

MEMORANDUM OF ASSOCIATION

RULES & REGULATIONS AND BYE-LAWS

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH, NEW DELHI

2005

Hindi version of the CSIR Rules & Regulations and Bye-laws is based on the original in English. In case of any doubt, the English version will be treated as authentic.

Printed at National Institute of Science Communication And Information Resources,
CSIR,
Dr. K.S. Krishnan Marg, New Delhi-110 012

Certificate of Registration of Societies

Act XXI of 1860

No. X of 1941-1942

Hereby certify that *The Council of Scientific and Industrial Research* has this day been registered under the Societies Registration Act XXI of 1860.

Given under my hand at Delhi this twelfth day of March One Thousand Nine Hundred and Forty Two.

Fee Rs.50/- paid

Sd/-

Registrar of Joint Stock Companies

Delhi

‘Seal’

List of National Laboratories/Institutes/Centres of CSIR
Council of Scientific & Industrial Research “Anusandhan Bhawan”
2, Rafi Ahmed Kidwai Marg, New Delhi-110001

1. Central Building Research Institute
Roorkee-247 667

2. Centre for Cellular & Molecular Biology
Uppal Road
Hyderabad-500 007

3. Central Drug Research Institute
Chattar Manzil Palace
Post Box No. 173
Lucknow-226 001

4. Central Electro-Chemical Research Institute
Karaikudi-623 006
(TAMILNADU)

5. Central Electronics Engineering Research Institute
Pilani-333 031
(RAJASTHAN)

6. Institute of Genomics and Integrative Biology
Near Jubilee Hall
University Campus
Mall Road
Delhi-110 007

7. Central Fuel Research Institute
P.O. FRI, Distt. Dhanbad
Dhanbad-828 108
(BIHAR)
8. Central Food Technological Research Institute
Mysore-570 013
9. Central Glass & Ceramic Research Institute
P.O. Jadavpur University
Kolkata-700 032
10. Central Institute of Medicinal and Aromatic Plants
Post Bag No. 1
Ram Sagar Misra Nagar
Lucknow-226 016
11. Central Leather Research Institute
Adyar, Chennai-600 002
12. Central Mechanical Engineering Research Institute
Mahatma Gandhi Avenue
Durgapur 713 209
13. Central Mining Research Institute
Barwa Road
Dhanbad-826 001
(BIHAR)
14. Central Road Research Institute
P.O. CRRI

- New Delhi-110 020
15. Central Scientific Instruments Organization
Sector 30-C
Chandigarh-160 020
 16. Central Salt & Marine Chemicals Research Institute
Gijubhai Badheka Marg
Bhavnagar-364 002
 17. Indian Institute of Chemical Biology
4, Raja S.C. Mullick Road
Jadavpur
Kolkata-700 032
 18. Institute of Himalayan Bioresource Technology
Post Box No.6
Palampur-176 061 (H.P.)
 19. Indian Institute of Chemical Technology
(Formerly Regional
Research Laboratory)
Uppal Road
Hyderabad-500 007
 20. Indian Institute of Petroleum
P.O. IIP
Mokhampur
Dehradun-248 005
 21. Institute of Microbial Technology

Post Box No.1304
Chandigarh-160 036

22. Industrial Toxicology Research Centre
Mahatma Gandhi Marg
Post Box No.80
Lucknow-226 001

23. National Aerospace Laboratories
Post Box No.1779
Bangalore-560 017

24. National Botanical Research Institute
Rana Pratap Marg
Post Box No.436
Lucknow-226 001

25. National Chemical Laboratory
Pune-411 008

26. National Environmental Engineering Research Institute
Nehru Marg
Nagpur-440 020

27. National Geophysical Research Institute
Uppal Road
Hyderabad-500 007

28. National Institute of Oceanography
Dona Paula-403 004

(GOA)

29. National Institute of Science Communication And Information Resources
Dr K.S. Krishnan Marg*
New Delhi-110 012
30. National Institute of Science, Technology & Development Studies
Dr K.S. Krishnan Marg
New Delhi-110 012
31. National Metallurgical Laboratory
Jamshedpur-831 007
32. National Physical Laboratory
Dr K.S. Krishnan Marg
New Delhi-110 012
33. Regional Research Laboratory
Hoshangabad Road
Habibgar Naka
Bhopal-462 026 (M.P.)
34. Regional Research Laboratory
Bhubaneshwar-751 013
(ORISSA)
35. Regional Research Laboratory
Canal Road
Jammu-Tawi-180 001
36. Regional Research Laboratory

P.O. Jorhat
Jorhat-785 006
(ASSAM)

37. Regional Research Laboratory
Industrial Estate P.O.
Thiruvananthapuram-695 019

38. Structural Engineering Research Centre
CSIR Campus, Taramani
Chennai-600 113

39. CSIR Centre for Mathematical Modelling & Computer Simulation
(C-MMACS), NAL
Belur Campus
Bangalore-560 037

(also 14 Satsang Vihar Marg, New Delhi 110 067. Webmaster 2005)*

CONTENTS

	Pages
1. Resolution	1
2. Memorandum of Association of the Society	8
3. Rules & Regulations	14
4. Bye-law	31
5. Minute of the President, CSIR delegating his Powers to the Vice-President	36
6. Delegation of Powers to the Directors/Heads of National Laboratories/Institutes for signing Contracts and Agreements under Bye-Law 18	37

DEPARTMENT OF COMMERCE
RESOLUTION

New Delhi, the 26th September, 1942

No.148.Ind. (157)/41.

1. After the setting up of the Board of Scientific & Industrial Research and the Industrial Research Utilization Committee the constitution of which was announced in the Department of Commerce Resolution Nos. 148-S & I (1)/40 dated the 27th April, 1940 and 148-Ind./63/40, dated the 1st February, 1941, the need was felt of a body that could coordinate and generally exercise administrative control over the work of the two organizations. The Government of India have had, therefore, under consideration for some time past the question of setting up such a body. Having weighed all relevant considerations, the Government of India have now come to the conclusion that the time has come to decide how best the results achieved by the two bodies could be utilised in practice. It was urged on the Government of India that it will be of great value to Indian Industrial Research if an organization were to be set up that will secure:

- (1) That donations made by industrialists are entirely devoted to initiate and promote industrial research.
- (2) A simple procedure that will ensure the work of the organization being carried on as expeditiously as possible.

2. The Government of India, after having given their most careful consideration, are of opinion that the objects set out above would be best achieved by constituting a Council of Scientific and Industrial Research on a permanent footing. The actual administration of the affairs as well as the funds of the Council are to be entrusted to a Governing Body of the Council (subject to the limitations mentioned in paragraph 5 below) constituted according to the Rules & Regulations of the Council which will be a

Registered Society under the Registration of Societies Act (Act XXI of 1860). The Council is to set up its own Advisory Bodies to examine proposals of Scientific and Industrial Research and to report to the Governing Body on the feasibility of the proposals and to advise on any other question referred to them by the Governing Body. The Governing Body will consist of the following:

- (1) The Honourable Member of the Council of His Excellency the Governor General in Charge of the portfolio of Commerce (Ex-officio).
- (2) A representative of the Commerce Department of the Government of India, appointed by the Government of India.
- (3) A representative of the Finance Department of the Government of India, appointed by the Government of India.
- (4) Two members of the Board of Scientific & Industrial Research elected by the said Board.
- (5) Two members of the Industrial Research Utilisation Committee elected by the said Committee.
- (6) The Director of Scientific and Industrial Research.
- (7) One or more members to be nominated by the Government of India to represent interests not otherwise represented.

The Honourable Member of the Council of His Excellency the Governor General in Charge of the portfolio of Commerce shall be ex-officio President of the Governing Body.

The first Governing Body consists of:-

PRESIDENT

The Hon'ble Mr. N.R. Sarkar, Member of the Council of His Excellency the Governor General.

MEMBERS

Sir Shanti Swarup Bhatnagar, O.B.E., D.Sc., F.Inst. P., F.I.C., Director of Scientific and Industrial Research, Delhi.

