

1. D. Singh

**RULES AND BYE-LAWS**

*(As amended upto March 31, 1965)*

**TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

*National Centre of the Government of India for Nuclear Science and Mathematics*

**COLABA, BOMBAY 5**

TATA INSTITUTE OF FUNDAMENTAL RESEARCH

RULES AND BYE-LAWS

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Rules for the Administration and Management of the  
Tata Institute of Fundamental Research

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1. Short Title:- These rules shall be called the Rules of the Tata Institute of Fundamental Research.
2. Interpretation:- Unless there is anything contrary in the subject or context -
  - (1) "Council" means the Council of Management
  - (2) "Director" means the Director of the Institute
  - (3) "Institute" means the Tata Institute of Fundamental Research
  - (4) "Trustees" means the Trustees of the Sir Dorabji Tata Trust constituted under a Deed of Charity Trust (hereinafter called "the Trust Deed") executed by the late Sir Dorabji Tata and dated the eleventh day of March one thousand nine hundred and thirty two
  - (5) "Holding Trustees" means the Trustees appointed in pursuance of the provisions of a Deed of Appointment of Trustees and Declaration of Trust dated the tenth day of March one thousand nine hundred and fifty four and made between the Government of India of the first part, the Government of Maharashtra of the second part, the Trustees of the Sir Dorabji Tata Trust of the third part, B. Venkatappiah, P. G. Shah, Naval Hormusji Tata and Rustum Dossabhoy Choksi, the trustees appointed by the said Declaration of Trust dated the twentysixth day of

June one thousand nine hundred and fifty of the fourth part and Dr. S.S. Bhatnagar, V.T. Dehejia and Naval Hormusji Tata of the fifth part

(6) "Year" means the period of twelve calendar months beginning from the first day of April and ending on the thirtyfirst day of March.

3. Administration and Management:- Subject to these Rules, and such Rules as may hereafter be made from time to time, the administration and management of the Institute shall vest in the Council.

4. Constitution of the Council:- The Council shall consist of

(a) three members appointed by the Government of India,

(b) one member appointed by the Government of Maharashtra,

(c) two members appointed by the Trustees of the Sir

Dorabji Tata Trust and

(d) The Director of the Institute (ex-officio member).

5. Chairman of the Council:- The Council shall elect its own Chairman from among its members other than the Director.

6. Secretary to the Council:- The Registrar appointed under Rule 18 shall be the ex-officio Secretary to the Council. He shall act as the Recorder to the Institute and shall have charge of all documents relating to the Institute.

7. Vacancies:- When a vacancy occurs in the office of a member of the Council other than the Director through death, resignation or for any other reason, such vacancy shall be filled by the authority which appointed such member.

8. Vacancy not to affect proceedings:- If a vacancy in the office of a member of the Council has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Council shall be deemed invalid merely by reason of a vacancy in the Council or of a defect in the appointment of a person acting as a member.

9. Council to be executive body of the Institute:- The Council shall be the executive body of the Institute and subject to the provisions of these Rules the Council shall conduct the administration and management of the Institute.

10. Bye-laws:- (i) The Council may frame bye-laws from time to time not inconsistent with these Rules for the general administration and management of the Institute and may in particular provide for the following matters:-

- (a) conduct of business and the procedure to be adopted at meetings of the Council and the quorum for such meetings;
- (b) date of commencement and duration of the sessions of the Institute;
- (c) finances and accounts of the Institute;
- (d) payment and amount of fees to be levied;
- (e) term and tenure of appointments, emoluments, allowances and other conditions of service of the officers and employees of the Institute;
- (f) duties and functions of the Director and other

- officers and employees of the Institute;
- (g) rules regarding discipline, suspension and dismissal of the officers and employees of the Institute;
  - (h) courses of study and research in the Institute;
  - (i) award of certificates, diplomas and the title of Fellow or Associate, whether honorary or endowed;
  - (j) admission of students to the Institute;
  - (k) execution of contracts and other instruments on behalf of the Institute;
  - (l) establishment and maintenance of pension, provident or other funds for the benefit of the officers and employees or for the purposes of the Institute;
  - (m) conduct and defence of legal proceedings and the manner of signing pleadings and
  - (n) such other matters as may be necessary for the administration of the Institute.
- (ii) The first set of bye-laws under this Rule will be subject to confirmation by the Government of India, the Government of Maharashtra and the Trustees and later the Government of India, the Government of Maharashtra and the Trustees shall have the power to veto any amendments in respect of items (c) and (e) enumerated in clause (i) of this Rule.
- (iii) Bye-laws framed by the Council in pursuance of Rule 10 of the Rules for the administration and management of the Institute as in force on the date of execution of this agreement regarding the Institute shall continue in force until they are superceded by bye-

laws framed by the Council in pursuance of this Rule.

11. Officers and employees:- Subject to the provision of these Rules, the staff of the Institute will consist of -

- (1) the Director,
- (2) Deputy Directors,
- (3) Professors,
- (4) other members of the academic staff,
- (5) Registrar and
- (6) such other officers and employees as may be considered necessary for the work of the Institute.

12. Appointment of Director:- The appointment of the Director shall be made by invitation by the Council with the approval of the Government of India, the Government of Maharashtra and the Trustees. Subject to the provisions of Rule 17 the Director shall normally hold office for a period not exceeding five years at a time. His emoluments, allowances and other conditions of service shall be fixed by the Council.

13. Powers of Delegation of the Director:- The Director may delegate some of his powers, functions and duties to any member of the staff of the Institute with the approval of the Council.

14. Appointments of officiating Director or temporary Director:- Notwithstanding anything contained in Rule 12 the Council may appoint a person to officiate as Director in the absence of the Director appointed under Rule 12. The Council may also make a temporary appointment of Director in a vacancy of the office of Director.

Every appointment under this Rule shall be for a period not exceeding one year at a time. An officiating Director or a temporary Director shall discharge only such of the duties and functions vested in the Director as may from time to time be sanctioned by the Council and the Council may impose conditions and restrictions as to the discharge of any such duty or function by the officiating or temporary Director.

