

BYE LAWS & RULES - 2019

INSTITUTE OF LIFE SCIENCES

BHUBANESWAR 751023, ODISHA, INDIA

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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U.S.A.

Institute of Life Sciences (ILS) was established in the year 1989 as an autonomous institute under the administrative control of Govt. of Odisha. In 2002, it was taken over by the Department of Biotechnology, Govt. of India. The Prime Minister of India Shri Atal Bihari Vajpayee dedicated the institute to the nation in July 2003.

VISION AND MISSION

Institute of Life Sciences has a broad vision of carrying out high-quality multidisciplinary research in the area of life sciences. The goal is for overall development and betterment of human health, longevity, agriculture and environment.

The stated mission of the institution is to work towards upliftment of the human society and generate skilled human resources for future India. These are achieved by undertaking cutting-edge research using state-of-the-art technologies in the fields of vector borne diseases such as malaria and filaria, viral infections, cancer biology, allergy and auto-immune disorders, genetic disorders, and agricultural productivity.

ILS has core strength in four areas (a) Infectious Diseases, (b) Cancer Biology, (c) Genetic & Autoimmune Disorders and (d) Plant and Microbial Biotechnology. ILS uses in modern biology techniques to acquire insights at cellular and molecular levels in pathogen biology, immune-regulation and inflammation, cancer biology and plant biotechnology. It also focuses on generating Human Resources by creating trained scientific personnel in the area of modern biosciences and biotechnology research.

AIMS & OBJECTIVES

- (1) To conduct and promote basis and applied researches in the frontier areas of Life Sciences.
- (2) To foster interaction amongst Scientists of various disciplines and to encourage them to carryout research in areas that interface between physical and biological sciences.
- (3) To carry out inter-disciplinary research in collaboration with other Research Institutions, various Science Departments of Universities, Medical Colleges and Agriculture Colleges.
- (4) To provide expert advice to various agencies for the application of the new findings.
- (5) To organize Symposia, Workshops, Conferences and Summer Schools in frontier areas of Life Sciences for the advancement of knowledge.
- (6) To collaborate with teaching Institutions for raising the level of teaching and research in Life Sciences.
- (7) To provide advanced training to students leading to M.Sc. and Ph.D. degree.
- (8) To conduct refresher programmes.
- (9) To accept grants, scholarships, donations, subscriptions and endowments and administer the same in fulfilment of the objectives of the Institute.
- (10) To do all such other acts and take all such steps as may further all or any of the aforesaid objectives.

Introduction

Now in exercise of the powers conferred under Clause 7.1.3.6 & 20 of the Memorandum of Association of Institute of Life Sciences, Bhubaneswar Society & The Rule & Regulation, the Governing Body of the Institute hereby frames these Bye-Laws subject to approval of the Central Government. The Bye-Laws have been approved by the Governing Body at its 29th meeting held on 04.08.2017 at Bhubaneswar.

1. Short Title and Commencement:

- i. These Bye-Laws shall be called the **Institute of Life Sciences, Bhubaneswar Bye-Laws 2018**, hereinafter referred to as '**ILS Bye-Laws**.' These shall come into effect from the date of notification issued by the Institute after due approval of the same from Department of Biotechnology, Ministry of Science and Technology, Government of India.
- ii. The Bye-Laws have been approved by the Department of Biotechnology, Ministry of Science and Technology, Government of India vide letter No. BT/AI/27021/01/2019 dated ---/11/2019 (*Appendix-1*).
- iii. These Bye-Laws may be read in conjunction with the "Memorandum of Association(MOA) of ILS Society and the Rules and Regulations of ILS Society" filed with the Registrar of Societies, Orissa vide Certificate No 1379-275 of 1986-1987 dated 11th February 1987 including current amendments/incorporations. A copy of the MOA and the Rules and Regulations of ILS Society is enclosed as *Appendix-2*.

2. Definitions and Interpretation: In these Bye-laws, the following words and abbreviations shall have the meanings given against them, unless the context signifies otherwise:

- i. "**Bye-laws**" means these Bye-laws framed under Clause 6.1.3.6 (a to d) of the Rules and Regulation of ILS Society;
- ii. **Central Government** means the Government of India represented by the Department of Bio-Technology (DBT), Ministry of Science and Technology [MoST], Headquartered at New Delhi;
- iii. **Chairman/Chairperson** means the Chairman/Chairperson of the Governing Body of the ILS vide Clause 6.2 of the Rules and Regulations of ILS Society;
- iv. **Director**: shall have the same meaning as defined at Clause 10.3 of the Rules and Regulation of ILS Society and who shall be ex-officio Secretary of ILS;
- v. **Finance and Accounts Officer**: Finance and Accounts Officer of the Institute shall be responsible for all financial and account matters of the Institute as per Rule 10.4 of the ILS Society. He/She shall be the member secretary of the Finance Committee of the Institute and shall not have any voting rights.
- vi. **Finance Committee** means the Finance Committee of the Institute as per composition detailed at Rule 8 of the Rules and Regulations of ILS Society;
- vii. "**Financial Year**" means the period from 1 April of each calendar year to 31 March of subsequent calendar year or as amended by the Government of India;
- viii. **Governing Body/Body** means the Governing Body of the Institute in terms of Rule 6 (6.1 to 6.7) of the Rules and Regulations of ILS Society;

