

BYE—LAWS AND WORKING RULES



NATIONAL INSTITUTE OF HYDROLOGY

ROORKEE

Sept, 1985

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NATIONAL INSTITUTE OF HYDROLOGY
JAL VIGYAN BHAWAN
U.O.R. CAMPUS, ROORKEE - 247 667

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BYE-LAWS as approved by the
Government of India, vide
Ministry of Irrigation
letter No.25(2)/80-P.III
dated 5.11.1980 and modified
in No.25(2)/80-P.III, dated
31.10.1981.
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NATIONAL INSTITUTE OF HYDROLOGY
(A GOVERNMENT OF INDIA SOCIETY)

BYE-LAWS

GENERAL :

- (1) These Bye-laws may be called the Bye-laws of the National Institute of Hydrology.
- (2) These Bye-laws should be read in conjunction with the Memorandum of Association and the Rules and Regulations of the National Institute of Hydrology and definitions therein are applicable here also.

PREPARATION AND APPROVAL OF BUDGET ESTIMATES :

- (3) The Budget Estimates shall be prepared in two parts :-

PART - I. relating to income and expenditure on revenue accounts including a detailed personnel budget.

PART - II. relating to capital works and other items of capital nature.
- (4) Director shall prepare and place before the Governing Body not later than first week of September every year, the Budget Estimates for the ensuing financial year for approval. Performance Budget should also be attached to it. The Budget Estimates and Performance Budget, as approved by the Governing Body, shall thereafter be submitted to the Government of India not later than 30th September every year.
- (5) No expenditure shall be incurred on any scheme/project unless necessary budget provision exists for the same. Should it be proposed during the course of the financial year to finance any scheme approved by the Governing Body which was not included in the estimates for that year, the sanction of the Governing Body shall be obtained to the method proposed for financing it whether that be by means of an additional grant from the Government or by reappropriation from within the approved budget.
- (6) Sanction of the Governing Body shall be obtained for any excess over the budget.

- (7) The format of the Budget shall be as approved by the Governing Body.

REAPPROPRIATION :

- (8) The Director shall have power to reappropriate funds from one unit of appropriation to another subject to the following :-
- i) Reappropriation to augment the provision under the head "Salaries, Allowances etc." shall require the prior approval of the Governing Body.
 - ii) No reappropriation shall be made from the heads of capital expenditure to the heads of revenue expenditure and vice-versa.
 - iii) Reappropriation within the heads of Capital/ Revenue Expenditure to cover expenditure on a new project not included in the Budget shall require the prior approval of the Chairman, Technical Advisory Committee and the Chairman, of the Governing Body.

EXPENDITURE SANCTION :

- (9) No expenditure from the funds of the Society shall be incurred without the sanction of competent authority as prescribed in Bye-laws.

PERMANENT ADVANCE :

- (10) A permanent advance of a sum to be fixed from time to time by the Director may be kept by the Chief Administrative Officer.

CONTRACTS :

- (11) Forms of contract shall be approved by the Director after obtaining appropriate legal advice.

INVESTMENTS :

- (12) Consistent with the provision of the Rule 63 of the Rules and Regulations of the Society, the funds of the Society may be invested only in such manner as may be prescribed by the Governing Body.

- (13) All investments of the funds of the Society shall be made in the name of the Society. All purchases, sales or alterations of such investments shall be effected by the Director with the approval of the Chairman of the Governing Body. All securities will remain in the personal custody of the Finance Officer.
- (14) The Director or any other person as may be authorised by the Director on his behalf shall maintain a Register of securities held by the Society in which any transaction effecting the securities shall be recorded. The securities will be verified once in six months with the Register of the Securities maintained and a certificate of verification will be recorded in the Register by another officer designated by the Director.

RECEIPTS AND PAYMENTS :

(15) RECEIPTS :

All moneys received for or on behalf of the Society shall be placed in a current account or Savings Bank Account or Fixed Deposit Account in the name of the Society with the State Bank of India and its subsidiaries and/or any other Nationalised Banks as may directed by the Governing Body or the Director or any other person authorised by the Governing Body and receipts for the same shall be issued.

(16) PAYMENTS :

Payments made by and on behalf of the Society exceeding Rs.500/- (Five hundred only) shall be made by "Crossed" or "Account Payee Cheque". All cheques involving payments upto Rs.5,000/- (Rs. Five thousand only) shall be signed by either of the following officers; however, cheques involving payments in excess of Rs.5,000/- (Rs. Five thousand only) shall be signed by both the officers :-

- i) Finance Officer.
- ii) Chief Administrative Officer.

In the absence of one or both of the above officers, the cheques shall be signed by the officer(s) nominated by the Director for the purpose.

.../...

- (17) All cheque books will be kept in the personal custody of the Finance Officer of the Society or in his absence any other Officer of the Society as may be nominated by the Director.
- (18) All claims of pay, allowances including travelling allowance, contingent expenditure etc. will be presented in the form of bills. All bills will be checked and passed for payment by the Finance Officer of the Society and, in his, absence, by an Officer nominated for this purpose by the Director. Notwithstanding the provisions of Bye-laws 16 above, these payments may be made by means of Demand Draft/Cheque/Cash, as the case may be.

