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Form No. II

(See Rule 8 Of the TamilNadu Societies Registration Rules.1978)

CERTIFICATE OF REGISTRATION UNDER SECTION 10 OF THE TAMIL NADU

ACT, 1975 (TAMIL NADU ACT 27 OF 1975)

CERTIFICATE OF REGISTRATION OF SOCIETIES

Sl. No. : 154 / 2010

I hereby Certify that

CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

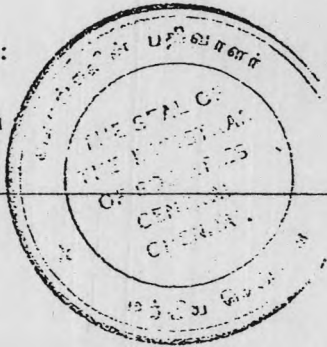
has this day been Registered Under The Tamil Nadu Societies Registration Act.1975
(Tamil Nadu Act 27 of 1975).

Given under my hand at CHENNAI CENTRAL

this 27 th day of July 2010

Seal :

Station



Signature of the Registrar

[Handwritten Signature]
27/7/10

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CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

MEMORANDUM OF ASSOCIATION
AND
RULES, REGULATIONS & BYE-LAWS

DEPARTMENT OF AYUSH
MINISTRY OF HEALTH & FAMILY WELFARE
GOVERNMENT OF INDIA
NEW DELHI

MEMORANDUM OF ASSOCIATION
OF THE
CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

1. NAME:

The name of the Society is the Central Council for Research in Siddha hereinafter for the sake of brevity referred to as the Central Council which has been formed by bifurcation of Central Council for Research in Ayurveda and Siddha.

2. REGISTERED OFFICE:

The Registered Office of the Society shall be situated in the State of Tamil Nadu and presently at Central Research Institute (Siddha), Arumbakkam, Chennai 600106, Tamil Nadu.

3. OBJECTS: ✓

The objects for which the Central Council is established are:

- (i) The formulation of aims and patterns of research on scientific lines in Siddha.
- (ii) To undertake any research or other related programmes in Siddha.
- (iii) The prosecution of and assistance in research, the propagation of knowledge and experimental measures generally in connection with the causation, mode of spread and prevention of diseases.
- (iv) To initiate, aid, develop and coordinate scientific research in different aspects, fundamental and applied aspects of Siddha and to promote and assist institutions of research for the study of diseases, their prevention, causation and remedy.
- (v) To finance enquiries and researches for the furtherance of objects of the Central Council.
- (vi) To exchange information with other institutions, associations and societies interested in the objects similar to those of the Central Council and specially in observation and study of diseases in India in particular.
- (vii) To prepare, print, publish and exhibit any papers, posters, pamphlets, periodicals and books for furtherance of the objects of the Central Council and contribute to such literature.

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- (viii) To issue appeals and make applications for money and funds in furtherance of the objects of the Central Council and to accept for the aforesaid purpose gifts, donations and subscriptions of cash and securities and of any property whether movable or immovable.
- (ix) To borrow or raise funds with or without security or on security mortgage charge, hypothecation or pledge of all or any of the immovable or movable properties belonging to the Central Council or in any other manner whatsoever.
- (x) To invest and deal with the funds and monies of the Central Council or entrusted to the Central Council not immediately required in such manner as may from time to time be determined by the General Body of the Central Council.
- (xi) To permit the funds of the Central Council to be held by the Government of India.
- (xii) To acquire and hold, whether temporarily or permanently any movable or immovable property necessary or convenient for the furtherance of the objects of the Central Council.
- (xiii) To sell, lease, mortgage and exchange, and otherwise transfer any of the properties movable or immovable of the Central Council provided prior approval of the Central Government is obtained for the transfer of immovable property.
- (xiv) To purchase, construct, maintain and alter any buildings or works necessary or convenient for the purpose of the Central Council.
- (xv) To undertake and accept the management of any endowment or trust fund for donation, the undertaking or acceptance whereof may seem desirable.
- (xvi) To offer prizes and grant of scholarships, including travelling scholarships in furtherance of the objects of the Central Council.
- (xvii) To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and regulations of the Society.
- (xviii) To establish a provident fund and/or pension fund for the benefit of the Central Council's employees and/or their family members.
- (xix) To do all such other lawful things either alone or in conjunction with others as the Central Council may consider necessary or as being incidental or conducive to the attainment of the above objects.
- (xx) To undertake R & D Consultancy projects and transfer of patents on drugs and process to industry.
- (xxi) To undertake R & D projects sponsored by industries in Public/private sector.

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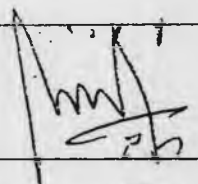

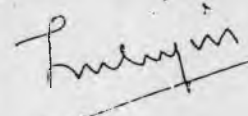
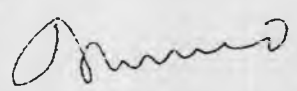
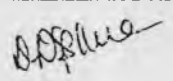
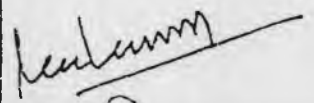
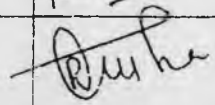
- (xxii) To undertake international and inter-agency collaboration.
- (xxiii) Utilization of results of research conducted and payment of share of royalties/consultancy fees to those who has contributed towards pursuit of such research.
- (xxiv) To enter into arrangements with scientific agencies of other countries for exchange of scientists, study tours, training in specialized areas, conducting joint projects etc.
- (xxv) To provide technical assistance to Govt./Private agencies in matters consistent with the activities of the Council.
- (xxvi) To assist Medicinal Plants Board, Government of India in achieving its objectives.
- (xxvii) To constitute Management Committees consisting of eminent Scientists/Physicians to monitor the R & D activities and suggest remedial measures for the improvement of activities of all Central as well as Research institutes of the Council.

The names, addresses, occupations and designation of the first members of the General Body of the Central Council to whom the management of its affairs is entrusted are as follows:-

S.No.	Name	Address and Occupation	Designation
1.	Sh. Ghulam Nabi Azad	Union Minister of Health and Family Welfare; Nirman Bhawan, New Delhi. 110108	President
2.	Shri S. Gandhiselvan	Minister of State for Health and Family Welfare Nirman Bhawan, New Delhi 110108 (I/c of AYUSH)	Vice-President
3.	Smt. S. Jalaja	Secretary, Deptt. of AYUSH., Ministry of Health & Family Welfare, Red Cross Building New Delhi.-1	Member
4.	Shri Naved Masood	Add. Secretary & FA, Ministry of Health & Family Welfare Nirman Bhawan, New Delhi-110108	Member
5.	Shri D.D. Sharma	Joint Secretary, Deptt. of AYUSH	Member
6.	Dr. M.A. Kumar	Dy. Advisor (Siddha), Deptt. of AYUSH	Member
7.	Shri P. K. Jha	Director (AYUSH)	Member Secretary