Issued on 30.09.2019

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

- ix. **Head of Administration:** Administrative Officer of ILS shall be Head of Administration for all administrative matters of the Institute and assist the Director of the Institute in accordance with Rules and Regulations of the Society for administrative and financial matters. In the absence of Administrative Officer senior most officer from administration duly authorized by the Director would be construed as Head of the Administration.
- x. **Head of Finance:** The Finance and Accounts Officer of ILS shall be head of the Finance and Accounts for matters of the Institute and assist the Director of the Institute in accordance with Rules and Regulations of the Society for financial matters.
- xi. **Head of the Institute:** shall mean the Director of the Institute appointed under Rule 10.3 of the Rules and Regulations of the ILS Society.
- xii. **Institute"** means the INSTITUTE OF LIFE SCIENCES, BHUBANESWAR.
- xiii. **Non Member of Governing Body/Finance Committee/Scientific Advisory Committee:** shall mean the any officer of the Department of Biotechnology/Institute who shall be part of such committee/Body as may be decided by the Governing Body but shall not have any voting rights in the proceedings of GB/FC/SAC. Such members shall have important advisory role and their advice shall be duly considered by GB/FC/SAC. The number of such non-members shall not be more than "TWO" in any such Body/Committee of the Institute.
- xiv. **President:** shall mean the President of ILS Society in terms of Clause 10.2 of the Rules and Regulations and shall invariably be Minister of Science and Technology, Government of India.
- xv. **Rules and Regulation** shall mean the Rules and Regulations of ILS Society filed with the Registrar of Societies, Orissa vide Certificate No 1379-275 of 1986-1987 dated 11th February, 1987 including current amendments/incorporations.
- xvi. **Secretary of ILS Society:** Director, Institute of Life Sciences, Bhubaneswar shall be the ex-officio Secretary of the ILS Society.
- xvii. **Society** means the INSTITUTE OF LIFE SCIENCES Society herein referred as '**ILS Society**' registered under the Societies Registration Act (Act XXI of 1860) and registered in the office of Registrar of Societies, Orissa vide certificate of incorporation 1379-275 of 1986-87 dated 11.02.1987.

(Words imparting the singular number shall include the plural number. Words imparting the masculine gender shall include the feminine gender as per context mutatis mutandis)

CHAPTER- I

CONSTITUTION & GOVERNANCE

1. Constitution of ILS, Bhubaneshwar authorities:

- 1.1. **Society:** Minister of Science and Technology, Government of India shall be the President of the ILS Society. Its initial constitution is detailed as per Clause 4.4 of the Rules and Regulations of Memorandum of Association of ILS Society. A copy of the Memorandum of Association and Rules & Regulations of ILS Society is annexed at *Appendix-2*.
- 1.2. **Governing Body:** In terms of Clause 6.2 of the Rules and Regulations of ILS Society with Joint Secretary (Admn) also being member of the Governing Body (vide DBT Order No. BT/AI/14013/4/2016 dated 04th July, 2016).
- 1.3. **Finance Committees:** In terms of Clause 8.1 of the Rules and Regulations of ILS Society the current composition of Finance Committee is detailed vide *Appendix-3* to these Bye-laws.
- 1.4. **Scientific Advisory Committee:** In terms of Clause 7 of the Rules and Regulations of ILS Society the current composition of the Committee is detailed vide *Appendix-3* to these Bye-laws.

2. Conduct of business of ILS:

- 2.1. **Society:** shall be in accordance with Rule 5 of the Rules and Regulations of ILS Society.
- 2.2. **Governing Body:** shall be in accordance with Rule 6 of the Rules and Regulations of ILS Society.
- 2.3. **Finance Committee:** shall be in accordance with Rule 8 of the Rules and Regulations of ILS Society.
- 2.4. **Scientific Advisory Committee:** shall be in accordance with Rule 7 of the Rules and Regulations of ILS Society subject to restrictions imposed by Society/Governing Body/Government of India from time to time.
- 2.5. **Other Committees:** shall be in accordance with Rule 6 of the Rules and Regulations of ILS Society constituted by the Governing Body to achieve the objectives of the Society.
 - 2.5.1. **Building Committee** will be constituted by the Institute with the approval of the Governing Body. The term of the Building Committee shall be for a period of three years. The terms and conditions on Functioning and Rules and Regulations of the Building Committee shall be adhered to at all times. For construction for any major civil work and/or change in the approved plan for building construction, concurrence of Building Committee is mandatory.
- 2.6. The current composition of ILS Society, Governing Body, and Finance Committee is placed at *Appendix-3* as approved by DBT.

3. Functions and powers of various authorities:

3.1. President of the Society: shall be in accordance with Rules 10.2 of the Rules and Regulations of ILS Society.

3.2. Governing Body:

3.2.1. To recommend appointments to various posts of the Institute to achieve the objectives of the Society in accordance with the Recruitment Rules or as recommended by Government of India.

