

Bye Laws

Dr. M. S. John

Dr. M. S. John
MEMBER, GOVERNING COUNCIL
NIELIT

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NIELIT

BYE-LAWS
OF
NIELIT
(AN AUTONOMOUS SCIENTIFIC SOCIETY OF MEITY)

(UNDER RULE 13 OF THE RULES AND REGULATIONS FOR
ADMINISTRATION AND MANAGEMENT OF THE SOCIETY)

1. **SHORT TITLE:**

The Bye-laws shall be called the Bye-laws of NIELIT.

2. **DEFINITION:**

In these rules, unless there is anything repugnant to the subject or context. The following terminology and the associated meanings are used.

- a) "AAC" means Academic Advisory Committee of the Society.
- b) "Administrative Ministry" means Ministry of Electronics & Information Technology, Government of India.
- c) "Appointing Authority" in relation to any post in the Society, means the authority competent to make appointment to that post.
- d) "Board" means Management Board of the Society.
- e) 'Centre' means Centre of NIELIT at various locations in India or abroad
- f) "Chairperson" means the Chairperson of the Council/Board/Committee of NIELIT
- g) "Committee" means the Executive Committee of the NIELIT Centre.
- h) "Competent Authority" means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in the Society.
- i) "Council" means the Governing Council of the Society
- j) "Director General" means the Chief Executive Officer of the Society.
- k) "F&A Committee" means "Finance & Accounts Committee" of the Society
- l) "Society" means the NIELIT Society

3. **RESIDUARY CONDITIONS OF SERVICE:**

3.1 The Council shall determine any matter relating to the conditions of service of the employees for which no provision is made in these rules. In exceptional circumstances, Director General may take decisions in consultation with Chairperson of the Council. All such matters should be placed before the Council at its next meeting for ratification.

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3.2 These Rules and Regulations shall not affect adversely the service conditions already being enjoyed by the employees of the Society on the date of merger i.e. December 14, 2002.

4. **POWER TO RELAX:**

Notwithstanding anything contained in these rules, the Chairperson, Governing Council of the Society may relax any of the provisions of these rules. Relaxation shall, however, be in very exceptional and rare circumstances for reasons to be recorded in writing.

5. **INTERPRETATION:**

In the matter of interpretation of any rules/orders, the decision of the Director General shall be final unless otherwise, specifically included in these rules.

6. **POWER, FUNCTIONS AND DUTIES OF THE COUNCIL**

The Council shall be the apex policymaking body of the Society, for fulfillment of the objectives set forth for the Society.

7. **COUNCIL MEETINGS AND PROCEDURES**

7.1 **Meetings:** Meetings of the Council shall be held at least twice in a year. An extraordinary meeting may also be convened at any time by the Chairperson, or on a written request of at least one third of the members of the Council.

7.2 **Place of meeting:** Meetings of the Council shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.

7.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least fourteen days before the day of the meeting. In case of an extraordinary meeting, at least seven days notice shall be given.

7.4 **Quorum and Procedure:** $1/3^{\text{rd}}$ of the total membership of the effective Council shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

7.5 **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 time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

7.6 **Chairperson of the meeting:** The Chairperson of the Council shall preside all meetings of the Council. In the absence of the Chairperson, the Deputy Chairperson of the Council shall preside over the meeting.

7.7 **Nature of business of the meetings:**

The Council shall meet to consider the reports about the activities of the society (Annual Plans and programmes, Annual Budget, Annual Accounts etc.) forwarded by the Board/Committee to determine policy for the guidance of the Society. The Council shall consider and pass the detailed Annual Budget Estimates as well as, Revised Estimates, Annual Accounts etc. submitted by the Board/Committee with their recommendations and to consider such matters, as may be brought before the Council with the permission of the Chairperson.

7.8 **Minutes:** The Member Secretary shall keep the Minutes of the meetings of the Council, and send a copy of the Minutes of every such meeting, as early as possible (preferably within a fortnight) at the address of every member indicating the authority to take action on each decision.