SIGNATORIES TO THE MEMORANDUM OF ASSOCIATION :

We, the undersigned whose names, addresses occupations here under subscribed are desirous of being formed into a Society' named "Central Council for Research in Siddha Siddha" under the Tamil Nadu Societies Registration Act 1975 (Act No. XXVII of 1975). In pursuance of this Memorandum of Association :

S.No.	Name, Occupation and Address	Signature
1.	Sh. Ghulam Nabi Azad , Union Minister of Health and Family Welfare, Nirman Bhawan, New Delhi-110108.	
2.	Shri S.Gandhiselvan, Minister of State for Health and Family Welfare Nirman Bhawan, New Delhi.110108	
3.	Smt. S.Jalaja, Secretary, Deptt. of AYUSH, Ministry of Health & Family Welfare, Red cross building, New Delhi - 1	
4.	Shri Naved Masood, Addl. Secretary & FA, Ministry of Health & Family Welfare, Nirman Bhawan, New Delhi-110108	
5.	Shri D.D.Sharma, Joint Secretary, Deptt. of AYUSH, Red Cross building, New Delhi-110001	
6.	Dr. M.A.Kumar, Dy. Advisor (Siddha), Deptt. of AYUSH, Red Cross Building, New Delhi - 110001	
7.	Shri P.K. Jha., Director, Dept. of AYUSH, Red Cross building, New Delhi 110001.	

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RULES AND REGULATIONS OF CENTRAL COUNCIL FOR RESEARCH IN SIDDHA

TITLE AND DEFINITIONS :

1. These Rules and Regulations may be called the Central Council for Research in Siddha Rules.
2. In these rules, unless there is anything repugnant in the subject or context,
 - (i) 'Central Council' means the Central Council for Research in Siddha.
 - (ii) 'Director General' means the Director General of the Central Council.
 - (iii) General Body means the General Body of Central Council for Research in Siddha.
 - (iv) Executive Committee means Executive Committee of Central Council for Research in Siddha
 - (v) 'President' means the President of the General Body of Central Council.
 - (vi) Vice-President' means the Vice-President of the General Body of Central Council.
 - (vii) Chairperson' means the Chairperson of the Executive Committee of the Council.
 - (viii) 'Member' means the member of General Body/ Executive Committee of the Council, as applicable.
 - (ix) Member Secretary means Member Secretary of General Body/ Executive Committee of the Council, applicable.

3. PRESIDENT AND VICE-PRESIDENT

The Union Minister of Health & Family Welfare shall be the President of the General Body of the Central Council and the Union Minister-of-State in-charge of the work relating to Siddha, shall be the Vice-President of the General Body of the Central Council.

4. THE GENERAL BODY

The composition of the General Body shall be as under: -

- (i) Union Minister of Health & Family Welfare President
- (ii) Union Minister of State for Health & Family Welfare (I/C of AYUSH) Vice-President
- (iii) Secretary, Deptt. of AYUSH, Ministry of Health & Family Welfare Member
- (iv) Secretary / D.G Health Research Member
- (v) Director General, CSIR Member
- (vi) Addl. Secretary & FA, Ministry of Health & Family Welfare Member
- (vii) Joint Secretary, Deptt. of AYUSH Member
- (viii) Director, National Institute of Siddha, Chennai Member
- (ix) Dy. Advisor (Siddha) / Advisor (Siddha) Member
- (x) Director PLIM Ghaziabad. Member
- (xi) Siddha Expert Member
- (xii) Siddha Expert Member
- (xiii) Expert in Modern Medicine Member
- (xiv) Director General, Central Council for Research in Siddha Member Secretary

5. The Central Council shall keep a roll of members of General Body giving their addresses and occupations and every member shall sign the same.
6. The Central Council shall function notwithstanding any vacancy in the General Body or the Executive Committee and no act or proceeding of the Central Council shall be invalid merely by reasons of such vacancy or of any defect in the appointment of any of its members.
7. ✓ The term of office of nominated members shall be three years.
8. Any outgoing member shall be eligible for re-nomination. For an ex officio member, the term shall continue so long as he holds the Office by virtue of which the person is a member.
9. Resignation of membership shall be tendered to the Member Secretary in person and shall not take effect until it has been accepted by the President.
10. One-fifth members of the General Body present shall constitute a quorum at any meeting of the General Body. In case a meeting is adjourned for want of quorum, there shall be no quorum for adjourned meeting.
11. All disputed questions at meetings of the General Body shall be determined by votes and the opinion of the majority shall prevail.
12. Each member of the General Body shall have one vote and in case of equality of votes, the President shall have a casting vote.
13. The President shall have the right to adjourn any meeting from time to time.
14. During a meeting, a decision given by the President on a point of order raised by a member shall be final.

PROCEEDINGS OF THE GENERAL BODY

15. The General Body shall ordinarily meet once a year. The President may also convene a Special meeting of the General Body.
16. An Annual Meeting of the General Body shall be held at such time, date and place as may be determined by the President. At such Annual General Meeting, the Annual Report and the Audited Accounts of the Institute together with the Auditor's report thereon shall be submitted along with the observations, if any, of the Executive Committee.
17. The President shall convene a Special Meeting of the General Body on the written requisition of not less than half of the total members of the General Body.

Any requisition so made by the members of the General Body shall express the object of the meeting proposed to be called and shall be left at the address of the Member Secretary or posted to his address.

19. At all Special General Body Meetings, no subjects other than those stated in the notice of requisition shall be discussed except when specially authorized by the President.

20. All meetings of the General Body shall be called by Notice under the signature of the Member Secretary or any person authorized in his behalf.

21. Every notice calling for a meeting of the General Body shall state the date, time and place at which such meeting will be held and shall be served upon every member not less than 21 clear days before the day appointed for any general meeting and 10 clear days for special meeting.

22. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.

23. The President shall preside at every General Body meeting. In the absence of the President, Vice-President shall preside over the General meeting. In the absence of both, the members present shall choose a Member to preside over that meeting.

24. The Director General shall maintain a register of members of the General Body which shall show the individual names of all members.

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EXECUTIVE COMMITTEE

25. The affairs of the Central Council shall be managed, administered, directed and controlled by the Executive Committee

26. The property of the Central Council shall be vested in the Executive Committee and in any proceedings; civil or criminal may be described as the property of the Executive Committee.

27. In any proceedings, the Central Council may sue or be sued in the name of the Secretary.

28. The following shall be the composition of the Executive Committee:

- | | |
|---|--------------------------|
| (i) Secretary, D/o AYUSH
Govt. of India, New Delhi | Chairperson |
| (ii) Addl. Secretary & FA
Ministry of Health & Family Welfare | Member |
| (iii) Joint Secretary,
I/C Siddha D/o AYUSH,
Govt. of India, New Delhi. | Member |
| (iv) One expert of Siddha
(From the General Body) | Member
(Non Official) |
| (v) Deputy Advisor /Advisor (Siddha) | Member |
| (vi) One expert in modern medicine
(From the General Body) | Member
(Non official) |
| (vi) Director General,
Central Council for Research in Siddha | Member Secretary |

29. Director General of the Central Council shall be the Member Secretary of the Executive Committee.

30. The nominations in all cases will be made by the Chairperson i.e. Secretary, D/o AYUSH, Govt. of India.

31. The Central Council shall maintain a roll of members of the Executive Committee giving their address and occupation and every member shall sign the same.