ACCOUNTS :

- (19) The Accounts of the Society shall be maintained in such form and Annual Statement of Accounts compiled in such form as may be prescribed by the Governing Body.
- (20) The Society shall have the full time services of Finance Officer who shall, consistent with the duties devolving on him under Rule 65 of the Rules and Regulations of the Society :-
- i) assist the Director in the preparation of annual budget and balance sheet of the Society;
 - ii) assist the Director in the correct maintenance of accounts as prescribed by the Governing Body;
 - iii) assist the Director in evolving suitable procedures for procurement of goods and services;
 - iv) assist the Director in ensuring the correctness and propriety of all the expenses incurred by the Society;
 - v) assist the Director in such areas as cash management, cost control, tariff setting, collection of receipts and also in the observance of the correct financial and accounts procedures.
- (21) The Finance Officer shall pre-check all payments made from the funds of the Society and maintain the relevant registers.

ANNUAL ACCOUNTS AND RESULT OF AUDIT :

- (22) The accounts of the Society, shall be subject to annual audit by a Chartered Accountant appointed by the Governing Body. The remuneration payable to the Auditors shall be determined by the Governing Body.
- (23) The accounts of the Society may also be audited by the Internal Audit Wing of the Department of Irrigation as and when considered necessary by the Chairman of the Governing Body.
- (24) All sanctions and orders of delegation of powers by competent authorities under the Rules and Regulations or these Bye-laws affecting the accounts of the Society shall be in writing and shall be made available to the auditors.
- (25) The accounts of the Society as certified by the Auditors and alongwith their comments, if any, shall be forwarded annually to the Governing Body and to the Government of India.

POSTS AND APPOINTMENTS :

- (26) (a) All appointments of Group 'A' posts shall be made by the Government of India or the Governing Body as the case may be.
- (b) The Director shall be the appointing authority for Group 'B', Group 'C' and Group 'D' posts.
- (27) In the filling up of posts due reservation for Scheduled Castes and Scheduled Tribes candidates will be made in accordance with the procedure laid down by the Government of India from time to time.
- (28) The Director, may, with the approval of the Chairman, Governing Body engage Scientists/ Technicians on contract or deputation for a period not exceeding one year in respect of research projects the full cost of which are payable by the sponsors. Such appointments shall be reported to the Governing Body at the earliest possible opportunity. Appointments on contract for periods exceeding one year shall require the prior approval of the Governing Body.

SERVICE CONDITIONS :

- (29) Till such time as the Society frames its own working rules and regulations, governing service conditions of the employees of the Society, the rules and orders applicable to the Central Government Employees shall apply mutatis mutandis to the employees of Institute subject to such modifications as may be made by the Governing Body from time to time, provided that the powers of the Government, Ministries, and Departments of Government of India will vest in the Governing Body and those of Head of Department will be exercised by the Director. In case of any doubt in the application of any rules, the matter will be referred to the Governing Body whose decision will be final. In emergent cases, the Chairman may exercise the powers of the Governing Body, and, if financial implications are involved the powers shall be exercised by Chairman in consultation with Member-Finance and the Governing Body would be informed of the action taken by him for its ratification.

HONORARY FELLOWS :

- (30) Honorary fellowships may be conferred by the Governing Body on eminent scholars in recognition of their distinguished contribution of knowledge of subjects in which the Society is interested or on persons who have rendered eminent service to Institute or on persons who have made a noteworthy and lasting contribution to the cause of research. Honorary fellows may enjoy such privileges as may be decided by the Governing Body from time to time.
- (31) Employees of the Institute may be deputed by the Director to attend Scientific conferences, symposium and congress and for specialised training work of the Society in India, subject to guidelines, to be laid down by the Governing Body regarding such deputation.
- (32) The Director may invite scientists in India actively engaged in research in the field of interest to deliver lectures and participate in the activities of the Society. The general terms and conditions applicable in these cases shall be as laid down by the Governing Body.

- (33) Guidelines for tariff for consultation and other services to be rendered by the Society shall be approved by the Governing Body on the recommendations of the Technical Advisory Committee.
- (34) (a) The Director shall exercise all the powers of the Head of the Department and the Chief Administrative Officer shall exercise the powers of the Head of Office as prescribed by the Government of India from time to time. They shall also exercise such of those administrative, financial and other powers as may be delegated by the Governing Body which it may consider necessary and proper.
- (b) In all matters connected with the execution of the works of the Society, the Director shall have powers similar to the powers of a Chief Engineer in Central P.W.D.
- (c) The Director may delegate such powers that may be considered necessary in the expediency of work to other officers of the Society. All such delegations may be reported to the Governing Body.

EMERGENCY PROCEDURES :

- ✓ (35) In emergent cases, the Chairman, may exercise the powers of the Governing Body and in matters involving financial commitments, he shall exercise the powers in consultation with Member-Finance and the Governing Body would be informed of the action taken by him for its ratification.

ALTERATION OF BYE-LAWS :

- (36) These Bye-laws can be altered by the Governing Body with the prior approval of the Government of India.

