

BYE-LAWS FOR ADMINISTRATION
AND MANAGEMENT OF AFFAIRS OF
NATIONAL INSTITUTE OF REHABI-
LITATION TRAINING & RESEARCH.

In exercise of the powers conferred by Rule 11 of rules and regulations in the Memorandum of Association of National Institute of Rehabilitation Training & Research, the Executive Council of the Institute is pleased to make the following Bye-Laws :-

1. SHORT TITLE AND COMMENCEMENTS :

- i). These bye-laws may be called the National Institute of Rehabilitation Training & Research Bye-laws, 1987.
- ii). These bye-laws shall come into force with immediate effect.

2. DEFINITIONS :

In these bye-laws unless there is anything repugnant to the context.

- a). The 'Institute' means the National Institute of Rehabilitation Training and Research.
- b). The 'President' means the President of General Council.
- c). The 'General Council' means the General Council of the Institute.
- d). The 'Chairman' means the Chairman of Executive Council.
- e). The 'Executive Council' means the Executive Council of the Institute.
- f). The 'Member' means a member of General Council/ Executive Council.
- g). The 'Director' means the Director of the Institute.
- h). 'Government' means the Government of India.
- i). 'Year' means financial year from April to March.
- j). 'Society' means a society registration under Societies Registration Act, XXI of 1860.
- k). 'Fund' means funds of the Institute.

3. POWERS AND FUNCTIONS OF GENERAL COUNCIL
AND EXECUTIVE COUNCIL :

The General Council and Executive Council shall exercise the power as are laid down in Memorandum of Association and Rules & Regulations of the Institute.

4. POWERS AND FUNCTIONS OF THE DIRECTOR :

The Director shall be incharge of the management & administration and shall exercise such powers as are delegated by the Executive Council in respect of the affairs of the Institute and give directives for implementing Rules and Regulations and Bye-laws of the Institute with a view to achieving its aims and objects.

The Director as Head of the Institute shall be responsible to organise the Institute on modern scientific lines with focus on education, training & rehabilitation research for orthopaedically handicapped. As the Administrative Head of the Institute, he shall assume full responsibility for any other duty assigned by the Institute. He shall exercise financial and administrative powers in accordance with schedule of powers delegated to the Director. The Director may redelegate certain powers to his subordinate officers as per the delegation of powers rules of Govt. of India. This redelegation of such power to be brought to the notice of the Executive Council in the next Executive Council meeting.

5. COMPOSITION AND FUNCTIONS OF VARIOUS COMMITTEES OF THE INSTITUTE LIKE ACADEMIC COMMITTEE, PURCHASE COMMITTEE ETC :

The following Committees of Specialists/Representatives of Voluntary Organisations/Heads of Institutions/Social Workers in the field shall be constituted by the Executive Council for Technical advise, selection, purchase, etc.

i). Academic Committee :

This committee will be convened by the Director and shall include 8 specialists in the field as members and these members should be selected by the Executive Council.

This committee should have a tenure of 2 years & the committee should meet atleast once in a year.

This committee will study the scope for development of activities, as well as advise in the matter of scientific research, in all aspects and technology in developing research projects or establishing institutional or non-institutional programmes for the education, training and rehabilitation concerning the handicapped.

ii). Purchase Committee :

The Institute shall constitute purchase committee consisting of Deputy Director (Technical), Deputy Director (Administration), Head of the Divisions including the Accounts Officer. This committee will open tenders, recommend the tenders and quality control of equipments/instruments/office equipments/furniture as well as other items of stationery etc. in accordance with the provisions made in the Budget.

iii). Some Functional Committees :

The Director of the Institute may constitute the following committees :-

Library Committee, Canteen Committee, Accommodation and Allotment Committee, Condemnation Committee and etc. as and when required.