Ghulam Mohammed, Esq., C.I.E. Finance Minister, His Exalted Highness the Nizam's Government, Hyderabad (Deccan).

Sir Borio Staig, C.S.I., I.C.S., Additional Secretary to the Government of India, Finance Department, New Delhi.

T.S. Pillay, Esq., O.B.E., Joint Secretary to the Government of India, Department of Commerce, New Delhi.

Jehangir R.D. Tata, Esq., Bombay House, 24, Bruce Street, Bombay.

Sir Ardeshir Dalal, Director, Tata Iron and Steel Co. Ltd., Bombay.

Sir Shri Ram, Agent, Delhi Cloth and General Mills Ltd., Delhi.

Sir Abdul Halim Ghaznavi, Member of the Legislative Assembly (Central), 18, Canal Entally, Calcutta.

Sir Henry Richardson, Managing Director, M/s. Andrew Yule and Company, Calcutta.

Kasturbhai Lalbhai, Esq., Managing Agent, Arvind Mills Ltd., Ashoka Mills Ltd., etc., Ahmedabad.

Dr. J.C. Ghosh, D.Sc., F.N.I., Director, Indian Institute of Science, Bangalore.

Dr. Nazir Ahmed, O.B.E., M.Sc., Ph.D., Director, Technological Laboratory, Indian Central Cotton Committee, Bombay.

Dr. M.N. Saha, D.Sc., F.R.S., F.R.A.S.B., Palit Professor of Physics, University College of Science, 92, Upper Circular Road, Calcutta.

Diwan Bahadur A.L. Mudaliar, B.A., M.D. (Mad.), F.C.O.G. (Eng.), Vice-Chancellor, University of Madras, Madras.

3. The functions of the Council will be:-

a) to implement and give effect to the following resolution moved by the Hon'ble Dewan Bahadur Sir A.R. Mudaliar and passed by the Legislative Assembly on the 14th November, 1941 and accepted by the Government of India:-

“This Assembly recommends to the Governor General in Council that a fund called the Industrial Research Fund be constituted, for the purpose of fostering industrial development in this country and that provision be made in the Budget for an annual grant of rupees ten lakhs to the Funds for a period of five years”.

b) the promotion, guidance and co-ordination of scientific and industrial research in India including the institution and the financing of specific researchers;

c) the establishment or development and assistance to special institutions or departments of existing institutions for scientific study of problems affecting particular industries and trade;

d) the establishment and award of research studentships and fellowships;

e) the utilization of the results of the researches conducted under the auspices of the Council towards the development of industries in the country and the payment of a share of royalties arising out of the development of the results of researches to those who are considered as having contributed towards the pursuit of such researches;

f) the establishment, maintenance and management of laboratories, workshops, institutes and organisations to further scientific and industrial research and to utilise and exploit for purposes of experiment or otherwise any discovery or invention likely to be of use to Indian industries;

g) the collection and dissemination of information in regard not only to research but to industrial matters generally;

h) publication of scientific papers and a journal of industrial research and development; and

i) any other activities to promote generally the objects of the resolution mentioned in (a) above.

4. The Council, has a present, set up two Advisory Bodies named the Board of Scientific & Industrial Research and Industrial Research Utilization Committee. In modification of the Commerce Department Resolutions cited above, the Secretary of the Council will be ex-officio Secretary to these Advisory Bodies. The functions of the Board of Scientific & Industrial Research and the Industrial Research Utilization Committee will be the same as set out in the Resolutions Nos. 148-S & I. (1)/40 dated the 27th April 1940 and 148-Ind. (63)/40 dated the 1st February 1941, respectively except that these

bodies will tender their advice to the Governing Body of the Council of Scientific and Industrial Research instead of to the Government of India. The names of the present members of the Board of Scientific and Industrial Research and the Industrial Research Utilization Committee are given below:

BOARD OF SCIENTIFIC & INDUSTRIAL RESEARCH

PRESIDENT

The Hon'ble Mr. N.R. Sarkar, Member of the Council of His Excellency the Governor General.

MEMBERS

Dr. Sir Shanti Swarup Bhatnagar, O.B.E., D.Sc, F.Inst. P., F.I.C., Director of Scientific and Industrial Research, Delhi.

Ghulam Mohammed, Esq., C.I.E. Finance Minister, His Exalted Highness the Nizam's Government, Hyderabad (Deccan).

Sir Ardeshir Dalal, Director, Tata Iron & Steel Co. Ltd, Bombay.

Sir Shri Ram, Agent, Delhi Cloth and General Mills, Ltd., Delhi.

T.S. Pillay, Esq., O.B.E., Joint Secretary to the Government of India, Department of Commerce, New Delhi.

Kasturbhai Lalbhai, Esq., Managing Agent, Arvind Mills Ltd., Ashoka Mills Ltd., Ahmedabad.

Dr. J.C. Ghosh, D.Sc., F.N.I., Director, Indian Institute of Science, Bangalore.

Dr. Nazir Ahmad, O.B.E., M.Sc., Ph.D., Director, Technological Laboratory,
Indian Central Cotton Committee, Bombay.

Dr. M.N. Saha, D.Sc, F.R.S., F.R.A.S.B., Palit Professor of Physics, University
College of Science, Calcutta.

Dr. Jivraj N. Mehta, Seth G.S. Medical College, Parel, Bombay.

Dr. Narender Nath Law, M.A.B.L., P.R.S., Ph.D., 96, Amherst Street, Calcutta.

P.F.S. Warren, Esq., B.A. (Cantab), A.M.I.C.F. M.I.E. (Ind.), Director, Jessop and
Company Ltd., 93, Clive Street, Calcutta.

Dr. K.S. Krishnan, D.Sc., F.R.S., Professor of Physics, Allahabad University,
Allahabad.

Dr. Muzaffaruddin Qureshi, B.Sc. (Allahabad), M.Sc. (Punjab), D.Phil. (Berlin),
Head, Department of Chemistry, Osmania University, Hyderabad (Deccan).

The Hon'ble Sir Rahimtoola Chinoy, Radio House, Chowpatty, Bombay.

Dr. Sir C. Ramalinga Reddy, Vice-Chancellor, Andhra University, Waltair.

K.G. Morshed, Esq., I.C.S., Chief Controller of Purchase (Supply).

INDUSTRIAL RESEARCH UTILIZATION COMMITTEE

PRESIDENT

The Hon'ble Mr. N.R. Sarkar, Member of the Council of His Excellency the Governor General.

MEMBERS

T.S. Pillay, Esq., O.B.E., Joint Secretary to the Government of India, Department of Commerce, New Delhi.

Ghulam Mohammed, Esq., C.I.E. Finance Minister, His Exalted Highness the Nizam's Government, Hyderabad (Deccan).

Dr. Sir Shanti Swarup Bhatnagar, O.B.E., D.Sc, F.Inst. P., F.I.C., Director of Scientific and Industrial Research, Delhi.

Sir Ardeshir Dalal, Director, Tata Iron & Steel Co. Ltd, Bombay.

Sir Shri Ram, Agent, Delhi Cloth and General Mills, Ltd., Delhi.

Sir Abdul Halim Gaznavi, M.L.A. (Central), 18 Canal Street, Entally, Calcutta.

Kasturbhai Lalbhai, Esq., Managing Agent, Arvind Mills Ltd., Ashoka Mills Ltd., Ahmedabad.

Dr. Narender Nath Law, M.A.B.L., P.R.S., Ph.D., 96, Amherst Street, Calcutta.

P.F.S. Warren, Esq., B.A. (Cantab), A.M.I.C.F. M.I.E. (Ind.), Director, Jessop and Company Ltd., 93, Clive Street, Calcutta.

Sir Frederick Stones, O.B.E., MIC., Care of M/s. E.D. Sassoon and Co. Ltd., E.D. Sassoon Buildings, Doughall Road, Bombay.

Sir Frederick James, MLA (Central), 1 and 2, Western Court, New Delhi.

Dewan Bahadur C.S. Ratnasabapathi Mudaliar, CIE, Lakshmi Nivas, Avanas Road, Coimbatore.