15. Appointment of Deputy Directors:- Subject to the provisions of Rule 17 the Council may appoint Deputy Directors for a period normally not exceeding five years at a time. Their emoluments, allowances and other conditions of service shall be fixed by the Council. They shall discharge such duties and functions of the Director as may be assigned to them by the Director.

16. Appointment of Professors and other officers:- Subject to the provisions of Rule 17 the appointment of members of the academic staff of the rank of Reader and above shall be made by the Council on the recommendation of the Director for a period normally not exceeding five years at a time. In the case of Professors the appointment shall be by invitation.

17. Tenure of appointments of academic staff and officers:- Notwithstanding anything contained in Rules 12, 15 and 16 the Council may offer continuing appointments upto the age of sixty years to selected members of the academic staff and officers who have rendered meritorious service to the Institute for a minimum period of 5 years.

18. Appointment of Registrar:- The appointment of the Registrar shall be made by the Council on the recommendation of the Director.



19. Appointment of other employees:- Members of the academic staff below the rank of Reader, members of the administrative staff below the rank of Registrar and members of the medical and maintenance staff shall be appointed by the Director, or by an officer to whom the power has been delegated by him under Rule 13.

20. Properties and Funds vested in the Council:- The properties and funds of the Institute vested in the Council shall consist of:-

- (a) recurring grants made by the Government of India, the Government of Maharashtra and the Trustees,
- (b) other grants, donations and gifts (periodical or otherwise) other than those intended to form the corpus of the property and funds of, or held for the benefit of, the Institute by the Holding Trustees,
- (c) ~~the income~~ from properties and funds vested in the Holding Trustees and income of the funds vested in the Council, and fees, subscriptions and other annual receipts and
- (d) all machinery, plant, equipment and instruments (whether laboratory, workshop or otherwise), books and journals, furniture, furnishings and fixtures belonging to the Institute.

21. Acceptance of Donations, etc:- The Council may accept donations, gifts and subscriptions for specific purposes provided no onerous conditions are attached to them and provided that donations, gifts and subscriptions other than those falling under clauses (b)

and (d) of Rule 20 shall be transferred to and vested in the Holding Trustees.

22. Budget and Accounts:-

- (a) The Council shall frame the Annual Budget before the end of March and forward copies thereof to the Government of India, the Government of Maharashtra and the Trustees for their information.
- (b) Moneys forming part of the funds of the Institute vested in the Council shall be deposited in the names of the members of the Council and under the control of the Council in an approved Bank or Banks which shall be scheduled banks as defined in the Reserve Bank of India Act, 1934 (II of 1934).
- (c) The accounts of the Institute shall be audited annually by a chartered accountant or accountants as defined in the Chartered Accountants Act, 1949 (XXXVIII of 1949) to be appointed by the Council in consultation with the Comptroller and Auditor General of India.

23. Annual Report:- The Council shall submit a report on the working of the Institute annually to the Government of India, the Government of Maharashtra and the Trustees. Such report shall contain particulars regarding the work of the Institute during the previous year and shall be accompanied by a balance-sheet duly audited showing the income and expenditure of the Institute during the said year.

24. Alteration of Rules:- These Rules may from time to time be altered, added to and modified by the joint consent of the Government of India, the Government of Maharashtra and the Trustees, and the Rules (so altered, added to and modified) shall operate from such date (with retrospective effect or otherwise) as shall be notified by the Government of India, the Government of Maharashtra and the Trustees.

Bye-laws under Rule 10 of the Rules for the administration and management of the Tata Institute of Fundamental Research

I. COUNCIL MEETINGS AND PROCEDURE

- 1.1. Meetings. Meetings of the Council shall be held ordinarily four times a year. An extraordinary meeting shall be convened on the written requisition of at least two members of the Council.
- 1.2. Place of meeting. Meetings of the Council shall be held at the Institute unless the Chairman otherwise directs.
- 1.3. Notice of a meeting. Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 1.4. Quorum and Procedure. Four members shall form a quorum and all questions shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairman shall have a second or casting vote.
- 1.5. Adjourned meeting. If there is no quorum at the expiration of fifteen minutes after the time fixed for a meeting, the meeting shall be adjourned to such a date as the Chairman may fix. No quorum shall be necessary for a meeting adjourned for want of a quorum.
- 1.6. Chairman of the meeting. The Chairman of the Council shall preside at all meetings of the Council. In the absence of the Chairman, the members present shall elect one from among themselves to preside at the meeting.
- 1.7. Minutes. The Registrar shall keep the minutes of meetings of the Council, and send a copy of the minutes of every such meeting,

as early as possible to the address of every member.

1.8. Vacancy. When a vacancy occurs in the office of a member of the Council through death, resignation, or any other cause, the Registrar shall, as soon as possible, notify the vacancy to the authority concerned, requesting it to nominate a member to fill the vacancy.

1.9. Advisory Committees. The Council may appoint advisory committees consisting of its own members or of other persons or both to report to it upon any matter concerning the Institute.

1.10. Committees of the Council. The Council may appoint committees from amongst its own members or the staff of the Institute or both, and may assign to such committees such powers and duties as are in accordance with the Rules and Bye-laws.

## II. SESSION OF THE INSTITUTE

2.1. The academical year or the session of the Institute shall be for such period as may be fixed by the Council from time to time, with three terms - Monsoon Term, Middle Term, and Spring Term - covering a total period of not less than six months. The dates for the commencement and termination of each term shall be fixed by the Director before the beginning of the academical year.

2.2. The vacation periods of the Institute shall be three - October Vacation, Winter Vacation, and Summer Vacation - covering a total period of not more than six months.

2.3. No holidays will be observed during term time except Sundays and such special days as may be fixed by the Director. All such special days will be termed Institute holidays, and notified at the beginning

of each calendar year.