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32. (I) Notwithstanding anything contained in Sub-rule (iii) whenever a person holds the membership of the Executive Committee by virtue of an Office or appointment held by him/ her ex-officio, the membership shall terminate, when he/she ceases to hold that office or appointment and vacancy so caused shall be filled by his/ her successor to that Office.

(II) Unless his/ her membership of the Executive Committee is previously terminated as in sub rule (iii), the term of office of a non-official member of the Executive Committee shall be three years from the date of nomination except that when a person has been appointed member of the Executive Committee by reason of the office or appointment he/ she holds. An out-going member shall be eligible for re-nomination.

(III) Any member of the Executive Committee shall cease to be a member if (a) he/she resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude (b) his/ her employer refuses to grant him permission to serve on the Executive Committee, (c) he/she goes abroad for a continuous period exceeding one year, (d) he/she does not attend three consecutive meetings of the Executive Committee or (e) the Executive Committee by a majority vote is of the opinion that a member has acted or is acting against the interests of the Central Council.

(IV) Resignation of membership shall be tendered to the member Secretary in person and shall come into effect when the Chairperson accepts it.

(V) Any vacancy in the membership of the Executive Committee shall be filled in the manner provided for in the Rules and such a member shall serve on the Executive Committee for the remaining period of the tenure of office of the out-going member.

PROCEEDINGS OF THE EXECUTIVE COMMITTEE

33. The Executive Committee shall meet as often as may be considered necessary by the Chairperson for the transaction of the business of the Central Council but shall meet at least twice a year. The Chairperson shall decide the date, time and place of every meeting and the agenda of the business for discussion at such meeting.

34. Any extraordinary meeting of the Executive Committee may be held at any time during the year as the Chairperson may decide.

35. An extraordinary meeting of the Executive Committee may be called on a written requisition indicating the purpose of the meeting by at least three members of the Executive Committee and on receipt of such a requisition, the Member Secretary shall call such a meeting after giving notice as required under Rule 36 and at such time and place as the Chairperson may decide. At such a meeting, no subject other than those stated in the requisition shall be discussed except when specially authorized by the Chairperson.

36. Every notice calling a meeting of the Executive Committee shall state the date, time and place at which such meeting will be held and shall be served upon every member of the Executive Committee not less than 14 clear days in case of ordinary meeting and not less than 7 clear days in the case of extraordinary meeting. The agenda shall also be sent along with the notice of the meeting and where it is not possible, the agenda shall be sent atleast 7 days before the ordinary meeting and 5 days before the extraordinary meeting. The accidental omission to give notice or the non-receipt of the notice by any member shall, however, not invalidate the proceedings of the meeting.

37. The Chairperson shall take the Chair and preside over the meetings of the Executive Committee. In the absence of the Chairperson, the members present shall choose one from amongst themselves to preside over the meeting.

✓38. One-third of the members of the Executive Committee present in person shall constitute a quorum at any meeting of the Executive Committee. In case a meeting is adjourned for want of quorum, there shall be no quorum for the adjourned meeting.

39. ✓ All disputed questions at meetings of the Executive Committee shall have one vote and in case of equality of votes, the Chairperson shall have a casting vote.

40. Any member desiring to move any resolution at any ordinary meeting of the Executive Committee shall give notice thereof in writing to the Member Secretary not less than seven days before the day of such meeting.

41. Any business which it may be necessary for the Executive Committee to perform may be approved by way of a resolution in writing circulated amongst all its members and any such resolution so circulated and approved by a majority of members entitled to vote at a meeting of Executive Committee shall be as effectual and binding as a resolution passed in a meeting of the Executive Committee.

42. Chairperson shall have the right to adjourn any meeting from time to time.

43. A decision given by the Chairperson of the meeting on a point of order raised by a member shall be final.

44. All proceedings of the meetings of the Executive Committee shall be entered in a Minute Book to be maintained by the Member Secretary for the purpose.

POWERS OF THE EXECUTIVE COMMITTEE:-

45. The Executive Committee shall have general control of the affairs of the Institute and shall have authority to do, exercise and perform all the powers, acts and deeds for the planning, establishment and running of the Central Council, and its branches whether within or outside India consistent with the aims and objects of the Central Council, as set forth in the Memorandum of Association.

46. The Executive Committee shall have full powers to make such bye laws as they shall think essential for the regulation of the business of the institute and in particular with reference to

- (i) The keeping of accounts;
- (ii) The preparation and sanction of budget estimates;
- (iii) The sanctioning of expenditure;
- (iv) Entering into contracts;

- (v) The appointment of staff and determination of their Conditions of service;
- (vi) Recommendation for creation and abolition of posts;
- (vii) any other purpose that may be necessary.

47. The Executive Committee may amalgamate, coordinate, take over or accept the management and administration of any endowment or trust or any subscription or donations, gifts, provided that the same is unaccompanied by any condition inconsistent or in conflict with the objects for which the Central Council is established.

48. The Executive Committee may by resolution delegate such administrative and financial powers as it may think proper to any Committee, the Chairperson, the Director General and such officers of the Central Council as may be considered necessary.

49. The Executive Committee shall have the power to frame, amend, or repeal bye laws for the administration and management of the affairs of the Central Council.

50. The Executive Committee shall have full power to institute, conduct, defend, compound, compromise or abandon any legal proceedings by or against the Institute or otherwise relating to the affairs of the Central Council.

51. The Executive Committee may appoint Committees or Sub-Committees for such purposes and with such powers as may be specified by it.

52. Nothing in these rules shall prevent the Chairperson from exercising all or any of the powers of the Executive Committee for the furtherance of the objects of the Central Council and the action taken by the Chairperson on such occasions shall be reported to the Executive Committee subsequently for ratification.

FINANCE COMMITTEE

53. There shall be a Standing Finance Committee of the Central Council with the following composition: -

- | | | |
|-------|---|------------------|
| (i) | Joint Secretary,
(I/C) Siddha, D/o AYUSH
Govt. of India | Chairperson |
| (ii) | Financial Adviser, M/o Health &
Family Welfare, Govt. of India
(Or his nominee not below the rank of Under Secretary) | Member |
| (iii) | One Siddha expert
from the Executive Committee | Members |
| (iv) | Deputy Advisor/Advisor (Siddha) | Member |
| (v) | Director General, CCRS | Member Secretary |

54. The following matters shall be referred to the Finance Committee which shall consider them and make its recommendation thereon to the Executive Committee, namely

- ✓ (a) Annual accounts showing the receipts and expenditure of the Central Council together with audit report thereon;
- ✓ (b) Budget estimates showing the estimated receipts and expenditure of the Central Council;
- ✓ (c) All proposals for creation/ abolition of posts;
- ✓ (d) All financial matters pertaining to the Central Council including new proposals, re-appropriation of funds etc.;
- ✓ (e) All matters relating to the invitation and acceptance of tenders beyond the delegated powers of D.G., CCRS.

