

MEMORANDUM OF ASSOCIATION AND RULES AND REGULATIONS



NATIONAL INSTITUTE OF HYDROLOGY

(Ministry of Water Resources)

ROORKEE

November, 1990

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MEMORANDUM OF ASSOCIATION

MEMORANDUM OF ASSOCIATION OF THE NATIONAL INSTITUTE OF HYDROLOGY ROORKEE

1. The name of the Society is the 'National Institute of Hydrology'.
2. The office of the Society shall be situated at Roorkee-247667 (U.P.).
3. The objects for which the National Institute of Hydrology is established are:—
 - (a) To undertake, aid, promote and co-ordinate systematic and scientific work in all aspects of Hydrology;
 - (b) To co-operate and collaborate with other National, Foreign and International Organisations in the field of Hydrology;
 - (c) For the purpose of the Society, to draw, accept, make, endorse, discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments, conducive to the attainment of the above objects;
 - (d) To invest the funds of, or money entrusted to, the Society upon such securities or in such manner as may from time to time be determined by the Governing Body and from time to time sell or transpose such investments;
 - (e) To purchase, take on lease, accept as a gift or otherwise acquire, any land or building, wherever situated in India which may be necessary or convenient for the Society;
 - (f) To construct or alter any building which may be necessary for the Society;
 - (g) To sell, lease, exchange and otherwise transfer all or any portion of the properties of the Society;
 - (h) To establish and maintain a research and reference library in pursuance of objectives of the Society and equip the same with books, reviews, magazines, newspapers and other relevant publications; and
 - (i) To do all other such things as the Society may consider necessary, incidental or conducive to the attainment of the above objects.

4. The management of the affairs of the Society is entrusted in accordance with the Rules and Regulations of the Society to the Governing Body *which will consist of the following:

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|---|------------------|
| ✓ i) Secretary, Department of Irrigation, Government of India | Chairman |
| ✓ ii) Secretary, Department of Power, Government of India. | Member |
| ✓ iii) Secretary, Department of Civil Aviation, Government of India. | Member |
| ✓ iv) Secretary, Ministry of Works & Housing, Government of India. | Member |
| ✓ v) Secretary, Department of Expenditure, Ministry of Finance, Government of India or his nominee. | Member |
| vi) Secretary, Planning Commission, Government of India. | Member |
| vii) Vice-Chancellor, University of Roorkee. | Member |
| viii) Chairman, Central Water Commission. | Member |
| ix) Chairman, Central Electricity Authority. | Member |
| x) Chairman, Central Ground Water Board. | Member |
| xi) Director-General of Observatories. | Member |
| xii) Director, National Institute of Hydrology. | Member-Secretary |

*The constitution of Governing Body as it existed at the time of registration of the Society is shown at clause 4 and it has since undergone changes as indicated in Rule 32.

5. We undersigned desire to get the above Society to be registered under the Societies Registration Act 1860 (No. 21 of 1860), as amended in its application to the State of Uttar Pradesh.

Sl. No.	Name	Occupation & Address	Signature
1.	Shri Surjit Singh Barnala	Minister of Agriculture and Irrigation Govt. of India, New Delhi.	
2.	Shri Bhanu Pratap Singh	Minister of State in the Ministry of Agriculture and Irrigation, Govt. of India. New Delhi.	
✓ 3.	Shri C.C. Patel	Secretary, Department of Irrigation Govt. of India, New Delhi.	
4.	Shri C.V. Gole	Member, (WR), Central Water Commission, New Delhi.	
5.	Shri Pritam Singh	Member (Floods), Central Water Commission, New Delhi.	
6.	Mrs. Rashmi Shroff	Joint Secretary (A), Department of Irrigation. Government of India, New Delhi.	
7.	Shri S.B. Khare	Commission (Ganga Basin), Deptt. of Irrigation, Govt. of India, New Delhi.	

RULES AND REGULATIONS
OF
NATIONAL INSTITUTE OF HYDROLOGY

RULES AND REGULATIONS OF THE NATIONAL INSTITUTE OF HYDROLOGY

Short title, extent, commencement and application

1. a) These Rules and Regulations may be called the "Rules & Regulations of the National Institute of Hydrology".
- b) In their scope and application these Rules & Regulations extend to its Headquarters and all units of the National Institute of Hydrology.
- ✓ c) These Rules & Regulations shall come into force after approval by the Government of India and with effect from such date as may be specified by the Government of India.

