of the operation of any rule or any order made or any action taken earlier. Any action taken under the old rules prior to the date of promulgation of these rules shall be deemed to have been taken under these rules.

Any of the provisions of these rules can be repealed, modified or altered subject to the approval of Governing Body / Council for sufficient and cogent reasons to be recorded in writing.

CHAPTER VIII

CATEGORIES OF POSTS

8. Classification & Grouping of Posts/Employees of the Institute:

8.1. The posts/employees of the Institute are divided into the following five categories:-

Category (i) **Scientist /Research Staff (i):** Which term includes Director, Scientist H, Scientist G, Scientist F, Scientist E, Scientist D, Scientist C and Scientist B etc. These categories of officers are primarily engaged in R&D and other core activities of the Institute.

Scientific /Research staff (i-A): Which term Scientific Officer Gr-III, Scientific Officer Gr-II, Scientific Officer Gr-I, etc

Category (ii) **Scientific Support Staff:** Which term includes Scientific Assistant Gr-C, Scientific Assistant Gr-B, Scientific Assistant Gr-A etc. These categories of officers are primarily engaged in R&D and other core activities of the Institute.

Category (iii) **Technical Staff:** Which term includes Technician Gr.-E, Technician Gr.-D, Technician Gr.-C, Technician Gr.-B, Technician Gr.-A etc other members of staff doing technical or mechanical work.

Category (iv) **Administrative Staff:** Which term includes the Chief Manager, Senior Manager, Coordinating Officer Gr-III, Manager, Coordinating Officer Gr-II, Joint Manager, Coordinating Officer Gr-I, Asst. Director (OL), Deputy Manger, Coordinator Grade -V, Assistant Manager, Coordinator Grade -IV, Senior Translation Officer, Senior Executive, Coordinator Grade -III, Junior Translation Officer, Executive, Coordinator Grade -II, Junior Executive, Junior Assistant etc.

Category(v) **Non-Technical Maintenance Staff:** Which term includes Multi Tasking Staff.

8.2. In light of India notification extending 7th CPC recommendations to National Centre for Polar and Ocean Research, all post of the Institute shall be classified as under:

S. No.	Description of Posts	Classification of Posts
	Post carrying a Pay Level/ maximum of which is not less than	
1	A Post carrying the pay in the Pay Matrix at the level from 10 to 18.	Group 'A'
2	A post carrying the pay in the Pay Matrix at the level from 6 to 9.	Group 'B'
3	A post carrying the pay in the Pay Matrix at the level from 1 to 5.	Group 'C'

CHAPTER IX
APPOINTMENTS

9. Creation of posts and appointments:

9.1. The Governing Body / Council may propose to create, abolish and upgrade scientific, administrative and other posts in the Institute in accordance with relevant provisions of the Bye-law and the guidelines issued by the Central Government from time to time.

9.2. The Governing Body / Council may provide guidelines regarding appointment procedures essential qualifications etc. for a post from time to time.

9.2.1. Appointment of Director:

Appointment to the post of Director will be made by the Governing Body / Council with the prior approval of the Central Government on the basis of the recommendations of a Search-Cum-Selection Committee. Appropriate rules and procedure for selection of suitable candidate including qualifications to be prescribed will be framed by the Governing Body / Council in accordance with the Government of India guidelines amended from time to time. The Secretary, Ministry of Earth Sciences, (MoES) Government of India shall be the Chairman of the Search-Cum-Selection Committee/as per the notified recruitment rules for the post of Director.

9.2.2. Appointment of other Staff:

Appointments to the sanctioned posts of the Institute shall be made as per the notified recruitment rules. Appropriate rules and procedures for selection of candidates, including the qualifications prescribed for each post will be framed for this purpose by the Governing Body / Council from time to time.

9.2.3. Appointment of Vigilance Officer (VO):

Appointment to the post of Vigilance Officer should be done with the approval of Secretary, MoES and the tenure should normally be up to three (03) years.