3.2.2. The powers of the Governing Body shall be in accordance with Rule 6.1 of the Rules and Regulations of the ILS Society subject to the provisions of Government of India as indicated below:

3.2.2.1. *Ministry of Finance, Department of Expenditure OM No F. No 8(4)/E-Coord./84 dated 15.10.1984. Copy of the OM is annexed as Appendix-4.*

3.2.2.2. *Fundamental Rules and Supplementary Rule's.*

3.2.2.3. *General Financial Rules, 2017 (GFRs).*

3.2.2.4. *Any other rules/instructions issued by Government of India from time to time applicable on Autonomous Institutions funded through government grants.*

3.3. Chairperson of Governing Body:

3.3.1. Shall be in accordance with Rule 6.2 of the Rules and Regulations of ILS Society subject to Clause 3.2.2 of these BYE LAWS.

3.3.2. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure - 1** to these Bye-Laws.

3.3.3. In the event of indisposition of the Director, ILS for a period not exceeding 90 days due to emergent/urgent/medical/personal/other reasons, Chairperson, GB through Administrative Department shall make interim arrangement for the entire duration of indisposition of the Director, ILS. Such in-charge Director shall be responsible for overseeing only day to day functions of the Institute and shall not have any powers in matters of appointment/promotion/finalization of tenders. During the temporary arrangement period, in-charge Director shall have only the financial powers as outlined vide S.No 2 of Annexure-1 to these Bye Laws so as to meet the working expenses of the Institute. All important financial decisions involving expenditure *above Rs. 1.00 Crores* including policy decisions shall be executed only with the prior approval of Chairperson, Governing Body. For the period of indisposition of the Director exceeding 90 days, approval of President of the Society i.e. Hon'ble Minister shall be obtained by the Chairperson, Governing Body to continue with the temporary charge arrangement.

3.4 Director of ILS: shall be in accordance with Rules 10.3 of Rules and Regulations of ILS Society, Recruitment Rules of ILS, powers delegated to him by the Governing Body subject to Clause 3.2.2 of these BYE LAWS. Financial powers shall be exercised in accordance with Delegation of Financial Powers annexed as **Annexure - 1** to these Bye-Laws.

3.5 Administrative Officer: shall be Head of Administration and shall exercise powers and discharge functions as delegated to him by the GB/Director subject to Recruitment Rules of ILS and Clause 3.2.2 of these BYE LAWS.

3.5.1. He shall directly report to Director for all non-scientific matters.

3.5.2. He shall be responsible for conduct of meetings of the Society, Governing Body, Finance Committee and placement of Annual Reports, Audited Accounts before them as per schedule in accordance with Rules and Regulations of ILS Society.

3.5.3. He shall on behalf of the Institute and as authorized by Governing Body/ Director of the Institute, sign all such documents or agreements and authenticate records as may be delegated by Governing Body/ Director and shall exercise such powers and perform such duties as may be specified by Governing Body/ Director of the Institute. He shall also be responsible for settling all the audit paras pertaining to the administrative matter of the Institute.

3.5.4. He shall exercise financial powers in accordance with Delegation of Financial Powers annexed as Annexure-1 to these Bye-Laws.

4. Delegation of Financial & Administrative Powers: for various Authorities of the Institute shall be governed by **ANNEXURE – 1** of these Bye-Laws.

CHAPTER – II

FINANCE AND ACCOUNTS

5. Funds: in terms of Clause 25 of the Rules and Regulations of ILS Society.

The funds of the society shall consist of the following.

- Recurring and Non-recurring grants made by the Central Government.
- Fees and other charges received by the society.
- All monies received by the society by way of grants, gifts, donations, endowments (as per provisions of IT Act 1961), sponsorships and/or other legally valid contributions from individuals and bodies corporate or societies.
- All funds received by the society shall be paid into the society's account with Treasuries/ Sub-Treasuries like the Reserve Bank of India/ Nationalized Banks and their subsidiaries.

6. User Charges: - 'User Charges' are an important component of the non-tax revenues of the Institute.

- Identification of User Charges:** the Institute shall identify all the areas/activities/services/technology patented and commercialized which shall be levied at such rates as may be duly approved by the Governing body on a permanent basis and temporarily for a period of not more than 6 months if the same are levied with the approval of the Director of the Institute.
- Review of User Charges:** there shall be periodic review of the User Charges levied by the Institute and the rates at which they are charged every year by a duly constituted Committee which shall compulsorily have representation of officials of Department of Biotechnology (as decided by the Government). The recommendations of the Committee shall be placed for approval of the GB in the following GB meeting following which the new rates shall be applicable as duly notified by the Institute.
- Financial Sustainability of the Institute:** The Institute shall make full efforts regarding financial sustainability by way of effective levy of User Charges for the services rendered by the Institute to the extent of covering its recurring expenditure which is funded through Government Grants. In this regard, the Institute shall enter in annual Memorandum Of Understanding (MoU) with the Department of Biotechnology, Govt. of India to be renewed at the start of each financial year in terms of Rule 229 (xi) of GFR 2017 before end of the 1st quarter of the of the financial year to realize its objective.
- Components of User Charges:** The current rates of user charges are given in ANNEXURE-2 of the Bye Laws. Any change in the items / activities for which user charges will be charged will be decided with the approval of Governing Body from time to time.

