

BYE-LAWS



RIS

**Research and Information System
for Developing Countries**

विकासशील देशों की अनुसन्धान एवं सूचना प्रणाली

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BYE LAWS

Research and Information System for Developing Countries (RIS)

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BYE LAWS

Research and Information System for Developing Countries (RIS)

In exercise of the powers conferred by the Rules and regulations of the Research and Information System for Developing Countries, hereafter referred as RIS, the Governing Council hereby makes the following bye-laws:

1. SHORT TITLE
 - i) These bye-laws be called the Bye-laws of the Research and Information System for Developing Countries.
 - ii) They shall be deemed to have come into force on the 10th January 2013.

SECTION-I GENERAL BYE-LAWS

2. DEFINITION - In these bye-laws,
 - a) “Appointing Authority” in relation to any post under RIS means the authority competent to make appointments to that post;
 - b) “Controlling Authority” means:-
 - i) In relation to a post in Group A, the Chairman of the Governing Council;
 - ii) In relation to posts in Group B & C, the Director-General of the RIS; and
 - iii) In relation to posts in Group D, the Director (Finance and Administration) of the RIS.
 - c) “Director-General” means the Director-General of RIS;
 - d) “Employee” means a person serving in the RIS in any post;
 - e) “Rules” means the Rules and Regulations of RIS;
 - f) “Schedule” means a Schedule to these bye-laws;
 - g) “Standing” and “*ad-hoc*” Committees mean respectively committee and sub-committees which may be constituted, as deemed necessary from time to time;
 - h) “Secretary” means the Member-Secretary of the Governing Council and the General Body of RIS as per Rule, as the case may be;

- i) "RIS" means "Research and Information System for Developing Countries", herein after referred RIS;
- j) "Director (Finance and Administration)" means the Director (Finance and Administration) of the RIS;
- k) "Deputationist" means an employee of any other organisation whose services are obtained by the RIS for a particular period;
- l) "General Body" means the General Body of the members of the RIS;
- m) The "Governing Council" means the Committee of the RIS constituted under Rule 17 of the Rules of the RIS by whatever name it may be called from time to time, and entrusted with affairs of the RIS;
- n) "Group" means the group to which each post is assigned as contained in the First Schedule to these rules;
- o) "Employee" means any person serving the RIS in any post specified in the First Schedule, as amended from time to time;
- p) "Government" means the Government of India;
- q) "Director-General" means the Director-General of the RIS;
- r) "Pay" means the pay admissible on the relevant date and includes special pay, personal pay, deputation duty allowance, dearness pay or part of other dearness allowance deemed as pay, but shall not include any other allowances, fee or honorarium;
- s) "Sanctioning Authority" means :-
 - i) In relation to the posts in Group A, the Chairman of the General Body;
 - ii) In relation to the posts in Group B & C, the Director-General of the RIS; and
 - iii) In relation to the posts in Group D, the Director (Finance and Administration) of the RIS.

3. General

- i) These bye-laws define the Administrative and Financial Powers of the Governing Council, Chairman, Vice-Chairman, Director-General and other officers of RIS.
- ii) Wherever bye-laws of RIS is silent with regard to any Administrative, Financial Service matters, Rules/Conditions as applicable to the Central Government Employees shall apply *mutatis mutandis* to RIS.

iii) General Financial Rules 2006 as amended from time to time.

4. Powers and Functions of the President of the General Body

The President of the General Body (Chairman of the Governing Council) is the Head of the Institute and shall exercise such powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

5. Powers and Functions of the Chairman of the Governing Council

The Chairman of the Governing Council (President of the General Body) is the Head of the Institute and shall exercise such powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

6. Meetings of the General Body

- i) Any member desirous of moving any resolution at the annual general meeting of the General Body shall give notice thereof in writing to the Member Secretary so as to reach him not less than 14 days before the date of the meeting. When such notice has been given, the proposed resolution shall be circulated immediately by the Member Secretary, to the members and be included in the Agenda.
- ii) No subject disposed by the General Body at a meeting shall be brought up again for consideration until after the expiry of one year, except in a case where the President or Government certifies that, the subject required further consideration in the interest of RIS.

7. Powers and Functions of the Governing Council

The Governing Council shall exercise such Executive powers and discharge such functions as are laid down in the Rules and these Bye-Laws (Schedule-I).

8. Meetings of the Governing Council

- i) Any member or members desirous of moving any resolution at an ordinary meeting of the Governing Council shall give notice thereof in writing to the Member Secretary so as to reach him not less than 7 days before the date of such meeting. Such notice, when received shall be circulated immediately by the Member Secretary to the members and be included in the Agenda of the meeting.
- ii) Any matter not included in the Agenda and of which the notice mentioned in Sub-Bye-Law (i) above has not been given, may be considered at a meeting of the Governing Council with the permission of the Chairman.

- iii) An extra-ordinary meeting of the Governing Council shall be called on a written requisition made by at least four members of the Governing Council, indicating the need and agenda for the meeting.