CHAPTER X

SERVICE CONDITIONS

10. **Appointment and Duration of Service of the Employees of National Centre for Polar and Ocean Research:**

10.1. **Terms and Conditions offered to the Director:**

The appointment, terms and conditions of the service of the Director shall be laid down by the Governing Body / Council in accordance with **Rule 13** of the Rules and Regulations and in accordance of the prescribed Recruitment Rules.

10.2. **Employment on Contract Basis:** The Governing Body / Council shall have powers to appoint a person with exceptional qualifications and experience to any post or position in the Institute except that of Director on contract basis. The tenure, remuneration, terms and conditions of appointment shall be determined by the Governing Body / Council on the basis of the prevalent orders issued by the Central Government

10.3. **Period of service:** Employees of National Centre for Polar and Ocean Research, excepting the Research / Scientific /Technical / Administrative staff who are appointed on purely temporary or adhoc basis for short periods, and also those appointed explicitly on a contractual basis, shall be appointed on probation as per the provisions on the matter issued by the Central Government. In case a permanent employee of National Centre for Polar and Ocean Research is appointed as the Director of the Institute, then on completion of the tenure as Director, shall have the option to revert to the permanent post at the Institute subject to attainment of the age of superannuation.

10.4. **Oath of Allegiance/ Secrecy:** All employees of the Institute are required to take an oath of allegiance to the Constitution of India in the prescribed form

and the oath is also to be taken by all new entrants to service of the Institute. The oath of allegiance can be taken/ made in English or Hindi. The taking of oath should be made one of the terms of appointment of persons to Government service and record should be maintained as per guidelines/instructions issued by the Central Government from time to time.

10.5. **Secrecy** is to be maintained as per the Official Secret Act. During the course of service, with the Institute, any access to information confidential in nature, regarding operations of the Institute, should neither be divulged to any other person or persons nor will the same be utilized for any other purpose than for the official purpose/operation of the Institute.

10.6. **Probation and Confirmation:** Shall be in accordance with the provisions on the matter issued by Central Government and/or as per the Recruitment Rules of the post concerned.

10.7. **Certificate of Medical Fitness:**

10.7.1. Every employee shall, prior to taking up his first appointment, be medically examined and be certified fit for service by a competent medical officer or a Medical Board as per the laid down provisions issued by the Ministry of Earth Sciences. The fees for the medical examination shall be borne by the employee.

9.1 Annual Medical Examination (AME) for all the regular officers (Group A) above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-MS dated 21.10.2011 amended from time to time shall be adhered to.

10.8. **Agreement:** Every staff member of the National Centre for Polar and Ocean Research shall accept in writing the terms and conditions of his appointment before joining the Institute and again before taking up each

subsequent appointment.

- 10.9. **Appointing Authority:** All appointments of the staff of the National Centre for Polar and Ocean Research except that of the Director shall be made in accordance with procedure laid down Rules and Regulations read with Bye-laws.
- 10.10. **Reservation:** Nothing in these Staff Rules shall affect reservation and other concessions, if any, required to be provided for the candidates belonging to the Scheduled Casts/Scheduled Tribes/Other backwards classes and other special categories of persons in accordance with the orders of the Government of India issued from time to time in respect of appointment made in the Institute.
- 10.11. **Emoluments and Allowances:** The Governing Body / Council shall fix the pay level and other allowances of the staff of National Centre for Polar and Ocean Research from time to time. These will in general follow the Central Government norms in respect of Central Government employees of corresponding categories stationed at Goa, India or the concerned place of posting. The Pay level of various posts at the Institute in terms of 7th Pay Commission as applicable and approved by the Governing Body / Council are given in Annexure-I.
- 10.12. **Superannuation:** The age of superannuation for all members of the staff would be as per Government of India rules in this regard.
- 10.13. **Extension Beyond Superannuation:** The Governing Body / Council/Body may extend the service of any of the employee of the Institute beyond the age of superannuation in accordance with the instructions issued from time to time by the Central Government with the prior approval of Ministry of Earth Sciences.
- 10.14. **Moving Expenses:**

In special cases the Governing Body / Council may reimburse the actual travel and moving expenses of an employee who has joined National Centre for Polar and Ocean Research from any of the recognized institutions that may be so listed by the Governing Body / Council to an extent not exceeding the expenses covered by the Government of India rules.