7. Preparation of Budget Estimates: Not later than the 1st August of each year the Director of the Institute shall prepare detailed estimates of the receipts and expenditure and the anticipated opening and closing balance of the Institute for the next financial year. These estimates will be prepared in following parts:

- a. All Recurring Expenditure including Salary component which shall prepared separately.
- b. All Non-Recurring Expenditure which shall include Capital Costs.
- c. All estimate of incomes including extra mural and user charges which shall be part of revenues.
- d. Statement of Income and Expenditure.
- e. Demand for Grants required from the Government.

Should it be proposed, during the course of a financial year, to finance any scheme approved by the Governing Body which has not been included in the estimates for that year, the sanction of the Body, shall be obtained to the method proposed for financing it, whether that be by means of a supplementary grant from Government, or by re-appropriation within the sanctioned estimates or through extra mural grants/funding through other sources.

8. Sanction of Budget Estimates:

- a. In the first week of August every year, the Director shall send the Budget estimates for the next financial year before the Finance Committee for the remarks and recommendations of the Finance Committee. The budget estimates shall be submitted for approval of the Governing Body after the recommendations of the Finance Committee in such manner and at such time as decided by the Governing Body. The budget estimates for the next financial year shall thereafter be submitted to the Government of India for approval by not later than the 30th September in each year.
- b. The approval of the Governing Body or the competent authority, through the Delegation of Financial & Administrative Powers, as the case may be, shall be necessary for implementation of all schemes proposed to be financed from the funds of the Institute.

9. Appropriation:


- a. All expenditure within the budget grant shall be approved and sanctioned by the authorities as per **Annexure - 1** to these Bye Laws.
- b. The funds of the Institute shall not be appropriated for expenditure on any item/scheme which has not been approved in the budget estimates by the Governing Body.

10. Re-appropriation: from one head to another head shall only be done with the prior approval of Department of Biotechnology.

11. Sanction of Expenditure:

- a. No expenditure from the funds of the Institute shall be incurred without the sanction of the competent authority as defined in the Delegation of Financial & Administrative Powers in terms of **Annexure – 1** of these Bye Laws.
- b. The Director shall have full powers to sanction the expenditure on any approved scheme or head included in the budget after following the prescribed procedure.

Issued on 30.09.2019


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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- c. The Head of Administration of the Institute shall have powers of Head of Office (as laid down in DFPRS) to sanction an expenditure of a miscellaneous or contingent nature etc. as prescribed by the Governing Body from time to time.
- d. The Director shall maintain oversight over expenditure against all the grants sanctioned by the Department of Biotechnology, Government of India. In cases, where inescapable expenditure necessitating an additional grant is involved, he shall take steps to get Body's approval and obtain the supplementary grant from the Government before incurring the expenditure.
- e. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-laws to cover it.
- f. The Director of the Institute shall have powers to sanction an expenditure of miscellaneous or contingent nature up to such amounts as may be specified by the Body from time to time.
- g. The exercise of the above financial powers shall be subject to the provisions of General Financial Rules and Delegation of Financial Powers Rules and such other conditions as the Governing Body and the Central Government may like to impose from time to time.

12. Advances:

- a. A rolling advance of a sum to be fixed from time to time by the Governing Body may be kept by the Finance and Accounts Officer any other Authorized Officer for cash payments against contingent expenditure approved by competent authority. Setting off expenses made under the rolling advance and replenishments shall be as per GFRs/Indian Accounting Standards.
- b. Imprest advances shall be payable to staff for meeting contingent expenditure, as approved by the Director. The grant of such approvals shall be on a case-to-case basis with prior financial concurrence and the periods for holding advances and settling of accounts against drawn imprests shall be explicitly mentioned within the approval document. All running/rolling imprest shall be settled/surrendered/ adjusted automatically on 31st March of each FY.

13. Execution of Contracts on behalf of the Institute:

All agreements, contract, affidavits, memoranda of understandings etc. which may be necessary for the proper conduct of business of the Institute shall be executed by Head of Administration for and on behalf of Director of the Institute except for the contract agreements, affidavits, MoUs signed by

- a. Director with the Governing Body.
- b. Head of Administration with the Institute.
- c. Any such agreements, contract, affidavits, MoUs so decided by the Governing Body to be signed by the Director of the Institute.

The Head of Administration shall be responsible for keeping a centralized record of all the contract agreements, affidavits, MoUs signed/executed by the Institute except for the contract agreement signed by Head of Administration with the Institute which shall remain in the custody of the Director of the Institute.

The Government, High Court in whose Jurisdiction the Institute lies, the Governing Body and the Director of the Institute shall have full powers to call for all or any of the agreements, contract, affidavits, MoUs executed by the Institute from Head of Administration who shall promptly provide the same as and when required.

14. Investments:

- a. The funds of the Institute may be invested only in such manner as may be prescribed by the Government of India as per GFRs.
- b. All investments of the funds of the Institute shall be made in the name of the Institute. 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 Institute shall be executed by the Director on behalf of the Governing Body. The safe custody of receipts and other relevant documents shall remain in the charge of the Head of Administration of the Institute to be nominated by the Body.
- c. Head of Administration or Authorized Officer shall maintain a register of securities held by the Institute in which any transactions affecting the securities shall be recorded.