APPENDIX - ICLASSIFICATION OF POSTS:

The various posts in the Society shall be classified as Group 'A', Group 'B', Group 'C' and Group 'D' as detailed below :-

GROUP 'A' POSTS (TECHNICAL/SCIENTIFIC)

1. Director	Rs. 2500-125/2-3000
2. Scientist 'F'	Rs. 2000-125/2-2500
3. Scientist 'E'	Rs. 1500-60-1800-100-2000
4. Scientist 'C'	Rs. 1100-50-1600
5. Scientist 'B'	Rs. 700-40-900-EB-40-1100-50-1300
6. Assistant Engineer	Rs. 700-40-900-EB-40-1100-50-1300

GROUP 'A' POSTS (ADMINISTRATIVE)

1. Chief Admn. Officer	Rs. 1200-50-1600
2. Finance Officer	Rs. 1100-50-1600

GROUP 'B' POSTS (SCIENTIFIC/TECHNICAL)

1. Senior Research Asstt.	Rs. 550-25-750-EB-30-900	Rs 1640-2900
2. Senior Research Asstt. (Programming)	Rs. 550-25-750-EB-30-900	Rs 1640-2900
3. Senior Technical Asstt. (Library)	Rs. 550-25-750-EB-30-900	Rs 1640-2900
4. Research Supervisor	Rs. 550-25-750-EB-30-900	Rs 1640-2900

GROUP 'B' POSTS (ADMINISTRATIVE)

1. Section Officer	Rs. 650-30-740-35-810-EB-35-880-40-1000-EB-40-1200.	Rs 2000-3500
2. Senior Personal Asstt.	Rs. 550-30-740-35-880-EB-40-1040.	Rs 2000-3200
3. Superintendent	Rs. 550-25-750-EB-30-900	Rs 1640-2900

GROUP 'C' POSTS (TECHNICAL/SCIENTIFIC)

1. Research Assistant	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
2. Technical Assistant	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
3. Senior Computer Operator	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
4. Junior Engineer (Civil)	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
5. Junior Engineer (Elect.)	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
6. Foreman (E & M)	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
7. Senior Technician	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
8. Technical Assistant (Photography)	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
9. Personal Assistant	Rs. 425-15-500-EB-15-560-20-700-EB-25-800.	Rs 1400-2600
10. Hindi Translator	Rs. 425-15-500-EB-15-560-20-700.	Rs 1400-2300

GROUP 'C' POSTS (MINISTERIAL)

1. Upper Division Clerk	Rs. 330-10-380-EB-12-500-EB-15-560.
2. Stenographer	Rs. 330-10-380-EB-12-500-EB-15-560.
3. Store Keeper	Rs. 330-10-380-EB-12-500-EB-15-560.
4. Receptionist	Rs. 330-10-380-EB-12-500-EB-15-560.
5. Lower Division Clerk	Rs. 260-6-290-EB-6-326-8-366-8-390-10-400.
6. Lower Division Clerk (Telex)	Rs. 260-6-290-EB-6-326-8-366-8-390-10-400.
7. Driver	Rs. 260-6-290-EB-6-326-8-366-8-390-10-400.

GROUP 'C' POSTS (TECHNICAL)

1. Works Supervisor	Rs. 380-12-440-EB-15-560-EB-20-640.
2. Technical (Grade-I)	Rs. 380-12-440-EB-15-560-EB-20-640.
3. Senior Draftsman	Rs. 380-12-440-EB-15-560-EB-20-640.
4. Technical (Grade-II)	Rs. 330-10-380-EB-12-500-EB-15-560.
5. Draftsman	Rs. 330-10-380-EB-12-500-EB-15-560.
6. Senior Lab. Asstt.	Rs. 330-10-380-EB-12-500-EB-15-560.
7. Computer Operator	Rs. 330-10-380-EB-12-500-EB-15-560.
8. Mechanic (Grade-I)	Rs. 330-10-380-EB-12-500-EB-15-560.
9. Laboratory Asstt.	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.
10. Mechanic (Grade-II)	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.
11. Lineman	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.
12. Tracer	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.
13. Horticulture Asstt.	Rs. 260-8-300-EB-8-340-10-380-EB-10-430.

GROUP 'D' POSTS (TECHNICAL)

1. Laboratory Attendent	Rs. 200-3-206-4-234-EB-4-250.
2. Library Attendent	Rs. 200-3-206-4-234-EB-4-250.
3. Photo Copier Operator	Rs. 200-3-206-4-234-EB-4-250.
4. Ammonia Print Operator	Rs. 200-3-206-4-234-EB-4-250.
5. Duplicating Machine Operator	Rs. 196-3-220-EB-3-232.

GROUP 'D' POSTS (NON-TECHNICAL)

1. Messenger	Rs. 196-3-220-EB-3-232.
2. Chowkidar	Rs. 196-3-220-EB-3-232.
3. Mali	Rs. 196-3-220-EB-3-232.
4. Safai Karamchari	Rs. 196-3-220-EB-3-232.

NATIONAL INSTITUTE OF HYDROLOGY
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WORKING RULE NO. 1

CLASSIFICATION/RECRUITMENT/AND
PROMOTION AMENDMENT RULES 1981

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NATIONAL INSTITUTE OF HYDROLOGY
(A GOVERNMENT OF INDIA SOCIETY)

WORKING RULE NO. 1

(Classification/Recruitment/and Promotion Amendment Rules-1981)

1. SHORT TITLE :

- i) These Rules may be called the NIH Classification/Recruitment/and Promotion Amendment Rules-1981.
- ii) Rules shall come into force from the date of passing of the amendments in the meeting of the Governing Body.