9. **Allowances to the Chairman, members of the Governing Council, Standing Committee and Ad-hoc Committee**

- i) The Chairman and the members of the Governing Council, of the Standing Committees (if formed/exists) and of the ad-hoc Committees shall not receive any pay, fee, remuneration or other Allowances except sitting allowance of Rs. 2,000/- per day in case of non-official members residing in NCR and Rs. 3,500/- per day to non-official outstation members.
- ii) The Chairman may exercise the powers of Governing Council as she/he may consider it reasonable for the conduct of business of the RIS. The Chairman may in turn vest these or such other powers as he considers appropriate in Director General.
- iii) For journeys undertaken by the Vice-Chairperson or a member of the Governing Council for RIS work based on a tour programme approved by Chairperson, Governing Council, traveling allowance and daily allowance be paid on the **scale admissible** for attending meetings of the Governing Council provided the actual journey performed is in accordance with the approved tour programme. The Traveling Allowance (TA) bill would be countersigned by an officer of the RIS of the **rank of Director (Finance & Administration) or above**. Non-official members of the Standing or Adhoc Committees are not permitted to undertake any journey except to attend meeting of the Committee.
- iv) The local Members of Committees/*Ad-hoc* Committees of the RIS coming to attend the meetings of the RIS would be entitled to claim actual conveyance charges subject to a maximum of Rs. 1,000/- per day.
- v) The entitlement of traveling allowance of officials of non- governmental organization attending the various programmes of the RIS as per details given below:

The RIS will pay 'traveling grant' to non-official participants as under:

- a) Non-Officials outstation participants attending national/ regional workshops / conferences / seminars /meets organized by RIS may be paid travel grant equivalent to Economy Class Airfare via shortest route or AC2Tier fare if traveling by rail via direct route.
- b) Non-Official outstation participants attending training courses may be paid travel grant equivalent to AC-III tier fare including reservation charges.

- c) Journey by road to nearest railhead may be paid on the basis of actual expenditure incurred.
- d) The official participants may, however, be continued to be paid traveling allowance by their Departments as per rules applicable to the Government officials.

Within the framework of the general guidelines as given above, the Director-General is authorized to decide the rates of traveling expenses to be paid to non-official participants of a particular orientation course /Workshop /Seminar depending on the nature and level of the programme and composition of its participants.

- vi) In the case of non-official outstation Vice-Presidents, representatives of other Institutes working in close collaboration with RIS and nominees of President of General Body from other Institutes in the area of operational interest of RIS, Academician and Researchers, TA & DA will be paid at the rates prescribed from time to time by the Government of India under SR 190 and executive decisions and orders there under will apply for attending the Governing Council Meetings.
- vii) Where any Non-official member of the General Body / Governing Council, Chairperson or member of Adhoc committee has to travel to attend as an invited participant/resource person of a programme of RIS, TA/DA will be paid to him/her in the same manner as to other non-official participant or resource person.

10. **Powers and Duties of the Director-General**

The Director-General shall exercise the powers and discharge the duties as delegated by the Chairman of the Governing Council and the President of the General Body as mentioned below:

- i) The Director-General, as Principal Executive Officer, would remain in-charge of academic and administrative matters of RIS.
- ii) He shall allocate duties to officers and employees of RIS and shall exercise such supervision and execute control as may be necessary subject to the Rules and these Bye- Laws.
- iii) He shall also exercise the powers specified in the Schedule-I.
- iv) **The Director-General is further empowered to delegate his powers with the approval of the Governing Council**
- v) Except for the power to create new posts, which would remain with the Government of India, Director-General shall exercise all other administrative / financial powers of the Head of the Department in respect

of staff in Group A, B, C & D including all aspects of discipline, recruitment and selection of all categories of posts.

- vi) The Director-General with the approval of Chairman, RIS is authorized to appoint full or part-time Consultants for not exceeding a period of one year on an honorarium/remuneration as per Government of India Rules within the approved budget allocations, for preparing training materials, research studies, and such other specific projects on the basis of approved guidelines.
- vii) Director-General is authorized to fill up the short term vacancies in the RIS as under:
 - a) Vacancy upto 45 days will not be filled but the work will be carried out by adjustment from among the existing persons.
 - b) Vacancies over 45 days and upto three months may be filled in by internal adjustment, wherever that is possible and in the interest of work. ;
 - c) Vacancies beyond three months but upto six months should be filled up by contract or promotion and wherever that is possible and in the interest of work.

The RIS will maintain a register of suitable persons who may be inducted by contract employment, soon after a vacancy arises.

11. **Standing Committees**

- i) The Governing Council may constitute such Standing Committees and Sub-Committees as it deems necessary. The Director-General shall be the ex-officio Member Secretary of each such Committee.
- ii) A casual vacancy in a standing committee may be filled by the Chairman by nomination.

12. **Ad-hoc Committees**

- i) Ad-hoc Committees may be constituted by the Governing Council for such purposes as it may deem necessary.
- ii) The terms of office of members of an ad-hoc Committee shall terminate as soon as the specific function for which the Committee was constituted is completed.
- iii) Any casual vacancy in an Ad-hoc Committee shall be filled by nomination by the Chairman of the Governing Council.

SECTION II
SERVICE BYE-LAWS

13. Employees to be Whole-time Servants

Unless in any case it be otherwise distinctly provided, the whole time of an employee of RIS shall be at the disposal of the RIS and he may be employed in any manner required by the proper authority of RIS without claim for additional remuneration.

14. Permanent and Temporary Posts

A post in the service of RIS shall be either a "Permanent Post", that is, a post carrying a definite rate of pay sanctioned without any limit of time or a "temporary post", that is a post carrying a definite rate of pay sanctioned for a limited time.

15. Creation and Classification of Posts

The posts under RIS shall be of groups and categories specified in Schedule-II.

The Governing Council may direct:

- i) The creation of any new group or category of posts;
- ii) The abolition of any group or category of posts; or
- iii) The transfer of any category of posts from one group to another.

Adoption of pay scales, allowances and revision thereof shall be made by the Governing Council with the prior approval of the Government of India. The Governing Council shall have the power to determine the category/classification of posts and to determine whether a post shall be temporary or permanent; and to specify the period for which these posts are required.