7.9 **Vacancy:** When a vacancy occurs in the Council due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations

8. **BOARD MEETINGS AND PROCEDURES**

8.1 **Meetings:** The Board shall meet at least once in a quarter. Special meetings of the Board, if necessary, shall be convened by the Chairperson at the written request of at least one third of the members of the Board.

8.2 **Place of meeting:** Meeting of the Board shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.

8.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.

8.4 **Quorum and Procedure:** 1/3rd of the total membership of the effective Board shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

8.5 **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

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such a time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

- 8.6 **Chairperson of the meeting:** The Chairperson of the Board shall preside at all meetings of the Board.
- 8.7 **Nature of Business:** The Board shall meet to monitor and review the activities of the Society and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such other matters as may be brought before the Board with the permission of its Chairperson.
- 8.8 **Minutes:** The Member Secretary shall keep the minutes of the meetings of the Board, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.
- 8.9 **Vacancy:** When a vacancy occurs in the Board due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.

9 POWERS, FUNCTIONS AND DUTIES OF THE BOARD

- 9.1 Subject to the overall control of the Council, and within the powers delegated, the Board shall perform the following functions:
 - 9.1.1 Monitor and review periodically the activities of the Society and to make remedial measures, as deemed fit, to meet the aims and objects of the Society.
 - 9.1.2 Consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Committee and forward the same with its recommendations to the Council.
 - 9.1.3 Authorise reappropriation to augment provision under the heads other than "Salaries, Allowances and Provident Fund Contributions" on recommendation of the Committee.
 - 9.1.4 Consider and submit for approval of the Council the proposals for alteration, addition and modification to the Byelaw made under the Rules of the Society.
 - 9.1.5 Exercise powers delegated to the Board with the approval of the administrative ministry.

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9.2 Review the reports submitted by the Director General in respect of the following:

- 9.2.1 Progress on projects undertaken by the Society
- 9.2.2 Details of new projects undertaken / likely to be undertaken
- 9.2.3 Details of projects completed
- 9.2.4 Statement of tours undertaken by the Chief Executive
- 9.2.5 Visit by VIPs/Dignitaries to the Centres of the Society
- 9.2.6 Details on manpower strength including research staff viz., sanctioned, filled, vacant and number of persons on short-term contract.
- 9.2.7 Details of papers published by staff of the Society in national and international publications
- 9.2.8 Details of patents applied / received / held

10. AAC MEETINGS AND PROCEDURES

- 10.1 **Meetings:** Meetings of the AAC shall be held at least twice a year. The Director General shall convene special meetings of the AAC, if necessary, with permission from Chairperson.
- 10.2 **Place of meeting:** Meeting of the AAC shall be held at the Headquarters of the Society unless the Chairperson otherwise directs.
- 10.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least seven days before the day of the meeting.
- 10.4 **Quorum and Procedure:** 1/3rd of the total membership of the AAC shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.
- 10.5 **Chairperson of the meeting:** The Chairperson of the AAC shall preside at all meetings of the AAC. In the absence of the Chairperson, the members present shall elect a Chairperson to preside over the meeting.
- 10.6 **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 time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

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10.7 **Nature of Business:** The legitimate role of this body would be to provide a thrust, suggest new areas of academic and orient programmes in the desired direction. The AAC would also exercise critical judgment of the academic activities of the Society and give directions for international scientific collaboration and Academic Schemes.

10.8 **Minutes:** The Director General shall nominate an officer of the Society who shall coordinate the activities of the AAC and shall also keep the minutes of the meetings of the AAC, and send a copy of the minutes of every such meeting, as early as possible to the address of every member.

10.9 **Vacancy:** When a vacancy occurs in the office of the nominated members of the AAC through death, resignation, or for any other reason, such vacancy shall be filled with the approval of the Chairperson of the AAC on recommendation of Director General

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

11. EXECUTIVE COMMITTEE MEETINGS AND PROCEDURE

11.1 **Meetings:** The Committee shall meet at least twice a year. Special meetings of the Executive Committee, if necessary, shall be convened by the Chairperson or at the written request of at least one third of the members of the Committee.