Definitions

2. a) "The Society" means the National Institute of Hydrology, a Society registered under the Societies Registration Act, 1860.
- b) "The Institute" means the National Institute of Hydrology.
- c) "The Governing Body" means the body constituted under Rule 32 of these Rules as the Governing Body of the Society.
- d) "The President" means the President of the National Institute of Hydrology.
- e) "The Vice-President" means the Vice-President of the National Institute of Hydrology.
- f) "The Chairman" means the Chairman of the Governing Body.
- g) "The Director" means the person appointed by the Government of India to be the Director of the National Institute of Hydrology.
- h) "The Member, Finance" means the Officer nominated by the Government of India in the Ministry of Finance to act as a Member of the Governing Body.

- i) "Year" means unless, otherwise specified by the Governing Body, the financial year of the Government of India.

I-SOCIETY

**Headquarters
of the Society**

3. The office of the Society shall be situated at Roorkee (Uttar-Pradesh).

Members of the Society

4. The Society shall have the following Members :—

- i) Minister-in-Charge of the portfolio of Water Resources in the Union Cabinet-President of the Society.
- ii) Minister of State in the Union Ministry of Water Resources dealing with National Institute of Hydrology Vice-President.
- iii) Member, Planning Commission.
- iv) 10 of the Ministers-in-Charge of Irrigation of various States to be nominated by the President of the Society
- xiii) of whom 3 each from the North and East Zones and 2 each from the West and South Zones consisting respectively of the following :- North Zone—Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Sikkim & Uttar Pradesh; East Zone—Bihar, Assam, Manipur, Meghalaya, Nagaland, Orissa, Tripura and West Bengal; South Zone—Andhra Pradesh, Karnataka, Kerala and Tamilnadu, and West Zone—Gujarat, Maharashtra, Rajasthan and Madhya Pradesh.
- xiv) Vice Chancellor, University of Roorkee.
- xv) 10 eminent engineers / hydrologists / scientists in the to country, of which 3 will be from academic institutions, xxiv) to be nominated by the President.
- xxv) Secretary, Ministry of Water Resources, Government of India.

- xxvi) Secretary, Department of Science & Technology, Government of India.
- xxvii) Secretary, Ministry of Agriculture & Co-operation, Government of India.
- xxviii) Secretary, Ministry of Energy, Government of India.
- xxix) Secretary, Department of Expenditure, Ministry of Finance, Government of India or his nominee.
- xxx) Secretary, Ministry of Urban Development, Government of India.
- xxxi) Secretary, Planning Commission, Government of India.
- xxxii) Secretary, Ministry of Environment & Forest.
- xxxiii) Chairman, Central Water Commission.
- xxxiv) Additional Secretary, Ministry of Water Resources, Government of India.
- xxxv) Member (Water Planning), Central Water Commission.
- xxxvi) Member (River Management), Central Water Commission
- xxxvii) Chairman, Central Electricity Authority.
- xxxviii) Chairman, Central Ground Water Board.
- xxxix) Director General, Meteorology.
 - xl) Director General, Geological Survey of India.
 - xli) Chairman, Central Board of Prevention & Control of Water Pollution.
 - xl ii) A representative of the HILTECH.
 - xl iii) Joint Secretary (Admn.), Ministry of Water Resources, Government of India
 - xl iv) Commissioner (River Basin), Ministry of Water Resources, Government of India.

- xlvi) Commissioner (Indus Basin), Ministry of Water Resources, Government of India.
- xlvi) Member, Joint River Commission Ministry of Water Resources, Government of India.
- xlvii) Director, National Institute of Hydrology.