2. CLASSIFICATION OF POSTS :

The various posts in the Society shall be classified as Group 'A', Group 'B', Group 'C' and Group 'D' posts as given in Appendix-I.

3. APPOINTING AUTHORITIES :

Appointments to the respective posts shall be made by authorities specified in Rules and Bye-laws.

4. METHOD OF RECRUITMENT :

All posts at the Institute shall normally be filled by direct recruitment but the Governing Body shall have the power to decide that a particular post be filled by deputation from outside or by promotion from amongst the members of staff of the Institute depending on the requirements of each case.

5. QUALIFICATIONS AND SELECTLISTS :

- (a) The qualifications and experience for the various posts shall be as per the recruitment rules proforma prescribed by the Department of Personnel and Administrative Reforms as indicated in Appendix-II.
- (b) Details of specialisation will be indicated in the advertisement depending upon the requirements of each post.

.../..

- (c) The Recruitment/Selection Committee for a post shall meet at Roorkee or at such other place as its Chairman may decide.
- (d) When the Governing Body has decided that a post be filled by promotion from among members of the staff, the Recruitment/Selection Committee shall consider the names of members of the staff eligible for the post.
- (e) When the Governing Body has decided that a post be filled by deputation, nominations may be invited from appropriate organisations for consideration of the Selection Committee.
- (f) The Recruitment/Selection Committee may interview any or all of the candidates as it thinks fit and shall make its recommendations to the Governing Body/Director, the names of the selected candidates being arranged in order of merit.
- (g) It shall be open to the Recruitment/Selection Committee for a higher post to recommend a person for a lower post, if suitable candidate for the higher post is not available.
- (h) In exceptional cases qualifications may be relaxed by the Selection Committee in case of candidates of exceptional merit and place before Governing Body for its approval.

6. RECRUITMENT COMMITTEES :

The Recruitment/Selection Committees shall be as provided in the Appendix-II (Recruitment Rules).

7. AGE RELAXATION :

The age limits prescribed for direct recruitment may be relaxed for persons already in service in the Institute and other Government/Semi-Government/Autonomous organisations.

The prescribed upper age limit may also be relaxed in case of candidates belonging to SC/ST community; retrenched employees of Defence Services and physically handicapped persons, as per rules of the Government of India.

8. GENERAL CONDITIONS OF SERVICE :

- i) The number of posts in each category shall be as sanctioned by the Governing Body from time to time.
- ii) All employees of the Institute excepting the Scientists shall be on probation for a period of two years from the date of their appointment. In case of Scientists the period of probation shall be 1 year. The period of probation may be extended or curtailed, at the discretion of the Appointing Authority.
- iii) Officers recruited direct or promoted to any grade/posts shall be required to undergo such training as may be prescribed from time to time.
- iv) Officers holding posts under the Society (NIH) shall be liable to serve at any place in India to which they may be posted.
- v) No person -
 - (a) who has entered into or contracted a marriage with a person having a spouse living or
 - (b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service under the Society.

PROVIDED that the competent authority, may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

vi) Termination of Service :

- (a) The services of a temporary employee of the Institute shall be liable to termination at any time by a notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee;
- (b) the period of such notice shall be one month provided that the service of any such institute employee may be terminated

forthwith and on such termination the institute employee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or as the case may be for the period by which such notice falls short of one month ;

- (c) the services of an employee, who is on probation may be terminated at any time without notice and without assigning any reason therefor;
- (d) the services of an employee against whom an enquiry or disciplinary proceedings is pending or contemplated, may not however be terminated by virtue of this rule unless otherwise decided by the appointing authority.

vii) The Appointing Authority may accept a shorter period of notice from a member of the staff in special circumstances.

viii) All employees of the Institute shall be required to take an oath of allegiance to the constitution of India in the prescribed form.

ix) A candidate for a post in the Institute must be either

(a) A citizen of India

OR

(b) A subject of Nepal

OR

(c) A subject of Bhutan

OR

(d) A Tibetan Refugee who came over to India before 1st January 1962 with the intention of permanently settling in India.

OR

(e) A person of India origin who has migrated from Pakistan, Bangladesh, Burma, Sri Lanka, the East African Countries of Kenya, Uganda and United Republic of Tanzania or from Zambia, Malawi, Zaire and Ethiopia and Vietnam with the intention of permanently settling in India provided that

.../...

a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued to him by Government of India.

- x) A candidate appointed to a post in the Institute shall be required to undergo medical examination and should produce at the time of first entry into service, a physical fitness certificate from the appropriate medical authorities as specified below :-

MALE CANDIDATES

FEMALE CANDIDATES

GROUP-A

A Medical Board duly constituted by the State Health Department.

A Medical Board duly constituted by State Health Department having a woman doctor possessing medical qualifications as per the Indian Medical Council Act, 1956 as one of its members.

GROUP-B&C

Civil Surgeon/District Medical Officer/
Presidency Surgeon

A Registered female medical practitioner possessing a medical qualification included in the first, second or part II of third schedule to the Indian Medical Council Act, 1956.