POWERS AND FUNCTIONS OF THE PRESIDENT

55. The President shall exercise such powers and discharge such functions as laid down in these Rules and Regulations and Bye-Laws of the Central Council and as may be delegated by the General Body.

56. Nothing in these rules shall prevent the President from exercising any or all of the powers of the General Body for the furtherance of the objects of the Central Council and

the action taken by the President on such occasions shall be reported to the General Body subsequently for ratification.

POWERS AND FUNCTIONS OF THE CHAIRPERSON

57. The Chairperson shall exercise such powers and discharge such functions as laid down in these Rules and Regulations and Bye-Laws of the Central Council and as may be delegated by the Executive Committee.

58. Nothing in these rules shall prevent the Chairperson from exercising any or all of the powers of the Executive Committee for the furtherance of the objects of the Central Council and the action taken by the Chairperson on such occasions shall be reported to the Executive Committee subsequently for ratification.

POWERS AND FUNCTIONS OF THE DIRECTOR GENERAL

✓ 59. The Director General shall be the Chief Executive of the Central Council and shall be responsible for the coordination of policies, planning and execution of various programmes under the Central Council. Without prejudice to the generality of the foregoing provisions the Director General shall exercise such powers and discharge such functions as specified in Schedule 1 to the Bye-Laws and also those laid down below:

- (a) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Central Council.
- (b) He shall allocate duties to officers and employees of the Central Council and shall exercise such supervising and executive control as may be necessary subject to the rules and regulations.
- ✓ (c) All the correspondence shall be under his signature or of an officer(s) authorized by him in this behalf.
- ✓ (d) He shall also be a Member (ex-officio) of all the committees appointed by General Body/ Executive Committee and shall attend at his discretion all or any meetings of such Committees.
- (e) He shall exercise such of the financial and administrative powers as may be delegated by the General Body or by the President.
- (f) The Director General shall sign and execute on behalf of the General Body all agreements, contracts etc. which may be necessary for the proper conduct of the business of the Council. The drafts of all contracts involving consideration exceeding Rs. 5, 00,000/- (*) shall be submitted to the Solicitor to the Government of India or such other officer dealing with the matter in the Ministry of Law for his advice as to its correctness of their form
- (g) He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, actions and other legal proceedings on behalf of the Central Council.

(*) subject to change of limit from time to time with approval of Competent Authority.

- (h) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Central Council after taking competent legal advice.
- (i) The Director General may, subject to such restrictions as he may think fit to impose, authorize Administrative Officer/Accounts officer/Drawing and Disbursing Officer as the case may be, to exercise, up to the extent indicated in the Schedule II & III respectively of powers conferred upon him under the Bye-Laws.
- (j) The Director General may subject to such restrictions as he may think fit to impose authorize the Heads of the Projects to exercise such of the powers conferred upon him under the Bye-Laws.
- (k) The Drawing and Disbursing Officer or any other Officer of Group A or B authorized by the Director General on his behalf shall have the power to sanction an expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs. 500/- in each case.
- (l) He shall accept any donation by cash or kind provided the same is unaccompanied by any condition inconsistent with or in conflict with the nature and objects for which the Central Council is established. The donation so received should be utilized for the purpose for which it has been received and the matter may be reported to the General Body when it meets next.

ANNUAL REPORT AND ANNUAL STATEMENT OF ACCOUNTS

60. A draft Annual Report and the yearly accounts of the Central Council, along with observations, if any, of the Executive Committee, shall be placed before the General Body at its annual meeting for consideration and approval. A copy of the Annual Report and audited statement of accounts as finally approved by the General Body shall be duly printed and forwarded within six months to the Govt. of India to be laid before Parliament within nine months of the closure of the relevant accounting year.

ACCOUNTS AND AUDIT

- 61.
- (a) Central Council shall cause regular accounts to be kept of all its monies and properties in respect of the affairs of the Central Council.
 - (b) The accounts of the Central Council shall be audited annually by the auditors appointed by the Government of India and any expenditure incurred in connection with such audit be payable by the Central Council to the Auditors
 - (c) The auditors appointed by the Central Govt. in connection with the audit of the accounts of the Central Council shall have the same right, privileges and authority in connection with such audit as the Comptroller and Auditor General has in connection with the audit of Government accounts and in particular shall have the right to demand the production of books, accounts, connected vouchers and other necessary documents and papers.
 - (d) The report of such audit shall be communicated by the auditor to the Central Council which shall submit a copy of the Audit Report along with its

observation to the Govt. of India. The Auditor shall also forward a copy of the report to the Govt. of India.

BANKERS

62. The Bankers of the Council shall be the State Bank of India or any one of the Nationalised Banks. All funds shall be paid into the Central Council's accounts with the appointed banks and shall not be withdrawn except by a cheque, bill, note or other negotiable instruments signed by the Director General of the Central Council or jointly by two officers of the Central Council as may be authorised by the Director General of the Central Council from time to time.

MISCELLANEOUS PROVISIONS

63. For the purposes of the Rules and Regulations, a year shall be taken to mean the twelve months commencing on the 1st April and ending on the 31st March.

64. The Government of India shall have power to issue such directives as they deem fit from time to time for furtherance of the objects laid down.

65. The Central Council shall take over such of those employees of the Central Council for Research in Ayurveda and Siddha who opted to be employees of this Council on the same terms and conditions in which they were working with the said Council. These employees shall be deemed to be the employees of this Council with effect from the date of their appointment to the Central Council for Research in Siddha.

66. The Central Council, the General Body and the Executive Committee shall function notwithstanding that there may be no authority entitled to nominate a person on the General Body/ Executive Committee or other vacancy in the said Bodies due to any reason and no act or proceedings of such Council/Body shall be invalidated merely by reason of the happening of any of the above events or of any defects in the appointment of any members.

67. No proposition for altering or amending the objects and purposes for which the Central Council is established or for amalgamating the Central Council with any other Association or Society shall be taken into consideration as contemplated in the Tamilnadu Registration Act 1975, without the previous approval of Govt. of India.

68. Once in every year on or before the annual meeting of the Society, a list shall be filed with the Registrar of Societies of the names, addresses and occupations of the members of the General Body.

69. Any number not less than three-fifths of the members of the General Body may determine that it shall be dissolved or at the time then agreed upon and all necessary steps shall be taken for the disposal and settlement of the property of the Central Council, its claims and liabilities according to the Rules of the Central Council applicable thereto if any, and if not then as the General Body shall find expedient provided that in the event of any dispute arising among the said General Body, it shall be referred to the Central Government and the Central Government shall make such order in the matter as it shall deem requisite.