16. Appointing Authorities

Appointing authority to a post under the RIS shall be as under:

- i) The General Council in case of Group A (Director-General only);
- ii) The Chairman in the case of a post in Group A (except Director-General);
- iii) The Director General in the case of a post in Group B provided that the appointments shall be made with the prior approval of Chairman/Governing Council;
- iv) The Director (Finance and Administration) in the case of a post in Group C and Group D provided that the appointments shall be made with the prior approval of the Director General.

17. Qualifications for Appointments

The method and qualifications for recruitment to the various posts in the matter of age, academic standards, experience and other relevant matters shall be prescribed by the Governing Council and will be indicated in the respective recruitment rules of the post.

18. Methods of Recruitment

Recruitment to a post in RIS may be made:

- i) by direct recruitment:
 - a) from amongst candidates recommended by the employment exchange on requisition: or
 - b) from amongst candidates applying in response to an advertisement:
or
- ii) by promotion; or
- iii) by appointment on deputation: or
- iv) on contract for specified period with the approval of Governing Council.

19. Recruitment by Promotion

Appointment to a post in any grade by promotion in the next higher grade shall be made from amongst employees serving in the feeder grade by selection on the basis of merit and performance as assessed in the Annual Confidential Reports of the preceding required number of years with due regard to seniority, and on the recommendations of Departmental Promotion Committee as per Schedule - IV.

20. Direct Recruitment

Appointment by direct recruitment to any post shall be made on the recommendation of a Selection Committee:

- i) From amongst candidates applying in responses to any advertisement; or
- ii) From amongst candidates recommended by the Employment Exchange on requisition; or
- iii) From amongst candidates employed in other Government, Autonomous or Statutory organizations, who apply in response to any circular; or
- iv) From amongst candidates who have been recommended by other institutions or such other persons or authorities from whom recommendation would have been called for;

- v) From amongst candidates registered for a period not exceeding one year in the live register to be maintained by the RIS for the purpose, in respect of applications received from time to time.

21. Appointment on Deputation

Appointment on deputation may be made to a post with the approval of Selection Committee on such terms and conditions as prescribed in the Fundamental Rules.

22. Recruitment Rules

Recruitment Rules for all the posts in Research and Information System for Developing Countries are at Schedule-V. (Pg 40 to108)

23. Medical Fitness on initial appointment

Except as provided by this rule, no person shall be appointed to a post in the service of RIS without a medical certificate of health.

23-A A medical certificate of fitness for service in RIS shall be in the following form:

“I hereby certify that I have examineda candidate for employment in the Research and information System for Developing Countries (RIS) and cannot discover that has any disease (communicable or bodily) infirmity except I do not consider this is a disqualification for employment, in the Research and information System for Developing Countries (RIS).

23-B The certificate as provided under the above Bye-law shall be signed by a Medical Board in the case of Group A posts and by a Civil Surgeon or a District Medical Officer or Medical Officer of equivalent status in the case of Group B, C and D Posts.

- i) In the case of a female candidate appointed to a Group A Post, the medical certificate shall be signed by a Medical Board consisting of a female doctor possessing medical qualifications included in one of the Schedules to the Indian Medical Council Act 1956 (102 of 1956) as one of its members; and
- ii) In the case of a female candidate appointed to a Group B or C post in Delhi, the medical certificate shall be signed by a Civil Surgeon (Female) or an Assistant Surgeon Gr-1 (Female) and at any other place by a registered female medical practitioner possessing medical qualifications included in one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) Indian Medical Central Act. 1970 and Homeopathy Central Council Act, 1973.

- iii) In the case of Group D posts, the medical certificate shall be signed by the Authorized Medical Attendant possessing a medical qualification included in one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and when there is no such Authorized Medical Attendant by a Government Medical Officer of the nearest dispensary or hospital possessing such qualifications.
- iv) A candidate who is likely to be employed in a temporary capacity continuously for a period exceeding three months, shall produce either before or within a week from the date of employment, the certificate from the competent authority as prescribed in this rule. When, however, a Government servant initially employed in a temporary capacity for a period of three months is subsequently retained and the total period of continuous service under RIS is expected to last for a period exceeding three months he shall produce such a certificate within a week from the date of the orders sanctioning his retention in that office or joining the new office.

24. Period of Probation

Unless otherwise decided by the Appointing Authority in a given case, all direct recruits shall be on probation for at least two years. The Appointing Authority may, at his/her discretion extend the period of probation as per rules.

25. Scales of Pay

The scales of pay for the posts under RIS shall be as specified in the Schedule-II, subject to such revision as may from time to time be decided by the Governing Body.

26. Initial Pay

An employee on his appointment to a post on a pay band, draw pay at the lowest stage of the pay band unless the Selection Committee recommends any higher stage by way of recommending advanced increments

Provided that when such appointment is made by promotion, the initial pay in the pay band of the higher post shall be fixed with reference to the provisions of Fundamental Rules.

27. Increment

- i) The increment shall ordinarily be drawn as a matter of course unless withheld by the Competent Authority.

- ii) The Sanctioning Authority may grant advance increment to an employee for adopting small family norms in accordance with instructions issued by the Government of India from time to time.

28. Service for Increments

Following service will count for increments in the time scale of the post:

- i) Duty in that post or in any other post of the same or higher grade, whether Continuous or not;
- ii) Duty in an equivalent or higher post in foreign service; and
- iii) Leave other than extra ordinary leave.

Provided that the Appointing Authority may direct that extra-ordinary leave shall count for increments if it is satisfied that such leave was taken on account of illness or for any other cause beyond the control of the employee.