10.15. Children Education Allowance:

The employees of National Centre for Polar and Ocean Research will be entitled for Children Education Allowance (CEA) as per the orders/rules issued by the Government of India from time to time.

10.16. Ad hoc Bonus:

Ad hoc Bonus will be paid as per guidelines laid down by the Central Government from time to time.

10.17. Moving Expenses on Retirement:

An employee with 10 years of service at National Centre for Polar and Ocean Research shall on retirement be paid moving expenses to his next place of residence in India as per the rules fixed by the Governing Body / Council. These shall not exceed those allowed by the Government of India rules. In case the employee has joined National Centre for Polar and Ocean Research from another institution where he had a similar benefit which he could not avail of, he may carry over the tenure at the previous institution towards the 10 years requirement of service with National Centre for Polar and Ocean Research.

10.18. Leave Travel Concession Scheme:

The employees of the Institute shall be eligible for the Leave Travel Concession scheme as applicable to the Central Government employee.

10.19. Loans and Advances:

- 10.19.1. **Interest bearing advances** for house building and for purchase of conveyance, computer etc. may be granted to employees of the Institute on terms and conditions as are applicable to Central Government employees.
- 10.19.2. **Non - interest bearing advances** such as, advance of LTC, tour etc. may also be granted to the employees on the same terms and conditions as are applicable to Central Government employees,
- 10.20. Forwarding of applications for outside jobs: All applications for outside jobs may be forwarded as per laid down procedures of the Central Government,
- 10.21. **Annual Professional Update Allowance:**
This allowance will be paid to the eligible employees under terms and conditions as may be specified by Government of India from time to time.
- 10.22. **Other Allowances:**
In addition, employees of the Institute shall be eligible for any other allowance as applicable to Central Government employees or recommended by the Governing Body / Council with the prior approval of Administrative Ministry.

CHAPTER XI

RECRUITMENTS

11. **Recruitment / Assessment of Work & Promotion:**

11.1. The posts in the Institute shall be filled by direct recruitment or by assessment or by absorption or by loan basis or by merit promotion or by departmental promotion, transfer on deputation or by absorption in accordance with the rules framed for the purpose by the Governing Body / Council. The particular method of recruitment on each occasion shall be decided by the competent authority depending upon the requirements of the Institute and other relevant factors. Recruitment rules for the posts filled by direct recruitment shall be as notified from time to time by the Central Government or the Institute as the case may be and made available on the Institute Website.

11.2. **General:**

11.2.1. All posts in Group A & B in the Institute meant to be filled by Direct Recruitment shall be advertised in leading news papers (including employment News) on All India basis and through website of the Institute/Ministry. The direct recruitment posts in Group C shall be advertised / notified in Employment News, local news papers etc. and/or by inviting nominations from the Central Employment Exchange and Local Employment Exchange and through website of the Institute/Ministry, as the case may be. All posts falling under deputation / transfer shall be notified in the Employment News and circulated to the concerned organizations and through website of the Institute/Ministry. The time allowed for inviting nominations / applications shall be a minimum of 45 days for mainland areas and 60 days for difficult areas and Islands. There will be no Age limit for the National

Centre for Polar and Ocean Research employees for the posts advertised by the Institute and all other age limit shall be as per the Central Government guidelines on the matter including Government employees/servants.

- 11.2.2. The Institute shall not defray travelling or other expenses of candidates summoned for interview. It shall, however, contribute towards these expenses of eligible candidates as per the guidelines of the Central Government issued from time to time.
- 11.3. The work, performance and conduct of every staff member shall be assessed periodically for the purpose of promotion, as often as may be necessary, according to a system to be prescribed by the Governing Body / Council, in accordance with the Central Government's laid down procedure.
- 11.4. The cases of staff belonging to the categories of Scientific / Research Staff (i) will be assessed for in-situ promotion to the next higher level/grade by a Review Committee constituted for the purpose by the appointing authority under and on the analogy of Modified Flexible Complementing Scheme as being practiced in other similar Research and Development Institutions as per DoPT Office Memorandum No. AB-14017/37/2008-Estt (RR) dated 10th September 2010 and as modified/notified from time to time, which is applicable exclusively to Scientists.
- 11.5. Promotion/elevation of staff in the grades of Scientific Support and Technical staff shall be made only on the basis of Scheme/s/ Rule/s duly notified by the Institute after approval of Governing Body/ Council / Government of India.
- 11.6. The promotion of Administrative and Non-Technical Maintenance Staff would be made only on the basis of Scheme/s/ Rule/s duly notified by the Institute after approval of Governing Body / Council/ Government of India.