NOTE:—

Register of Members

1. The nomination or representation may be by name or by designation, as may be appropriate provided that the membership of the Society may be changed by the Government of India from time to time.
2. The membership of the Society will not be a bar to the membership of any other body.
3. Director, National Institute of Hydrology will function as the Member—Secretary.
5. The Society shall maintain a roll of members indicating their full names, addresses and occupations and every member shall sign the same. If a Member of the Society changes his address, he shall, within 15 days, notify his new address to the Director and Member Secretary of the Society, who shall have the entry in the roll of members changed accordingly. Unless and until a member notifies any change of address to the Director and Member Secretary of the Society, his address as given in the roll of members shall be deemed to be his correct address.

Term of Membership

6. Subject to the provisions of Rules 7 and 8, a nominated member of the Society, other than an ex-officio member, shall hold office for a period of three years from the date of his nomination.

Termination of ex-officio Membership

7. Where a person becomes a member of the Society by virtue of the office or appointment which he holds, his membership of the Society shall terminate when he ceases to hold that office or appointment.

Termination of Membership of others

8. (a) Membership of the Society shall be terminated on the happening of any of the following events :—
 - i) On the expiry of the period of membership for which nominated;

- ii) Death, resignation, insolvency, lunacy, or conviction for a criminal offence, involving moral turpitude;
- iii) When a member himself declines to serve on the Society or his employer refuses to grant him permission to serve on the Society;
- iv) When a member, other than an ex-officio member, does not attend three consecutive meetings of the Society without proper leave of the President.

(b) The President may at any time terminate the membership of any one or more of the members or at one and the same time terminate the membership of all members other than the ex-officio members. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of these Rules. A member whose membership is so terminated shall not be ipso facto debarred from renomination/reappointment.

**Resignation
from membership
and date of its effect**

9. When a member, other than an ex-officio member, desires to resign his membership of the Society, he shall forward his letter of resignation to the Director and Member-Secretary who shall forth with submit the same for the consideration of the President. The resignation shall take effect from the date of its acceptance by the President.

**Filling of casual
vacancy and its term**

10. If a casual vacancy arises during the three-year period referred to in Rule 6 above, such vacancy shall be filled in like manner as the original vacancy and the person nominated/appointed to fill the vacancy shall, subject to the provisions of Rules 7 and 8, hold office for the unexpired portion of the three years period.

**Powers of the
Society**

11. The Society shall have, subject to such restrictions as the Government of India may impose and subject to such guidelines as the Government of India may issue from time to time in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of Association of the Society.

**Validation
of acts**

12. The Society shall function notwithstanding any vacancy in its body and no act, direction or proceeding of the Society shall be invalid merely by reason of such vacancy or any defect in the nomination or appointment of any of its members. The expressions, "nomination", "appointment", shall, for purposes of this rule, include "renomination" and "reappointment".

II. MEETINGS OF THE SOCIETY

**Annual General
Meeting**

13. The Annual General meeting of the Society shall be held on such date, time and place as may be determined by the President.

Annual Report

14. An Annual Report of the proceedings of the Society and all work undertaken during the year shall be prepared by the Director and approved by the Governing Body for the information of the members of the Society and the audited accounts of the Society alongwith the Auditor's Report thereon shall be placed before the Society at its Annual General Meeting and also on the Table of the Houses of Parliament.

**Review of
Progress and
Performance**

15. The Society shall review in its meeting at least once a year the progress and performance and give such policy directions as it may deem fit, to the Governing Body.

**Special
General Meeting**

16. a) The President may convene a Special General Meeting of the Society whenever he thinks fit.
- b) At all Special General Meetings, no subject other than that stated in the notice or requisition, as the case may be, shall be discussed, except when specially authorised by the President.
- c) The President shall convene a Special General Meeting of the Society on the written requisition of not less than fifteen members of the Society.
- d) Any requisition so made by the members of the Society shall express the object of the meeting proposed to be called and shall be left at the address of the Director.

**Notice for
meetings and
its service**

17. a) All meetings of the Society shall be called by notice in writing by and under the hand of the Director.

- b) Every notice calling a meeting of the Society shall state the date, time and place of the meeting and shall be served upon every member of the Society not less than fifteen clear days before the day appointed for the meeting.
 - c) The Agenda notes shall be served upon every member of the Society not less than 7 days before the day appointed for the meeting.
18. a) A notice or any other information may be served upon a member of the Society either personally or by sending it through post in an envelope addressed to such member at his address as noted in the roll of members.
- b) Any notice or other communication issued through post shall be deemed to have been served on the day following the day on which the letter, envelope or wrapper containing the said notice or communication is posted. In proving such service it shall be sufficient to prove that the cover containing such material was properly addressed and put into the post box or delivered to the postal authorities for onward transmission.