29. Drawal of Pay

- i) An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- ii) Pay in respect of any month shall become payable on the last working day of the month. The Director-General may allow the drawal of pay on any day prior to the last working day, in special circumstances.

30. Kinds of Allowances

Following allowances shall be admissible to an employee of the RIS:

- i) Dearness Allowance – Dearness Allowance will be admissible to the employees at the rates sanctioned by the Government of India for its employees from time to time and on the same terms and conditions.
- ii) City Compensatory Allowance – City Compensatory Allowance will be admissible to the employees on the same rates and conditions as are admissible to the Central Government employees.
- iii) House Rent Allowance – House Rent Allowance will be admissible to the employees on the same rates and conditions as are admissible to the Central Government employees.
- iv) Washing Allowance – Washing Allowance will be admissible to the liveried employees on the same rates and terms as admissible to the Central Government employees.

- v) Overtime Allowance – The rates and other conditions will be the same as applicable to Central Government employees.
- vi) Children’s Education Allowance – Children’s Education Allowance will be admissible to the employees as may be sanctioned by the Government of India for its employees.
- vii) Traveling and Daily Allowance
 - a) Traveling and daily allowance for journeys on duty within India will be regulated as per instructions issued by the Government of India from time to time.
 - b) Director-General may sanction the provision of boarding and lodging at the expense of the RIS to an employee in a hotel appropriate to his status.
 - c) Director-General may permit hiring of cars during tours and for Seminars/Workshop/Conferences.
 - d) The General Body may review the traveling allowances rules and may revise the rates of daily allowance when the Government of India rates increase by 2.5%.
 - e) Local conveyance for official journeys will be admissible as per the present pay band and Rules as applicable to Central Government Employees.
 - f) Members of General Body/Governing Council, Research Advisory Council, other Committees and Consultants will be allowed traveling allowance as admissible to the Director-General.
 - g) The traveling, per diem, hotel and other expenses for journeys undertaken by RIS officers outside India will be regulated as per rules and instructions of Ministry of External Affairs for its Officers deputed abroad.
- viii) Leave Travel Concession – Leave Travel Concession will be admissible to an employee as may be sanctioned by the Government of India to its employees from time to time.
- ix) Bonus – Bonus will be admissible to RIS employees on the same terms and conditions as is admissible to the Central Government employees.

31. **Leave**

- i) Temporary and permanent employees of RIS shall be entitled to such leave and leave salary as are admissible to the corresponding categories of Central Government Servants under the Central Civil Services (Leave) Rules, 1972 as amended from time to time, provided that, incumbents on deputation to posts in RIS on foreign service, shall be governed by leave rules as may be stipulated in the conditions of their deputation.
- ii) Female employees appointed under long term projects may henceforth be given maternity leave after they complete **two years** of service continuously. This benefit may be restricted to two occasions in their entire service as project staff in RIS.

32. **Procedure for Grant of Leave**

- i) An employee shall, before proceeding on leave make an application in writing and also state his address during leave and keep RIS informed of any subsequent change in address.
- ii) No employee shall proceed on leave unless it has been sanctioned.
- iii) An application for leave, other than the Study Leave shall be considered and disposed off by the Controlling Authority.
- iv) An application for study leave shall be considered by the Director-General and disposed off by the Chairman/Governing Body on the recommendations of the Director-General.
- v) The RIS shall maintain a leave account in respect of every employee.
- vi) Every employee, on return from leave shall submit a joining report.

33. **Lien**

- i) RIS should give only one year's leave without pay to its faculty for retaining lien on the substantive post.
- ii) Not more than two members should be on leave with lien at any particular point of time.

34. **Contributory Provident Fund**

Employees of RIS, except those on deputation on foreign service, shall be eligible, on completion of one year continuous service in RIS, to join the

Research and information System for Developing Countries (RIS) Contributory Provident Fund as notified in the Gazette of India No. 10 dated 9th March 1991 under the provisions of Provident Fund Act, 1925, provided that no contribution shall be payable by RIS where an employee has not completed 5 years continuous service in RIS at the time of leaving its service.

35. **Death-cum-Retirement Gratuity**

- i) On retirement (superannuation) or termination of service a permanent employee who has completed five years of qualifying service in RIS shall be granted Gratuity equal to Death-cum-Retirement Gratuity as provided under the Central Civil Service (Pension) Rule, 1972.
- ii) If an employee dies while in service after completing five years or qualifying service in RIS his family shall be paid Death Gratuity equal to the entitlement of Death- cum-Retirement Gratuity under Central Civil Services (Pension) Rule 1972.
- iii) Payment of Gratuity will be governed as per Government of India Rules applicable to Central Government employees.
- iv) For the purpose of these Rules, qualifying service of an employee of RIS shall commence from the date he takes charge of the post to which he is first appointed either substantively or in an officiating capacity or in an officiating or temporary capacity: Provided that officiating or temporary service is followed without interruption substantive appointment in the same or another post.

Provided further that:

- Service on contract, part-time service as well as ad-hoc service on **consolidated salary** shall not count.
- v) These rules will not apply to any such employee who is on Foreign Service from Central/State Government or any other organization.
 - vi) a) The Director-General shall be the sanctioning authority for the purpose of this Bye-Law. In case of Director-General the sanctioning authority will be Chairman, Governing Council.

b) In respect of matters not specified for in this Bye-Law, e.g. scale of Gratuity, various terms and conditions and procedure etc., the orders issued by the Central Government in regard to Death-cum-Retirement Gratuity benefit to Central Government employees under Central Civil Service (Pension) Rule, 1972, as amended from time to time shall apply *mutatis-mutandis* to the employees of the Institute.