15. Drawal of funds:

- a. **Receipts:** All moneys received for or on behalf of the Institute shall be placed in a savings bank or flexi account or fixed deposit account in the name of the Institute with the nationalized banks and their subsidiaries.
- b. **Payments:** Payments by and on behalf of the Institute shall be made by cheques or electronic transfers. All cheques/ authorizations for electronic transfers will be signed by any two of the following with prior approval of the Director:
 - i. Finance and Accounts Officer.
 - ii. Head of Administration or Authorized Officer.
 - iii. Director.
- c. All bills for payment shall bear an endorsement "Passed for Payment", and the endorsement shall be signed by the Director or by an officer to whom the power has been delegated by the Director.
- d. All cheque books will be kept in the personal custody of the Finance and Accounts Officer or any other person as may be authorized by the Director on his behalf.
- e. The various personnel employed in the Institute will submit proposals for all new charges and for any demand of funds to the Director.
- f. The claims for pay and allowances and travelling allowances of personnel and contingent bills will be drawn in the forms prescribed by the Institute. The contingent and miscellaneous expenditure bills will be countersigned by an officer of the Institute authorized by the Director for this purpose before these are passed by the Finance & Accounts Officer for payment. All bills will be checked in the nature of pre-audit and passed for payment by the Finance and Accounts Officer. The monthly pay and allowance bills shall

be submitted by Finance and Account Officer to Director through Administrative Officer and passed for payment by him. Payment will be made by means of demand drafts/cheques/electronic transfer or cash as the case may be.

- g. Any domestic outstation tour of the
- Employees of the Institute shall be sanctioned by the Director for officials in Level-12 and above, and for employees of Level-11 and below, the concerned controlling officer shall be the sanctioning authority. The TA bills shall be countersigned by the Controlling Officer for employees in Level 11 or below. No countersigning of TA bills will be required for TA claims of officers in Level-12 and above.
 - In the case of tour of Director of the Institute, any domestic outstation tour exceeding **05 days** in a month in single visit (*with prefixing and suffixing of gazetted holidays/Saturdays and Sundays*) intimation to the Chairman, Governing Body for stay shall be obtained. If during any such outstay, leading to indisposition of the Director for any reason (*personal/medical/otherwise*), he will immediately inform the Chairman and also the Nodal Officer in the Department regarding his indisposition, subsequent to which, the Chairman shall invariably invoke the provisions of Clause 3.3.3 of the Byelaws.
 - In the event of untimely demise of the Director, Nodal Officer, Department of Biotechnology shall inform the same to Chairman and Joint Secretary/Administration, Government of India. Provisions of Clause 3.3.3 of the Byelaws shall then be invoked by the Chairman with due approvals of the President of the Society i.e. Hon'ble Minister.
- h. **Foreign Tours and Air Travel:** Guidelines issued by the Department of Biotechnology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be adhered to. Budget under separate head for "*Foreign Travel Expenses*" shall be got approved at the beginning of the financial year from the Governing Body. Guidelines issued by the Department of Biotechnology and/or by the Ministry of Finance from time to time on foreign travel/air travel shall be adhered to at all times. Under no circumstances, expenditure in excess of the approved budget shall be incurred nor any funds shall be re-appropriated to meet expenses on foreign travel account without the prior approval of the Governing Body.

16. Accounts:

- The Annual Accounts of the Institute should be prepared on accrual basis by using uniform format of accounts for Central Autonomous Bodies.
- The Finance and Accounts Officer shall supervise maintenance of proper accounts and other relevant records and prepare an annual statement of accounts in such form as may be prescribed by the Governing Body in consultation with the Central Government. Finance & Accounts Officer will be responsible to the Director for accuracy and completeness of the accounts of the Institute.
- The Finance and Accounts Officer will be responsible to the Director for the accuracy and completeness of the accounts of the Institute. The Finance and Accounts Officer shall also render necessary advice to the DIRECTOR in all proposals involving financial implication.

17. Annual Accounts, Audit and Results of Audit: The accounts of the Institute shall be subject to the CAG audit and annually by the Chartered Accountant(s) appointed according to Rule 27 of Rules and Regulation of ILS Society and any expenditure incurred in connection with such audit shall be payable by the Institute to the Chartered Accountant(s) appointed as stated above.

- a. The auditor shall ensure observance of the following stipulations of the CAG & ICAI.
- b. Proper accounts of receipts & expenditure incurred from government grants and all other sources is maintained;
 - I. A proper Charter of Accounts is maintained and complied with;
 - II. An adequate system of internal checks, controls & oversight exists to ensure that purchase of stores and execution of works are done with due regard to broad principles of financial prudence;
 - III. A proper record is maintained of assets acquired from government grants and all other sources together with the cost of acquisition shown against each item through the Fixed Asset Register (FAR);
 - IV. Proper stores accounts and maintenance of consumable stores is kept and physical verification under proper supervision is carried out at periodical intervals;
 - V. A system of reporting to the Governing Body on losses of cash, stores and other assets after proper investigation is followed.
 - VI. All tax and legal compliances are maintained.
 - VII. All disclosures as required by the Registrar of Societies and the Department of Biotechnology, Ministry of Science and Technology, Govt. of India are made on time.
- c. To achieve this audit task the Chartered Accountant(s) shall have the right to demand the production of account books, connected vouchers and other documents. The designated staff of the institute is obliged to provide all records, as demanded by the auditor(s), for purpose of fulfillment of such verification as above.
- d. All sanctions and orders of delegations of competent authorities under the Rules and Regulation of ILS Society or these bye-laws affecting the accounts of the Institute shall be in written, signed & dated form.
- e. Disposal/Write-off of items shall be as per GFR provisions.
- f. The accounts of the Institute as certified by the Chartered Accountant(s) along with the Annual Report shall be placed before the Society in its Annual General Meeting presided by the President of the Society in terms of Clause 25 of "The Rules and Regulations of ILS Society" and to the Department of Biotechnology, Ministry of Science and Technology latest by 30th September each year for laying before the Parliament (as per GFRs) and also to the other authorities/bodies as directed by the President of the Society.