These employees would also be governed by the Modified Assured Career Progression Scheme of the Government of India modified from time to time.

11.7. Notwithstanding anything stated in the Bye-laws, promotion, special pay may be granted by the Governing Body / Council to any employee of the Institute for meritorious work and the rules in this regard will be duly notified by the Institute after approval of Governing Body / Council/ Government of India.

11.8. **Stagnation increments:** All the employees of the Institute would also be eligible for the grant of stagnation increments in accordance with the instructions of the Central Government on the subject.

12. **Termination of Service:**

12.1. Procedure for termination of services in accordance with the CCS (Conduct) Rules/CCA rules shall be determined by the Governing Body / Council / Director as the case may be. The following conditions apply:

12.2. **Period of Notice:** The agreement of service of any member of the staff appointed under the Bye-laws may be terminated by either party after giving notice to the other party not less than three months in writing except during the period of probation when the period of notice shall be as specified in the letter of appointment in accordance with the CCS (Conduct) Rules/CCA rules.

12.3. **Curtailement of period of Notice:** Notwithstanding anything contained above: -

- (i) The service of any member of the staff may be terminated by giving a shorter notice than that specified in the above rule on payment of a sum equivalent to the amount of pay plus allowances for the period by which such notice falls short of the period specified;

- (ii) The Director or the appointing authority may accept a shorter period of notice from a member of the staff in special circumstances without payment of pay, etc.

12.4. Leave on termination of Service:

Leave on termination of service shall be regulated in accordance with the rules and regulations of the Central Government issued from time to time.

13. Obedience to Rules and Regulations:

During the period of his service, every employee shall observe, obey and abide by the rules of the Institute and the Bye-laws made from time to time by the Governing Body / Council and all standing orders issued by the Director.

14. Performance of Duties:

Every employee shall at all times maintain absolute integrity, devotion to duty and do nothing which is unbecoming of an employee of the Institute. Every employee shall perform such duties as may be entrusted to him and shall to the best of his ability carry out the lawful directions of the Governing Body / Council, of the Director or of any other person to whose authority he may be subject according to the Rules and Bye-laws of the Institute and the standing orders of the Director. An employee shall devote his whole time to the service of the Institute and shall not take active part in politics, engage, directly or indirectly, in any trade, business or occupation or enter into any remunerative commitment except consultancy assignments taken up with the prior approval of the Governing Body / Council. Members of the staff shall not stand for election or accept nomination to any local body or university authority without the previous permission of the Governing Body / Council in the case of the Director, and of the Director in the case of others as per Government of India guidelines in the matter.

CHAPTER XII
SERVICE BENEFITS

15. Constitution of Pension and Gratuity Funds:

The employees joining on or after 01.01.2004 shall be governed by New Pension Scheme (NPS) and provisions on the matter applicable for the Central Government employees shall be extended to the NCPOR employees. All other benefits like Gratuity, etc shall be regulated as per the provisions approved by the Administrative Ministry. For the purpose of payment of Gratuity, the Institute may make appropriate provision as approved by the Administrative Ministry.

15.1. **Retirement benefits:** The employees joining on or after 01.01.2004 shall be governed by New Pension Scheme (NPS) as amended from time to time or any such provisions/rules/etc on the matter issued by the Central Government. All other retirement benefits like Gratuity, leave encashment, etc shall be regulated as per the provisions applicable for Central Government employees and/or as approved by the Administrative Ministry.

15.2. **CPF:** The Institute shall administer Contributory Provident Fund for all its regular employees joining before 01.01.2004 under NCAOR Contributory Provident Fund Rules 2003.