L. Padampat Singhanian, Kamala Tower, Cownpore.

G.D. Naidu, Esq., C/o U.M.S. Radio Factory, Avanas Road, Coimbatore.

Syed Najmul Hasan, MLA (Bihar), Sultan Palace, Patna.

Syed Amjad Ali Shah, O.B.E., M.A. (Punjab), Ashiana, Lahore.

The Hon'ble Sir Rahimtoola Chinoy, Radio House, Chowpatty, Bombay.

J.N. Lahiri, Esq., Manager, Bengal Chemical and Pharmaceutical Works, Calcutta.

S.C. Mitter, Esq., B.Sc. (Engg.), (Lond.), AMIE (Ind.), Director of Industries, Bengal, Calcutta.

Dr. Sir C. Ramalinga Reddy, Vice-Chancellor, Andhra University, Waltair.

5. The Government of India have decided that a fund, viz., the Industrial Research Fund, should be constituted by grants from the Central Revenues to which additions are to be made from time to time as moneys flow in from other sources. These "Other sources" will comprise grants, if any, by Provincial Governments, by industrialists for special or general purposes, contributions from Universities or local bodies, donations of benefactions, royalties, etc., received from the development of the results of industrial research, and miscellaneous receipts. The Council of Scientific and Industrial Research will exercise full powers in regard to the expenditure to be met out of the Industrial

Research Fund subject to its observing the Bye-laws framed by the Governing Body of the Council, from time to time, with the approval of the Governor General in Council and to its annual budget being approved by the Governor General in Council.

6. The Government of India express the hope that the facilities afforded by the Council of Scientific & Industrial Research will be availed by all interested in Indian Industrial development and that the provincial governments will assist the Council in its work by establishing Provincial Advisory Boards of Scientific and Industrial Research to form liaison with the Board of Scientific and Industrial Research.

ORDER: Ordered that this Resolution be communicated to all Provincial Governments, all Chief Commissioners (Except Panth Piploda), the several Departments of the Government of India (including the Financial Advisers, Military Finance, and Communications), the Political Departments, the Private and Ministry Secretaries to His Excellency the Viceroy, Director of Scientific & Industrial Research, Secretary, Council of Scientific and Industrial Research, Director, Government Test House, the Auditor General Accountant General, Central Revenues, Chief Controller of Supply Accounts and the High Commissioner for India.

Ordered also that the Resolution be published in the Gazette of India for general information.

Sd/-

T.S. Pillay,

Joint Secretary to the Government of India

MEMORANDUM OF ASSOCIATION
of the
Council of Scientific and Industrial Research

1. The name of the Society is the Council of Scientific and Industrial Research.

2. The objects for which the Council of Scientific and Industrial Research is established are:-
 - (a) To implement and give effect to the resolution moved by the Hon'ble Dewan Bahadur Sir A. Ramaswamy Mudaliar, Hon'ble Member of the Department of Commerce of the Government of India and passed by the Legislative Assembly on the 14th November, 1941 and accepted by the Government of India, the full text whereof is as follows:-

“This Assembly recommends to the Governor General in Council that a fund called the Industrial Research Fund be constituted, for the purpose of fostering industrial development in this country and that provision be made in the Budget for an annual grant of rupees ten lakhs to the Fund for a period of the five years”.

 - (b) The objective of the Council being scientific and industrial/applied research of national importance, its major activities should be:
 - (i) research and development projects of national priority as evolved by the high level body concerned with overall planning for science and technology in the country;

 - (ii) research and development projects sponsored by industries in the public/private sector and others and in consonance with national priorities;

- (iii) research and development directed towards continuous improvement of indigenous technology and adaptation and development of imported technology;
 - (iv) research and development of new technologies relevant to the country's social, economic and industrial needs in keeping with the national objective of self-reliance;
 - (v) research and development on appropriate and alternate technologies, with emphasis on the use of local resources;
 - (vi) basic scientific research that is necessary and industrial/applied research and development in progress and from the view-point of future advances in technology in consonance with the national priorities;
 - (vii) maintenance of national physical standards and a library of standard reference materials; and
 - (viii) technical advisory services like information, extension, consultancy and testing.
- (c) the establishment or development and assistance to special institutions or departments of existing institutions for scientific study of problems affecting particular industries and trade;
- (d) the establishment and award of research fellowship and the institution and financing of specific researches;

- (e) the utilization of the results of the researches conducted under the auspices of the Council towards the development of industries in the country and the payment of a share of royalties arising out of the development of the results of researches to those who are considered as having contributed towards the pursuit of such researches;
- (f) the establishment, maintenance and management of laboratories, workshops, institutes, museums including mobile museums and organisations to further scientific and industrial/applied research and development and to utilize and exploit for purposes of experiment or otherwise any discovery or invention likely to be of use to Indian industries;
- (g) the collection and dissemination of information in regard not only to research and development but to industrial matters generally;
- (h) publication of scientific papers and journals devoted to scientific and industrial/applied research and development;
- (hh) to enter into arrangements with foreign scientific agencies and institutions for exchange of scientists, study tours, training in specialised areas of science and technology, conducting joint projects, providing technical assistance in the establishment of scientific institutions and for other matters consistent with the aims and objectives of the Society.
- (i) for the purposes of the Society to draw and accept and make and endorse discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;
- (ii) to borrow and raise moneys with or without security or on the security of a mortgage, charge or on the security of hypothecation or pledge of all or

any of the moveable or immoveable properties belonging to the Society or in any other manner whatsoever;

- (j) 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 investment;
- (k) 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;
- (l) to construct or alter any building which may be necessary for the Society;
- (m) to sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, moveable or immoveable, of the Society for the furtherance of the objects of the Society;
- (n) to establish and maintain a research and reference library in pursuance of the objects of the Society with reading and writing rooms and to furnish the same with books, reviews, magazines, newspapers and other publications;
- (o) to appoint, or employ, temporarily or permanently, any person and persons and to pay them, or other persons, for services rendered to the Society such salaries, wages, gratuities, provident funds and pensions, and to introduce and implement welfare schemes, including, but not limited to, superannuation or housing schemes, for the benefit of such persons, as the Society may in this behalf determine; and

(p) to do all other such things as the Society may consider necessary incidental or conducive to the attainment of the above subjects.

3. The Governing Body of the Society shall be the body constituted to be the Governing Body under the Rules and Regulations of the said Society and the first members of the said Governing Body shall be:-

S.No.	Name	Address	Occupation
1.	The Hon'ble Dewan Bahadur Sir A. Ramaswami Mudaliar	Secretariat, New Delhi/Simla	Member of the Council of His Excellency the Governor General
2.	Sir Shanti Swarup Bhatnagar, O.B.E., D.Sc., F. Inst. P., F.I.C.	Secretariat, New Delhi	Director of Scientific and Industrial Research
3.	Ghulam Mohammed Esq., C.I.E.	Secretariat, New Delhi/Simla	Additional Secretary to the Government of India in the Department of Supply
4.	A.C. Turner., Esq., M.B.E., I.C.S.	Secretariat, New Delhi/Simla	Joint Secretary to the Government of India in the Finance Department
5.	T.S. Pillay, Esq., O.B.E.	Secretariat, New Delhi/Simla	Deputy Secretary to the Government of India in Department of Commerce
6.	Sir Ardeshir Dalal	Bombay House, 24, Bruce Street, Fort, Bombay	Director, Tata Iron & Steel Co. Ltd., Bombay
7.	Sir Shri Ram	22, Curzon Road, New Delhi	Agent, Delhi Cloth and General Mills Ltd.
8.	Sir Abdul Halim Ghaznavi	18, Canal Street, Entally, Calcutta	Member of the Legislative Assembly (Central)
9.	Sir Henry Richardson	C/o Messers. Andrew	Managing Director

		Yule & Co. Ltd., Calcutta	Messers. Andrew Yule & Co. Ltd., Calcutta
10.	Kasturbhai Lalbhai, Esq.	Pankore's Naka, Ahmedabad	Managing Agent, Arvind Mills Ltd., Ashoka Mills Ltd., etc
11.	Dr. J.C. Ghosh, D.Sc., F.N.I.	Indian Institute of Science, Bangalore	Director, Indian Institute of Science, Bangalore
12.	Dr. Nazir Ahmed, O.B.E., M.Sc., Ph.D.	Indian Central Cotton Committee Matunga, Bombay	Director, Technological Laboratory, Indian Central Cotton Committee, Bombay

4. The income and property of the Society, however, derived, shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure 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 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 or remuneration to any member thereof or other persons in return for any service rendered to the Society.

5. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to, or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government of India may determine.

**Rules & Regulations and Bye-Laws
of
Council of Scientific and Industrial Research**

RULES AND REGULATIONS

Short Title

1. These Rules and Regulations may be called the Rules and Regulations of the Council of Scientific and Industrial Research.

Interpretation

2. In these Rules and Regulations, the following words and abbreviations shall have the meaning given against them unless there is anything contrary in the subject of context:-

- i) The “Advisory Board” shall mean the body constituted under Rule 57.
- ii) The word “Council” or CSIR shall mean the Council of Scientific & Industrial Research.
- iii) The “Director General” shall mean Director General of Council of Scientific & Industrial Research appointed by the Government of India.
- iv) The “Director” shall mean Director of National Laboratory/Institute or Institution established by and/or functioning under the Council.
- v) “Government of India” shall mean the administrative Ministry of the Government of India concerned with CSIR Affairs.
- vi) “Governing Body” shall mean the body which is constituted under Rule 29 as Governing Body of the Society.

- vii) The “Management Council” shall mean the body which is constituted as such under Rule 65.
- viii) The “National Laboratory” shall mean a research laboratory or institute or any other scientific, engineering or technological institution set up and/or functioning under the authority of the Society.
- ix) “President” shall mean President, Council of Scientific and Industrial Research.
- x) The word “Rule” means any of the Rules and Regulations of the Society.
- xi) The “Research Council” shall mean the body constituted under Rule 62.
- xii) The “Society” shall mean the Council of Scientific & Industrial Research.
- xiii) “Performance Appraisal Board” shall mean the body constituted under Rule 60.
- xiv) “Vice-President” shall mean Vice President, Council of Scientific & Industrial Research.
- xv) The word “Year” shall mean the calendar year except where it is specifically mentioned as financial year.
- xvi) “Financial year” shall mean the accounting year commencing from 1st April and ending on 31st March.

Members of the Society

3. The Society shall consist of the following members:

- a) The Prime Minister of India shall be the ex-officio President of the Society.
- b) The Minister-in-Charge of the Ministry or Deptt. dealing with the Council of Scientific & Industrial Research shall be the ex-officio Vice-President.

Provided that during any period when the Prime Minister is also such Minister, any person nominated in this behalf by the Prime Minister shall be the Vice-President.

- c) Ministers Incharge of Finance and Industry (ex-officio).
- d) The members of the Governing Body.
- e) Chairman, Advisory Board.
- f) Any other person or persons appointed by the President CSIR.

4. The Director General shall be ex-officio Secretary of the Society.

5. Should any member of the Society be prevented from attending a meeting of the Society, the President shall be at liberty to appoint a substitute in place of such a member at that meeting of the Society. Such substitute shall have all the rights and privileges of a member of the Society for that meeting only.

Members appointed by the President shall hold office for such period as may be prescribed by the President at the time of their appointment or at any time thereafter.

6. The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same.

7. If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll will be accordingly changed; but if he fails to notify his new address, the address in the roll of members shall be deemed to be his address.

Duration of Appointment

8. Where a member of the Society becomes a member by reason of the office or appointment he holds, his membership of the society shall terminate when he ceases to hold that office or appointment.

9. Unless their membership of the Society is terminated as provided in Rules 10 and 11 and subject to the provisions of Rule 5, all other members of the Society shall relinquish their membership on the expiry of three years from the date on which they became members of the Society but shall be eligible for reappointment. If a casual vacancy arises during the three years period, the person appointed in the vacancy shall, subject to the provisions of Rules 5, 10 and 11, hold office only for the unexpired period of that three years period.

10. A member of the Society shall cease to be a member on the happening of any of the following events:

- a) If he dies, resigns, becomes of unsound mind, becomes insolvent or be convicted of a criminal offence involving moral turpitude.
- b) If he does not attend three consecutive meetings of the Society without proper leave of the President or Vice-President.

11. The President may terminate the membership of any member or at one and the same time the membership of all members other than ex-officio members of the Society. Upon such termination the vacancies shall be filled in accordance with the relevant

provisions of the Rules. The members whose membership is so terminated shall be eligible for reappointment.

12. A resignation from membership shall be tendered to the Society in person to its Secretary and shall not take effect until it has been accepted on behalf of the Society by the President or Vice-President.

13. Any vacancy in the membership of the Society caused by any of the reasons mentioned in Rule 10 shall be filled up by appropriate appointment provided that the vacancy shall not be filled up until moved to do so by the President or Vice President or under the orders of any of them.

14. The Society shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Society for the time being and notwithstanding any other vacancy in its body whether by non-appointment or otherwise and no act or proceeding of the Society shall be invalidated merely by reason of the happening of any of the above events or of any defect in the appointment of any of its members.

Functions of the Society

15. The Society shall be autonomous organisation and its functions shall include the following:

- i) Review the progress and performance of CSIR.
- ii) Give the policy direction to Governing Body.
- iii) Approve the annual report and the yearly accounts of CSIR.

Officers of the Society

16. The Director-General shall be the Principal Executive Officer of the Society. He will set up technical groups to advise/assist him as may be required by him from time to time.

17. Apart from the Director-General, the officers of the Society shall be the Directors of the National Laboratories and such other officers as may be appointed from time to time by the authority competent to make the appointment to assist the Director-General and the Directors of National Laboratories and for carrying out the objects set forth in the Memorandum of Association.

18. The President may appoint a Director of a National Laboratory to act temporarily as Director-General in the absence of the Director-General, or in temporary vacancy of the office of the Director-General. An acting or temporary Director-General shall exercise all or only such powers vested in the Director-General by or under the rules as shall be sanctioned by the President. The President may impose conditions and restrictions as to the exercise of any such power by the acting or temporary Director-General.

19. The office of the Society shall be situated at the Headquarters of the Government of India.

Proceedings of the Society

20. a) The meetings of the Society shall be held at such date, time and place as may be determined by the President.
- b) The Society shall meet at least once a year.

- c) All meetings of the Society shall be called by notice under the hand of the Secretary.
- d) Every notice calling a meeting of the Society shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Society not less than twenty one clear days before the day appointed for the meeting.

21. If the President is not present at the meeting of the Society, the Vice-President shall be chairman of the meeting. If both the President and Vice-President are not present, any member of the Governing Body appointed by the President in writing shall be Chairman of the meeting, but if there shall be no member appointed as aforesaid present or willing to take the chair, the members of the Society shall choose one of the members, present to be the Chairman of the meeting.

22. No business shall be discussed at any meeting of the Society except the election of a Chairman whilst the Chair is vacant.

23. One third of members of the Society present in person shall form a quorum at every meeting of the Society.

24. All disputed questions at meetings of the Society shall be determined by vote.

25. Each member of the Society shall have one vote.

26. In case of an equality of votes, the Chairman shall have a casting vote.

27. A notice may be served upon any member of the Society either personally or by sending it through post in an envelope addressed to such member at his address in the roll of members.

28. Any notice so served by post shall be deemed to have been served on the day following that on which the letter, envelope or wrapper containing the same is posted and in proving such service it shall be sufficient to prove that the cover containing such notice was properly addressed and put into the post office.

The Governing Body

29. The affairs of the Society shall be administered, directed and controlled, subject to rules and regulations and bye laws and orders of the Society, by a Governing Body. The Governing Body of the Society for the purpose of Act XXI of 1860 shall comprise of the following members:

- i) The Director-General who shall be the ex-officio Chairman.
- ii) Member Finance (Secretary to the Government of India for financial matters concerning CSIR) ex-officio.
- iii) Directors of two National Laboratories.
- iv) Two eminent Industrialists, one of whom shall be from the Public Sector.
- v) Three eminent Scientists/Technologists, one of whom shall be from Academia.
- vi) Heads of two Scientific Departments/Agencies of the Government of India.