36. **Group Insurance Scheme**

Employees of RIS shall be eligible for Group Insurance Scheme of Life Insurance Corporation of India.

37. **New Pension Scheme**

RIS does not have a pension scheme. It has CPF provision and all appointees joining RIS on or after 01 January, 2004 shall be covered under the New Pension Scheme which RIS has adopted. Staff appointed prior to 01 January, 2004 shall have an option of switching over to the **New Pension Scheme**.

38. **Ex-gratia payment to Families of Deceased Retirees CPF beneficiaries**

Widows and dependent children of the deceased CPF beneficiaries who had retired from service of RIS prior to 1.1.1986 shall be granted ex- gratia payment, as per provisions of Ministry of Personnel, Public Grievances and Pensions (Department of Pension and Pensioner's Welfare) O.M.No.4/1/87-P&PW- (PIC) dated 13 June, 1988 as amended from time to time.

39. **Termination of Service**

- i) The services of a temporary employee, may be terminated by the Appointing Authority without assigning any reason thereof:
 - a) during the period of probation following the first appointment, at any time without notice and;
 - b) after such period of probation, at any time by a notice of one month in writing or on payment of one month's pay and admissible allowances.
- ii) Without prejudice to the provisions of Bye-Laws 40(i) the services of a temporary employee shall terminate;
 - a) if the appointment is for a specific period on the expiry of such period; or
 - b) if the appointment is against a temporary post, on the abolition of that post, or on the expiry of the period; for which the post is created.
- iii) The services of a permanent employee may be terminated by a notice of three months, or on payment of pay and admissible allowances for such period as the notice falls short of three months, or without notice on payment of three months pay and admissible allowances.

- iv) An employee, who is given notice of termination of service, may be granted during the period of notice such earned leave as may be admissible to him provided that this would not apply to an employee on probation, or a temporary employee appointed for a specified period or against a post sanctioned for a specified period.

40. **Resignation**

An employee may resign from the service of RIS by giving the Appointing Authority a notice in writing. The period of notice shall be three months in the case of permanent employee and one month in the case of others, provided that in special circumstances, the Appointing Authority may reduce or waive the period of such notice. The resignation shall be deemed to be operative only after it has been accepted by the Appointing Authority.

41. **Discipline, Penalties, Appeal and Review**

- i) In matters of discipline the Central Civil Service (Conduct) Rules, 1964 and in matters of appeal the Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time and applicable to the Central Government employees shall apply *mutatis mutandis* to the employees of RIS.
- ii) The Central Vigilance Commission will have the jurisdiction over the Research and Information System for Developing Countries.
- iii) Where the appellate authority is the **Chairperson** of RIS, orders of the appellate authority on appeals preferred before it may be communicated on behalf of the appellate authority under the signature of an officer of RIS other than the disciplinary authority, who has been duly authorized in this regard by the appellate authority.
- iv) Wherever in CCS (CCA) Rules or related orders of Government a reference is made to the President of India, for the purposes of application of the said rules to the employees of RIS, the reference will be deemed to be to the **President of the General Body of RIS**.

42. **Medical Facilities for Employees**

- i) Medical facilities will be available to all employees of the RIS and their families. The term “family” will have the same meaning as defined in Central Government Medical Attendance Rules.

- ii) All medical expenses duly certified by registered medical practitioner will be reimbursed subject to the ceilings of Rs. 15,000/- per annum on production of vouchers/proof of actual expenditure.
- iii) The expenditure incurred on hospitalization in hospitals and nursing homes run by Government (Central and State Government), Municipal Corporation, Public Trusts, Private Bodies will be reimbursed after scrutiny.
- iv) Reimbursement of expenses on treatment of Tuberculosis, Cancer, Heart ailment or any such disease as an outdoor patient, including cost of investigation, medicines etc. may be permitted by the Director-General in addition to the ceilings mentioned above.
- v) As part of RIS employee's health insurance scheme, RIS has taken mediclaim health insurance policies (Arogyadaan) for all its employees and their dependents from United India Insurance Co. Ltd. The existing coverage for each employee is for Rs. 1.5 Lakh which covers the employee, his spouse and two dependent children. RIS pays the annual premium

43. **Superannuation**

- i) An employee shall retire from the service of the RIS
 - a) On his attaining the age of superannuation which shall be sixty years;
 - b) On the imposition of the penalty of compulsory retirement;
 - c) On his being declared medically unfit for service by a Medical Board to be designated by the Director-General in this behalf;

Provided that in exceptional cases, the employee may, at the discretion of the Governing Body, be retained in service after attaining the age of superannuation till he has attained the age of 65 years, in case of academic staff and 62 years in the case of others.

- ii) Notwithstanding anything contained in Clause (i) above, the Appointing Authority shall, if it is of the opinion that it is in the interest of RIS so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice, after he has attained the age of 55 years.
- iii) Any employee may, by giving notice of not less than three months in writing to the Appointing Authority retire from service after he has attained the age of 55 years. The provisions under Central Government regarding voluntary retirement as amended from time to time will be applicable to the employees of RIS. Provided that it shall be open to the Appointing Authority to withhold permission to an employee under

suspension or where disciplinary proceedings are in progress, who seeks to retire under this clause.

44. Retirement and Other Benefits

- i) The RIS employees other than a borrowed employee or an employee on contract will get the benefits of RIS Employee's Group Gratuity Scheme as provided under the Group Gratuity-cum-Life Insurance Scheme administered by LIC.
- ii) Alternatively, such an employee may opt to join, in lieu of the pension scheme, the provident Fund Scheme of the RIS with the benefit of the RIS contribution, subject to and in accordance with the provisions of the RIS Provident Fund Rules. He shall also have the option to get the benefits of the Death-cum-Retirement Gratuity as admissible to the employees of the Central Government from time to time.
- iii) The option shall be exercised after the satisfactory completion of the probation and shall have retrospective effect from the date the employee joined the RIS; the option once exercised shall be final and cannot be changed.