**Substituted
Membership**

19. Should any member of the Society, other than an ex-officio member, be unable to attend a meeting of the Society, the President shall be at liberty to appoint any person as a substitute to take his place at that meeting of the Society. Such substitutes shall have all the rights and privileges of a member of the Society for that meeting only.

**Chairman of the
meetings and his
election**

20. a) The President shall preside over all meetings of the Society. In his absence the Vice-President shall preside over the meetings of the Society. In the absence of the President and Vice-President, the members present shall choose one from amongst themselves to be the Chairman of the meeting of the Society.
- b) No business shall be discussed at any meeting of the Society except the election of a Chairman, whilst the chair is vacant.

Quorum

21. a) Ten members of the Society present in person shall form a quorum at any meeting of the Society.

**Determination of
disputed questions by
vote**

- b) If there is no quorum at any meeting of the Society, the meeting shall be adjourned for a week atleast and reconvened at a date, time and place to be decided by the President of the Society.
 - c) The adjourned meeting need not have a quorum.
22. a) All disputed questions at meetings of the Society shall be determined by vote of the members present and voting.
- b) Each member of the Society shall have one vote.
 - c) In case of equality of votes, the President/the Vice-President/the Chairman of the meeting of the Society shall have a casting vote.

**Approval of the
Proceedings of the
Society**

23. The proceedings of all meetings of the Society and resolutions passed there in shall be submitted by the Director to the President of the Society for approval.

**Validation of proceedings
of the meetings**

24. Any inadvertent omission to give notice/Agenda Notes to or the non-receipt or late receipt of notice/ Agenda Notes by any member shall not invalidate the proceedings of the meeting.

III. AUTHORITIES OF THE SOCIETY

Authorities

25. The following shall be the authorities of the Society :
- i) President
 - ii) Vice-President
 - iii) Governing Body
 - iv) Director
 - v) Such other persons/bodies, committees or panels as may/ shall be constituted or appointed and authorised by the President, the Society or the Governing Body.

**Principal Executive
Officer**

26. The Director shall be the Principal Executive Officer of the Society.

**Appointment of
Officers/Staff**

27. There shall be appointed from time to time by the authority competent under these rules to make such appointments, such

officers as may be required to assist the Director and/or officers subordinate to him for carrying out the objects set forth in the Memorandum of Association of the Society.

IV. PRESIDENT

Powers

28. The President shall exercise such powers for the conduct of the business of the Society as may be vested in him by the Society. In addition, the President shall have powers to:

- i) review periodically the work and progress of the Society;
- ii) appoint Committees or Commissions for efficient operation of the Society or to enquire into and report on the affairs of the Society, and pass such orders thereon as he considers proper.

Delegation of powers

29. The President may, delegate in writing, such powers as he may consider necessary to the Vice-President or the Chairman of the Governing Body or the Director or any other Officer of the Institute.

V. VICE-PRESIDENT

Powers and functions

30. Besides the powers hereinafter enumerated in these Rules, the Vice-President shall exercise those powers which may specifically be delegated to him by the President.

VI. DIRECTOR

Powers and functions

31. a) Subject to any order that may be passed by the Government of India, the President, the Vice President and decisions of the Governing Body, the Director as the Principal Executive Officer of the Society shall be responsible for :-

- i) the proper administration of the affairs and funds of the Society;
- ii) keeping or causing to be kept the minutes of the Proceedings of the Society and the Governing Body and taking necessary action in connection therewith;
- iii) keeping or causing to be kept all records of the

Society at its office or any other place to be determined by the Governing Body;