CHAPTER –III

LEGAL COMPLIANCES

In terms of Clause 10.3 of the Rules and Regulations of ILS Society, the Director of the Institute shall ensure all statutory compliances of the Institute w.r.t law of the land namely

18. Societies Registration Act (Act XXI) 1860, Odisha Amendment Act, 1969:

- a. All provisions of the above Act shall apply to the society, including Section(s).
- b. A list of Governing Body members shall be submitted annually to the Registrar of Societies as required by the Section(s) of the above Act.
- c. Any kind of amendment in the constitution of the society shall be made and reported to the Registrar of Societies as per Section 4-A(1) and (2) of the above Act.

19. Tax compliances: The society shall comply with all direct & indirect taxation requirements as stipulated by the Department of Revenue, Ministry of Finance and applicable to the institute. These relate to Income Tax (Income Tax Act 1961), Customs Act 1962, Good and Service Tax 2017, any prevailing act relevant to tax and their respective Rules. All returns as required by the tax laws of the Indian Union shall be submitted by the institute, by the designated staff under intimation to the Governing Body.

20. Contract law and interpretation:

- a. All goods & services contracts entered into by the institute through its designated staff shall be for and on behalf of the Director of the Institute.
- b. All contracts entered into by the institute shall be subject to the provisions of the Indian Contract Act 1872 and Rules thereof, Representations & Warranties within the contract shall be interpreted as per provisions of the Indian Contract Act and its rules.

21. Other legal compliances: The Institute shall comply with and submit returns required for all laws of the Indian Union, established by the Central Government and the State Government for Odisha State, by designated staff under intimation to the Governing Body, related to operations of the institute and covering staff, environment and occupational issues.

22. Legal proceedings:

- a. The Society may sue or be sued in the name of the President of the Society, or his authorized representative, as per Section 6 of the Societies Registration Act 1860 (Act XXI).
- b. No suit or legal proceedings shall lie against the Government or the Institute of a Member of the Society or an officer/staff of the Institute in respect of anything done or purported or intended to be done in pursuance of any clauses of the Memorandum of Association or the Rules or Bye-Laws made there under.

- c. The Director of the Institute shall appoint lawyers to advocate its case in courts of law, and will inform to the Governing Body or its authorized representative and in line with the Advocates Act 1961 and rules thereof.

23. Indemnity, Surety & Guarantees:

- a. The Institute shall be indemnified against all third-party claims arising out of its operations or the acts of its staff acting in private/unauthorized capacity, as per Section 124 of the Indian Contracts Act 1872.
- b. The Institute shall not enter into a contract of guarantee regarding its operations or that of its staff, as understood under the Indian Contracts Act 1872, until unanimously approved by the Governing Body.
- c. The Institute shall not provide any surety for the results of its operations or the performance of duties by its staff and their whole conduct intrinsic to their employment, employment terms and extrinsic to it.

24.Arbitration: Arbitration entered into by the institute shall be as per provisions of the Arbitration & Conciliation Act 1996 and amendments thereof.

25.Jurisdiction: In cases of any disputes arising between the institute and others, the jurisdiction of the Orissa High Court, Cuttack, Odisha in which the Institute is situated shall apply.

Issued on 30.09.2019

CHAPTER IV

ACADEMIC & INSTITUTIONAL SPECIFIC ISSUES

26. Scholarships, Fellowships, Grants-in-aid, Special Programs, Faculties etc.:

- i. In order to carry out the objectives of the Institute as set forth in the Rules and Regulation of ILS Society and cabinet approval, the Governing Body may institute medals, prizes, scholarships and fellowships, sponsor and finance deputation within the country and abroad, establish research schemes and project subject to provisions of Clause 3.2.2 of these Bye Laws. Arrangements shall also be made for lectures, seminars and symposia at the Institute in pursuance of its academic work and for the diffusion of scientific knowledge. The Institute may award research fellowships to students or research scholars and permit them for registration for a Ph.D. degree as per ILS mandate in any University or academic institution, which has acquired the status of a University subject to provisions of Clause 3.2.2 of these Bye Laws. These students will be registered with a Scientist of ILS as supervisor/guide.
- ii. The terms and conditions of above activities shall be decided and recommended by the Director for the approval of the Governing Body and the Government.