15.3. **Welfare Fund:** National Centre for Polar and Ocean Research may constitute Welfare Fund for employees of the Institute as per the provisions approved by the Administrative Ministry.

15.4. **Retirement on Medical grounds:** Notwithstanding anything contained in the foregoing Bye-laws, the Governing Body / Council may retire a member of the staff on three months' notice from the service of the Institute, if he/she has been incapacitated for further service on account of permanent physical or mental disability, on the basis of findings of a medical board

constituted in this behalf by the Director. The decision of the Governing Body / Council in this regard shall be final and binding on the member of the staff concerned. The Governing Body / Council may pay such employees three months pay and allowances in lieu of notice, if necessary.

15.5. **Voluntary/Compulsory Retirement:** The Rules for Compulsory/VRS shall be the same as applicable to the employees of the Central Government from time to time.

16. **Medical Scheme:**

A suitable medical scheme for the medical treatment (both inpatient and outpatient) employees and pensioners of the National Centre for Polar and Ocean Research and their families will be provided as approved by the Administrative Ministry.

17. **Telephone facility at residence/Newspaper reimbursement, etc:**

Mobile telephone or internet facility, newspaper reimbursement, etc shall be extended to Director and other eligible employees as per Government of India orders on the subject issued from time to time.

18. **Working hours and holidays:**

The normal working hours of the National Centre for Polar and Ocean Research shall be from 09:00 am to 05:30 pm with a lunch break for half an hour on all working days from Monday to Friday amended as per Government of India guidelines from time to time. All other holidays as observed by the Central Government shall normally be Institute holidays. However, the Director may modify the holidays to meet the requirement/ needs of the Institute. The number of holidays should not exceed the total number of holidays sanctioned to the Central Government Staff. The Director or a member of the staff to whom the power has been delegated by the Director, may for urgent work detain any

employee beyond working hours on any working day or on holidays and grant compensatory leave or such compensation as is admissible to the staff under the Central Government rules for purpose.

19. **Leave Rules:**

Employees will be granted leave (including casual leave, earned leave, leave on medical grounds etc.) in accordance with the leave rules of the Central Government.

19.1. **Authority Empowered to Grant Leave:** Application for leave shall be addressed to the Chairman of the Governing Body / Council by the Director and to the Director by other employees. Leave may be sanctioned by the Director or by a official to whom the power has been delegated by the Director. The Governing Body / Council may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

19.2. **For contractual employees** including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.

20. **Residential Accommodation:**

The Director with the recommendation of the Quarter Allocation Committee may provide quarters, subject to availability, eligibility and entitlement, to eligible scientists/staff according to the Central Government (Directorate of Estate guidelines) rules in force.

21. **Estate Officer:**

Head of Administration/ Engineer (Civil)/ any official nominated by the Director, as the case may be, shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies,

development authorities, municipal Corporations/ Nagar Nigam and the state government.

22. Compassionate Appointments:

All compassionate appointments shall be regulated as per Department of Personnel & Training (DoPT) guidelines issued from time to time.

CHAPTER XIII

DISCIPLINARY MATTERS

23. **Conduct Rules**

The CCS (Conduct) Rules/CCA Rules of the Central Government shall apply mutatis mutandis to the employees of the Institute.

24. **Discipline, Suspension, Penalties and Appeals etc.:**

24.1. **Discipline:**

The authority that appoints a employee of National Centre for Polar and Ocean Research may discharge, remove, dismiss, or impose any other penalty on him/her as per CCS (Conduct) Rules/CCA Rules.

24.2. **Order of Discharge, Removal or Dismissal:**

As per CCS (conduct)/ CCA Rules.

24.3. **Appeals:**

As per CCS (conduct)/ CCA Rules.

24.4. **Consideration of Appeals:**

As per the CCS/CCA Rules issued by the Government of India from time to time.

24.5. **Implementation of Orders in Appeal:**

The authority, that made the order appealed against, shall give immediate effect to the orders passed by the appellate authority.