GROUP-D

Asstt. Surgeon
Grade I OR II

-do-

SP/-

NATIONAL INSTITUTE OF HYDROLOGY
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**

WORKING RULE NO. 2

(SERVICE CONDITIONS)

NATIONAL INSTITUTE OF HYDROLOGY
JAL VIGYAN BHAWAN
U.O.R. CAMPUS, ROORKEE-247 667

WORKING RULES NO.2

SERVICE CONDITIONS

In pursuance of Rule-35, the Governing Body of National Institute of Hydrology at its meeting held on 26.6.1981 hereby makes the following working rules regarding service conditions of staff :-

- (1) Short Title :
 - i) These rules may be called NIH Service Condition Rules 1981.
 - ii) They shall come into force on 26.6.1981.

- (2) Categories of Service to whom the Rules apply :
 - i) Save as otherwise provided by or under these rules, these rules apply to the persons appointed to the service of the Society and whose pay is debitable to the funds of the Society;

PROVIDED that these rules shall not apply to :
 - (a) persons not in whole time employment,
 - (b) persons paid out of contingencies,
 - (c) persons paid otherwise than on monthly basis including those who are paid on piece rate basis,
 - (d) persons specifically excluded wholly or in part by the Appointing Authority for the operation of these rules.

- (3) The scales of pay applicable to the employees shall be fixed by the Governing Body.

- (4) In respect of the following matters, the rules and orders applicable to the Central Government employees from time to time shall apply to the

.../...

employees of the Institute subject to such modifications as may be made by the Governing Body :-

- (a) Medical Fitness.
- (b) Leave and Holidays.
- (c) Dearness Allowance, City Compensatory Allowance, House Rent Allowance, Children Education Allowance, Tuition Fee, Washing Allowance, Overtime Allowance, Conveyance Allowance, Honorarium and Fees.
- (d) Travelling Allowance, Daily Allowance and Leave Travel Concession.
- (e) Conduct and Discipline.
- (f) Termination of service and resignation.
- (g) Seniority and confirmation.
- (h) Loans and advances to employees.
- (i) General Provident Fund.
- (j) Contributory Provident Fund.
- (k) Pension, Gratuity and Superannuation.
- (l) Medical Aid.
- (m) Central Government Employees Insurance Scheme.
- (n) Interim Relief and Adhoc Bonus which may be sanctioned by the Central Government for its employees from time to time.

(5) In their applicability to the employees of the Institute references to Government in the Rules and orders referred to in Rule 4 of Working Rule No.2, shall be deemed to be reference to the Governing Body, in all other cases the references would deemed to be the Director/Chief Administrative Officer, as the case may be.

(6) (a) Every employee of the Institute (other than a contract employee and work-charged staff) shall have an option to join one of the following two schemes :-

- i) Contributory Provident Fund-cum-Gratuity Scheme.
- ii) General Provident Fund-cum-Pension-cum-Gratuity Scheme.

(b) Every option referred to in sub-clause (a) above shall be exercised in form I attached to these rules within a period of three months from the date of appointment and any such option once exercised shall be final. If any employee does not exercise the option within this time limit, he shall be governed by Contributory Provident Fund-cum-Gratuity Scheme.

- NOTE :-1. The option if any, exercised by an employee for the scheme of "General Provident Fund-cum-Pension-cum-Gratuity Scheme under Rule 6 (b) becomes effective only when the employee is declared permanent subsequently and until such time he will be governed by scheme number (1) viz. Contributory Provident Fund-cum-Gratuity Scheme.
2. The adjustment of the amount of contributions initially made under Contributory Provident Fund-cum-Gratuity Scheme shall be effected when an employee is brought to the scheme of General Provident Fund-cum-Pension-cum-Gratuity Scheme.
 3. The existing employees shall have the option to join one of the above 2 schemes retrospectively from the date of their appointment and if they so opt, the arrears of subscriptions accumulated will be deducted in such number of instalments as are admissible under the rules.

- (7) (a) In its application to the employees of the Institute, references to "Accounts Officer" wherever occurring in the C.P.F. Rules, G.P.F. Rules and C.C.S. (Pension) Rules of Government of India should be construed as references to the "Finance Officer" of the Institute.
- (b) Payment of Pensions and Gratuity shall be arranged by "Finance Officer" of the Institute. The procedural rules of Government of India regarding these payments shall be followed.

..../..

(8) Classification of Posts :

The posts in the Institute are divided in the following groups :-

(1) GROUP 'A' :

A post carrying a pay or a scale of pay with a maximum of not less than Rs.1300/- per month.

4000/-

(2) GROUP 'B' :

A post carrying a pay or a scale of pay with a maximum of not less than Rs.900/- per month but less than Rs.1300/- per month.

Rs 2900-4000

(3) GROUP 'C' :

A post carrying a pay or a scale of pay with a maximum of over Rs. 290/- per month but less than Rs.900/- per month.

Rs 950-2900

(4) GROUP 'D' :

A post carrying a pay or a scale of pay the maximum of which is Rs.290/- or less per month.

below Rs 950/-

(9) General :

Unless specifically provided otherwise in these Rules or in any other rules framed by the NIH, the Fundamental Rules and Supplementary Rules as framed by the Government of India and amendments made from time to time shall apply mutatis mutandis.