27. Professor of Eminence / Science Chair Professorship/Emeritus Scientists:

The institute may engage above positions of Professor of Eminence/ Science Chair Professorship/Emeritus Scientists to speed up research in high priority areas or to take up new areas related to the mandate of the institute as per the guidelines approved by the Department of Biotechnology.

28. Adjunct Faculty: The Institute may engage scientists as Adjunct faculty on honorary basis, to carry out research work or teaching to fortify the Institute's capabilities or to continue the Institute's ongoing research or teaching activities. Adjunct faculty should not be more than 20% of the sanctioned positions or subject to a maximum number of 5 as recommended by the Director and approved by the Governing Body. They will be entitled to shared facilities and office space depending on the nature of their contributions.

29. Visiting Scientist/Scholars: The institute may invite reputed national/ international scientists actively engaged in R&D related to the mandate of the institute to participate in its research activities/ to deliver lectures. Invited scientists may be paid honorarium and other facilities including travel and lodging facilities as per instructions of Government of India issued from time to time with the approval of Chairperson, Governing Body. If a visiting scientist is involved in research activities, sufficient lab space, manpower and other facilities will be provided by the institute. The honorarium of scientist/ scholars will be decided by the institute keeping in view of their status in host institution. The tenure of a visiting scientist/ scholar will not be less than one week and maximum up to three months in a calendar year for R&D work and 1-3 day for delivering lectures and research planning etc.

30. Consultant: The institute may hire consultants on contractual basis for conducting specific work for a specific period upto one year. This term can be extended further depending on the need of the consultant. In no case anyone over 65 years of age shall be hired as consultant. The number of consultant should not be more than 5 percent of total approved staff of the institution. The institute will offer suitable consolidated remuneration fee to the consultant as per Government of India norms. The maximum emoluments shall be last pay minus basic pension plus DA in case of retired Government Officers'. The consultancy shall be governed by Consultancy rules are at Annexure-6.

31.Sabbatical: The Institute may also engage Sabbatical Faculty from the Academic/R&D organizations to work on the collaborative projects as per ILS mandate. The institute would not pay any remuneration/salary/fellowship/lodging facilities to the sabbatical faculty but would provide the lab facilities/infrastructure to carry out research. The terms of engagement shall be got approved from the Central Government.



सुबोध कुमार 'राम' / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

CHAPTER V GENERAL PROVISIONS

32. Recruitment and Promotion rules: The Director or authority to whom the power shall lie under the Recruitment Rules shall with the approval of the approving authority, appoint against regular sanctioned posts of the Institute such of the persons selected through due process as defined in the ILS Recruitment Rules to achieve the objectives of the Institute. In this regard the instructions contained in the approved **ILS Recruitment Rules- 2018**, annexed as **Annexure – 3** to these Bye-Laws shall prevail at all times.

33. Engagement on Contract Basis: The Director shall, on the recommendations of the duly constituted committee against advertised positions be competent to engage a person on contract basis

- i. **Project staff** whose term shall be co-terminus with the terms of project and project duration. There shall be in no case any regularization of such project staff against regular sanctioned posts in the Institute and contract terms and conditions, remuneration of such project staff shall be clearly spelt out in the contract agreement. The project staff so engaged shall however be covered under the Code of Conduct of the Institute for Employees on Contract Basis dealt separately in these Bye Laws. Maternity benefits to female project staff shall be as per guidelines issued by Ministry of Women and Child Development. Other benefits like leave, medical, travel etc. shall be clearly spelt out in their contract agreement. Head of Administration / the officer authorized by the Director shall be the authorized officer to enter into and execute the contract.
- ii. Director of the Institute shall in subsequent meeting of the Governing Body place before it the statement of contractually engaged staff in the interim of two GB meetings for their information.

34. Service conditions:

- i. All regularly appointed employees appointed against sanctioned positions of the Institute of the shall be covered by the provisions of the Central Civil Services (*Conduct*) Rules 1964 & Central Civil Services (Classification, Control and Appeal) Rules, 1965 in force and as amended from time to time.
- ii. Service of employees in the Institute under these Bye Laws shall not be treated as appointment to posts in connection with the affairs of the Union of India.
- iii. Contractually engaged staff shall be governed by the contract conditions and Code of Conduct framed for such staff annexed as **Annexure – 4** which has the approval of the Governing Body.

35. Disciplinary and Appeal Rules: The Institute shall follow CCS (*Classification, Control, Appeal*) Rules 1965 and amendments thereof in matters of violation of Conduct Rules applicable to regularly appointed employees. The delegation of authorities to initiate Disciplinary proceedings under the Rules against delinquent employees shall be as under:

- i. **Disciplinary Authority:** shall be the appointing authority or any higher controlling authority of the delinquent employee under whom the employee is working whichever is higher to the appointing authority. Appointing Authority is mentioned in Recruitment and promotion Rules.
- ii. **Appellate Authority:** shall be the authority higher than the disciplinary authority.
- iii. **Reviewing Authority:** Shall be authority higher to the Appellate Authority.

34. Residential accommodation may be provided, subject to availability, eligibility and entitlement, to eligible scientists/staff according to Government of India (Directorate of Estate guidelines) rules in force. Head of administration shall be the Estate Officer in terms of PPE Act for the purpose of being custodian of land records and coordinating with developmental authorities, municipal authorities and state governments.