III. FINANCES AND ACCOUNTS

3.1. Accounts. The Registrar shall be responsible for the accounts of the Institute.

3.2. Receipts. All moneys received for or on behalf of the Institute shall be placed in a current or fixed deposit account with a scheduled bank in the name of the Institute.

3.3.1. Payments. Payments by or on behalf of the Institute exceeding Rs 100/- shall ordinarily be made by cheque. All cheques shall be signed by the Chief Accountant, and countersigned by the Registrar, or in the Registrar's absence by a Deputy Director or a member of the Council; and in the Chief Accountant's absence, signed by the Registrar and countersigned by a Deputy Director or a member of the Council.

3.3.2. Endorsements. All bills for payment shall bear an endorsement "passed for payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.

3.3.3. Permanent Advance. A permanent advance of a sum\* to be fixed from time to time by the Council may be kept by the Registrar for cash payments.

3.4. Budget Estimates. The Budget Estimates for the ensuing year shall normally be considered in November and finalised in March by the Council. The budget will show under various heads: (i) the actual expenditure of the preceding year, (ii) the Budget Estimate for the

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\*Fixed at Rs 5,000/- at present

current year, (iii) the actual expenditure up to the end of September in the current year, and (iv) the Budget Estimate for the ensuing year.

IV. TERMS AND CONDITIONS OF SERVICE OF THE STAFF OF THE INSTITUTE

Note. The employees of the Institute, other than the Director, are divided into five categories:

(1) Academic Staff, which term includes Professors (Senior, Full or Associate), Readers, Fellows, Research Fellows, Research Assistants, and other members of the staff doing academic work.

(2) Administrative Staff, which term includes Deputy Director (Administration), Registrar, Executive Officer, Librarian, Establishment Officer, Chief Accountant, Purchase Superintendent, Chief Storekeeper, Personal Assistants, Stenographers, Clerks, and other members of the staff doing administrative work.

(3) Medical Staff, which term includes, Doctors, Dentist, Nurses and other members of the staff doing medical work.

(4) Technical Staff, which term includes Workshop Engineers, Workshop Superintendents, Foremen, Scientific Assistants, Glass Blowers, Mechanics, Electricians, and other members of the staff doing technical work.

(5) Maintenance Staff, which term includes Attendants, Cleaners, Drivers, Gardeners, Messengers, Watchmen, and other members of the staff doing general maintenance work.

4.1. Terms of Appointment.

4.1.1. Certificate of physical fitness. Every employee shall,

prior to taking up his appointment, be medically examined and be certified fit for service by the Medical Officer of the Institute or by a medical officer nominated by the Director. He shall undergo an annual medical examination so long as he continues in the service of the Institute.

4.1.2. Agreement. Every officer of the Institute in a grade with a starting salary of Rs 250/- per month or more shall accept in writing the terms and conditions of his appointment before joining the Institute, and again before taking up each subsequent appointment.

4.1.3. Salary. Every employee shall be paid the salary fixed for his post, every month, so long as he remains in the service of the Institute and satisfactorily performs his duties.

4.1.4. Obedience to Rules and Regulations. During the period of his service every employee shall observe, obey, and abide by the Rules of the Institute and the Bye-laws made from time to time by the Council, and all Standing Orders passed by the Director under Bye-law 5.1.2. below.

4.1.5. Provident Fund Benefit. During the continuance of his service an employee shall contribute to the Provident Fund, if called upon to do so, in accordance with the rules framed in that behalf by the Council from time to time.

4.1.6. Specific work. Every employee shall perform such duties as may be entrusted to him and shall, to the best of his ability, carry out the lawful directions of the Council, of the Director, or of any other person to whose authority he may be subject, according to the Rules and Bye-laws of the Institute and the Standing Orders of the Director.

4.1.7. Whole time service. An employee shall devote his whole



time to the service of the Institute and shall not take active part in politics, or without the previous permission of the Council in the case of the Director, or of the Director in the case of others, engage, directly or indirectly, in any trade, business or occupation or enter on any remunerative commitment, or absent himself from duty except in the case of accident or sickness certified by a competent medical authority.

Members of the staff shall not stand for election or accept nomination to any local body or university authority without the previous permission of the Council in the case of the Director, and of the Director in the case of others.

4.1.8. Vacations. The Director and all members of the academic staff shall be entitled to 70 days' vacation a year during vacation periods. Members of the academic staff shall take their vacation at times fixed with the concurrence of the Director or a member of the academic staff to whom the power has been delegated by the Director. All members of the academic staff are expected to carry on their work during the remainder of the vacation periods, and may do so at places other than the Institute with the consent of the Director or a member of the academic staff to whom the power has been delegated by the Director.

Members of the non-academic staff will not be entitled to vacations.

4.1.9. Compensatory Vacation. Notwithstanding anything in Bye-law 4.1.8 the Director, or a member of the academic staff to whom the power has been delegated by the Director, may, for urgent work, detain

a member of the academic staff during any portion or the whole of a vacation period and the member so detained shall then be entitled to compensatory vacation during the following term or vacation period sufficient to make up the vacation to which he is entitled under 4.1.8.

4.1.10. Detention on Sundays and Institute holidays. The Director or a member of the staff to whom the power has been delegated by the Director, may, for urgent work, detain any member of the staff on Sundays and Institute holidays and grant compensatory holidays.

4.1.11. Leave. Employees will be granted leave in accordance with the leave rules framed by the Council from time to time.

4.1.12. Discipline. The authority which appoints a member of the staff of the Institute may suspend, discharge, dismiss, or otherwise punish him for the misconduct or for breach of the terms and conditions of his appointment.

4.1.13. Order of discharge or dismissal. No order of discharge or dismissal shall be passed under the preceding Bye-law unless the specific charges on which such order is to be passed, are framed against the person in writing, and given to the said person, so that he shall have reasonable opportunity of showing cause why the proposed action should not be taken against him, and submitting an explanation in writing within such time as may be prescribed by the appointing authority; provided that the requirements of this Bye-law may be waived if the facts, on the basis of which action is to be taken, have been established in a Court of Law, or where the person has absconded, or where it is for any other reason impracticable to communicate with him. In every case where all or any of the requirements of this Bye-

law are waived, the reasons for so doing shall be recorded in writing.