24.6. **Governing Body / Council's Power to Review :**

Notwithstanding anything contained in rule 24.2 to 24.5, the Governing Body / Council may on its own motion or otherwise, after calling for the records of the case, review any order which is made or is appeal able under these Service Conditions, and

- (i) confirm, modify or set aside, the order,
- (ii) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,
- (iii) remit the case to the appointing authority that made the order or to any other authority directing such further action or enquiry as it considers proper in the circumstances of the case, or
- (iv) pass such other orders as it deems fit, provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty provided he makes representation within 60 days from the date he has been given the said opportunity.

24.7. Review of Orders in Disciplinary Cases:

As per the CCS/CCA Rules issued by the Government of India.

24.8. Pay and Allowances on Acquittal:

As per the CCS/CCA Rules issued by the Government of India.

25. Mechanism of dealing complaints against Sexual Harassment at work Place:

The Institute shall follow Government of India Guidelines so as to fulfill its statutory obligations in this regard. Director is the competent authority to constitute Complaints and Redressal Committee as per Prevention, Prohibition and Redressal Act 2013.

26. RTI: The Institute will be covered under RTI Act 2005 amended from time to time by Government of India.

CHAPTER XIV

DUTIES AND FUNCTIONS OF OFFICERS AND STAFF NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH

27. Duties of the Director:

- 27.1. The Director shall be the chief executive of the Institute and shall be responsible for the day to day management of its activities and overall administration of the Institute including financial management. He shall discharge these responsibilities in accordance with the Rules & Regulations and Bye-laws of the Institute and any instructions issued by the Governing Body / Council from time to time and he shall also act as the Member – Secretary of Society / General Body / the Governing Body / Council of the Institute.
- 27.2. Direction and control of the Staff: All members of the staff of the Institute shall be under the general control of the Director, who may issue standing orders from time to time.
- 27.3. Supervision of work: The Director shall exercise general supervision over the programme of work and the research projects of the Institute.
- 27.4. Coordination of work: The Director may call for the general plan of work of each Division, Section or group as the case may be, at the beginning of each year and at any other time he may consider necessary, and coordinate the work of the various Division or Sections of the Institute.
- 27.5. Annual Reports: The Director shall submit the Annual Reports of the Institute to the Governing Body / Council by the end of June each year.
- 27.6. Current duties: The current duties of the Director when she/he is away on tour or deputation or absent on leave, sickness, etc. will be performed by

an officer to be nominated for that purpose by the Director in consultation with Governing Body / Council, Chairman.

28. Duties of Scientists / Scientific Officers:

28.1. Scientist / Scientific Officers shall participate in and supervise the work of their respective subjects, schemes / projects. The Head of a Project/ Programme Division or any specified Officer will submit reports on the working of the Division, projects or area or laboratory under his charge to the Director. There should be at least one report in the course of a year.

28.2. Each Head of the Project/ Programme Division or specified Officer shall submit to the Director from time to time or when called upon to do so his research programme and that of the members of staff and scholars working with him.

28.3. Sanction of work: All new scheme of research to be conducted at the Institute, which may involve any expenditure, shall be submitted to the Director for sanction.

29. Duties of In-charge, Library:

29.1. **Responsibility for custody of the Library:** The In-charge, Library shall be responsible for the custody of books, manuscripts, periodicals etc. belonging to the Library and shall maintain a complete register and index. The purchase of books and journals including electronic versions for the library will be recommended by the Library Committee for approval by the Director.

29.2. **Library Rules:** The Rules for the management of the Library shall be framed from time to time, as may be found necessary by the Library Committee appointed by the Director to be responsible for the proper functioning of the Library.

- 29.3. **Annual Report:** He/ she shall prepare, by the end of the March every year, annual report on the working of the institute for submission to the Governing Body / Council and to the administrative ministry.
- 29.4. He / she shall coordinate in preparing plan document for the Institute for submission to the Governing Body / Council and Government.
- 29.5. **Purchase of Books:** The Library Committee shall be responsible for purchasing of books with the approval of the Director.
- 29.6. **Stock taking:** The Librarian shall take stock every year of all the books in the Library. The Library Committee may assign personnel to check the report.