11.2 **Place of meeting:** Meeting of the Committee shall be held at the respective Centre unless the Chairperson otherwise directs.

11.3 **Notice of a meeting:** Notice of a meeting shall be given to the members at least 15 days before the day of the meeting.

11.4 **Quorum and Procedure:** $1/3^{\text{rd}}$ of the total membership of the effective Committee shall form the quorum and all issues shall be decided by a majority of votes of the members present and voting. In the event of a tie, the Chairperson shall have a second or casting vote.

11.5 **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 time and/or date as the Chairperson may fix. No quorum shall be necessary for such an adjourned meeting.

11.6 **Chairperson of the meeting:** The Chairperson of the Committee shall preside at all meetings of the Committee. In the absence of the Chairperson, the meeting shall be presided over by the member nominated by Members present in the meeting.

11.7 **Nature of Business:** The Committee shall meet to monitor and review the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objectives of the Society and to consider such other matters as may be brought before the Committee with the permission of its Chairperson.

11.8 **Minutes:** The Member Secretary shall keep the minutes of the meetings of the Committee, and send a copy of the minutes of every such meeting, as early as possible to the address of every member indicating the authority to take action on each decision.

11.9 **Vacancy:** When a vacancy occurs in the Committee due to death, resignation, or for any other reason, of the nominated member(s), such a vacancy shall be filled by a person nominated by the concerned authority(s) as per the Rules & Regulations.

11.10 **Vacancy not to affect proceedings:** If any vacancy in the office of a member of the Committee has occurred, the continuing members shall act as if no vacancy had occurred and no act or proceedings of the Committee shall be deemed to be invalid merely by reason of a vacancy or of a defect in the appointment of a person acting as a member. Nothing in this rule will derogate from provision regarding quorum necessary in the meetings of the Board.

11.11 **Voting Power:** Each member of the Executive Committee shall have one vote. Where there is no unanimity, decisions shall be taken by a majority of votes of the members present for voting. The Chairperson shall have a second or casting vote whenever there is a tie.

In the event of disagreement between the Chairperson of the Executive Committee and the Finance Member of the Executive Committee on any financial matter, the matter will be referred to the Board whose decision will be final and binding on the Executive Committee,

11.12 Duration of the Membership of the Committee

Executive Vice Chairperson, Governing Council shall have the powers to reconstitute the Executive Committee as and when it is considered necessary and shall in any case review the membership once every three years.

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Where a person becomes a Member of the Committee by reason of the office or appointment held in the nominating organization, membership of the Committee of the person shall terminate when the person ceases to hold that office or appointment. Other members shall hold office for three years unless the member resigns or the authority which nominated the member terminates the membership earlier, which the nominating authority will have power to do.

11.13 Functions and Powers of the Executive Committee

Subject to the overall guidance and control of the Council, the Executive Committee shall take all necessary steps to carry out the objectives of the Society as set forth in the Memorandum of Association.

The Executive Committee shall be responsible for the day to day activities of the Centre and it will be assisted by the **Administrative-cum-Finance Officer** of the Centre. The Executive Committee shall assist the Management Board for the technical, financial and administrative management of all the affairs and funds of the respective Centre under the overall control and guidance of the Council and generally exercise all the powers delegated by the Council.

11.14 Member Secretary to the Committee

The **Administrative-cum-Finance Officer (AFO)** of the Centre shall be the ex-officio Member Secretary to the Committee. The AFO shall act as the Recorder to the Committee, and shall have charge of all documents relating to the Centre. The AFO will send the copy of the Minutes of all the meetings to the members.

11.15 Powers, Functions and Duties of the Committee

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11.15.1 With previous approval of the Council, the Executive Committee shall have powers to frame regulations, not inconsistent with the Rules & Regulations of the Society for the administration and management of the affairs of the Centres.

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11.15.2 Monitor and review periodically the activities of the Centre and to make remedial measures.