4.1.14. Appeals. An employee who has been discharged or dismissed shall have a right of appeal against any order passed by the appointing authority to the authority to which the appointing authority is immediately subordinate, hereinafter referred to as "appellate authority", vide "Schedule" to these Bye-laws (Page 30). Every appeal shall comply with the following requirements:

- (a) it shall be written in English, or, if not written in English, it shall be accompanied by a translation in English and shall be signed,
- (b) it shall be couched in concise, polite and respectful language, and be free from irrelevant matter,
- (c) it shall contain all material statements and arguments relied on and shall be complete in itself,
- (d) it shall specify the relief desired,
- (e) it shall be submitted to the authority which made the order appealed against within a period of three months from the date on which the appellant receives a copy of the appeal may be submitted direct to the appellate authority,
- (f) it shall not be addressed to the Registrar, Deputy Directors, Director or to any Member of the Council by name, and any such action shall be deemed a breach of discipline.

4.1.15. Consideration of appeals. In the case of an appeal

against an order of discharge or dismissal, the appellate authority shall consider

- (a) whether the procedure prescribed in the preceding Bye-laws has been complied with, and, if not, whether such non-compliance has resulted in a miscarriage of justice,
- (b) whether the findings are justified, and
- (c) whether the penalty imposed is excessive, adequate or inadequate,

and pass orders

- (i) setting aside, reducing, confirming or enhancing the penalty, or
- (ii) remitting the case to the appointing authority or to any other authority with such direction as it may deem fit in the circumstances of the case;

provided that the appellate authority shall not impose any enhanced penalty unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

4.1.16. Implementation of orders in appeal. The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

4.1.17. Orders made by the Council not appealable. Notwithstanding anything contained in these Bye-laws, no appeal shall lie against any order made by the Council.

4.1.18. Council's power to review. Notwithstanding anything contained in Bye-laws 4.1.13 to 4.1.17, the Council may, on its own

motion or otherwise, after calling for the records of the case, review any order which is made or is appealable under these Bye-laws, and

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

provided that an order imposing or enhancing the penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

4.1.19. Review of orders in disciplinary cases. The authority before which an appeal against an order imposing any of the penalties specified in Bye-law 4.1.12 lies, may, of its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case, and pass such orders as it deems fit, as if the employee had preferred an appeal against such an order; provided that no action under this Bye-law shall be initiated more than six months after the date of the order to be reviewed.

4.1.20. Pay and allowances on acquittal. If a member of the staff of the Institute has been discharged or dismissed and the charges are not proved against him, the appellate authority may grant to him for the period of absence from duty,

(a) if he is fully exonerated, the full pay to which he would have been entitled if he had not been discharged or dismissed, and by an order to be separately recorded, any allowance of which he was in receipt prior to his discharge or dismissal

or,

(b) if not fully exonerated, such proportion of such pay and allowances as the appellate authority may prescribe.

The period of absence from duty will be treated as period spent on duty in case (a). It will not be treated as period spent on duty in case (b) unless the appellate authority directs to the contrary.

#### 4.2. Tenure of Appointment

4.2.1. Period of service. A member of the academic staff shall, in the first instance, be appointed for a period normally not exceeding 5 years, which may include a probationary period, normally of one year. On the satisfactory completion of a period of service of 5 years, he may be offered a continuing appointment.

All members of the non-academic staff shall be appointed on probation for a period normally not exceeding one year, after which the appointment may be continued till the date of superannuation - 58 years.

4.2.2. Extension. A member of the non-academic staff may be granted extensions after superannuation up to the age of 63 in special circumstances, if the Council is satisfied that the member is competent and fit in all respects to render further service; provided that the period

of extension shall not exceed two years at a time.

4.2.3. Termination of contract

4.2.3.1. Academic staff. Subject to any contract under Eye-law 4.2.1 the agreement of service of any member of the academic staff shall be terminated by either party giving to the other not less than six month's notice in writing to terminate it on the last day of a term, except during the period of probation when the period of notice shall be as specified in the letter of appointment.

4.2.3.2. Non-academic staff. The service of any member of the non-academic staff shall be terminated by either party giving to the other a period of notice not less than that specified in the letter of appointment. Such period of notice shall not be less than one month except during the period of probation.

4.2.3.3. Curtailment of period of notice. Notwithstanding anything contained in 4.2.3.1 and 4.2.3.2,

- (a) the service of any member of the staff may be terminated by giving a shorter notice than that specified in Paragraphs 4.2.3.1 or 4.2.3.2 on payment to him of a sum equivalent to the amount of his pay plus allowances for the period by which such notice falls short of the period specified,
- (b) the appointing authority, or the authority to whom the power has been delegated, may accept a shorter period of notice from a member of the staff in special circumstances.

4.2.3.4. Leave on termination of service. Earned leave on full

pay may be counted towards the period of notice required under Bye-laws 4.2.3.1 and 4.2.3.2, and for any part not so utilised pay and allowances may be paid at the discretion of the Director or a member of the staff to whom the power has been delegated by the Director.

4.3. Emoluments and allowances. The Council shall fix the scales of pay and allowances of the staff of the Institute from time to time.

## V. DUTIES AND FUNCTIONS OF OFFICERS OF THE INSTITUTE

### 5.1. Duties of the Director

5.1.1. Business of the Institute. It shall be the duty of the Director to carry on the work of the Institute under the control of the Council in accordance with the Rules and Bye-laws for the administration and management of the Institute. In case of an emergency, he may take such action as may be necessary and report it to the Council.

5.1.2. Direction and control of the staff. All members of the staff of the Institute shall be under the general control of the Director, who may issue Standing Orders from time to time.