✓6. GENERAL SERVICE CONDITIONS OF THE EMPLOYEES :

i). The Executive Council shall frame the recruitment rules and prescribe the scales of pay, Academic and Professional qualification and experience, age etc. for various posts sanctioned for the Institute.

ii). Creation, continuation and confirmation of all the posts in the Institute shall be done by the Executive Council, keeping in view the qualification and experience prescribed by the Central Govt. for similar posts. Proposals relating to the emolument structure i.e. adoption of pay scales, allowances, and revision thereof and creation of the posts above a specified level would need the prior approval of the Government. Accordingly, all posts the maximum of scale of pay of which exceeds Rs.4500/- (revised) will be created with the prior approval of the Govt. in consultation with the Ministry of Finance Deptt. of Expenditure. Further, the Executive Council of the Institute would be empowered to create posts the maximum of scale of pay of which does not exceed Rs.4500/p.m. subject, however, to observance of the ban orders issued by the Govt. from time to time.

iii). The reservation of posts for SC/ST/Ex-servicemen/ Disabled etc. will be as per Govt. of India Rules. The Institute will prepare necessary roster for implementation.

iv). Unless otherwise distinctly provided, the whole time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the competent authority of the Institute without claims for additional remuneration. ✓

v). Permanent and Temporary posts :

The posts in the service of the Institute 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.

vi). Medical facilities :

The medical facilities under the Medical Attendance Rules as applicable to the Central Government employees shall be made available to the employees of the Institute. Besides the Government hospital the Institute doctors will also be authorised Medical Attendants.

vii). Pension and G.P.F.

The employees of the Institute shall be eligible to Pensionary benefits and General Provident Fund and Gratuity as per the Central Government Rules. On satisfactory completion

viii). TA, DA and LTC :

The employee shall be eligible to Travelling Allowance/ Daily Allowance and Leave Travel Concession and Leave as admissible to him according to the Central Government Rules.

ix). Insurance :

The Institute will provide Group Insurance coverage to the employees under the Group Insurance Scheme of Life Insurance Corporation of India.

x). Procedures to be followed for Selection and Appointment of staff of the Institute.

a). For all posts (in the pay scale of Rs.2000-3500/- and above) advertisement should be issued in 4 leading dailies from Bombay, Calcutta, New Delhi and Madras giving time of at least 15 days after the appearance of the notice in newspapers for submission of applications. For Group C & D posts, to be filled up through Employment Exchange failing which the posts are to be advertised. The notices to be circulated among organisations likely to recommend suitable candidates for the posts in the above categories.

b). On receipt of the applications, the Director shall scrutinise them and fix a meeting of the Selection Committee in consultation with the Chairman of the Selection Committee for selection of candidates.

c). All the applications, so scrutinised should be put up before the Selection Committee. The Selection Committee may make selection on the basis of the applications and other relevant records. In case it is considered necessary the Selection Committee may also call candidate for interview. It is not necessary that all candidates who have applied, should be called for interview. The Director may make a short list of all the applications on the criteria approved by the Chairman of the Selection Committee. Only short listed suitable candidates will be invited for interview.

d). The proceedings of the Selection Committee should be put up to the appointing authority for approval and thereafter the offer of appointment should be issued to the candidates giving 4 weeks time for joining. However, joining time may be relaxed at the discretion of the Director.

All selections and appointments that are made are to be reported in the next Executive Council meeting.

xi). Constitution of Selection Committee & Departmental Promotion Committee :

a). For all posts corresponding to Group 'A' posts in the pay scale of Rs.2200-4000/- & above :-

Chairman, Executive Council	Chairman
Two experts in the field	Members
Director of the Institute	Member Secy.

For the purpose of selecting experts a panel of 5 experts to be selected by the Executive Council beginning of each year in field.

b). For all other posts corresponding to Group B, C & D :-

Director of the Institute	Chairman
Dy. Director(Technical)	Member
Dy. Director(Administration)	Member Secy.