- iv) prescribing the duties of all employees of the Institute;
 - v) exercising supervision and disciplinary control over the work and conduct of all employees of the Institute;
 - vi) co-ordinating and exercising general supervision over all research activities in Hydrology and other activities, and
 - vii) with the approval of the Governing Body, advising the Government of India, State Government and the Administrations of the Union Territories on all matters connected with Hydrology referred to him.
- b) i) The Director shall exercise all administrative and financial powers as have been conferred on him under these rules and such of the powers as may be delegated to him from time to time;
- ii) The Director shall or any member of the Governing Body, if so authorised by a resolution passed in that behalf by the Governing Body, may execute all contracts, deeds and other instruments on behalf of the Society or the Governing Body;
- iii) For the purpose of Sections 6 of the Societies Registration Act, (21 of 1890) the Director shall be considered the principal Secretary of the Society and the Society may sue or be sued in the name of the Director of the Society. The Director may authorise any other officer of the Society in writing to sign and verify pleadings on his behalf.

VII GOVERNING BODY

Members

32. The Governing Body shall have the following members from amongst the members of the Society :-

1. Secretary (WR), Govt. of India —Chairman
2. Vice-Chancellor, Roorkee University —Vice-Chairman
- ✓ 3. Representative of Ministry of Finance not below the rank of Joint Secretary. —Member
4. Representative of Planning Commission not below the rank of Joint Secretary. —Member
5. Chairman, Central Water Commission or Member (WP) as his alternate. —Member
6. Additional Secretary (WR). —Member
7. Representative of Government of Assam not below the rank of Chief Engineer —Member
8. Representative of Government of Karnataka not below the rank of Chief Engineer —Member
9. Representative of Govt of Jammu & Kashmir, not below the rank of Chief Engineer. —Member
10. Secretary (Irrigation) —Member
Govt. of Uttar Pradesh
10. Director, National Institute of Hydrology, Roorkee. —Member
Secretary

NOTE :

1. The nominees of the Secretaries of various Ministries/Departments will not be below the rank of Joint Secretary.

2. Other persons may be invited as special invitees on any occasion as deemed necessary with the approval of the Chairman of the Governing Body.
- Scope** 33. The Governing Body shall generally pursue and carry out the objectives of the Society as set forth in the Memorandum of its Association and in doing so shall follow and implement the policy directions and guidelines laid down by the Society.
- Functions** 34. The affairs and funds of the Society shall be managed, administered, directed and controlled, subject to Rules, Bye-laws and orders of the Society, by the Governing Body.
- Powers** 35. a) The Governing Body shall exercise all executive and financial powers of the Society including those vested in or conferred or to be conferred on it by or under any Statute subject nevertheless in respect of expenditure to such limitations as the Government of India from time to time may impose.
- b) In particular and without prejudice to the generality of the fore-going provisions, the Governing Body shall have the power, subject to the provisions of these rules and Bye-laws framed thereunder, to:—
- i) consider the annual and supplementary budgets placed before it by the Director from time to time and pass them with such modification as may be deemed necessary;
 - ii) establish, maintain, amalgamate and/or close institutions, laboratories, offices and/or hostels etc;
 - iii) encourage the pursuit of learning particularly relating to Hydrology and for the purpose found scholarships, prizes, medals etc. and certificates and other academic titles in collaboration where necessary with University of Roorkee and other academic and Research institutions;
 - iv) create posts, categorise posts and personnel in the Institute and make appointment to various posts;

- v) determine the conditions of service of the employees of the Institute; including inter alia matters regarding remuneration, duties, conduct, discipline, appeal, etc;
- vi) enter into agreements with the Government of India and through the Government with foreign and international agencies and organisations, the State Governments and other public or private bodies or organisations or individuals for securing and/or accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with the objects of the Society, or the policy of the Government of India;
- vii) take over, acquire (by purchase, gift, exchange, lease or hire or otherwise from Government of India and through the Government of India from foreign and international agencies and organisations, the State Governments and other public or private bodies or organisations, or individuals, or institutions) or to dispose of libraries, laboratories, museums, collections immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions whereunder it is concluded, is inconsistent with the objects of the Society or the policy of the Government of India;
- viii) appoint Boards, Committees, Sub-Committees and panels consisting of persons who may or may not be members of the Governing Body or employees of the Institute for such purposes and periods and with such powers and on such terms as it may deem fit, but subject to the foregoing Rule 28 of these Rules;
- ix) dissolve and/or substitute all or any Board, Committee, Sub-Committee, or panel functioning or set up under Sub-Rule viii) above under the Society and to issue such direction to them as it may deem fit and necessary;

- x) delegate such administrative, financial and other powers to the Director, and any other officer of the Institute, as it may consider necessary and proper; and
- xi) Subject to such restrictions or directions and guideline as the Society may issue from time to time in this behalf, have full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of Association.