Members at (iii) to (vi) shall be nominated by the President of the Society. Term of nominated members shall be three years.

The Director-General may, if required, nominate a Secretary to the Governing Body.

Provided that the President may terminate the membership of any member or at one and the same time of all members other than the ex-officio members of the Governing Body. Upon such termination the vacancies shall be filled in accordance with the relevant provisions of the rules. The members whose membership is so terminated shall be eligible for re-appointment.

30. Unless their membership of the Governing Body is terminated as provided in proviso to Rule 29, and subject to the provision of Rule 32, all other members of the Governing Body shall relinquish their membership on the expiry of three years from the date on which they became members of the Governing Body but shall be eligible for re-appointment. If a casual vacancy arises during the three year period, the person appointed in the vacancy shall hold office only for the un-expired portion of that three year period.

31. The Governing Body shall function notwithstanding that any person who is entitled to be a member by reason of his office is not a member of the Governing Body for the time being and notwithstanding any other vacancy in its body and no act or proceeding of the Governing Body shall be invalidated merely by reason of the happening of any of the above events or of any defects in the appointment of any of its members.

32. A member of the Governing Body shall cease to be such member on the happening of any of the following events:-

- a) If he dies, resigns, becomes insolvent, becomes of unsound mind or be convicted of a criminal offence involving moral turpitude.
- b) If he does not attend three consecutive meetings of the Governing Body without proper leave of the Chairman.

33. Any vacancy in the membership of the Governing Body shall be filled up by appointment or nomination by the President.

Proceedings of Governing Body

34. Every meeting of the Governing Body shall be presided over by the Chairman of the Governing Body and in his absence by a member chosen by the meeting to preside for the occasion.

35. Not less than four members of the Governing Body present in person shall constitute a quorum at any meeting of the Governing Body.

36. Not less than fifteen clear days notice of every meeting of the Governing Body shall be given to each member of the Governing Body who shall for the time being be in India.

37. The Governing Body shall meet as often as may be considered necessary but not less than four times in a financial year.

38. The Chairman of the Governing body may himself call, or by a requisition in writing signed by him may require an officer of the Society to call a meeting of the Governing Body at any time.

39. Each member of the Governing Body including the Chairman shall have one vote. All matters at the Governing Body meeting shall be decided by the majority view. If there will be an equality of votes on any question to be decided by the Governing Body, the Chairman shall in addition have a casting vote. Where there is a difference of opinion between the Director General and the Governing Body, and where the Director General wishes to over- rule the Governing Body, the decision shall be referred for

concurrence/decision of the Vice-President within fifteen days from the date of meeting of the Governing Body.

The Member Finance shall have the right to ask that any financial matter beyond the delegated powers of Director General with which he does not agree be referred to the Vice-President and the Minister of Finance.

40. Any business which it may be necessary for the Governing Body to perform except, matters relating to annual report and accounts of the Society, may be carried out by circulation amongst all its members and any resolution so circulated and approved by a majority of the members signing shall be as effectual and binding as if such resolution had been passed at a meeting of the Governing Body provided that at least four members of the Governing Body have recorded their views on the resolution.

41. The President may review/amend/vary any of the decisions of the Governing Body and pass such orders as considered necessary to be communicated to the Chairman of the Governing Body within a month of the decision of the Governing Body and such order shall be binding on the Governing Body. The Chairman may also refer any question which in his opinion is of sufficient importance to justify such a reference for decision of the President, which shall be binding on the Governing Body.

Functions & Powers of the Governing Body

42. It shall be the function of the Governing Body generally to carry out the object of the Society as set forth in the Memorandum of Association.

43. The Governing Body shall administer, direct and control the affairs and funds of the Society and shall have authority to exercise all the powers of the Society subject nevertheless in respect of expenditure to such limitations as the Government of India may from time to time impose.

44. The Governing Body may delegate powers to Director-General, Directors/Heads of National Laboratory, Management Councils, Controllers of Administration, Project Leaders in the Laboratory and such other officers of the Society as may be necessary for their efficient functioning.

45. The Governing Body shall have powers, with the sanction of the Government of India, to frame, amend or repeal bye-laws not inconsistent with these rules for the administration and management of the affairs of the Society.

46. The Governing Body shall have the power to enter into arrangements with the Government of India, State Government and other public or private organizations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grant-in-aid, donations or gifts, if any, shall not be inconsistent or in conflict with the nature or objects of the Society or with the provisions of these rules.

47. The Governing Body shall have the power to take over and acquire by purchase, gift or otherwise, from Government and other public bodies or private individuals willing to transfer the same, libraries, laboratories, museums, collections, immovable properties, endowments or other funds together with any attendant obligations and engagements not inconsistent with the object stated in the Memorandum of Association and the provision of these rules.

48. The Governing Body may by resolution appoint Committees, Sub-Committees, Advisory Board and Panel of Experts for such purposes and with such powers as the Governing Body may think proper.

Powers of the President and Vice-President

49. Appointment to the post of Director shall be made by the President which shall be for a fixed term of six years, renewable only in exceptional cases. Appointment

to the posts which are not specified herein and which carry higher emoluments than the post of Director shall also be made by the President.

50. The President may, in writing, delegate such of his powers as may be necessary to the Vice-President or the Director-General.

51. The President shall have the authority to review periodically the work and progress of the Society, to order inquiries into the affairs of the Society, and to pass orders on the recommendation of the Review/Enquiry Committee.

Functions and Powers of the Director-General

52. Subject to any order that may be passed by the Government of India the Director-General, as the Principal Executive Officer of the Society, shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Society, President and Vice-President.

53. The Director-General shall in all matters under his charge, have powers delegated to him by the Governing Body. He shall exercise these powers under the direction, superintendence and control of the Society, President and Vice-President and subject to these rules and bye-laws. He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary. It shall be his duty to coordinate and exercise general supervision over all Scientific & Industrial Researches and other activities of the Society. He may also periodically review performance of National Laboratories in consultation with Chairman of Research Council concerned and Performance Appraisal Board.

Director of a National Laboratory

53A. In each National Laboratory, there shall be a Director who shall supervise and exercise administrative control on the staff of the Laboratory and shall be responsible for:-

- i) realising the mission of the National Laboratory;
- ii) creating an environment in the National Laboratory conducive to nurturing of innovation and high class R&D and the other S&T activities of the laboratory;
- iii) Managing the affairs of the National Laboratory as per the decisions of the Management Council.

Director shall in all matters have powers delegated to him by the Governing Body.

Funds of the Society

54. The funds of the Society will consist of the following:-

- i) Grants made by the Government of India.
- ii) Contributions from other sources.
- iii) Income from investments.
- iv) Receipts of the Society from other sources including money borrowed with or without security.
- v) Funds from other agencies for carrying out activities within the charter of the Society.

Financial Advice

55. There shall be Member Finance on the Governing Body nominated by the Ministry of Finance, Government of India.

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

56. There shall be a Financial Adviser, who will be responsible for rendering financial advice to the Director General including preparation of budget of the Society, Maintenance of Accounts and Internal Audit. Director General shall have the powers to over rule his advice by recording reasons therefor. A report of all cases shall be sent to the Governing Body for information.

57. There shall be an Advisory Board, comprising the following members:-

- i) Eminent Scientist/Technologist/Industrialist as Chairman
- ii) Director-General, CSIR
- iii) Three Directors of CSIR National Laboratories/Institutes
- iv) Five Scientists/Technologists/Industrialists
- v) Eminent Social Scientist
- vi) Four representatives of Scientific Departments/Agencies of the Government of India

The Chairman and members at (iii), (iv), (v) and (vi) shall be nominated by the President, CSIR. The term of nominated members shall be for a period of three years.

The Secretary of Advisory Board may be nominated by the Director-General, if required.

AB shall meet atleast once a year.