30. **Duties of Administrative Officer:**

- 30.1. **Secretarial work:** The Administrative Officer shall assist the Director in all work connected with the meetings of the Governing Body / Council.
- 30.2. **Work under the general control of the Director:** In all matters concerning the Institute, he / she shall act under the general control and orders of the Director.
- 30.3. **Correspondence:** The Administrative Officer shall be in charge of correspondence relating to administration and finances of the Institute, subject to the instructions of the Director.
- 30.4. **Office Management:** The Administrative Officer will be in charge of the administrative staff and the general maintenance staff of the Institute.
- 30.5. **Maintenance of the Premises:** The Administrative Officer will look after the maintenance and upkeep of the premises and the property of the Institute.
- 30.6. **Annual Budget Estimates:** He shall prepare the Annual Budget Estimates of the Institute for submission to the Director.

31. **Duties of other Officers:**

The duties of other officers will be as prescribed by the Director. They will perform duties assigned by the Director in accordance with the standing instructions issued by him from time to time.

ANNEXURE I OF PART II OF BYE-LAW

SCALES OF PAY ADOPTED BY THE INSTITUTE

W.E.F. 01-01-2016

Sr.No	Designation of the post	Pay Level
1	Director	15
2	Scientist – G	14
3	Scientist – F	13A
4	Scientist – E	13
5	Scientist – D	12
6	Scientist – C	11
7	Scientist – B	10
8	Scientific Officer Grade –IV	13
9	Scientific Officer Grade –III	12
10	Scientific Officer Grade –II	11
11	Scientific Officer Grade –I	10
12	Scientific Assistant Grade-C	8
13	Scientific Assistant Grade-B	7
14	Scientific Assistant Grade-A	6
15	Technician Grade F	8
16	Technician Grade E	7
17	Technician Grade D	6
18	Technician Grade C	5

19	Technician Grade B	4
20	Technician Grade A	2
21	Chief Manager	13
22	Senior Manager	12
23	Manager	11
24	Administrative Officer/ Joint Manager	10
25	Asst. Director (OL)	10
26	Dy. Manager	8
27	Assistant Manager	7
28	Coordinator Grade-IV	7
29	Coordinator Grade-III	6
30	Senior Translation Officer	7
31	Sr. Executive	6
32	Junior Translation Officer	6
33	Executive	5
34	Coordinator Grade-II	5
35	Coordinator Grade-I	4
36	Jr. Executive	4
37	Jr. Assistant	2
38	Multi Tasking Staff	1

APPOINTING AUTHORITY FOR ALL CATEGORIES OF POSTS.

Sr. No.	Name of post	Classification of Posts	Appointing Authority
1.	<u>Research Staff:</u> 1. Director 2. Scientist 'G' 3. Scientist 'F' 4. Scientific 'E' 5. Scientist 'D' 6. Scientist 'C' 7. Scientist 'B'	Group A -do- -do- -do- -do- -do- -do-	Minister In-charge/GC, -do- -do- Chairman, Governing Body / Council -do Director -do-
2.	<u>Scientific Support Staff:</u> 1. Scientific Officer – Grade IV 2. Scientific Officer – Grade III 3. Scientific Officer – Grade II 4. Scientific Officer – Grade I 5. Scientific Assistant Grade-C 6. Scientific Assistant Grade-B 7. Scientific Assistant Grade-A	Group A -do- -do- -do- Group B -do- -do-	Chairman, Governing Body / Council -do Director -do- -do- -do-
3.	Administrative & Secretarial Staff: 1. Chief Manager 2. Senior Manager 3. Manager 4. Joint Manager/ Admin Officer	Group A -do- -do- -do-	Director -do- -do- -do-

5. Assistant Director (OL)	-do-	-do-
6. Deputy Manager	Group B	-do-
7. Assistant Manager	-do-	-do-
8. Coordinator Grade-IV	-do-	- do -
9. Senior Translation Officer	-do-	- do -
10. Coordinator Grade-III	-do-	- do -
11. Sr. Executive	-do-	- do -
12. Jr. Translation Officer	-do-	-do-
13. Executive	Group C	- do -
14. Coordinator Grade-I	-do-	- do -
15. Jr. Executive	-do-	- do -
16. Jr. Assistant (including post of driver)	-do-	- do -
17. MTS	-do-	-do-