One outside expert nominated by the Director as member.

c). The selection committees for the post of Director, Deputy Directors shall be constituted by the President of the General Council of the Institute.

xii). Probation :

The candidates selected will be on probation for a period of two years, extendable for a period not exceeding one year in cases when the performances are not satisfactory. Failure to complete the extended period satisfactorily shall result in termination of services. In case of satisfactory completion of the probation period, the employee can be confirmed as per existing Govt. of India rules.

xiii). The services of a temporary employee shall be liable to termination at any time by one month's notice from either side.

xiv). An employee may be appointed on contract for a limited period of maximum of which may be 5 years. Extension of service or re-employment after retirement should be regulated by the Govt. of India rules. (In case of termination of service or resignation, one month's notice is required from either side.) The Institute however, reserves the right of termination of service of the employee forthwith or before the expiry of notice period by making payment equivalent to notice period without assigning any reason.

xv). Age and retirement :

Retirement shall be 58 years for

**BYE-LAW AMMENDMENT TO THE EXISTING
CLAUSE NO.6 (xv)**

“The retirement age shall be 60 years for all the employees of the Institute. “
(Authority E.C. resolution No.57 item No.6 dt.23.07.2002 and G.C. resolution No.20.8 of 20th G.C. held on 10.12.2002)

xvii. Holidays & Working hours :

The holidays, vacations and working hours as admissible to Central Govt. servant, will be granted mutatis mutandis, to the employees of the Institution in general.

xviii. Deputation :

A Government servant or an employee of a similar autonomous organisation may be taken on deputation on standard terms and conditions as are applicable in Central Government.

xiv. An employee of the Institute may go over on deputation to another organisation/Government on the terms and conditions mutually acceptable between the Institute and the borrowing organisation. It shall be the liability of the foreign employer to pay foreign service contributions as stipulated.

xx. All cases of sending an employee to another organisation/Government should be approved by the Chairman of the Executive Council.

xxi. Grant of study leave etc. will be regulated as per Govt. of India rules on the subject.

xxii. ~~The Central Civil Service (Conduct) Rules and also the classification, control and Appeal Rules of the Govt. of India will mutatis mutandis apply to the employees of the Institute.~~

xxiii. Maintenance of Record of Service :

A service book of each employee whose pay and allowances are drawn by the Head of Institution on establishment bills, shall be maintained by the Administration Branch. The Audit of accounts in respect of pay & allowance shall of course, be watched by the Accounts Officer, who shall also watch the recovery of contribution in the case of an employee deputed on foreign service.

xxiv. The appointing authority in respect of Group 'A' posts will be the Chairman of Executive Council and the same in respect of posts under Group B, C and D shall be the Director. However, appointment to the posts carrying a pay scale of Rs.1600/- and above shall be made with the prior approval of the Govt. of India.

BYE-LAWS IN MAINTENANCE OF ACCOUNTS AND AUDIT OF ACCOUNTS

i. The Executive Council may authorise Vigilance Commission of Govt. of India to exercise jurisdiction over the affairs of the Institution.

ii. The Director shall exercise financial powers as per the schedule of powers delegated by the Executive Council. The Director may further redelegate powers to subordinate officers with the approval of the Executive Council.

iii. The Ministry is responsible for

of Finance in October. The Ministry would, therefore, expect these estimates to be submitted by NIRTAR by 30th September, therefore, this Institute should prepare the budget and submit it to the Chairman, Executive Council by 15th September, latter this will be put up to the General Council at its annual meeting for approval. The observations of General Council if any, on the budget proposals will be communicated to the Ministry of Welfare. The estimate will be revised if the Ministry do not agree to the allotment asked for. The Budget should contain the following details :-

- a). The Institute shall give the Plan and Non-Plan estimates separately.
- b). It shall give Capital and Revenue Estimates separately.
- c). The Institute shall give previous year expenditure current years' budget and the next years' estimates in the budget.
- d). The budget should show a break-up of the various activities of the Institute and the allocation of funds proposed for each activity; in addition, it will show a General Head indicating Salaries and Allowances, contributions to Leave Salary, Provident fund etc. Expenditure on fixtures and furniture, office equipments, etc., expenditure on post and telegraphs, telephones, expenditure on rent, taxes, electricity, water charges, etc. and other contingencies like vehicle maintenance, In each activity area it should contain requirements of funds for capital equipments, consumable stores and non-consumable stores, stipend, etc.