**Powers to frame
amend or repeal Bye-
laws on certain
matters**

36. Subject to the provisions of these Rules and with the approval of the Government of India, the Governing Body shall have the power to frame amend or repeal bye-laws for the administration and management of the affairs and funds of the Society and in particular to provide for the following matters:-
- i) Preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the Society, purchase, sale or exchange of such investment and maintenance of accounts and their audit.
 - ii) Procedure for recruitment and training, examination, assessment, clearance of probation, confirmation and promotion of personnel to and in the service of the Institute.
 - iii) Terms and tenures of appointments and assignments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Institute.
 - iv) terms and conditions governing:—
 - a) the grant of scholarship, fellowships, etc ;
 - b) deputations within the country and abroad;
 - c) grants-in-aid for research schemes and project; and
 - d) establishment of research centres.
 - v) Such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.

Frequency of Meetings

37. The Governing Body shall meet as often as necessary, and in an event, at least twice in a year, the year for this purpose being the financial year.

Date, time and place of meetings

38. The Governing Body meetings shall be held on such date, time and place as may be determined by the Chairman.

Notice for meetings and its service

39. a) All meetings of the Governing Body shall be called by notice in writing by and under the hand of the Director.
- b) Every notice calling a meeting of the Governing Body shall state the date, time and place of the meeting and shall be served upon every member of the Governing Body not less than fifteen clear days before the day appointed for the meeting.
- c) The Agenda notes shall be served upon every member of the Governing Body not less than 7 days before the day appointed for the meeting.

Validation of proceedings of meetings

40. Any inadvertent omission to give Notice/Agenda Notes to or non-receipt or late receipt of Notice/Agenda Notes by any member shall not invalidate the proceedings of the meeting.

Chairman of the meetings

41. Meetings of the Governing Body shall be presided over by the Chairman of the Governing Body and in his absence by the Vice-Chairman of the Governing Body. In the absence of both the Chairman and Vice-Chairman, the members present shall choose one of the members present to be the Chairman of the meeting.

Quorum

42. a) Five members of the Governing Body present in person shall constitute the quorum for meeting of the Governing Body.
- b) If there is no quorum at any meeting of the Governing Body, the meeting shall be adjourned for a week at least.
- c) The adjourned meetings need not have a quorum.

Determination of matters by majority vote

43. Each member of the Governing Body, shall have one vote. The matters to be determined by the Governing Body shall be decided by the majority votes.

Provided that i) In the event of there being equality of votes on any question to be decided by the Governing Body, the Chairman shall have a casting vote.

ii) In the event of disagreement between the Member-Finance and the Governing Body on financial matter beyond the delegated powers of the Ministry of Irrigation, the matter may be referred to the President of the Society (Union Minister of Water Resources and Union Minister of Finance for decision.

Conduct of business by circulation of resolution

44. Any business, which it may be necessary for the Governing Body to perform, except such as may be placed before the annual meeting of the Society, may be performed by a resolution in writing circulated among all its members, and any such resolution so circulated and approved by a majority of the members shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body.

Approval of Proceedings

45. The proceedings of all Governing Body meetings and resolutions passed, referred to in Rule 44 above shall be submitted by the Director to the Chairman of the Governing Body for approval.