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11.15.3 Consider the detailed Annual Budget Estimates/Revised Estimates of the Centre and forward the same with its recommendations to the F&A Committee.

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11.15.4 Exercise powers delegated to the Committee.

12. BUSINESS BY CIRCULATION OF PAPERS

The Council/Board/Committee may dispose of urgent matters by circulation of papers in such cases where the decision cannot wait for formal convening of the meeting.

13. FINANCE AND ACCOUNTS COMMITTEE

The Society shall also have the Finance & Accounts Committee of the Society with the following composition and the powers of the F&A. Committee shall in particular be as under:-

i. Chief Executive of the Society	Chairperson
ii. JS&FA, MeitY or his representative	Member
iii. JS (Societies), MeitY or his representative	Member
iv. HOD, Concerned Technical Division, MeitY	Member
v. Chief Finance Officer/Sr. Finance Officer	Member Secretary

- 13.1 To review the financial position of each Centre & Society as a whole and make remedial measures as deemed fit to ensure that each Centre is financially self-sufficient.
- 13.2 To scrutinize and recommend to the Board, the Budget Estimates/Revised Estimates of the Society.
- 13.3 To recommend re-appropriation of funds from one head to another head of account within its overall approved outlay for that year;
- 13.4 To recommend write-off losses;
- 13.5 To prescribe the Heads of Account to be adopted by the Society both for its Income and Expenditure;
- 13.6 To advise the Society from time to time in various financial matters;
- 13.7 To financially appraise the projects costing above Rs.50 lakhs;
- 13.8 To scrutinize the Audited Annual Account of the Society before their submission to the Governing Council / General Body for Adoption;
- 13.9 Any other item to be specifically allotted to F&A Committee by the Governing Council of the Society from time to time.

14. SPECIAL POWERS OF THE CHAIRPERSON

The Chairperson of the Governing Council/Board/Committee may, in emergent cases or under special circumstances exercise the powers of the Council/Board, in consultation with one or more members of the Governing

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Council/Board/Committee and in consultation with Finance Member of the Council/Board/Committee. All such matters shall be reported to the Council/Board/Committee in their next meeting.

15. DISAGREEMENT

In the event of disagreement between the Chairperson of the Council/Board/Committee and the Finance Member of the Council/Board/Committee on any financial matters beyond the delegated powers of the administrative ministry, the matter may be referred to the Minister-in-charge of the administrative ministry and the Ministry of Finance, if considered necessary, for a decision.

16. VOTING POWERS

Each member of the Council/Board/Committee shall have one vote. Where there is no unanimity, decisions shall be taken by a majority of vote of the members present and voting. The Chairperson shall have a casting vote wherever there is a tie.

17. MANAGEMENT OF THE SOCIETY

The Society shall be managed by a three-tier structure with the Governing Council as the apex management body. The Management Board/AAC/F&A Committee at the Second level discharges the administrative, academic, technical and financial management responsibility of the Society under the overall guidance of the Governing Council.

18. FINANCES AND ACCOUNTS

18.1 Properties and Funds vested in the Council: The properties and funds of the Society vested in the Council shall consist of:

18.1.1 Grants-in-aid released by the Government of India,

18.1.2 Other grants, donations and gifts (periodical or otherwise).

18.1.3 The income from properties and funds vested in the Council and fees, subscriptions and other annual receipts.

18.1.4 All movable and immovable assets such as machinery, plant, equipment, computer hardware and software and instruments (whether laboratory, workshop or otherwise), books and journals, furniture, fixtures and land, buildings belonging to the Society.

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18.1.5 Remuneration received through sponsored projects, consultancy, design, development, technology transfer, contracts etc.

18.1.6 **Acceptance of Donations etc.:** The Council may accept donations; gifts and subscriptions for specific purposes provided no onerous conditions are attached to them. Donations by agencies abroad shall require prior approval of the government.

18.2 All moneys received for or on behalf of the Society, shall be deposited in a bank account or fixed deposit account with a public financial institution within the guideline issued by the Government.