70. Upon the dissolution of the Society registered under this Act there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be

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paid to or distributed among the members of the said General Body or any of them but shall be reverted to the Central Govt. for such purposes as they deem fit.

71. For the purposes of this Act a member of a Society shall be a person who having been admitted therein according to the rules and regulations thereof shall have signed the roll or list of members thereof and shall not have resigned in accordance with such rules and regulations.

72. All the provisions of the Societies Registration Act 1975 of Tamil Nadu will apply to this Society.

73. We the undersigned being three of the members of the first General Body of the Central Council for Research in Siddha, certify that the above is a correct copy of the Rules and Regulations of the said Central Council.

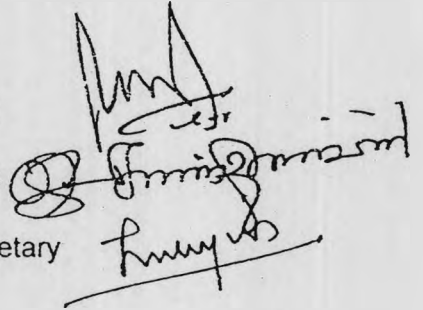
New Delhi. 110001

Dated, 23.07.2010

1. HFM

2. MOS

3. Secretary

Three handwritten signatures are present. The first signature is at the top, above '1. HFM'. The second signature is in the middle, above '2. MOS'. The third signature is at the bottom, above '3. Secretary'. The signatures are written in dark ink and are somewhat stylized.

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Bye-Laws

Preparation and Sanction of Budget Estimates

1. The Director General will prepare each year before the annual meeting of the General Body detailed estimates of the receipts and expenditure and the anticipated opening and closing balances of the Central Council for the ensuing financial year.
2. No provision may be included in the budget estimates for any scheme which has not been duly approved by the Executive Committee.
3. Should it be proposed, during the course of a financial year, to finance any scheme, which has not been included in the estimates for that year, the sanction of the Executive Committee shall be obtained to the method proposed for financing it whether that be by means of supplementary grant, from the balances or by re-appropriation within the sanctioned estimates. The Director General shall maintain in his office a budget register in which he will enter the grants received from the Government of India and any money received from other sources and shall show all amounts allotted for expenditure on specific heads for specific purposes. The Director General shall furnish an annual certificate to the auditor as to the correctness of the annual balance.
4. The Director General shall be responsible for submitting the budget estimates for the ensuing financial year for the approval of the Standing Finance Committee.
5. One copy of the finally sanctioned estimates shall be supplied to the Auditor. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.
6. The approval of the Standing Finance Committee is necessary to all schemes proposed to be financed from the funds of the Central Council.
7. An additional grant for any approved scheme or new emergent expenditure for purposes and the objects of the Central Council can be sanctioned up to the following financial limits:

Chairperson, Executive Committee	Rs. 10, 00,000/- ✓
Chairperson, SFC	Rs. 5, 00,000/- ✓
Director General	Rs. 2, 00,000/- ✓

Appropriation

8. The funds of the Central Council shall not be appropriated for expenditure on any item which has not been approved by the Competent authority under these Bye-laws.
9. The primary units of appropriation shall ordinarily be 'Scheme' or 'Schedule' and secondary units such as 'Salaries', 'Allowances', 'Contingencies' etc being opened, subordinate thereto, as may be required.

Re-appropriation

10. The Director General shall have the power to re-appropriate funds from one primary unit of appropriation to another or from one secondary unit of appropriation to another within a primary unit.
11. The Director General shall keep a watch over expenditure against the grants sanctioned by the General Body and in cases where expenditure has exceeded or is likely to exceed the sanctioned grant, take steps to provide an additional grant or make a re-appropriation from anticipated savings under other units of appropriation.
12. No expenditure from the funds of the Central Council shall be incurred without the sanction of the competent authority.
13. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.

Investments

14. The funds of the Central Council including the funds that could be invested under General Provident Fund rules of the Council may be invested only in the following manner.
 - a) In Promissory notes, Debentures, Treasury Deposit Certificates or other Securities of any State Government or of the Government of India.
 - b) In fixed deposits with State Bank of India or any of the Nationalised Banks for a specific period as would earn maximum rate of interest under the rules of the Reserve Bank of India.
15. All investments of the funds of the Central Council shall be made in the name of the Central Council. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Central Council shall be executed by the Director General on behalf of the General Body. The safe custody of receipts will remain in the personal charge of the Director General and will be verified once in six months with the Register of Securities and a certificate of verification will be recorded by the Director General in the Register.
16. The Director General shall maintain a register of securities held by the Central Council in which any transactions affecting the securities shall be recorded.

Drawal of Funds

17. Funds will be drawn from the Bank in the manner laid down in Rule 62 of MOA. Cheque books will remain in the personal custody of the Director General or other persons as may be authorised by the Director General on his behalf.
18. The various officers employed under the Central Council will submit all new charges and any demand of funds to the Director General of the Central Council. The claims for pay

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and allowances and travelling allowances of officers and contingent bills will be drawn in the prescribed forms and submitted to the Director General for payment. All bills will be checked and passed for payment by the Accounts Officer/ Drawing and Disbursing Officer who may be authorised by the Director General. The contingent and travelling allowance bills will be counter signed by the Director General or by any other officer authorised by the Director General on his behalf, before these are passed by the Accounts Officer/Drawing and Disbursing Officer for payment. The monthly pay and allowance bills shall be received directly by the Accounts Officer/Drawing and Disbursing Officer and passed by him. Payment will be made by means of demand drafts or cheques as the case may be.

Accounts

19. The Director General of the Central Council shall maintain proper accounts and other relevant records and prepare annually an income and expenditure account for the year ending and balance sheet as on 31st March of the Central Council in such form as may be prescribed by the General Body and acceptable to the Auditors. The Director General will be assisted by an Accounts Officer/Drawing and Disbursing Officer who will advise the Director General for the accuracy and completeness of the accounts of the Central Council.

20. The primary accounts of the Central Council will be maintained in the following form:

- Form 1 - The Cash Book
- Form 2 - The Register of Securities
- Form 3 - The Receipt Book
- Form 4 - The Register of Stock of Cheque Books
- Form 5 - The Register of Stock of Receipt Books
- Form 6 - The Register of Stock of Non-expendable Articles
- Form 7 - The Register of Leave and Pensionary Contributions.
- Form 8 - The Register of Advances, Permanent and Temporary
- Form 9 - The Annual Accounts.

21. The functions of the Auditor of the Central Council will be exercised by the Comptroller and Auditor General of India or any persons appointed by him in this behalf.