Whole Time Service :

Unless specifically provided otherwise, the whole time of an employee shall be at the disposal of the Institute and he shall serve the Institute in such capacity and at such place as he may from time to time, be directed.

Performance of Duties :

Every employee shall perform such duty as may be entrusted to him and shall to the best of his ability carry out the directions of the Director, or of any other persons to whose authority he may

.../...

be subject according to the rules and bye-laws of the Society. During the period of his service, every employee shall observe, obey and abide by the rules of the Society and bye-laws made from time to time by the Governing Body and all standing orders passed by the Director.

Hours of Attendance :

The total working hours of the Institute employee shall be same as prescribed by the Government of India for its employees of different categories from time to time. The actual hours of attendance of the Officers/Staff of the Institute shall be fixed by the Director.

Superannuation :

- (1) The normal age of superannuation for Scientists shall be 60 years.

NOTE :- For the purpose of this rule, the employees holding the following categories of posts shall be treated as Scientists :-

- (a) Director
- (b) Scientist 'F', 'E', 'C' & 'B'

- (2) The normal age of superannuation for non-scientific categories of employees not falling within the categories of employees listed in (1) above, shall retire on attaining the age of 58 years except that the normal age of superannuation of Group 'D' employees of the Institute shall be 60 years.
- (3) The Governing Body may grant extensions to Officers/Staff beyond the above limits as per Government orders obtaining from time to time in exceptional cases on merits,

PROVIDED that no scientific employee shall be retained in the services of the Institute beyond 62 years and non-scientific employee beyond 60 years.

FORM : The confidential reports of all employees of the Institute shall be prepared for each calendar year as soon as possible after the 31st December of each year in the forms prescribed by the Society for the employees of the Institute.

(10) Reporting Officers and Reviewing Authorities :

The following shall be the Reporting Officers and Reviewing Authorities for different groups of employees of the Institute :-

<u>Group of Employees</u>	<u>Reporting Officer</u>	<u>Reviewing Authorities</u>
Director	Chairman, Governing Body	President of the NIH Society
Scientist 'F'/ Scientist 'E'	Director	Chairman, Governing Body
Scientist 'G'/ Scientist 'E'/ Asstt. Engineer	Scientist 'F'/ Scientist 'E'	Director
Chief Admn. Officer/Finance Officer	Director	Chairman, Governing Body
Senior Personal Assistant.	Director	Director
Senior Research Assistant/Research Supervisor/ Programmer/Senior Technical Asstt. (Library)/Research Assistant/Technical Assistant/Technical Assistant (Library)/ Foreman (Electrical & Mechanical)/Senior Computer Operator/ Technician Gr-I/ Senior Draftsman/ Work Supervisor/ Senior Mechanic/ Computer Operator Gr-I/ Computer Operator Gr-II/ Draftsman/Laboratory Assistant/Tracer/ Technician Gr-II/ Senior Lab. Asstt./ Store Keeper (Technical)/ Mechanic/Horticulture Asstt./Lineman/Fitter/	Scientist B/C	Scientist 'F'/ Scientist 'E'

.../..

<u>Group of Employees</u>	<u>Reporting Officer</u>	<u>Reviewing Authorities</u>
Library Attendant/ Lab. Attendant/ Pump Operator/ Photocopier Operator/ Ammonia Printer Operator/Sub-Station Attendant/Duplicating Machine Operator/ Helper/Mali	Scientist 'C'/ Scientist 'B'	Scientist 'F'/ Scientist 'E'
Section Officer/ Superintendent	Chief Admn. Officer/Finance Officer.	Director
Personal-cum- Admn. Asstt.	Scientist 'F'/ Scientist 'E'	Scientist 'F'/ Scientist 'E'
Store Keeper/ Driver/ Receptionist/ Telex Operator/ Record Keeper	Section Officer/ Superintendent	Chief Admn. Officer.
Chowkidar/	Section Officer/ Superintendent	Chief Admn. Officer
Upper Division Clerk/Steno- grapher/Lower Division Clerk	Senior P.A./ Superintendent/ Section Officer/ Scientist C	Chief Admn. Officer/Finance Officer/ Scientist F/ Scientist E
Secretary Hindi Translator	Chief Admn. Officer.	Director
Junior Engineer	Asstt. Engineer	Scientist F/ Scientist E
Messenger	Section Officer/ Superintendent/ Senior P.A./ Scientist 'C'	Chief Admn. Officer/Finance Officer/ Scientist F/ Scientist E
Daftri/Safai Karamchari	Chief Admn. Officer	---

.../...

- (11) Procedure for writing and reviewing of Confidential Reports and communication of adverse remarks etc.:

The procedure for writing confidential reports and communication of adverse remarks, frequency of reporting, scrutiny of reports etc. shall be in accordance with the Government of India rules, orders etc. prescribed for its employees from time to time.

- (12) An employee of the Central/State Government, Semi-Government and Autonomous organisations/ Public Sector Undertakings of Central/State Governments on his permanent absorption in the National Institute of Hydrology under the orders of the Director/Governing Body in the Institute's interest shall be allowed retirement benefit as are admissible in such cases under relevant orders of the Government of India as amended from time to time.