18.3 **Assets/Borrowings:** The Society may purchase/acquire or lease or sell or dispose-off movable or immovable assets and also make borrowings or draw short/long term loans or temporary overdrafts/advances for acquiring assets/properties or carrying out activities.

18.4 **Payments:** Payments by or on behalf of the Society exceeding Rs.10000/- shall be made by cheque. All cheques shall ordinarily be signed by the Finance Officer and countersigned by the Chief Finance Officer or by any other officer duly empowered by the Director General all cheques for and upto Rs. 10,000/- shall be signed by either Head of the Finance Wing at Headquarters/Centre or by the Director General. Cheques over Rs. 10,000/- shall be signed jointly by Head of Finance Wing at Headquarters/Centre and Director General/Director.

18.5 **Endorsements:** All bills for payment shall bear an endorsement "Passed for Payment" and the endorsement shall be signed by an officer to whom the power has been delegated by the Director General/ Centre Director.

18.6 **Permanent & Temporary Advances:** Permanent and temporary advances for cash payments shall be kept by any officer of the Society as authorised by the Director General or by an officer to whom the power has been delegated.

18.7 **Budget:** The Society shall prepare or cause to prepare, in such form and at such time each year as may be prescribed, budget estimates in respect of the ensuing financial year and submit the same to the Council for its consideration and approval.

18.8 **Accounts & Audits:** The Society shall maintain such books of accounts and other books in relation to its accounts in such form and in such manner as may be prescribed. The Chief Finance Officer shall be responsible for the accounts of the Society.

18.9 The financial year of the Society shall be from 1st April each year to 31st March of the subsequent year.

18.10 The accounts of the Society shall be audited by such auditors as approved by the Council.

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19. DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY

19.1 Duties of the Director General :

The Director General shall be the Chief Executive of the Society.

19.2 Business of the Society: It shall be the duty of the Director General to carry on the work of the Society under the direction of the Council in accordance with the Rules and Byelaws for the administration and management of the Society. In case of an emergency, he/she may take such actions as may be necessary and get such decisions ratified by the Council.

19.3 Direction and control of the staff: All members of the staff of the Society shall be under the general control of the Director General or an officer authorised by him, who may issue Standing Orders / Office Orders on various subjects, as necessary, from time to time.

19.4 Annual Report: The Director General shall submit the Annual Report and Audited Statement of Accounts of the Society to the Council in time each year.

19.5 Duties and Responsibilities of the Executive Directors/Directors: The Executive Director/Director will be the Executive Head of the respective Centres and be accountable for its performance and will function under the overall directions and guidance of the Director General and within the Rules of the Society.

19.6 Duties and Functions of the other staff Members: Duties and Functions of the officers and staff members will be decided by the Director General.

20. EXECUTION OF CONTRACTS ON BEHALF OF THE SOCIETY

20.1 Contracts with Chief Executive: All contracts between the Society and the Chief Executive shall be signed by the Chairperson of the Board or any other person authorised by the Board for the purpose.

20.2 Contracts with others: All other contracts by or on behalf of the Society shall be signed by the Chief Executive or by an officer of the Society authorised by the Chief Executive. Contracts by or on behalf of a specific Centre of the Society shall be signed by the Head of the Centre or Head of Administration or by an officer of the Centre authorised by the Centre Director.

20.3 Attendance at scientific / Academic conferences

Members of the Board, Committee and staff of the Centre shall be allowed to attend scientific / academic conferences, seminar, workshop etc. and may be deputed for specialized training or for the work of the Centre with the approval of (i) the Chairperson Governing Council in the case of the Director General and Director of Centre and (ii) by the Director General or a member of the staff to whom the power has been delegated, in the case of others.

Members of the Committee, Board and the staff of the Society when deputed by the Society under the above bye-law shall be eligible for Daily and Traveling allowances as laid down by the Council from time to time. In addition, the members as deputed shall be entitled to draw salary, dearness pay and dearness allowances, and eligible for house rent, city compensatory allowances and other allowances etc.