45. General Conditions of Service

- i) All employees of the RIS would remain governed by the Government Rules in regard to all their service Conditions including the Civil Service (Conduct) Rules, 1964 and Central Civil Service (Classification Control & Appeal) Rules 1965, as amended from time to time.
- ii) Whole-time Employment
 - a) The whole time of an employee shall be at the disposal of the RIS and may be employed by the RIS for performance of such duties as may be assigned to him.
 - b) Without prejudice to the generality of Clause (i)
 - a) An employee may be required to undergo a course of study or instructions within or outside India.
 - b) An employee may be required to serve the RIS at any place and in any post not lower than the post to which he is substantively appointed.
 - c) An employee may be transferred to Foreign Service or sent on deputation, whether within or outside India.

iii) Training and Fellowship

Where an employee is sponsored for training and is awarded fellowship, it shall be subject to following terms and conditions:-

- i) The employee shall be deemed to be on the strength of the RIS.
- ii) He shall be entitled to draw pay and allowances in the RIS, in addition to the amount of fellowship that he may get on award of the fellowship.
- iii) He shall execute a bond to serve the RIS on his return for the period as indicated below:-

If the period of fellowship is for three months and below - 2 years

- a) If the period of fellowship is between three and six months – 3 years
- b) If the period of fellowship is more than six months – 4 years

46. **Other Conditions of Service**

In respect of matters not provided for in these Bye-Laws, the rules as applicable to Central Government Servants regarding the general conditions of service, pay, allowances including traveling and daily allowances, leave salary, joining time, foreign service terms, leave travel concessions, etc. and other orders and decisions issued in this regard by the Central Government from time to time shall apply *mutatis mutandis* to the employees of RIS.

The Director-General is authorized to give Daily Allowance to the Staff members who remain out of Headquarters even beyond 30 days. He is also authorized to sanction actual conveyance charges for the same period in addition to Daily Allowance.

Provisions of Government of India, Ministry of Finance O.M No. 19030/5/86-E-IV dated 12 December, 1986 as amended from time to time regarding admissibility of Daily Allowance at a place outside Government Servant's Headquarters shall be applicable to the employees of RIS.

The Director-General is authorized to sanction actual expenditure on conveyance in addition to Daily Allowance where he is satisfied that not doing so will cause hardship to a member of the staff of RIS.

The Director-General is authorized to sanction actual expenditure on conveyance in relaxation of the prescribed limit of Rs.150/- per month under SR 89 where he

is satisfied that non- payment of such actual will cause hardship to a member of the staff of RIS.

The Director-General is authorized to sanction in deserving cases non-recurring payment in the form of honorarium to any members of staff in consideration of the special and arduous nature of work performed and extra hours of duty put in by him. The payment of such honoraria would be subject to ceiling within the powers of the Director General.

47. **Discipline**

- i) Every employee shall at all times maintain absolute integrity and devotion to duty.
- ii) Every employee shall abide by and comply with the rules and bye-laws of the RIS and all orders and directions of his superior authorities.
- iii) Every employee shall extend utmost courtesy and attention to all the persons with whom he has to deal in the course of his duties.
- iv) Every employee shall endeavour to promote the interests of the RIS and shall not act in any manner prejudicial thereto.
- v) The provisions contained in Central Government Services Classification, Control and Appeal Rules 1965 of the Government of India as amended from time to time in relation to suspension, disciplinary action, penalties and appeals, will apply.

48. **Miscellaneous**

- i) Holidays
The RIS shall observe such holidays as are observed by the Secretariat of the Government of India located in Delhi and such holidays as may be determined by the Governing Council.
- ii) Service Books
 - a. The RIS shall maintain a Service Book and Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Director General.
 - b. The entries in the Service Book of an employee shall be made by the Controlling Authority.
 - c. The entries in the Character Roll of an employee shall be made by the authority to whom such employee is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks.

- iii) Residuary Conditions of Service
Any matter relating to the condition of service of an employee for which no provision is made in these regulations, shall be determined by the Director General/Chairman subject to approval of the General Body.
- iv) Powers to Relax
The General Body may in the case of any employee, relax any of the provisions of these rules to relieve him of any undue hardship, or in the interest of the RIS. In case the hardship can be relieved by application of Government Rules, orders, decisions, the same shall be applied.
- v) Removal of Doubts
Where a doubt arises as to whether any authority of RIS is superior to any other authority or as to the interpretation or application of any of the provisions of these regulations, the matter shall be referred to the General Body for decision and its decision shall be final.

SECTION III FINANCIAL BYE-LAWS

49. General

General Financial Rules of the Government of India will apply to Research and Information System for Developing Countries (RIS) *mutatis mutandis* wherever applicable.

50. Preparation of Budget Estimates

Not later than 1st September each year, the Director-General shall have prepared detailed budget estimates of receipts and expenditure for the ensuing financial year, which shall be considered by the Governing Council and General Body. Budget Estimates as finally accepted by the Governing Council will be forwarded to the Government of India for sanction of funds.

51. Form of the Budget Estimates

The Estimates shall depict the annual income and expenditure of RIS under various heads of accounts and shall include:

- i) actual receipt and expenditure of the preceding year;
- ii) the initial budget estimates for the current year;

- iii) revised budget estimates for the current year rounded to the nearest hundred rupees;
- iv) budget estimates proposed for the ensuing year; and
- v) in case of any variation between the budget and the revised estimates .