Functions of Advisory Board

58. The functions of Advisory Board shall be:-

- i) Provide S&T inputs to the Governing Body
- ii) Advise CSIR on creating and implementing its vision
- iii) Review major R&D areas of CSIR
- iv) Suggest new R&D perspectives, Networked/Mission oriented programmes and their *inter se* priorities
- v) Any other matter as may be assigned by the Governing Body/Director General

Performance Appraisal Board (PAB)

59. For each National Laboratory, its performance shall be assessed at least once in every five years by a Performance Appraisal Board constituted by the DG, CSIR for the specific purpose.

Members of a PAB shall be nominated by DG, CSIR and if necessary, DG, CSIR may co-opt any additional member(s).

Constitution of Performance Appraisal Board (PAB)

60A. Performance Appraisal Board for each National Laboratory shall comprise:-

- | | | |
|------|--|----------|
| i) | Director General | Chairman |
| ii) | Chairman of Research Council of the Laboratory | Member |
| iii) | Three Directors of CSIR National Laboratories atleast two from amongst the members of Advisory Board | Members |
| iv) | Two out of other members of the Advisory Board | Members |
| v) | Three External experts specific to a Laboratory out of which one may be member of RC | Members |

Director of the National Laboratory as permanent invitee.

The Secretariat for the PAB shall be provided by the concerned Laboratory.

60B. Performance Appraisal Board for CSIR Hqs. Shall comprise:-

- | | | |
|------|--|----------|
| i) | Director General | Chairman |
| ii) | Four eminent external experts from the fields pertaining to the core functions of Headquarters | Members |
| iii) | Directors of two CSIR National Laboratories | Members |
| iv) | Two members of the Advisory Board | Members |

The Secretariat for the PAB shall be provided by the CSIR Hqs.

The Functions of PAB

61. i) Review and appraise the performance of the National Laboratory
- ii) Advise the Advisory Board/Governing Body of the outcome of the review
- iii) Suggest the remedial measures to improve the performance of the national laboratory
- iv) Any other function as may be assigned by the Advisory Board/Governing Body.

The proceedings of the PAB shall be approved by its Chairman. The approved Minutes shall be placed before Advisory Board and Governing Body.

Research Council (R.C.)

62. For each National Laboratory, there shall be a Research Council comprising:-
Research Council (RC.)

- i) Five external experts, one of whom shall be designated as Chairman
- ii) Representative of concerned Scientific Departments/Agencies of Government of India
- iii) Director of the Laboratory
- iv) Director/Sr. Scientist from a sister laboratory.

Director General or his representative shall be permanent invitee.

Members at (i), (ii) and (iv) including the Chairman shall be nominated by Director General. The Secretary of the Research Council shall be nominated by the Director. The Secretariat for Research Council shall be provided by the National Laboratory.

The Chairman of RC shall preside the meeting. In the absence of the Chairman, members present shall elect a member to preside the meeting.

The term of nominated members of Research Council shall be for a period of three years. The Research Council shall meet not less than two times a year.

Functions of Research Council

63. The Research Council shall:

- i) Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.
- ii) Suggest networking with other CSIR National Laboratories on programmes of mutual interest.
- iii) Review R&D activities and research programmes and advise on future directions.
- iv) Advise on fostering linkages between the Laboratory, industry and potential clients.
- v) Constitute Selection Committees and Assessment Committees/Peer Groups for selection, merit and assessment promotions of Scientific staff.
- vi) Any other function as may be assigned by Director General/Governing Body.

The Proceedings of the Research Council shall be approved by its Chairman. In the absence of Chairman of RC, one of its members who presides the meeting as Chairman shall approve the Proceedings of the said meeting. The Director-General may amend any of the decisions of the Research Council which shall be binding.

64. Deleted

Management Council (MC)

65. There shall be a Management Council for each National Laboratory for management of affairs of the Laboratory within the framework of Rules and Regulations, directions and guidelines issued by Society, Governing Body, Director General and the Director. The Management Council shall comprise:-

- i) Director of the National Laboratory – Chairman
- ii) Four scientists of the Laboratory representing the staff of various age groups.
- iii) One representative of the technical personnel.
- iv) One Director level scientist from the same Laboratory or sister laboratory.
- v) Head, Research Planning Business Development/Planning, Monitoring and Evaluation of the National Laboratory.
- vi) Controller of Finance & Accounts/F&AO of the Lab.
- vii) Controller of Administration/Administrative Officer of the Laboratory as Member Secretary

Members at (ii) to (vi) to be nominated by Director-General, CSIR. The term of the nominated members shall be for a period of two years.

All matters at the Management Council meeting shall be decided by the majority view. Each member including the Chairman shall have one vote.

The Chairman of Management Council shall preside the meeting and in the event of temporary vacancy in the office of the Director or absence of Director on account of illness, leave, deputation abroad, etc., the Acting Director of the Laboratory shall be the Chairman of the Management Council. The Chairman of MC shall preside the meeting of the MC and also approve the Proceedings.

The Management Council shall meet as and when required for effective management of the Lab./Instt. but not less than thrice in a financial year.

Functions of Management Council

66. (i) To administer and manage the affairs and environs of the laboratory.
- (ii) To write off irrecoverable monetary losses and Stores within the limits prescribe by CSIR
 - (iii) To recommend the resource allocation for R&D activities/facilities of the Lab./Instts.
 - (iv) To monitor the progress of R&D and other activities of the Lab./Instts.

- (v) To recommend devolution of powers to the Project Leaders for the proper implementation of the projects/activities.
- (vi) To approve contract R&D, consultancy projects and licensing of IPR beyond the powers of the Director
- (vii) To consider the annual report of the National Laboratory
- (viii) To constitute selection committees and assessment committees
- (ix) Any other matter, as may be referred by the Director General.

67. The proceedings of the Management Council shall be approved by its Chairman. The Governing Body or Director General as its Principal executive Officer may review/amend any of the decisions of the Management Council, and pass such orders as considered necessary, which shall be binding on the Management Council.

Accounts & Audit

68. Accounts & Audit.

- (i) The Society shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Central Government in consultation with Comptroller & Auditor-General of India.
- (ii) The accounts of the Society shall be audited annually by the Comptroller & Auditor-General and any expenditure incurred in connection with the audit of accounts of the Society shall be payable by the Society.
- (iii) The Comptroller & Auditor-General shall have the same rights and privileges and authorities in connection with the audit of accounts of the Society as the Comptroller & Auditor-General has in connection with the audit of Government Accounts and in particular, shall have the right to demand the production of books, accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Society.

Annual Report

69, An Annual Report of the proceedings of the Society and of all work undertaken during the Financial Year shall be prepared by the Governing Body. A draft of the Annual Report and the yearly accounts of the Society as certified by Comptroller and Auditor- General of India together with the Audit Report thereon, shall be placed before the Society together with the audit report thereon for its consideration and approval. Copies of the Annual Report and yearly accounts as approved by the Society shall be forwarded to the Government of India who shall cause the same to be laid before the parliament.

Internal Audit

70. The Director General shall set up an independent audit system in CSIR directly under his control. There shall be an Internal Audit Officer at the laboratory level who will report to the Chief Internal Audit Officer at CSIR Hqrs.

Alteration or extension of the purpose of the Society and alteration of Rules

71. Subject to the approval of the Government of India previously obtained the Society may alter or extend the purposes for which it is established:

- a) If the Governing Body shall submit the proposition for such alteration or extension as aforesaid to the members of the Society in a written or printed report;
- b) If the Governing Body may cause to convene a special general meeting of the members of the Society, according to the rules and regulations, for the consideration of the said proposition;
- c) If such report be delivered or sent by post to every member of the Society 14 clear days previous to such special general meeting as aforesaid;
- d) If such proposition be agreed to by the votes of three-fifth of the members of the Society delivered in person at such general meetings as aforesaid; and
- e) If such proposition be confirmed by the votes of three-fifth of the members of Society present at the second special general meeting convened by the Governing Body at an interval of one month after the former meeting.

72. The sanction of the Government of India shall be obtained before the rules and regulations of the Society and any amendment to them are brought into force. The said rules and regulations save and except the Rule 71 may be altered at any time with the sanction of Government of India by a Resolution passed by a majority of the members of the Society present at any meeting of the Society which shall have been duly convened for the purpose.