Submission of Proceedings

46. The proceedings of the meetings of the Governing Body shall be submitted to the President at the earliest.

VIII. TECHNICAL ADVISORY COMMITTEE

Constitution

47. There shall be a Technical Advisory Committee comprising the following :—
- i) Chairman, Central Water Commission —Chairman
 - ii) Member (Water Planning), Central Water Commission.
 - iii) Member (River Management), Central Water Commission

- iv) Chairman, Central Ground Water Board.
- v) A representative of IMD.
- vi) A representative of Central Electricity Authority.
- vii) Director, CWPRS, Poona.
- viii) A representative of Department of Science & Technology.
- ix) At least two persons from academic institutions out of whom one must be from Roorkee University and at least two persons from field organisations who are specialists in the area of Hydrology and Water Resources to be nominated by the Chairman, Governing Body, and
- x) Director, National Institute of Hydrology...Convener

Functions

48. The Technical Advisory Committee will, inter-alia be responsible for :—
- i) technical scrutiny of the research programmes of the Institute and recommending priorities;
 - ii) carrying out technical scrutiny of the individual schemes drawn up by the National Institute of Hydrology for inclusion in the Annual/Five Year Plans/External assistance;
 - iii) examine the expansion proposals of the Institute;
 - iv) perform any other functions as may be assigned to it by the Governing Body.

Frequency of meetings

49. The Technical Advisory Committee will meet as often as necessary, but at least once in six months.

Quorum

50. At least one third of the total number of the members would form a quorum.

IX. REGIONAL CENTRES AND REGIONAL COORDINATION COMMITTEE

- Regional Centres** 51 (a) The Society on the recommendation of the Governing Body will approve the establishment of the regional centres. On the recommendation of the Director, NIH and Chairman, Governing Body, the President of the Society will decide the location of the Headquarters of the regional centres.
- Function of Regional Centres** 51 (b) (i) To support central work of the institute as a whole by collection / coordination of local data.
(i i) To undertake location specific studies in collaboration with local academic / project/state organisations wherever possible.
- Regional Coordination Committee** 52 (a) There shall be a Regional Coordination Committee for each of the Regional Centres with Director, NIH as Chairman and Head of the Regional Centre as Member - Secretary with Members drawn from Central and State Government organisations connected with the region. The committee will consist of 11 to 15 members to be appointed by the Governing Body,

The Regional Coordination Committee will meet as often as necessary but at least once in 6 months.
- Functions of Regional Coordination Committee** 52 (b) The Regional Coordination Committee will interalla be responsible
(i) To ensure the effective coordination between the regional centre and the various academic and field organisations engaged in water resources research and development;
(i i) to advise the regional centre on the programme of studies and research to be taken up keeping in view the problems and research needs of the region;
(iii) examining the proposals for diversification of the activities of the regional centres;
(iv) performing any other task as may be assigned by the Governing Body.

**X COMMITTEE COORDINATION
FOR WITH UNIVERSITY OF ROORKEE**

Constitution

53. There shall be a Coordination Committee with the Vice-Chancellor, University of Roorkee as Chairman; Director, National Institute of Hydrology as Vice-Chairman; and other members as may be decided upon by the President of the Society.
54. The Committee shall have powers to co-opt any other member from the University of Roorkee and the National Institute of Hydrology, as considered necessary.

Functions

- 5A. The following shall be the terms of reference of the Coordination Committee;
- i) to ensure effective coordination between University of Roorkee and the National Institute of Hydrology;
 - ii) to recommend the extent of assistance to be obtained from the University of Roorkee in handling of research problems of the Institute, with due consideration to full utilisation of National Institute of Hydrology Staff and available facilities and expertise in the Roorkee University;
 - iii) to decide the norms for payment of charges to the University on no-profit no-loss basis for assistance to be rendered to the Institute;
 - iv) to decide the working arrangement for utilising for mutual benefit the facilities available in the University and the Institute, viz.,
 - a) Laboratory
 - b) Photographic equipment
 - c) Duplicator facility
 - d) Use of computer, other equipment and instruments
 - e) Use of Library, and technical & other associated Journals
 - f) Use of recreational facilities
 - g) Use of Auditorium, Class Rooms, Seminar halls
 - h) Teleprinter or Telex facility
 - i) Facilities for Office, Residential, Hostel and Guest-house accommodation.

- j) Deputation of any staff for limited periods
- k) Municipal facilities e.g. land, water, electricity, horticulture, etc.
- l) Other matters as may arise.
- v) To deal with issues relating to supply of water, electric power, accommodation, other services etc, to the Institute Staff.