52. **Appropriation, Re-appropriation and Sanction of Expenditure**

The Director-General will ensure that expenditure does not exceed the budget Allocations. The competent authorities for Appropriation, Re-appropriation and sanction of expenditure have been specified in Schedule-I.

53. **Contracts**

All contracts for, and on behalf of the RIS exceeding Rs.3.00 lakhs shall be executed by the Director-General provided that contracts involving a financial consideration of Rs.10.00 lakhs or more shall be executed by the Director General after obtaining legal advice from an Advocate.

54. **Investment of Funds**

- i) Subject to such general or special directions as the Governing Council may give, the funds of RIS may be invested in the following manner:
 - a) securities of the Government of India or any State Government;
 - b) stocks / shares of such companies whose interest / payment of dividends have been guaranteed by the Government of India.
 - c) in the form of fixed/call deposits with the Bank of India or any Nationalized Bank in India;
 - d) any other manner as the Governing Council may approve / decide.
- ii) Investments of all funds of RIS shall be the responsibility of and be executed by the Director-General and a record of such investments shall be maintained in a register to be called the **Register of Securities**, by an officer of RIS authorized by the Director-General. Director-General shall personally verify this register once every quarter.

55. **Permanent advance**

To meet day to day petty expenditure of RIS a permanent advance of Rs. 10,000/- shall be placed at the disposal of the Drawing and Disbursing Officer (**DDO**) or any other officer of RIS authorized by the Director-General. The expenditure shall be recouped as and when required.

Payment on account of petty contingent expenditure may be made in case out of permanent advance. All such transactions shall be entered in the Petty Cash Register and the actual cash on hand verified by the Director-General, or an officer authorized by him, at the end of each calendar month, and at the time of recouplement of imprest, as the case may be.

56. **Receipts and Payments**

- i) All moneys shall be received in the name of Research and Information System for Developing Countries and shall without delay be credited in full, to the account of the Institute with the Bank of India or any other Nationalized Bank.
- ii) Payment by, and on behalf of, RIS shall be made by cheques, and shall be entered in a cash book and shall be verified by Director-General, or an officer authorized by him for the purpose. The Cash Book shall be closed everyday at the close of RIS but not later than 4.30 P.M. every day and be signed by the Deputy Director (Finance & Accounts).
- iii) Counterfoils of the used cheque books shall be kept in the safe custody of an officer authorized for the purpose.
- iv) All payment by RIS shall be made on bills or other documents duly prepared and passed for payment by the Director General or by such other officers as may be authorized by the Director General for the purpose. *The paid vouchers shall be stamped "Paid and Cancelled" so that they cannot be used second time.* They should then be serially numbered and kept in safe custody for production at the time to audit.
- v) A statement or reconciliation of receipts and payments as entered in the RIS Cash Book, and as shown in the fortnightly or monthly statement received from the bank, shall be prepared every month.
- vi) Receipts shall be issued for money received by RIS. The Officer authorized to issue these receipts shall satisfy himself at the time of signing the receipt and initiating its counterfoil that the amount has been properly entered in the cash book.
- vii) The blank receipt books shall be kept under lock and key under the personal custody of the Deputy Director (Finance & Accounts). A register of blank receipt books shall be maintained by the Administrative / Accounts Officer and Counterfoils of the used Receipt books shall also be kept by him.

57. **Accounts and Audit**

The accounts of the RIS shall be maintained on accrual basis. The records of the receipts and expenditure will be maintained under broad Head, of Accounts indicated in the Schedule-III.

- i) RIS shall maintain appropriate registers like the following:
 - a) Cash Book
 - b) Petty Cash Book
 - c) Ledger
 - d) Provident Fund Contribution Register
 - e) General Provident Fund/Contributory Provident Fund Accounts of Employees
 - f) New Pension Scheme Contribution Register
 - g) Securities and other capital investments
 - h) Cheque Books -Receipt Books
 - i) Stock Register of Furniture and other office equipments
 - j) Stock Register of Stationary
 - k) Stock Register of consumable articles
 - l) Stock Register of Publications
 - m) Buildings and other immovable property register
 - n) Library Accession Register
 - o) Miscellaneous Stocks Register.
 - p) Pension Accounts of Employees and Pension Fund
 - q) Other registers prescribed from time to time.
- ii) At the close of every financial year, not later than May, Director-General shall arrange to compile the annual accounts of the closed financial year. The accounts will thereafter be audited by the Auditors appointed by RIS and the expenditure incurred on audit of accounts will be met from out of the funds of RIS.
- iii) The Auditors will prepare an Annual Audit Report on the accounts of RIS which will contain such comments, general or special as they may consider necessary on the financial position of RIS and on the results of their audit, they shall submit this audit report to the Director General for acceptance of facts.
- iv) On receipt of the Audit Report together with the audited accounts and the balance sheet, the Director-General will place the same before the Governing Council, which in its turn will submit it to the General Body. The Audit Report and balance sheet, together with the

observations of the Governing Body will be communicated to the Ministry of External Affairs, Government of India.