BYE-LAWS OF COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH FRAMED BY ITS GOVERNING BODY

Budget Estimates Appropriation & Re-appropriation

1. Preparation of budget estimates of the Society, appropriation, re-appropriation of funds and other related matters shall be regulated in accordance with the scheme formulated by the Governing Body, CSIR keeping in view the instructions issued by the Government of India from time to time in this regard.

Expenditure Sanction

2. No expenditure from the funds of the Society shall be incurred without the sanction of the competent authority.

3. The Governing Body, CSIR may delegate powers to Director-General, CSIR, as are considered necessary, in addition to those exercised by a Secretary to the Government of India. The Director-General may subject to such restrictions as are contained in the Delegation of Financial Power Rules of Government of India, delegate his powers to the Directors of National Laboratories, Controllers of Administration, Project Leaders, Bench level Scientists and other officers of the Society for the purpose of functional autonomy.

Contracts on behalf of Society & Litigation

4. All contracts shall be executed on behalf of the Society by an officer or officers of the Society as authorised by the Director-General and countersigned by such officer or officers as may be appointed by the Director-General for the purpose. The form and substance of all contracts shall be approved by Officer(s) authorised by Director-General.

5. The Joint Secretary (Admn.) or any other officer authorised by Director-General shall have the power to file and defend suits and other proceedings on behalf of the Society and shall have the power to compromise, settle or refer to arbitration any

dispute relating to the Society. The Director General may authorise an officer of the Society to sign Power of Attorney, pleading and all other documents/petitions/applications to be filed in any court including an Arbitrator, on behalf of the Society.

Investments

6. The funds of the Society may be invested only in such manner as may be prescribed by the Government of India.
7. 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 on the authority of the Director-General and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Society funds shall be executed by an officer authorised by the Director-General. The safe custody of the scripts/securities will remain in the personal charge of an officer of the Society authorised by the Director-General for the purpose and will be verified once in six months with the Register of Securities maintained for the purpose and a certificate of verification will be recorded by the officer of the Society in the Register.

Drawing of Funds

8. Funds will not be drawn from the Bank except on a cheque signed and countersigned by such officers as may be duly empowered in this behalf by the Director-General.

Maintenance of Accounts & their Audit

9. The Director-General, in consultation with the Comptroller & Auditor General of India may cause a Hand Book to be prepared which may provide for maintenance of accounts of the Society, System of Internal Audit, Audit of accounts by the

Comptroller and Auditor General, their presentation to the Society and placing the same on the table of both the Houses of Parliament.

Research & Management Council

10. Research Council and Management Council shall be constituted for each National Laboratory as laid down in rule 62 & 65.

The Governing Body shall lay down their powers, functions and detailed procedure with regard to their meetings and conduct of business.

Recruitment & Promotion of Staff

11. Recruitment & Promotion, including assessment and merit promotion, in respect of all categories of staff of the Society shall be regulated in accordance with the detailed schemes formulated by Governing Body, CSIR in this behalf.

Conditions of Services of Officers & Staff of the Society

11. The Central Civil Services (Classification, Control & Appeal) Rules, and the Central Civil Services (Conduct) Rules, for the time being in force, shall apply, so far as may be to the officers and establishments in the service of the Society, subject to the modification that:

(a) reference to the 'President' & "Government Servant" in the Central Civil Services (Classification, Control & Appeal) Rules, shall be construed as reference to the "President of the Society" and "Officer & Establishments in the service of the Society" respectively; and

(b) reference to "Government" & "Govt. Servant" in the Central Civil Services (Conduct) Rules, shall be construed as reference to the "Society" & "Officers & establishments in the service of the Society" respectively.

13. Orders made in the name of the President, Vice-president, Director General and other officers of the Society under the Central Civil Services (Classification, Control & Appeal) Rules shall be authenticated by the signature of the officer designated for the purpose by, the Director-General.

14. The scales of pay applicable to all the employees of the Society shall not be in excess of those prescribed by the Govt. of India for similar personnel, save in the case of specialists.

15. In regard to all matters concerning service conditions of employees of the Society, the Fundamental and Supplementary Rules framed by the Govt. of India and such other rules and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Society.

Notwithstanding anything contained in this Bye-law, the Governing Body shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.

16. The Governing Body may establish and maintain Schemes providing for benefits to employees of the Society on Superannuation/Retirement.

17. Director of each National Laboratory/Institute shall be assisted by a Controller of Administration, Controller of Finance & Accounts/Finance & Accounts Officer and Controller of Stores & Purchase/Stores & Purchase Officer who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific Staff and bench level Scientists. Director shall have the power to over-rule the advice of aforesaid functionaries after recording reasons therefor. A report of such cases shall be sent to Director-General.

Headquarter-Laboratory

18. CSIR Hqrs. and Directors of National Laboratories would operate under direct control of Director-General without any intermediate line functionary. The Laboratories would be freed from routine administrative and financial control of the Hqrs. The head- quarters will, interalia deal with the following matters:

- a) Receipt and disbursement of funds from the Government;
- b) Appointment of Director/Director Level Scientist;
- c) National Missions;
- d) International and Interagency Scientific Collaboration;
- e) Research Fellowships and Training;
- f) Liaison and interaction with major users and Government departments;
- g) Data Bank of total CSIR R&D activities;
- h) Construction activity;
- i) Audit & Vigilance matters;
- j) Grievance mechanism;
- k) Appellate against the decisions of Management Council and Directors;
- l) Parliament matters;
- m) Budget and Finance;
- n) Limitations imposed under the rules for delegations of Financial power;
- o) Accounting of funds to the Ministry of Finance/ Accountant General and Public Accountant Committee;
- p) Recruitment/promotion policies and procedures;
- q) Common cadres;
- r) Legal matters;
- s) Patent matters; and
- t) Other matters as decided by DG.

Scheduled Caste/Scheduled Tribe

19. The Government of India Rules/Orders issued from time to time regarding reservation of posts for SC/ST shall apply to the extent applicable in regard to appointments to posts to be made in CSIR.

20. Any alteration in the bye-laws shall be carried out with the approval of Government of India.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

Under Rule 56 of the Rules and Regulations and Bye-laws of the Council of Scientific and Industrial Research, 1956, I authorise the Vice-President of the Council to exercise all or any of my powers as the President thereof.

Sd/

Jawaharlal Nehru

22.3.1958

President

Council of Scientific and Industrial Research, New Delhi

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

No. 5(9)/61 PC

Rafi Marg,
New Delhi, the 13th July, 1964
Asadha 22, 1886

From

The Secretary,

Council of Scientific & Industrial Research

To

The Directors/Heads of the National Laboratories/Institutes

Subject: Delegation of powers to sign and countersign contracts/ agreements on behalf of the Society.

Sir,

In accordance with the provisions of Bye-law 18 of the Council of Scientific & Industrial Research as amended vide this office Memo No. 5(9)/61-PC dated 2.7.1964, the President, Council of Scientific & Industrial Research, has been pleased to authorise the following officers to sign and countersign contracts/agreements on behalf of the Society:

	Signing Authority	Countersigning Authority
(i)Laboratory Works	* Administrative Officer	Director/Head of Lab./Instt.
(ii)Staff Quarters and, works directly taken by CSIR Secretariat	An Engineer Officer, CSIR Secretariat	Deputy Secretary

(iii)Other agreements:

(a)Labs./Instts. *Administrative Officer Director/Head of Lab./Instt.

(b)CSIR Secretariat An Undersecretary Deputy Secretary

* In the absence of the Administrative Officer the contract/ agreement may be signed by the Officer dealing with the subject.

Yours faithfully,

Sd/

Under Secretary

Please also see CSIR letters No. 6(1)/66-CTE dt. 8.3.1967 and No. 3(4)/65 CTE dt. 20.9.1969.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

No. 6(1)/66- CTE

Rafi Marg,
New Delhi, the 8th March, 1967
Phalguna 17, 1888

From

The Secretary,
Council of Scientific & Industrial Research

To

The Head of National Laboratories/Institutes

Subject: Delegation of power to sign and countersign contracts/agreements on behalf of the Society.