22. The Accounts Officer/Drawing and Disbursing Officer will apply a check of the nature of pre-audit to all payments from the funds of the Central Council and will maintain register in the following forms:

- Form 10 - Establishment Audit Register.
- Form 11 - Register of Pay and Allowance of Officers of the Central Council who are treated on par with Gazetted Officers of the Government of India.
- Form 12 - Travelling Allowances Register.
- Form 13 - Contingent Register.
- Form 14 - Register of Special Charges
- Form 15 - Objection Book Relating to Irregular Payments.
- Form 16 - Adjustment Register.
- Form 17 - Register of Financial Orders, Delegations etc.

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23. If expenditure from the funds of the Central Council consists of, a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Central Council as set out in the Memorandum of Association and will call for and accept a certificate of the audit of that audit officer of the expenditure from the grant. The Director General will arrange to obtain and produce such certificates of audit.
24. All sanctions, orders or delegation of competent authorities under the Rules and Regulations or these Bye-laws affecting Central Council's accounts shall be reduced to writing and communicated to Accounts Officer.

CONDITIONS OF SERVICE

Appointments

25. (a) The Officers and staff of the Central Council shall be grouped in the following categories: -
- ✓ i. Group- A - A post carrying Grade Pay of not less than Rs.5,400/-
 - ✓ ii. Group - B - A post carrying Grade Pay of not less than Rs.4,200 but less than Rs.5,400/-
 - ✓ iii. Group-C - A post carrying Grade Pay of not less than Rs.1,900/- but less than Rs.4,200/-
 - ✓ iv. Group-D - A post carrying Grade Pay less than Rs.1,900/-
- (b) Recruitments, appointments, and promotions to all posts shall be made according to the recruitment rules laid down. Selection shall be made through the Selection Committees/Departmental Promotion Committees duly constituted with the approval of the respective appointing authority. The appointing authority in respect of posts carrying Grade Pay up to Rs.5,400/- shall be the Director General and in respect of posts carrying Grade Pay greater than Rs.5,400, the appointing authority shall be the General Body.
- (c) The Selection Committee shall examine the credentials of all candidates who have applied and may also consider other suitable names, if any. The Selection Committee may interview any or all of the candidates as it thinks fit and shall make its recommendations to the appointing authority.
- (d) The Director General shall be appointed by the General Body with the prior approval of the Central Government.

Tenure of Appointment

26. Services under Central Council shall be temporary until further orders unless an officer has been appointed on a contract basis for a specified number of years on special terms. The services of a temporary employee can be terminated at any time by one month's notice on either side without assigning any reasons. The Central Council, however, reserves the right of terminating the services of the employee forthwith or before the expiry of one month notice or three month's notice as the case may be by making payment to him of a sum equivalent to the pay and allowances for the period of notice or the unexpired portion thereof. The employee however, cannot surrender his pay and allowances in lieu of the period of notice or for any unexpired portion thereof unless expressly accepted by the appointing authority.

Period of Probation

27. Unless otherwise decided by the appointing authority an employee shall be on probation for two years. During the period of probation the employee shall be required to put in satisfactory service failing which his services shall be liable for termination at any time without notice or reason being assigned for the same. The appointing authority may, however, extend the period of probation.

Seniority

28. The Seniority of employees of the Central Council in each category shall be determined by the order of merit in which they were selected for appointment to the grade in question, those selected on an earlier occasion being ranked senior to those selected later. Where, however a candidate selected on the basis of an earlier occasion joins the Central Council after the date of a subsequent selection(s) his seniority will be reckoned from the date of his joining the post.

Relative Seniority of Direct Recruits and Promotees

29. The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruitment quota and promotion quota which shall be based on the percentage of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

Employees to be Whole-Time Servants

30. Unless otherwise provided the whole-time of an employee of the Central Council shall be at the disposal of the Central Council and he may be employed in any manner required by the proper authority of the Central Council without any claim for additional remuneration.

General Provident Fund

31. Employees of the Central Council, except those who have opted for Contributory Provident Fund Scheme or are covered by New Pension Scheme shall subscribe to the General Provident Fund and for this purpose they shall be governed by the General Provident Fund Rules of the Government of India, as amended from time to time. The employees of the Council who were appointed on or after 1.1.2004 but are members of General Provident Fund as on the date of their appointment

in the Council, will be allowed to continue to subscribe to General Provident Fund.

Pension

32. The employees of the Central Council who were appointed prior to 1.1.2004 and were already members of the GPF Scheme and those who were appointed in the Central Council on or after 1.1.2004, but are members of General Provident Fund as on the date of their appointment in the Council, will be allowed to continue to subscribe to General Provident Fund, shall be entitled to pension from the funds of the Central Council as per the rules from time to time. The employees appointed on or after 1-1-2004 will be governed by New Pension Rules.

Gratuity

33. The employees of the Central Council both permanent and temporary shall be entitled to death-cum-retirement gratuity on the scales prescribed by the Central Government for similar categories of its employees. The relevant rules made by the Central Government in this regard for its employees shall *mutatis mutandis* apply to all employees of the Central Council.

Superannuation

34. The rules governing the retirement of employees of the Government of India as amended from time to time shall *mutatis mutandis* apply to the employees of the Central Council. Provided that an employee can be retained in service after prescribed age of superannuation, with the prior approval of the Central government if he/she continues to be physically fit and efficient and it is in the interest of the Central Council to retain him/her in service.
35. The Fundamental and Supplementary Rules and General Financial Rules of Government of India as amended from time to time shall apply *mutatis mutandis* to employees of the Central Council

Pay of Re-employed Persons

36. The orders/ instructions applicable to similar employees of Govt. of India shall apply *mutatis mutandis* to employees of the Central Council.

Private Practice

37. Service under the Central Council debar research workers from either private or consulting practice of any kind.

Status of Non-Officials for Regulation of T.A.

38. Private persons who are not whole-time servants of the Central Council or who are remunerated wholly or partly by fees, rank for purpose of travelling allowances under Supplementary Rules in such grade as the Central Council may with due regard to their status declare.

Defacto Permanent and Temporary Status of Central Council Employees

39. The employees of the Central Council with three years of continuous service or more will, for the purpose of drawal of increment, fixation of pay, grant of personal advances, etc., be treated in the same manner and shall be subject to the same rules as are applicable to permanent Government servants and to the staff with less than three years service rules as for temporary Government servants shall apply.

Note: Bye-laws (38 & 39) are not applicable to Government servants employed under the Central Council on foreign service terms.

DEPUTATION IN INDIA AND ABROAD

40. Such employees of Central Council as have completed five years of service and are awarded fellowship for higher studies or training in india or abroad may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated *mutatis mutandis* by the orders issued on the subject by the Government of India from time to time.

41. The grant of leave to employees of the Central Council under Bye-Laws shall not debar the employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

Leave Rules

42. The Central Civil Service (Leave Rules) 1972 as amended from time to time shall apply *mutatis mutandis* to the employees of the Central Council appointed other than on contract basis. Employees appointed on a contract basis under the Central Council shall be granted leave under the same rules as applicable to contract officers of the Central Government.