5.1.3. Sanction of expenditure. All expenditure within the budget grant shall be approved and sanctioned by the Director, or a member of the staff to whom the power has been delegated by the Director. The Director shall have the power to make reappropriations subject to the following conditions:

- (i) Reappropriation to augment the provision under the



head "Salaries, Allowances and Provident Fund Contributions" shall require the prior consent of the Council.

- (ii) No reappropriations shall be made from the head of Capital Expenditure to the head of Revenue Expenditure.
- (iii) Reappropriations within the heads of Capital Expenditure to cover expenditure on a new project not included in the budget shall require the prior consent of the Council.

5.1.4 Supervision of work. The Director shall exercise general supervision over the programme of work and the research projects of the Institute.

5.1.5. Co-ordination of work. The Director may call for the general plan of work of each School, referred to in Bye-law VI, at the beginning of each year and at any other time he may consider necessary, and co-ordinate the work of the various Schools in the Institute.

5.1.6. Annual Report. The Director shall submit the Annual Report of the Institute to the Council by the end of June each year.

## 5.2. Duties of Deputy Directors

A Deputy Director shall discharge such duties and functions of the Director as may be assigned to him by the Director.

## 5.3. Duties of Professors and Readers

5.3.1. Supervision. Professors and Readers shall supervise and direct the work in their respective subjects under the general direction of the Director.

5.3.2. Periodical reports. Every Professor or Reader shall submit periodical reports on his work. There shall not be less than one such report in the course of each academical year.

5.3.3. Seminars, lectures. Every Professor or Reader shall hold or take part in seminars, besides giving lectures, and guide research workers attached to him.

5.3.4. Research programme. Every Professor or Reader shall submit to the Director, from time to time, or when called upon to do so, his research programme and that of the members of the staff and students working with him.

5.3.5. Sanction for work. All new schemes of research to be conducted at the Institute, which may involve any expenditure, shall be submitted to the Director for sanction.

#### 5.4. Duties of the Librarian

5.4.1. Responsibility for custody of the Library. The Librarian shall be responsible for the custody of books, manuscripts, periodicals, etc., belonging to the Library, and shall maintain a complete register and index.

5.4.2. Library Rules. The Rules for the management of the Library shall be framed from time to time, as may be found necessary, by a Library Committee appointed by the Director to be responsible for the proper functioning of the Library.

5.4.3. Annual Report. The Librarian shall prepare, by the end of March every year, a report on the working of the Library for submission to the Director by the Library Committee.

5.4.4. Correspondence. The Librarian shall be responsible for purchasing books approved by the Library Committee, copies of the correspondence being sent to the Registrar for information.

5.4.5. Stock-taking. The Librarian shall take stock every year

of all the books in the Library. The Library Committee may assign personnel to check the report.

5.5. Duties of the Registrar

5.5.1. Secretarial work. The Registrar shall act as Secretary to the Council.

5.5.2. Work under the general control of the Director. In all matters concerning the Institute he shall act under the general control and orders of the Director.

5.5.3. Correspondence. The Registrar shall be in charge of correspondence relating to the Institute, subject to the instructions of the Director.

5.5.4. Office management. The Registrar will be in charge of the administrative staff and the general maintenance staff of the Institute.

5.5.5. Maintenance of the premises. The Registrar will look after the maintenance and upkeep of the premises and the property of the Institute.

5.5.6. Annual Budget Estimates. He shall prepare the Annual Budget Estimate for the Director, for submission to the Council.

VI. STUDY AND RESEARCH

The work of the Institute will, for the present, be carried on in two schools: a School of Mathematics for advanced study and fundamental research in all branches of pure and applied mathematics, and a School of Physics for advanced study and fundamental research in all branches of theoretical and experimental physics and nuclear science in general.

VII. HONORARY FELLOWS, PROFESSORS EMERITUS  
TEMPORARY MEMBERS

7.1. Honorary Fellows. The Council may, on the recommendation of the Director, appoint Honorary Fellows. Honorary Fellowship may be conferred by the Council on eminent scholars in recognition of their distinguished contribution to knowledge in subjects in which the Institute is interested, or on persons who have rendered eminent service to the Institute, or on persons who have made a noteworthy and lasting contribution to the cause of fundamental research in India. Honorary Fellows shall enjoy such privileges as may be decided by the Council from time to time.

7.2. Professors Emeritus. The Council may, on the recommendation of the Director, designate a Professor, who has retired from the Institute after an unbroken period of at least twenty years of service, as Emeritus Professor. Emeritus Professors shall enjoy such privileges as may be decided by the Council from time to time.

7.3. Temporary Members. Scholars may be invited, or admitted, to the Institute as Temporary Members for participating in the work of the Institute. Temporary Members may be paid such honoraria as may be decided by the Director from time to time.

VIII. ADMISSIONS TO THE INSTITUTE

8.1. Applications. Applications for admission to the Institute shall be made to the Registrar on a prescribed form signed by the applicant.

8.2. Admission. A student shall be admitted normally after consideration of his application by the Faculty.

IX. EXECUTION OF CONTRACTS ON BEHALF OF THE INSTITUTE

9.1. Contracts with Director. All contracts between the Institute and the Director shall be signed by the Chairman or any other person authorized by the Council for the purpose.

9.2. Contracts with others. All other contracts by or on behalf of the Institute shall be signed by the Director or by an officer of the Institute empowered by him.

X. OTHER MATTERS FOR THE ADMINISTRATION AND MANAGEMENT OF THE INSTITUTE

10.1. 10.1. Faculties, Deans, Faculty Board

10.1.1. Constitution of the Faculty. The Faculty of each School shall consist of the Professors (Senior, Full and Associate) in that School and such Readers in that School as the Council may nominate on the recommendation of the Director. The members of each Faculty shall co-operate with one another so as to further the objectives of the School and of the Institute as a whole.

10.1.2. Duties of the Faculty. It shall be the duty of the Faculty in each School to advise the Director on all matters concerning the work of the School.