20.3.1 Deputation Abroad

Deputation abroad for attending scientific/academic conference, workshop etc. by the Director General shall be approved by Chairperson, Governing Council, while in the case of all other staff it shall be by the Director General.

20.4 Contribution to professional / technical journals / periodicals.

Contributions to technical journals resulting from work carried on in the Society by members of the staff of the centre shall contain the Centre's name and shall have prior approval of the Director General. A copy of every such contribution shall also be sent to the Director General as soon as it is published / presented. It shall be ensured and certified by the author that no classified / confidential material is contained in such contribution. Members of the staff of the Society may, with the prior permission of the Director General, accept invitations to deliver lectures in their field of work at universities or learned Societies, Scientific Conferences etc. and also act as expert members on the committees / bodies set up by Government or similar other agencies, provided that such assignment does not affect the work of the society.

20.5 Intellectual Property Rights

20.5.1 Patents/Copyrights

All works of intellectual property nature whether in the form of reports, artistic work, charts, paper analysis, design, software or hardware or any other work under the Copyright Act and the Laws/Rules governing the Patent etc.; carried out by a employee shall be, owned by the Society without exception.

20.5.2 Publishing of books and research papers

No employee shall except with the previous sanction of the competent authority publish or cause to be published any book or any similar printed matter of which he is the author, or deliver talk or lecture in any public meeting or otherwise provided that no such sanction is however, required, if such broadcast or contribution or publication is of a purely literary, cultural, spiritual, religious or social character and in no way is concerned with the nature of a job.

The society encourages publishing of books and research papers by employees in the areas of interest provided, the employee has acknowledged the sources used in the society and its contributions appropriately. Suitable and appropriate approvals from the Director General must be sought by the employee before publishing his work.

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The society is entitled to share the royalty or the honorarium received by the employee on publication of a book or a research paper within the mechanism and according to the guidelines as prevalent at the time, where the employee has used his work or activity involved in the society.

20.6 **Consultancy**

The society shall not permit its employees to engage in part-time consultancy / teaching with other organizations. The Consultancy Service shall be carried on Institutional basis only.

20.7 **Private Trading**

No employee shall engage in any commercial business or pursuit either on his/her own account or as agent for others, nor act as an agent for or canvass business in favour of another organization.

Explanation: Canvassing by an employee in support of the business of other or similar Information Technology Company or activities carried on or managed by a employee of his family shall be deemed to be a breach of this sub-rule.

20.8 **Press, Publicity Coverage, etc.**

Director General/ Head of the Centre is the spokesperson on behalf of the Society for any Print or Electronic Media, except when explicit permission has been given to any employee to speak on its behalf.

20.9 **Contribution to Newspapers, Radio, etc**

No employee shall except with the previous sanction of the competent authority, own wholly or in part or conduct or participate in the editing or management of any newspaper or any other periodical/publication.

No employee shall except with, the previous sanction or except in the bonafide discharge of his/her duties, provided that such approval is taken from the Director General, participate in any radio broadcast or TV programme or contribute any article or write any letter either his/her own name or anonymously or in the name of any other person to any newspaper or periodical or make public, or publish or cause to be published or pass on to others any document, paper or information which may come into his/her possession in his official capacity.

20.10 **Official Language Implementation Act:**

The instructions in regard to the Official Language Implementation Act will be followed as per the Government guidelines.

21. DELEGATION OF POWERS

With a view to facilitate smooth functioning of the society, powers have been delegated to authorities at various level and are in Schedule to the Bye-Laws. All Matters for which specific provision has not been made shall be referred to Chairperson, Governing Council for approval.

22. POLICY MANUAL/STANDARD OPERATIVE PROCEDURE (SOP)

The policy manual/SOP spell out the administrative norms and procedure, service conditions, facilities and other information that the employees of the Society should be aware of.

The Society aims to promote efficiency, creativity, innovation and initiative. Society lays greatest emphasis on flexibility, communication, participation, teamwork and infrastructure creation.

23. Certified that this is a true copy of the bylaws of the Society as amended in the meeting of the Governing Council held on

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I certify the aforesaid signatures.

Gazetted Officer

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