Frequency of meetings

56. The Co-ordination Committee shall meet generally once every three months.

XI RECRUITMENT COMMITTEES/SELECTION COMMITTEES

Recruitment Rules

57. Recruitment and appointment to the various posts in the Institute shall be made in accordance with the Recruitment Rules framed or to be framed for the purpose and duly approved by the Governing Body.

Constitution

58. a) For recruitment of the Director of the Institute, there shall be a Selection Committee with the Secretary to the Government of India, Ministry of Water Resources Chairman and other Members as may be decided upon by the President of the Society.
- b) The Governing Body shall set up suitable recruitment committees who shall be responsible for recruitment to posts other than that of Director.

XII ACHIEVEMENTS REVIEW COMMITTEE

Constitution

59. There shall be an Achievements Review Committee to be appointed by the President of the Society once in 5 years, to assess the performance of the National Institute of Hydrology. The Achievements Review Committee may co-opt any other experts/advisers as it may deem necessary.
60. The Achievements Review Committee may also be entrusted by the Governing Body to examine any other specific items and make recommendations hereon.

Action on Report

61. The Report of the Achievements Review Committee and its various recommendations shall be placed before the next meeting of the Governing Body for consideration and necessary directions

XIII GENERAL

62. The Society shall establish and maintain its own office, Research Institutes and Laboratories, Regional and Sub-Stations etc.

63. The Governing Body may constitute appropriate Committees/ Sub-Committees to assist the Director in personnel and disciplinary matters as may be necessary.

Funds of Society

64. The funds of the Society shall consist of the following:—

- i) Lumpsum and recurring grants made by the Government of India.
- ii) Income from investments.
- iii) Income from other sources.

Investment of funds of the Society

65. The income and property of the Society, however, derived, shall be applied towards the promotion of the objects thereof as set forth in the Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may, from time to time, impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly, by way of dividends bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any service rendered to the Society.

Bankers of the Society

66. a) The Bankers of the Society shall be the State Bank of India and its subsidiaries and/or Scheduled/Nationalised Banks.
- b) Unless otherwise authorised by the Chairman of the Governing Body or the Director, no new account shall be opened.

- c) No amount shall be withdrawn from the Society's account in a Bank except by cheques signed and countersigned by such officers as may be duly empowered in this behalf by the Chairman of the Governing Body or the Director.

Finance Officer of the Society

67. There shall be at the Institute's Headquarters, a Finance Officer who will be a wholetime employee of the Institute. He shall assist the Director in the preparation of the budget of the Society and he shall be responsible for the control of its finances and for the proper maintenance of accounts and for internal audit. The Finance officer shall advise the Director on all financial matters. The Director shall have the powers to over-rule his advice by recording in writing reasons therefor. A report of all such cases shall be submitted to the Governing Body for information.

Advice in financial matters

68. Matters having financial implications, which fall beyond the powers of the Director, shall be referred to the Member-Finance for advice.

Auditors

69. The accounts of the Society shall be audited by such person or persons as may be nominated by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of the accounts for audit shall be prescribed by the Bye-laws to be framed by the Governing Body and approved by the Government of India with the concurrence of the Comptroller and Auditor General of India.

Seal of the Society

70. The Governing Body of the Society shall have a seal which shall be used only with its prior approval in cases where under any law it is necessary for the Society to affix it on a document or on a instrument or the Governing Body otherwise so decides that such a document/ instrument shall be signed by a member of the Governing Body and the Secretary or/such other officer or person authorised by the Governing Body.


Alteration or extension of the purpose of the Society

71. Subject to the approval of the Government of India previously obtained, the Society may alter or extend the purpose for which it is established or be amalgamated either wholly or partially with any other Society by following the under-mentioned procedure:—

Certified to be correct copy of the Rules and Regulation of the National Institute of Hydrology.

Name	Occupation and Address	Signature
1. Shri C.C. Patel	Secretary, Department of Irrigation, Government of India, New Delhi.	
2. Mr. Rashmi Shroff	Joint Secretary (A), Department of Irrigation. Government of India, New Delhi.	
3. Shri S.B. Khare	Commissioner, (Ganga Basin), Department of Irrigation, Government of India, New Delhi.	

New Delhi,
the December, 1978

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