10.1.3. Dean of the Faculty. The Director may nominate a member of the Faculty, normally not below the rank of Professor, as Dean of the Faculty.

10.1.4. Duties of the Dean. It shall be the duty of the Dean in each School to carry on the work of the School under the control of the Director, in accordance with the Rules and Bye-laws of the Institute.

The Dean shall be responsible to the Director, or to a Deputy Director nominated by the Director, for the orderly transaction of business, both academic and administrative, pertaining to the Faculty and members of the School.

10.1.5. Delegation of powers to the Dean. The Director may, with the approval of the Council, delegate some of his powers governing a School to the Dean of the Faculty of the School, to be exercised in consultation with a Deputy Director (if any).

10.1.6. Faculty Board. The Faculty Board shall consist of the Director, Deputy Directors, Deans of Faculties, and such other members of the Faculties or officers of the Institute as the Director, with the approval of the Council, may decide from time to time.

10.1.7. Meetings of the Faculty Board. The Faculty Board shall meet at a time and place fixed by the Director, and formulate its own rules or procedure. Its duty shall be to advise the Director on matters of policy and matters concerning the activities and development of the Institute which may be referred to it by the Director.

10.2. Travel Allowances.

Allowances for members of the Council and of the staff of the Institute for travel in connection with the business of the Institute shall be paid in accordance with the rules framed by the Council for that purpose from time to time.

10.3. Attendance at Scientific Conferences.

10.3.1. Members of the academic staff may be allowed to attend scientific conferences and congresses and may be deputed for specialised training or for the work of the Institute at the discretion of the Council

in the case of the Director and of the Director, or a member of the staff to whom the power has been delegated by the Director, in the case of others.

10.3.2. Members of the staff, when deputed by the Institute under Bye-law 10.3.1, shall be eligible for deputation and travelling allowances as laid down by the Council from time to time. In addition, the members so deputed shall be entitled to draw salary and dearness allowance, and be eligible for house rent and city compensatory allowances provided their dependants continue to stay in Bombay.

#### 10.4. Contribution to Scientific periodicals

Contributions to scientific journals resulting from work carried on in the Institute by members of the staff of the Institute shall contain the Institute's name. A copy of every such contribution shall be sent to the Director as soon as it is published. No contribution which may relate to classified or confidential material shall be made without the prior approval of the Director.

#### 10.5. Extra mural lectures

Members of the academic staff may accept invitations to give courses of lectures in their field of work to universities or learned societies, provided such lectures do not interfere with their work at the Institute, and provided further that the prior permission of the Director or a member of the staff to whom the power has been delegated by the Director has been obtained.

#### 10.6 Examinerships

Members of the academic staff may, if invited to do so, and with the prior approval of the Director or a member of the staff authorised by him, accept examinerships for post-graduate degrees.

SCHEDULE TO BYE-LAW 4.1.14

Description of posts	Appointing authority	Authority competent to impose penalties	Appellate authority
1. Director, Deputy Directors, Professors, Readers, Registrar, Executive Officer	Council	Council	
2. All other members of the academic staff including Fellows, Research Fellows, Junior Research Associates, Research Assistants, Research Students, and Librarian, Deputy Librarian, Establishment Officer, Chief Accountant, Purchase Superintendent, Chief Storekeeper, Personal Assistants to the Director, Physicians, Dentist	Director	Director	Council
3. All other members of the administrative, medical and technical staff including Scientific Assistants	Director, or by delegation Deputy Director, Administration, or Registrar	Director, or by delegation Deputy Director, Administration, or Registrar	Council, or by delegation Director or Deputy Director Administration
4. Maintenance staff	Director, or by delegation Deputy Director, Administration, or Registrar	Director, or by delegation Deputy Director, Administration, Registrar or Executive Officer	Director, or by delegation Deputy Director, Administration



APPENDIX I

Leave Rules

framed under Bye-law 4.1.11

1. Sanction and refusal

Leave cannot be claimed as of right. When the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant leave.

2. Authority empowered to grant leave

Applications for leave shall be addressed to the Council by the Director and to the Director by other members of the staff. Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director. The Council may sanction leave to the Director, but the Director can avail himself of casual leave on his own authority.

3. Casual leave

Casual leave admissible to members of the staff shall be 12 days in a calendar year subject to the condition that not more than 8 days may be allowed at any one time. The Director or any member of the staff to whom the power has been delegated by the Director may waive this condition in exceptional circumstances. Sundays and Institute holidays which are prefixed or affixed or intervene in a period of casual leave will not be treated as part of casual leave.

Casual leave cannot be added to leave of any other description.

4. Special casual leave

1) Special casual leave may be granted to members of the staff by the Director, or by a member of the staff to whom the power has been delegated by the Director, for the following reasons:

- (i) Training as a member of the St. John Ambulance Brigade to the extent not covered by ordinary casual leave due. Can be combined with ordinary casual leave.
- (ii) Stay in camps of urban units of the Territorial Army. Can be combined with regular leave.
- (iii) Participation in Republic Day parades and rehearsals connected therewith as members of the St. John Ambulance Brigade.
- (iv) Attending Courts of Law as Jurors or Assessors. Can be combined with ordinary casual leave.
- (v) Undergoing sterilisation operations (Vasectomy or Salpingectomy) under the "Family Planning Scheme". Admissible for period not exceeding six working days. Can be combined with ordinary casual leave.
- (vi) Inability to come to work due to civil disturbances, curfew or strikes. Can be combined with ordinary casual leave.

2) Special casual leave may also be granted by the Director at his discretion for reasons to be recorded in writing, but these powers shall not be delegated.

5. Earned leave

(a) Earned leave on full pay admissible to a member of the non-academic staff is one-eleventh of the period spent on duty.

(b) Earned leave is not admissible to a member of the academic staff in respect of duty performed in any year in which he avails himself fully of the vacation to which he is entitled under Bye-law 4.1.8. If, however, any such member does not avail himself of the full vaca-

tion in a year, the earned leave admissible to him shall be such portion of 30 days as the number of days of vacation not taken bears to the full vacation to which he is entitled.