SP/-

FORM I - OPTION

I _____ an employee of National Institute of Hydrology, Roorkee hereby elect to be governed by* Contributory Provident Fund-cum-Gratuity Scheme/General Provident Fund-cum-Pension-cum-Gratuity Scheme as laid down in Working Rule No.2.

I am aware of the fact that this option is final.

Signature OR thumb
Impression if
illiterate

Dated:

Witnesses

1.

2.

* Strike out whichever is not necessary.

NATIONAL INSTITUTE OF HYDROLOGY
JAL VIGYAN BHAWAN
U.O.R. CAMPUS, ROORKEE- 247 667

WORKING RULE NO. 3

(Classification, Control and Appeal Rules)

NATIONAL INSTITUTE OF HYDROLOGY
(A GOVERNMENT OF INDIA SOCIETY)

WORKING RULE NO.3

(Classification, Control and Appeal) Rules 1981

PART:I - GENERAL

In pursuance of Rule-35, the Governing Body of National Institute of Hydrology at its meeting held on 26.6.1981 hereby makes the following rules governing disciplinary matters relating to personnel recruited/ appointed in the National Institute of Hydrology.

A. SHORT TITLE AND COMMENCEMENT :

1. 1) These rules may be called the National Institute of Hydrology Employees (Classification, Control and Appeal) Rules 1981.
- ii) They shall come into force with effect from 26.6.1981.

B. DEFINITIONS :

2. In these rules, unless the context otherwise requires :-
 - (a) "Institute" means the National Institute of Hydrology.
 - (b) "President" means President of NIH Society.
 - (c) "Vice-President" means the Vice President of NIH Society.
 - (d) "Governing Body" means the Governing Body of NIH.
 - (e) "Chairman" means the Chairman of the Governing Body.
 - (f) "Director" means the Director of National Institute of Hydrology.
 - (g) "Chief Administrative Officer" means the Chief Administrative Officer of the Institute.

(h) "Appointing Authority" in relation to a Institute employee means :-

- i) the Authority empowered to make appointment to the post which the Institute employee for the time being holds; or
- ii) the authority which appointed the Institute employee to such grade or post as the case may be, whichever authority is the higher authority.

(i) "Institute employee" means :-

- i) a person who is an employee of the Institute and includes any such person on foreign service or whose services are temporarily placed at the disposal of the Central Government, a local or other authority;
- ii) any employee who is in the service of the Central Government, State Government, a local or other authority and whose services are temporarily placed at the disposal of the Institute.

(j) "Group" means any of the groups specified in Rule 5.

(k) "Head of the Department" for the purpose of exercising the powers as appointing, authority, disciplinary, appellate or reviewing authority means the Director of National Institute of Hydrology.

(l) "Head of the Office" for the purpose of exercising the powers as a appointing, disciplinary, appellate or reviewing authority means the authority declared to be the Head of the Office by the Chairman of Governing Body.

(m) "Disciplinary Authority" means the authority competent under these rules to impose on an Institute employee any of the Penalties specified in Rule 7.

(n) "words and expressions" used but not defined in these rules and defined in the Central Civil Services (Classification, Control and Appeal) Rules-1965 shall have the meanings respectively assigned to them in those rules.

C. APPLICATION :

3. These rules shall apply to every Institute employee but the Governing Body may by order exclude any class of employees of the Institute from the operation of all or any of these rules.

D. INTERPRETATION :

4. If any doubt arises with regard to the meaning of any of these rules, the matter be referred to the Governing Body which shall decide the same.

PART:II - CLASSIFICATION

5. For the purpose of these rules the Institute employees shall be classified into the following four Groups, namely :-

GROUP-A: A post carrying a pay or a scale of pay with a maximum of not less than Rs.1,300/-.

GROUP-B: A post carrying a pay or a scale of pay with a maximum of not less than Rs.900/- but less than Rs.1,300/-.

GROUP-C: A post carrying a pay or a scale of pay with a maximum of over Rs.290/- but less than Rs.900/-.

GROUP-D: A post carrying a pay or a scale of pay the maximum of which is Rs.290/- or less.

PART:III - SUSPENSION

6. The appointing authority or any authority to which it is subordinate or the disciplinary authority or any other authority empowered in that behalf by the Chairman or the Director by general or special order, may place an Institute employee under suspension,

PROVIDED that the action to suspend an employee shall be governed by instructions as are contained in the relevant provisions of the C.C.S. (CCA) Rules 1965 as amended from time to time.

PART-IV - PENALTIES & DISCIPLINARY
AUTHORITIES

7. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an Institute employee namely :-

MINOR PENALTIES :

- i) Censure;
- ii) Withholding of his promotion;
- iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Institute by negligence or breach of order;
- iv) Withholding of increments of pay;

MAJOR PENALTIES :

- v) Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Institute employee will earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will or, will not have the effect of postponing the future increments of his pay;
- vi) Reduction to a lower time scale of pay, grade, post which shall ordinarily be a bar to the promotion of the Institute employee to the time scale of pay, grade, post from which he was reduced, with or without further directions regarding conditions of the restoration to that grade or post from which the Institute employee was reduced and his seniority and pay on such restoration to that grade, post ;
- vii) Compulsory retirement;
- viii) Removal from service which shall not be a disqualification for future employment under the Institute; and
- ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute,

PROVIDED that the instructions/procedures contained in the relevant provisions of C.C.S. (CCA) Rules-1965 as amended from time to time shall be required to be followed before any of the penalties specified above can be imposed on an Institute employee.