The Budget estimates should be accompanied by write-up giving following particulars :-

- i). Requirements of funds for current programmes.
- ii). Requirements of funds for new programmes.
- iii). Physical targets achieved during the previous years, proposed to be achieved in current year, and in the next year.
- iv). The comparison of the past performance with the current performance, reasons for short fall in achievements if any, ultimately action taken or proposed to be taken.
- v). The funds of the Institute shall consist of :-
 - a). Grants made by Govt. of India or by State Govt.
 - b). Donation and contributions from other sources.
 - c). Other income and receipts.
- vi). The schemes which have not been administratively approved by the Competent Authority shall not be included in the budget estimates.

- vii). Any new scheme, likely to be introduced for development of original scheme, which has not been included in the estimates for that year, a proposal be made with financial involvement to the Executive Council for financing it by means of supplementary grant or by reappropriation within sanctioned estimates.
- viii). The grants received from Govt. of India and/or from any other source shall be entered into the relevant register which will show the expenditure on specific heads and specified items.
- ix). The funds of the Institute shall be deposited into a nationalised bank as per the resolution passed by the Executive Council of the Institute.
- x). The proper books of accounts will be maintained by the Institute to show receipt and its source; as well as expenditure and sanction accorded thereof.
- xi). The accounting year of the Institution shall be from the First of April, to the Thirty First of March of the following year.
- xii). At the close of the financial year, a Balance Sheet covering assets and liabilities with due considerations of receipts and expenditure will be prepared.
- xiii). The audit of the accounts of the Institute will have to be done every year by the Comptroller and Auditor General of India and his report to be submitted to Parliament before 31st December of the succeeding year alongwith Annual Report, therefore, the C.A.G. shall be requested every year in time to audit the accounts of the Institute and to submit a report by October 31st. Simultaneously if required, internal audit may be done by a Chartered Accountant at the discretion of the Executive Council.

At the close of the financial year the Balance sheet indicating assets and liabilities, receipts and expenditure etc., should be prepared and submitted to the Executive Council.

- xiv). The Institute would make available the books of accounts, register, vouchers and other documents and papers together with one copy of final sanctioned budget to the Auditor who will also have the right to inspect the office of the Institute or any work under construction.
- xv). The audited statement of accounts of the previous year shall be submitted to Govt. within six months after the close of financial year. If the submission is delayed beyond stipulated period, the reasons be communicated to Executive Council.
- xvi). The Director of the Institute shall have the power to appropriate and/or reappropriate, for valid reasons, the funds from one primary or secondary unit to another and to have the same ratified by the Executive Council in its next meeting.

xvii). The funds of the Institute may be invested in short term Fixed Deposits to yield better return if possible after keeping sufficient balance at the disposal of the Institute.

xviii). In exercise of the powers delegated by the Executive Council the Director shall sign and execute all agreements, contracts, transfer deeds, deed of conveyance and other documents in connection with the affairs of the Institute with due consultation and advice of the legal Advisor appointed by the Institution.

xiv). No contract shall be made by the subordinate authority which has not been directed or authorised by Competent Authority.

xx). The Director shall sue or be sued in all matters of dispute arising out of any contract.

xxi). The Director shall have powers to dispose of unserviceable and obsolete articles.

xxii). The Director shall keep a watch over expenditure and accord sanction to the payments, not exceeding the grants sanctioned. He will be assisted by officers authorised on this behalf.

xxiii). The funds will be drawn from the Bank by cheque to meet the expenditure.

xxiv). The cheque books will remain in the personal custody of the Director or any other Officer as may be authorised by the Director on his behalf.