(c) A member of the staff will cease to earn leave when the earned leave due amounts to 180 days.

6. Half pay leave

(a) The half pay leave admissible shall not ordinarily exceed one month for every completed year of service.

(b) The half pay leave due may be granted on medical certificate or for private affairs for a total period not exceeding 90 days at a time.

(c) A member of the staff who has been granted leave on medical certificate shall not return to duty unless he is certified fit by a medical officer of the Institute.

7. Commutated leave

Commutated leave, not exceeding half the amount of half pay leave due, may be granted by the Director, or by a member of the staff to whom the power has been delegated by the Director, on medical certificate only, to a member of the staff subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.
- (iii) The total duration of earned leave and commuted leave, taken in conjunction, shall not exceed 240 days, provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the member of the staff will return to work on its expiry.

8. Leave not due

Leave not due may be granted by the Director, or by a member of the staff to whom the power has been delegated by the Director, to a member of the staff for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the member of the staff may earn subsequently.

Note 1 : Leave not due should be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the member of the staff returning to work on the expiry of the leave and it should be limited to the half pay leave he is likely to earn thereafter.

Note 2 : Where a member of the staff, who has been granted leave not due under this Rule, applies for permission to resign, permission may be granted if

(a) leave not due remaining to his credit is cancelled and

(b) salary for the period of leave not due, which has been granted otherwise than on medical certificate, already enjoyed by the member, shall become refundable to the Institute and may be deducted by the Institute while arriving at the final settlement of his account.

9. Extraordinary leave

A member of the staff who has not sufficient leave to his credit may be granted extraordinary leave without pay at the discretion of the Director or a member of the staff to whom the power has been delegated by the Director.

10. Maternity leave

Maternity leave may be granted to an employee on full pay for

a period which may extend up to the end of three months from the date of its commencement or up to the end of six weeks from the date of confinement, whichever is earlier. Such leave for a period not exceeding six weeks may also be granted in cases of miscarriage, including abortion, provided that the application for the leave is supported by a medical certificate. Maternity leave may be combined with leave of any other kind, but any leave applied for in continuation of the former may be granted only if the request is supported by a medical certificate. Maternity leave shall not be debited against the leave account and shall count for increment.

11. Hospital leave

Staff with a basic salary not exceeding Rs 500 per month, employed in laboratories, workshops, etc., whose duties expose them to special risk of accident or illness through handling explosive, poisonous or radioactive material, dangerous machinery, etc., or despatch riders and motor drivers, if the injuries received by them are not attributable solely to their negligence or rashness in driving, may be granted hospital leave while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their duties.

The maximum amount of such leave admissible shall be three months on full pay in any period of three years. Such leave shall not be debited against the leave account and may be combined with other kinds of leave provided the total period of leave after combination does not exceed 28 months.

12. Special disability leave

- (i) Subject to the conditions hereinafter specified the Director, or a member of the staff to whom the power has been delegated by the Director, may grant special disability leave to a member of the staff, who is disabled by injury accidentally or intentionally inflicted, or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position, or who is disabled by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attached to the post which he holds and such illness is certified by the duly authorised Medical Officer of the Institute to be directly due to the performance of the particular duty.
- (ii) Such leave shall not be granted unless the disability manifests itself within three months of the occurrence to which it is attributed and the person disabled acts with due promptitude in bringing it to notice. But the Director, if he is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifests itself more than three months after the occurrence of its cause.
- (iii) The period of leave granted shall be such as is certified to be necessary by a duly authorised Medical Officer of the Institute. It shall not be extended except on the certificate of such an authorised Medical Officer and shall in no case exceed 24 months.

- (iv) Such leave may be combined with leave of any other kind.
- (v) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.
- (vi) Such leave shall be counted as duty and shall not be debited against the leave account.
- (vii) Leave salary during such leave shall be equal to (a) full pay for the first four months (including such leave granted under (v) above) and (b) half pay for the remaining period or, at the member's option, full pay for a period not exceeding the period of leave on full pay which would otherwise be admissible to him.

13. Special study leave

Where a member of the academic staff applies for study leave to prosecute further study in an institution abroad, which is not considered to serve any interest of the Institute, the leave applied for shall be refused.

Where a member of the academic staff so applies and it is considered that the study or training has a direct bearing on subjects with which the Institute is concerned and the study or training will, as a consequence, serve the interest of the Institute, although not to the extent of placing him on deputation, the member can be granted special leave under the following terms and conditions.

(i) The member will ordinarily have to pay for his own travel.

(ii) Special leave will not be debited to the leave account of the member and will count as service for increments.

(iii) The leave salary during special leave will be equal to half pay subject to a minimum of Rs 500/- provided that it will not exceed the full pay in any case. In addition, the member will be entitled to draw dearness pay and be eligible for house rent and city compensatory allowances provided his dependants continue to stay in Bombay.

(iv) The total period of the leave so sanctioned should not normally exceed twelve months and in no case two years in the entire period of service, except when a member is working for a doctorate or a similar qualification, in which case the period of special leave may be extended to the minimum period required for acquiring the qualification but not exceeding four years. Special leave in excess of twelve months may be granted only if the member has rendered more than three years' continuous service. This condition may be relaxed in special circumstances and a shorter period - in no case less than two years - may be accepted as minimum qualifying service.

(v) Special leave can be taken in combination with earned leave.

(vi) A bond shall be taken from the employee binding him to serve the Institute after the completion of the study or training abroad for a period equal to four times the period of his absence abroad subject to a minimum of two years and a maximum of five years.

#### 14. Extraordinary study leave

When a member of the academic staff applies for leave to prosecute further study or to take up a scientific assignment, in an institution



abroad, and it is considered that such study or assignment will serve the interests of the Institute, although not to the extent of granting him special study leave, he may be granted extraordinary study leave without pay for periods of a year at a time, subject to the total period of leave not exceeding five years. The leave so availed of may be allowed to count for increments at the discretion of the Director, or an authority to whom the power has been delegated by the Director, provided that the member has put in at least three years' service in the Institute at the time of proceeding on such leave.