PART:V - APPEALS

8. Notwithstanding anything contained in this part, no appeal shall lie against :-

i) any order made by the Governing Body for employees carrying a pay or scale of pay maximum of which does not exceed Rs.2000/-; in all other cases of employees carrying a pay or scale of pay maximum of which exceeds Rs.2000/-, the appeal shall be made to the President;

ii) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;

iii) any order passed by an inquiring authority in the course of an inquiry under Part-IV of these rules.

9. Subject to the provisions of Rule 8, an Institute employee may prefer an appeal against all or any of the following orders namely :-

i) an order of suspension made or deemed to have been made under Part-III;

ii) an order imposing any of the penalties specified under Part-IV whether made by the disciplinary authority or by any appellate or reviewing authority;

iii) an order enhancing any penalty, imposed under Part-IV of these rules;

iv) an order which

(a) denies or varies to his disadvantages his pay, allowance, pension or other conditions of service as regulated by rules or by agreement;

- (b) interprets to his disadvantages the provisions of any such rule or agreement;
- (c) an order -
 - a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar;
 - b) reverting him while officiating in a higher grade or post to a lower grade or post, otherwise than as a penalty;
 - c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules;
 - d) determining the subsistence and other allowance to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
 - e) determining his pay and allowances,
 - i) for the period of suspension, or
 - ii) for the period from the date of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a lower grade, post, time-scale or stage in a time scale of pay, to the date of his reinstatement or restoration of his grade or post, or
 - f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower grade, post, time scale of pay or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.

Explanation in this rule -

- 1) the expression "Institute employee" includes a person who has ceased to be in Institute service;
- ii) the expression "pension" includes additional pension, gratuity and any other retirement benefit.

10. An Institute employee including a person who has ceased to be in Institute Service, may prefer an appeal against all or any of the orders specified under Part-V to the authority specified in the Schedule,

PROVIDED that all other matters concerning appeals of an Institute employee shall be governed under the relevant provisions of C.C.S. (CCA) Rules-1965 as amended from time to time.

PART:VI ↓ REVIEW

11. Notwithstanding anything contained in these rules the Governing Body or the President of the Society may on its own motion, or otherwise, after calling for the records of the case, review any order which is made or is appealable under these rules; and

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action on inquiry as it considers proper in the circumstances of the case; or
- (d) pass such orders as it deems fit;

PROVIDED that -

- 1) an order imposing, or enhancing a penalty shall not be passed unless the person concerned has been given

a reasonable opportunity of making any representation which he may wish to make against the penalty proposed.

- ii) If the Governing Body proposes to impose any of the penalties specified in clauses v) to ix) of Rule 7 in a case where an inquiry under the provisions of relevant rules has not been held, it shall, subject to the provisions of Part-IV direct that such inquiry be held and thereafter on a consideration of the proceedings of such inquiry and after giving the person concerned an opportunity of making any representation which he may wish to make against such penalty, pass such orders as it may deem fit.

12. The authority to which an appeal against an order imposing any of the penalties specified in Part-IV lies may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding review any order passed in such a case and pass such orders as it deems fit, as if the Institute employee had preferred an appeal against such order.

PROVIDED that no action under this rule shall be initiated more than six months after the date of the order to be reviewed.

PART:VII - MISCELLANEOUS

13. SERVICE OF ORDERS, NOTICES ETC.:

Every order, notice and other process made or issued under these rules, shall be served in person on the Institute employee concerned or communicated to him by registered post.

14. POWER TO RELAX TIME LIMIT AND TO CONDONE DELAY:

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

PART:VIII - CONDUCT

15. All employees of the Institute shall be governed by the Central Civil Services (Conduct) Rules-1965 of the Government of India as amended from time to time.

SCHEDULE

NATIONAL INSTITUTE OF HYDROLOGY

Sl. No.	Description of post	Appointing Authority	Authority competent to impose penalties and penalties which it may impose (with reference to item numbers in Rule-7)	Authority Penalties	Appellate Authority
1.	Director	Government of India	Government of India	All	Government of India
2.	Scientist 'F')	Governing Body	Chairman, Governing Body	i) to iv)	President of NIH Society
3.	Scientist 'E')		President of NIH Society	v) to ix)	
4.	Scientist 'C')	Governing Body	Director	i) to iv)	Chairman, Governing Body
	Scientist 'B')		Chairman, Governing Body	v) to ix)	President of NIH Society
5.	Chief Admn. Officer/ Finance Officer	Governing Body	Director	i) to iv)	Chairman, Governing Body
			Chairman, Governing Body	v) to ix)	President of NIH Society
6.	Group 'B' and Group 'C' posts	Director	Director	All	Chairman, Governing Body
7.	Group 'D' posts	Director	Chief Admn. Officer	All	Director

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