Medical Facilities for Employees

43. The employees of the Central Council shall be governed by the Central Civil Service (Medical Attendance) Rules, 1944, *mutatis mutandis*.

43A Director General is empowered to make suitable arrangements for providing medical facilities to the staff provided such agreements if they are more liberal than the CS (MA) Rules, will require prior approval of the Department.

Scale of Pay of Posts

44. The scales of pay and allowances applicable to the officers and establishments in the services of the Central Council shall be those prescribed by the Government of India for similar personnel employed under them.

Allotment of Residence of Employees to the Central Council

- 45. The employees of the Central Council shall be entitled to the allotment of Central Council's residence if available as the rules laid down for the purpose

Conduct, Discipline and Penalties

- 46. The Central Civil Services (Conduct) Rules and also (Classification Control and Appeal) Rules of the Government of India will *mutatis mutandis* apply to the employees of the Central Council:

- (i) If the charge sheet is against D.G., CCRS, the charge sheet will be signed by the Joint Secretary "for and on behalf of Chairperson of the General Body."
- (ii) If the charge sheet is against officers other than Director General of the Council, the charge sheet will be signed by the Director General of the Council (whether regular or officiating).

Appeals from orders imposing any of the penalties specified in the CCS (Conduct) Rules and CCA Rules shall be made to the authority specified in column 4 or 5 as the case may be of the Annexure whose decision shall be final,

Other Conditions of Service

- 47. In respect of matters not provided for in these regulations the rules as applicable to Central Government servants regarding the general conditions of service, pay, allowances, T.A. and daily allowances, foreign service terms, deputation in India and abroad, etc. and orders and decisions issued in this regard by the Central Government from time to time shall apply *mutatis mutandis* to the employees of the Central Council.

Guidelines for Transfers

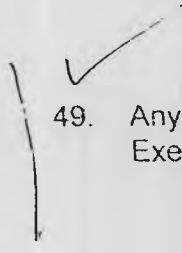
- 48. In order to have transparency in transfers in the Central Council, the following guidelines shall be applicable:-

- 1. All Groups 'A' & 'B' officers including those at Hqrs. are liable to be transferred from one place to another on completion of 5 years of service.
- 2. On promotion to a higher post, an officer may be transferred irrespective of the period of stay at a particular place. However, Officers/staff who have developed a specialization in a particular field, would be transferred to such Institutions/Units where their specialization could be utilized.

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3. Normally Group C & D staff will not be transferred except on administrative exigencies.
4. Officials can be transferred on promotion from Group 'C' to Group 'B' posts subject to availability of vacancy.
5. No officers/staff will be transferred after attaining the age of 58 years except on own request or in public interest or cases requiring disciplinary action or transfer of such officers to their home towns/states.
6. Transfers of all officials including those of Group 'C' & 'D' staff may be resorted to as an alternative to suspension of the official or in public interest while an inquiry is in progress.
7. All staff and personnel including Group 'C' & 'D' staff are liable to transfer on orders of the Court.
8. Efforts be made to effect transfers as far as possible (except on administrative grounds) only after the expiry of the academic year so as to avoid disruption in the education of the children of the officers of the Council.
9. In case the spouse of the officer/staff happens to be an employee of State Govt./Central Govt. or Govt. Undertakings, the transfer of such officers/staff will be restricted as far as possible (except on administrative grounds) to the place of posting of his/her spouse subject to availability of vacancy, failing which the posting should be considered at the nearest possible station.
10. If, at any time, it becomes essential to shift/transfer any staff member of any of the categories including Group 'C' & 'D' staff on administrative grounds, the Council reserves the right to transfer him/her from one Unit to another Unit.
11. The fresh appointees to Group 'A' post has to serve in tribal/remote areas for a period of 3 years subject if posted. Such officers, on completion of this period would be transferred back to their home states or nearby stations of their choice subject to availability of vacancy.
12. Govt. of India instructions will be followed regarding facilities admissible to Govt. employees serving in North Eastern Region, in accordance with G.I. M.F.O.M. No. 20014/3/83-EIV dt. 14.12.1983 as amended from time to time.
13. In situations where on administrative and technical grounds, some posts are required to be transferred from one Institute/Unit to another, the incumbents holding such posts would be transferred along with the posts. The Director General shall personally satisfy himself about the necessity of transfer of such post along with the incumbent from one unit to another and certify explaining the reasons that this has been done in the public interest and after obtaining necessary approvals where ever required. This should be done with the prior approval of the Executive Committee and in case of urgency, with the approval of the Chairperson of the Executive Committee

- 14. In case of transfer on the basis of complaints against any incumbent alleging moral turpitude, financial embezzlement and indiscipline, the Director General shall personally satisfy himself about the need for such a transfer after making a preliminary enquiry.
- 15. While making transfers, Director General may ensure that the on-going research work is not affected adversely due to the transfer of a technical officer/Scientist from a particular unit.



- 49. Any alteration in the Bye-Laws shall require the prior approval of the Executive Committee

**ANNEXURE
(BYE - LAW 46)**

Particulars of the post	Authority empowered to impose penalties and the penalties which may be imposed		Appellate authority	
	Minor Penalties	Major penalties	Minor Penalties	Major penalties
(1)	(2)	(3)	(4)	(5)
Group A	D.G	Chairperson	Chairperson	Executive Committee
Group B	D.G.	D.G.	Chairperson	Chairperson
Group C & D	Respective In-Charges	D.G.	D.G.	Chairperson

**SCHEDULE-1
Schedule of powers vested in the Director General
(Rule 59)**

S.No.	Power	Extent
1.	To declare a Central Council employee to be a ministerial servant.	Full powers
2.	To dispense with a medical certificate of fitness before appointment (in individual cases)	Full powers
3.	To suspend a lien	Full powers provided he is authorised to make appointments to the post in question.
4.	To transfer a lien.	Full powers provided that he is authorised to make appointments to both the posts concerned
5.	To transfer an employee from one post to another	Full powers.
6.	To appoint an employee to hold a dual charge and to fix emoluments	Full powers provided he has power to make appointment in each post.
7.	To sanction grant or acceptance of honorarium	Upto a maximum of Rs.2500/- in each case.