58. Security Deposits

- i) A private person or firm contracting with RIS to supply stores, render services or to execute a work may, at the discretion of the Director-General and provided that the non-compliance of the contract may cause embarrassment of financial loss to RIS, be required to furnish security for the due fulfillment of the contract. A suitable provision shall be incorporated in the agreement. The security shall be in the form of:
 - a) Cash
 - b) Post Office Cash Certificates
 - c) National Savings Certificates
 - National Plan Savings Certificates
 - Promissory notes/stock certificates of Government
 - d) Post Office Savings Bank Pass Books
 - e) Deposit receipts of Schedule Banks
 - f) Fidelity bond from Insurance Companies in form prescribed by Government (in case of Government Servants only).
- ii) The security deposits shall be deposited with the tender documents and pledged in favour of the Director-General. The custody of securities and other bonds shall be with the Director General or any other officer authorized by him in this behalf. Security deposits taken from an employee of RIS shall be retained for six months from the date he vacates his post but a security bond shall be retained permanently or until it is certain that there is not further necessity for keeping it.
- iii) No security deposit shall be repaid or retransferred to the Depositor or otherwise disposed of except in accordance with the terms of his security bond or agreement. While returning any security to the depositor, the Director-General or the officer authorized by him shall invariably obtain the depositor's acknowledgment duly signed and witnessed.
- iv) The Cashier and the Store- Keeper shall furnish such security deposit either in the form of "Fixed Deposit Receipt" drawn on any Scheduled Bank of India, or National Savings Certificates or National Plan Bonds pledged in favour of the Director-General or fidelity bond from

Insurance Company for such sum as may be decided by the Director General. The security deposits shall remain with RIS and be released on the expiry of six months from the day of the Cashier/Storekeeper ceases to be so employed unless it is withheld by the order of the Director General.

59. Loans and Advances

- i) Subject to the availability of funds and budget provision, loans for the purchase of motor cars, motorcycles, scooters and bicycles may be sanctioned by the Director General or any other authority to whom powers have been delegated to a permanent or temporary employee who has completed five years service in RIS under the same, terms and conditions as those applicable to the Central Government Servants.

The authority delegated with powers for sanction of advances will also accept the mortgage Bond etc. as stipulated under the General Financial Rules.

- ii) "Subject to availability of budget provision, advances for House Building may be sanctioned by the Director-General to the permanent employees of RIS on the same terms and conditions as are applicable to the Central Government employees. However, the security for the advance sanctioned, in respect of provisions of Rule 5 of Rules for Sanction of House Building Advance, the properties may be mortgaged in the form of Equitable Mortgage Deed as prescribed by Section 58(f) of Transfer of Property Act 1982.

In the case of Director General, the competent authority to sanction the advance will be Chairman.

**SECTION IV
PURCHASE AND ACQUISITION OF STORES**

All purchases shall be made in accordance with the provisions of General Financial Rules, 2006, as amended from time to time.

60. Competent Authority

An authority which is competent to incur contingent expenditure may sanction the purchase of stores required for use in RIS in accordance with the provisions contained in the following rules and subject to the limitation set out in **Schedule I**.

61. Purchase

- i) Purchase shall be made in the most economical manner in accordance with the definite requirements of RIS. As far as possible periodical indents shall be prepared and as many articles as possible obtained by means of such indents. At the same time care shall be taken not to purchase stores much in advance of actual requirements if such purchase is likely to prove unprofitable. Also, purchase order shall not be split up to avoid the necessity for obtaining the sanction of the higher authority required with reference to total amount of orders.
- ii) All materials received shall be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they shall be taken in charge of responsible officer who shall see that the quantity is correct, their quality is good and that they are according to the approved specifications where prescribed. A certificate that the materials received have been entered in the appropriate stock register should also be recorded.

62. Issue of Stores

- i) When materials are issued from stock for departmental use, the officer incharge of the store shall see that the indent in the prescribed form has been made by a duly authorized indenting officer, examine it carefully with reference to the orders or instructions for the issue of stores, if any, and order the issue of stores.
- ii) In case the transfers, the officer- incharge of stores shall see the stores in his custody are made over correctly to the successor and an appropriate receipt taken from him.

63. Safety of Stores

The officer entrusted with stores of any kind shall take special care for arranging for their safe custody, for providing suitable accommodation, more particularly for valuable and combustible stores for keeping them in good and efficient condition and for protecting them from loss, damage or deterioration. He shall also maintain suitable accounts and inventories in respect of the stores in his charge with a view to preventing loss through theft, accident, fraud or otherwise and to make it possible at any time to check the actual balances with the book balances and the payment to suppliers etc., separate account shall be kept of :

- i) "Dead Stock" such as plant machinery, furniture etc.
- ii) Other stores"

64. **Inventory**

An inventory of the dead stock shall be maintained showing the number received, the number disposed of and the balance in hand for each kind of article. Articles of dead stock shall be verified at least once every year and the result of verification recorded on the inventory. All discrepancies noticed shall be properly investigated and brought to account immediately so that the inventory may represent the true account.

65. **Physical Verification**

- i) A physical verification of stores shall be made at least once a year subject to the condition that the verification is not entrusted to a person who is the custodian, the ledger keeper or the accountant of stores to be verified or who is not conversant with the classification, nomenclature and technique of the particular stores to be verified.
- ii) The verification shall not be left to low grade subordinates and in the case of large and important stores, it shall be as far as possible entrusted to a responsible officer who is independent of the subordinate authority incharge of the stores.
- iii) In making physical verification, the following instructions shall invariably be observed:
 - a) Verification will be always made in the presence of the subordinate authority responsible for the custody of the stores;
 - b) All discrepancies noticed shall be brought to account immediately so that the stores account may represent true state of the stores; and
 - c) Shortages and damages as well as unserviceable stores shall be reported immediately to the authority competent to write off the loss.

66. **Sanction to write off**

The prior sanction of the competent Authority shall be obtained to the writing off all losses, deficiencies or depreciation in the value of stores and for their disposal/sale thereof.