xxv). The Director will be assisted in respect of receipt and expenditure by the Accounts Officer who shall maintain proforma accounts and submit all claims in respect of Pay and Allowances, Travelling allowances etc. and contingent bills in the prescribed forms which will be countersigned by the Director or by the officer authorised on his behalf, before those are passed for payment by means of Demand Draft/cheques or cash as the cash may be. The Accounts Officer will apply a check of a nature of pre-audit to all payment from the funds of this Institute.

xxvi). The Director shall have powers to acquire hired accommodation for office premises with the approval of the Executive Council whenever necessary at rates not exceeding those prescribed by the Government for similar purposes and or in the absence of such prescribed rates with the approval of the Government as laid down in entry 16 of Annexure to Schedule V of the Delegation of Financial powers Rules, 1978. In the matter of construction work of Institute own building, the Director will be assisted by the Institute Engineer who will supervise the work on the site and report progress from time to time.

xxvii). The Balance sheet and the Audit Accounts together with annual report shall be submitted to the General Council for consideration,

xxviii). The results of the Audit together with Auditors' Report shall be communicated to the Ministry of Welfare, New Delhi.

8. COMPOSITION OF THE FUNDS OF THE INSTITUTE AND MAINTENANCE.

1. Register of Grants ;
2. Funds shall be kept in Banks authorised by the Executive Council, all money to be drawn by cheques as authorised by the Executive Council ;
3. Register of assets shall be maintained ;
4. Register of outstanding dues recoverable from parties other than employees of the Institute shall be maintained.
5. Register of loans and advances given to employees with recovery position ;
6. Register of rents;
7. Register of fees recovered;
8. Register of cheque books;
9. Register of Receipt books ;
10. Register of sanctioned post with authority of sanction;
11. General Provident Fund Accounts, ledger and balance sheets;
12. Service books;
13. Register of Selection Committee's proceedings
~~Academic Committees proceedings etc ;~~
14. Register of Library books;
15. Acquittance rolls and register of periodical increments;
16. Cash books and Imprest cash books;
17. Bank reconciliation register (if possible to be maintained with the cash book).
18. Bill Control Register;
19. Ledger for control of expenditure;
20. TA/DA Register;
21. Pay Bill Register;
22. Contingent Bill Register;
23. Fuel Account Register;
24. Stamp Account Register ;
25. R.A. Bill Register ;
26. Stock Register;
27. Stationery Register ;
28. Miscellaneous Expenditure Register.

Note : Under the overall Supervision of Director, the Officers of the Institute shall maintain proper Accounts in the relevant registers and forms as mentioned above, with detailed instruction for opening and maintenance of those registers.

FINANCIAL POWER OF AUTONOMOUS BODIES-RESTRICTION REGARDING:

i). Proposals relating to the emoluments structure i.e., adoption of pay-scales, allowances and revision thereof and creation of posts, a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditures.

ii). A representative of the Ministry of Finance/Integrated Finance/Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous organisation i.e., National Institute of Rehabilitation Training and Research, Bairoi, Cuttack. The choice of the nominee would be made in consultation with the Ministry of Finance; and

iii). In the event of disagreement between representatives of the Ministry of Finance and the Chairman of the Executive Council of the autonomous organisation i.e., National Institute of Rehabilitation Training and Research, Bairoi, on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India, the matter shall be referred to the Minister of the Administrative Ministry concerned and the Finance Minister for a decision.

10. LEAVE

In the matter of various kinds of leave, the employees of the Institute shall be governed by the Leave Rules of the Central Government.

11. FR, SR, GFR and instructions issued by Govt. of India from time to time will be followed unless otherwise stated specifically in this bye-laws.

12. Any alterations in the bye-laws or additions to, shall require prior approval of the Executive Council/General Council of the Institution.

13. If any doubt arises about interpretation of this bye-laws the matter would be referred to Ministry of Welfare, Govt. of India whose decision thereon will be final.