8	To retain the technical/research staff of the Council in service after the prescribed age of 60 years and upto 62 years in exceptional cases.	Full powers provided that extensions are limited to a period of one year at a time in respect of posts to which he is the appointing authority and to which the prior approval of Central Govt. is obtained.
9.	To permit undertaking of private work and acceptance of fee.	Full powers to permit undertaking of private work and acceptance of fees by the CCRS.
10.	To decide the shortest of two or more routes.	Full powers for journeys within his jurisdiction.
11.	To allow mileage allowance by a route other than the shortest	Full powers provided selection of the route is in the Central Council's interest.
12.	To define the limits of an employee's sphere of duty.	Full powers
13.	To decide whether a particular absence is absence or duty	Full powers
14.	To authorize an employee to proceed on duty to any part of India	Full powers
15.	To restrict the frequency and duration of journeys	Full powers
16.	To permit travel by air of Non-officials	Full powers
17.	To reimburse cancellation charges on unused air/rail tickets	Full powers where the cancellation was done in the interest of the Council.
✓18.	To allow actual expenses of carriage of personal effects by road between stations connected by rail.	Full powers
19.	Power to declare a Group A or B to be Head of an office (Powers of the Head of office are mainly to sign bills and cheques, last pay certificates, contingent register, etc. A Group A officer can also delegate such powers in certain cases to any other Group A officer subordinate to him.	Full powers.
20.	Power to permit an officer to countersign T.A advance bills where permanent T.A. advances have been sanctioned to that officer.	Full powers
21.	To declare who shall be the controlling officer and to make rules for his guidance	Full powers provided no employee is declared his own controlling officer.
22.	To purchase working stores, tools, plants etc.	Upto the limit of budget provision for such purpose.
23	Power to sanction non-recurring contingent charges within the budget limits	Upto the limit of budget provision for such purpose

24.	Power to sanction permanent advances	Full powers
25.	Power to sanction Municipal or contonment taxes	Full powers
26.	Power to purchase within budget limits official and non official publications required by him or by officers under his control.	Full powers
27.	Power to sanction the renting of ordinary office accommodation	Rs.1.00 lakh p.a. at Delhi, Mumbai, Kolkata and Rs.5000/- per month at other places subject to assessment by CPWD.
28.	Maintenance of building and petty works, repairs and alterations to hired and requisitioned buildings. Note: Such expenditure may be incurred only if the landlord has refused to meet the charges himself.	Upto Rs.5.00 lakhs subject to availability of funds for Council's buildings through PWD/CPWD/Govt. Agencies.
29.	Power to sanction fixed recurring charges of a contingent character.	Full powers
30.	Power to sanction telephone rents.	Full powers
31.	Power to sanction advances of pay to an officer under transfer.	Full powers
32.	Power to grant advance of T.A. to himself and to other employees.	Full powers.
33.	Power to sanction advances and final withdrawal from CP/G.P.Fund in accordance with the Government rules as amended from time to time.	Full powers
34.	Power to sanction Festival advance in accordance with the Government rules as amended from time to time.	Full powers
35.	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.	Full powers.
36.	Power to incur expenditure and sanction advances for suits to which the Council is party in accordance with the Government rules as amended from time to time.	Full powers.
37.	Power to vary the terms of repayment of advances	Full powers
38.	Power to order retention of un disbursed pay and allowances	Upto three months
39.	Power to sanction children education allowance and reimbursement of tuition fees in accordance with the Central	Full powers.

	Government rules as amended from time to time.	
40.	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government rules as amended from time to time.	Full powers.
41.	Power to sanction the purchase of Typewriter, computers, printers, fax machines, photocopiers etc.	Full powers subject to observance of laid down procedures.
42.	Power in regard to writing off the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant or servants of the Central Council which might possibly call for disciplinary action re-quiring the orders of a higher authority.	Rs. 25,000/- for losses of stores not due to theft, fraud or negligence and Rs.5000/- in other cases which are due to theft, fraud or negligence.
43.	Power to order destruction of records.	Full powers.
44.	To order sale by auction or otherwise in the interest of the Central Council of unserviceable stores or perishable articles.	Full powers.
45.	Power to give gifts to visiting dignitaries or public bodies at his discretion.	Upto Rs.1000/- in each case.
46.	Power to countersign his own travelling allowance bills.	Full powers.
47.	Power to grant all kinds of leave including study leave, special disability leave to staff of the Central Council as per C.C.S. Leave Rules.	Full powers.
48.	Power to make appointments substantively or temporarily and to grant upto five advance increments in respect of posts the Grade Pay of which is not more than Rs,5,400/- on the basis of the recommendations of the Selection Committee	Full powers.

49.	Power to appoint part time workers and fix their remuneration on consolidated basis	Full in respect of part time workers not exceeding Rs.3000/- p.m. provided it should not lead to increase in staff strength in the form of part-time or casual or daily wage worker.
50.	Power to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to or officiating promotion to Group A and B posts of incumbents of Group C and D posts for which there is no leave reserve.	Full power in respect of posts to which he is the appointing authority
51.	Printing and binding	Full powers subject to codal formalities.
52.	Power to incur expenditure on miscellaneous items	Full powers.
53.	Power to purchase equipments/instruments etc./taking up short term projects of research studies etc.	Upto Rs.1.00 crore subject to availability of funds and following procedural requirements and responsibility for ensuring productive expenditure
54.	Power to purchase of medicines, chemicals, raw drugs etc.	Full power subject to following codal formalities and availability of budget
55.	Power to purchase office equipments like computer, fax, photocopier, franking machine, gestetner machines etc.	Full powers provided purchase is being made through DGS&D rate contract, otherwise upto Rs.75,000/-
56.	Power to sanction House Building Advances to Council's employees	Full powers as per House Building Advance Rules issued by Govt. of India from time to time.
57.	Power to incur expenditure on drug standardization and testing through outside Govt. Autonomous /DST approved Research & Academic Institutions under drug development programme.	Full subject to the ceiling of the budget allocation.

Contractual appointment against approved posts

(as per 2) *Amendment Circular*
 F.No.D.150/2014/2014-RD
 dt 01.10.14

Director General may appoint contractual staff for one year or till such time regulars appointments are made, whichever is earlier, against approved posts, subject to proper selection procedure. This also applies to selection on part-time basis.

SCHEDULE II

Delegation of powers made under the Rules and Regulations to Administrative Officer Rule 59 (i)

S.No.	Power	Extent
1.	Power to make small monthly payments to inferior servants for supplying drinking water and for dusting offices in addition to their own duties.	Full
2.	Power to make purchases of stationery, rubber stamps and other petty articles of miscellaneous nature.	Full provided the budget provision is not exceeded.
3.	Power to sanction expenditure of miscellaneous or contingent character.	Upto an amount not exceeding Rs.100/- in each case.
4.	Power to sanction advances for authorised contingent expenditures.	Upto Rs.500/-.
5.	Power to sanction traveling allowances / advance on approved transfers / tours.	Full as per entitlement.
6.	Power to sanction pay and transfer T.A. advance on approved transfers.	Upto the limits admissible under the rules.

SCHEDULE III
Powers of Accounts Officer
(to be exercised by Admn. Officer
in the absence of Accounts Officer)
Rule 59 (i)

1.	Passing Pay, TA and other allowances bills of the Headquarters and Units staff	Full
2.	Passing and countersigning bills for contingent expenditure	Full
3.	Countersigning T.A. bills for approved tours of staff	Full
4.	Countersigning T.A. bills for approved tours of officers.	Full
5.	Attesting entries in Cash book	Full
6.	Checking monthly cash balance	Full
7.	Countersigning T.A. bills of non-officials and officials (where T.A. is payable by the Central Council) invited to attend meetings convened by Central Council.	Full