Sir,

In partial modification of this office letter No. 5(9)/61-PC dated the 13th July, 1964 on the above subject, I am directed to state that the President, CSIR has been pleased to authorise the following officers to sign and countersign contracts/agreements on behalf of the Society:-

	Signing Authority	Countersigning Authority
(i) Laboratory Works	* Administrative Officer	Accounts Officer
(ii) Staff quarters and	[As in CSIR Letter No.5(9)/61-PC dated 13.7.1964]	

works directly

taken by CSIR Secretariat

- (x) Other agreements:
- | | | |
|----------------------|---|------------------|
| (a) Labs/Instts. | * Administrative Officer | Accounts Officer |
| (b) CSIR Secretariat | [As in CSIR Letter
No.5(9)/61-PC
dated 13.7.1964] | |

*In the absence of the Administrative Officer the contract/agreement may be signed by the Officer dealing with the subject.

Yours faithfully,
Sd/-
(L. RAMANATHAN)
Under Secretary

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

No.3(4)/65-CTE

Rafi Marg
New Delhi 1, the
20th Sept. 1969

From

The Secretary
Council of Scientific and Industrial Research

To

All Heads of National Labs./Institutes etc.

Subject: Delegation of power to sign and countersign contracts/agreements on behalf of the Society

In amplification of the Office letter No.6(1)/66- CTE dated the 8th March, 1967 on the above subject, I am directed to state that the President, CSIR has been pleased to authorise the Administrative and Accounts Officers of any Laboratory/Institute of the CSIR, located nearest to the station where any CSIR employee builds a house, to sign legal documents on behalf of the Society (i.e.) the CSIR in respect of House Building Advance sanctioned to him, even though the employee concerned may belong to any other Laboratory/Institute. In case of stations where more than one Laboratory/Institute is located, the Administrative Officer and Accounts Officer of the Laboratory /Institute which is located nearest to the site of the house will act on behalf of the Society (i.e.) the CSIR in this regard.

Yours faithfully,
SdI
(L. Ramanathan)
Under Secretary

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH

No. 6/1/86-CTE.

Rafi Marg

New Delhi-I, the 24th May, 1989

From

Joint Secretary (Administration),
Council of Scientific & Industrial Research

To

The Directors/Heads of all the National Labs./Instts. of CSIR.

Subject:- Delegation of powers to sign and countersign the legal documents on behalf of Society (CSIR).

Sir,

In partial modification of this office letters No. 5(9)/61-PC dt. 13.7.1964, No. 6(1)/66-CTE dt. 8.3.1966 and No. 3(4)/65-CTE dt. 20.9.1969, and in accordance with the provisions of Bye-law 18 of the Bye-laws of CSIR, the Director-General, Council of Scientific & Industrial Research has been pleased to authorise the following officers of CSIR and National Laboratories/Institutes to sign and countersign all the legal documents on behalf of the CSIR Society:-

Signing Authority

Countersigning Authority

1.All Legal documents/
Agreements/Contracts
in respect of CSIR.

(a)National Labs./Instts. CoA/AO Gr-I

Senior Finance & Accounts
Officer/Finance & Accounts
Officer

(b) CSIR Sectt.	Under Secretary	Deputy Secretary
2. Staff Quarters & works directly taken by CSIR Sectt.	Superintending Engineer/ /Executive Engineer	Deputy Secretary

The DG, CSIR has further been pleased to authorise the Controller of Administration/Administrative Officer (Gr.-I) and Senior Finance & Accounts Officer/Finance & Accounts Officer of any Laboratory/Institute of the CSIR located nearest to the station where a CSIR Officer builds a house to sign and counter-sign the legal documents on behalf of the Society (CSIR) in respect of the House Building Advance sanctioned to him, even though the Officer concerned may belong to any other Lab./Instt. In case of a station where more than one Lab./Instt. is located, the Controller of Administration/ Administrative Officer and Sr. Finance & Accounts Officer/Finance & Accounts Officer of the Lab./Instt. which is located nearest to the site of the House will act on behalf of the Society (CSIR) in this regard.

Yours faithfully,
-Sd
(O.P. Saini)
Deputy Secretary

Copy to:

1. Sr. Finance & Accounts Officer/Finance & Accounts Officer of all Labs./Instts.
2. All Officers at CSIR Hqrs./Complex/Patent Unit.
3. All Sections/Divisions of CSIR at Hqrs.

DEPUTY SECRETARY

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

No.6/1/2001-Cte.

Rafi Marg

New Delhi-110001

Dated: 14th June 2001

To

The Director/Heads of all CSIR Labs/Instts.

Sub: Delegation of Powers to sign and countersign legal/documents/Contracts on behalf of CSIR

Sir,

I am directed to refer to the CSIR instructions on the subject cited above circulated vide CSIR letter No. 6/1/86-Cte dated 29/3/2001 according to which all legal documents/agreements/contracts on behalf of CSIR are to be countersigned by seniormost officer from finance side and in his absence these are to be countersigned by the next seniormost officer who should not be below the rank of F&AO.

However, references have been received from some CSIR Labs/Instts. brining out their difficulty in getting these documents countersigned in case of emergency by Sr. F&AO (SG) or Sr. F&AO or F&AO when only one officer from the aforesaid authorized finance officers is in position in Lab/Instt. and he is not available due to leave or otherwise.

The matter had been considered and with a view to ensure that the functioning of the Labs./Instts. concerned is not hampered, the DG, CSIR has been pleased to approve that in case of Labs/Instts. all legal documents, agreements, contracts on behalf of CSIR can be countersigned by SO(F&A) who is looking after the work of Sr. F&AO (SG)/ Sr. F&AO/F&AO during his regular leave only subject to the condition that such countersigning should be vetted by Sr. F&AO (SG)/Sr. F&AO/F&AO if so desired by the Director of the concerned Lab./Instt.

It is requested that the above decision may kindly be brought to the notices of all concerned in your Lab./Instt. for their information, guidance & necessary action.

Yours faithfully,

Sd.

(AMAR SINGH)

Deputy Secretary

Copy to:

1. Sr. F&Aos/F&AOs of all CSIR Labs/Instts.
2. PPS to DG, CSIR
3. PS to DS, Administration
4. PS to Financial Advisor, CSIR
5. Legal Advisor
6. All HODs of CSIR Hdqrs.

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

No.18-6(1)/2002-Cte.

Rafi Marg,

New Delhi-1 10001

Dated: 3rd July 2002

To
The Directors/Heads of all
the National Labs/Instts.

**Sub: (i) Delegation of powers to SPOs to sign Contracts/Agreements
and AMCs relating to Purchase on behalf of CSIR; and
(ii) Delegation of Powers to Sr. F&AO/F&AO to countersign
the Agreements/Contracts/ AMCs**

Sir,

I am directed to state that in exercise of his powers conferred on him vide Bye-law 18 of 'CSIR Rules Regulation and Bye-laws' the Director General, CSIR with the concurrence of FA. has been pleased to authorize Stores & Purchase Officer to sign Agreements/Contracts and AMCs pertaining to Purchase.

The DG, CSIR has, further, been pleased to approve that in supercession of all pervious orders, all Agreements including works undertaken by the CSIR directly and Contracts/ AMCs and other Legal Documents in the CSIR Labs/Instts including CSIR Hdqrs requiring countersignature will henceforth be countersigned by Sr. F&AO/F&AO.

These orders shall come into force with immediate effect.

It is requested that these orders may kindly be brought to the notice of COA/AO, Sr. F&AO/F&AO and SPO of your Lab./Institute for their information, guidance and compliance.

Yours faithfully,

Sd.

(AMAR SINGH)

Dy. Secretary

Copy to:

1. All the Heads of Divns. at CSIR Hdqrs./Head, HRDG, CSIR Complex, New Delhi.
 2. Sr. DS/(CO)/Sr. Dy FA/Sr. F&AOs/F&AOs/All DSs/USs at CSIR Hdqrs.
 3. DS, DG's Cell
 4. US, Office of JS (Admin)
 5. PA to FA
 6. ESD
3. 4. 5. 6.