15. Quarantine leave

Quarantine leave on full pay on medical certificate upto 21 days at a time, extendable to 30 days in exceptional circumstances, may be granted to an employee who is required not to attend office in consequence of the presence of an infectious disease in his family or household. Such leave is not admissible to an employee if he himself is the victim of an infectious disease. This leave shall not be debited to the leave account.

16. Miscellaneous

If any question arises which is not covered by these rules, the decision of the Council shall be final in all cases.

APPENDIX II

Travelling Allowance Rules  
framed under Bye-law 10.2

1. Travelling allowance to members of the Council

A member of the Council, who has to attend a meeting of the Council or travel for any other business connected with the Institute, will be entitled to

- (a) air fare plus 1/5th thereof each way, subject to a maximum of Rs 30/-, as allowance for incidental expenses,

or

air-conditioned class rail fare plus an allowance for incidental expenses at 7 naye paise per mile of the distance travelled by train,

- (b) road mileage at 50 naye paise per mile from the railway station to the place of halt and back,
- (c) halting allowance of Rs 25/- per full day, but half daily allowance on the day of arrival at the place of halt and half on the day of departure therefrom.

2. Travelling allowance to members of the staff drawing salaries of Rs 950/- or more per month

A member of the staff drawing a salary of Rs 950/- or more per month will, for journeys outside headquarters in connection with the business of the Institute, be entitled to

- (a) air fare plus 1/5th thereof each way, subject to a maximum of Rs 30/-, as allowance for incidental expenses,

or

air-conditioned class rail fare plus an allowance for incidental expenses at 7 naye paise per mile of the distance travelled by train,

- (b) road mileage at 50 naye paise per mile from the railway station to the place of halt and back,
- (c) halting allowance of Rs 20/- per full day, but half daily allowance on the day of arrival at the place of halt and half on the day of departure therefrom.

3. Travelling allowance to members of the staff drawing salaries of Rs 400/- or more but less than Rs 950/- per month

A member of the staff drawing a salary of Rs 400/- or more but less than Rs 950/- per month will, for journeys outside headquarters in connection with the business of the Institute, be entitled to

- (a) first class rail fare plus an allowance for incidental expenses at 5 naye paise per mile for those drawing pay not exceeding Rs 750/- per month, and at 7 naye paise per mile for the others, for the distance travelled by train,

Note: Members of the staff of this category are not entitled to travel by air except with the prior permission of the Director or a member of the staff to whom the power has been delegated by the Director.

- (b) road mileage at 50 naye paise per mile from the railway station to the place of halt and back,
- (c) halting allowance of Rs 15/- per full day, but half daily allowance on the day of arrival at the place of halt and half on the day of departure therefrom.

4. Travelling allowance to members of the staff drawing salaries of Rs 200/- or more but less than Rs 400/- per month

A member of the staff drawing a salary of Rs 200/- or more but less than Rs 400/- per month will, for journeys outside headquarters in connection with the business of the Institute, be entitled to

- (a) first class rail fare plus an allowance for incidental expenses at 5 naye paise per mile of the distance travelled by train,
- (b) road mileage at 25 naye paise per mile from the railway station to the place of halt and back,
- (c) halting allowance of Rs 10/- per full day, but half daily allowance on the day of arrival at the place of halt and half on the day of departure therefrom.

5. Travelling allowance to members of the staff drawing salaries of Rs 80/- or more but less than Rs 200/- per month

A member of the staff drawing a salary of Rs 80/- or more but less than Rs 200/- per month will, for journeys outside headquarters in connection with the business of the Institute, be entitled to

- (a) second class rail fare plus an allowance for incidental expenses at 3 naye paise per mile of the distance travelled by train,
- (b) actual bus fare or 16 naye paise per mile for the road journey from the railway station to the place of halt and back,
- (c) halting allowance of Rs 8/- per full day, but half daily allowance on the day of arrival at the place of halt and half on the day of departure therefrom.

6. If a member of the Council or of the Institute travels by a class lower than the class specified for various categories under Rules 1 - 5, he will draw the fare of the class by which he actually travelled. The incidental expenses will, however, be drawn according to the rates specified for each category in Rules 1 - 5.

7. Travelling allowance to members of the staff drawing salaries of less than Rs 80/- per month

A member of the staff drawing a salary of less than Rs 80/- per month will, for journeys outside headquarters in connection with the business of the Institute, be entitled to

- (a) third class rail fare and a half each way by rail,
- (b) actual bus fare or 10 naye paise per mile for the road journey from the railway station to the place of halt and back,
- (c) halting allowance of Rs 6/- per full day, but half daily allowance on the day of arrival at the place of halt and a half on the day of departure therefrom.

8. If a member of the Institute travels by bus between places not connected by rail, he will draw the actual bus fare incurred by him.

9. Halting allowances at permanent or semi-permanent field stations

The rates of halting allowance specified in 1 to 6 above do not apply to members of the Institute's staff stationed at permanent or semi-permanent field stations or laboratories set up by the Institute or the Department of Atomic Energy. The Director, or by delegation the Deputy Director, Administration, shall regulate the rates of halting allowance payable at such places by the issue of Standing Orders from time to time.

10. Alternative scales of travelling allowance

Alternatively, in lieu of travelling allowance on the scales prescribed in rules 1 to 7 above, a member of the staff will, for journeys outside headquarters in connection with the business of the Institute, be entitled to claim

- (a) actual expenses for the journeys by rail, road or air, as the case may be, by the appropriate class of accommodation to which he is entitled, but without any allowance for incidentals,
- and (b) actual expenses at the place of halt for boarding and lodging in a suitable hotel, not disproportionate to his status, as prescribed by the Director, or by delegation Deputy Director, Administration, plus halting allowance at 1/4 of the normal rate.