35. Estate Officer: Administrative Officer (or any one officer nominated by the Director) shall be the (**Estate Officer**) in terms of PPE Act for the purpose of being custodian of land records and coordination with land agencies, developmental authorities, municipal corporations/Nagar Nigam and state government. He shall report to Director/Head of Administration (in case of nominated officer).

36. Leave Rules:

- i. CCS(Leave) Rules, 1972 in force and amendments thereof shall be applicable to all regularly appointed (as per Recruitment Rules) employees of the Institute.
- ii. For contractual employees including women employees, contract terms and conditions shall prevail. Maternity benefits to contractual women employees and project staff shall be regulated as in terms of Maternity Benefit Act.

37. Medical Benefits: ILS will follow CS(MA) rules, 1944 in accordance to the Govt. of India rules *mutatis-mutandis* in respect of regular employees.

38. Mechanism of dealing complaints against Sexual Harassment at Work Place:

The Institute agrees to follow Government of India guidelines so as to fulfil its statutory obligations in this regard. Director is authorized to constitute Complaints and Redressal Committee as per approved guidelines. The recommendations of the Committee shall be binding on the Director who shall initiate appropriate

- a. Disciplinary action in case of regularly appointed staff in terms of Conduct Rules and CCS(CCA) Rules of Government of India.
- b. Implement relevant clauses of Contract Agreement in cases of Contractual employees.

39. Performance Management System: All employees (regular and contractual) employed by the Institute shall be appraised annually for their performance achievement against planned outcomes of each financial year through the system of APAR (Annual Performance Appraisal Report) by 31 October of next financial year. Format of appraisal shall be similar to the format being used in DBT for Annual Performance Appraisal Report for all positions in the institute. The review and reporting of the official shall cover scientific/technical/administrative achievements, personal attributes, integrity, health, ability to shoulder higher responsibilities, awards and penalties during the period of appraisal, etc. The appraisal shall be an important document while considering employees promotion/MFCS/renewal-review of contract and other relevant decisions.

- 39.1.** Annual Medical Examination (AME) for all the regular officers above 40 years of age is mandatory. The guidelines of Ministry of Health and Family Welfare issued vide communication No. A.17020/1/2010-MS dated 21.10.2011 amended from time to time shall be adhered to. The AME report shall be part of APAR.

40. Pay and Allowances:

- 40.1 For regular employees:** Instructions of Government of India, Department of Biotechnology/Department of Expenditure, and Fundamental Rules of Government of India shall prevail at all times. However, Rule 230 (12) of GFR-2017 will be the guiding factor at all times.
- 40.2 For Contractual Employees:** shall be governed by contract agreement which shall not have remuneration benefits higher to those of regular employees in the scale.

41. Miscellaneous Provisions:

i. Intellectual Properties:

- a) All body of work generated by the Institute or its staff in pursuance to the Institute's objectives, comprising research, trials, experimental data, consulting and participation/ presentations/ published work in national/ international forums / journals shall be the intellectual property of the Institute and Department of Biotechnology (*in cases where the cost of the project is funded by Central Government grants/schemes, fellowships, etc*) and be covered under the provisions of the Intellectual Property Rights Policy 2016 of the Government of India and shall include inter-alia provisions of the Indian Copy right Amendment Act 2012, Trademarks Amendment Act 2012, Patents Amendment Act 2005 & the Patent Cooperation Treaty enjoined in 2013. This Policy may be subject to change but it can be applied consistently to arrive at a position that is as equitable as possible to all parties concerned.

- b) Intellectual property shall comprise of all such information generated within the Institute and by staff in the duration of their employment in the institute related to the objectives of the institute. This information may be in print or electronic forms.
- c) The Director shall, from time to time, having regard to the merits of each case, decide on the filing of patents for inventions arising out of any research undertaken by the Institute. The person(s) or organization(s) in whose name(s) such patents are to be taken and propose in such manner the distribution of the profits if any accruing from such patents.
- d) The Director shall place before the Governing Body a six monthly statement of
 - 42.i.6.1 Patents filed in the period.
 - 42.i.d.2 Amount of income generated consequent to commercial exploitation of these patents and its distribution thereof to various heads (*like Institute Income, Program Division, Govt. of India, etc.*).
 - 42.i.d.3 The distribution of income generated out of commercial exploitation of all the patents filed by the Institute shall have specific approval of Government of India, Department of Biotechnology in each such case of commercial exploitation of patents in the country or abroad.

The guidelines for licensing of Intellectual Property Rights licensing rules are enclosed at Annexure – 5.

ii. **Information Protection:**

- a) All information related to the institute and generated by the normal operations of the institute and its employed/ contractual staff shall be covered by the provisions of the Indian IT Act 2000 and the IT Amendment Act 2008/ other amendment acts notified in the Gazette of India from time to time.
- b) The Director shall issue suitable instructions for protection of electronic information through back-ups and otherwise, as deemed necessary from time to time.

iii. **Contribution to Scientific Periodicals:** Contributions to scientific journals resulting from work carried on at the Institute by members of the staff of the Institute shall contain the Institute's and Department of Biotechnology's name and the content/data of the contribution shall be the sole property of the Institute and Department of Biotechnology, the record of which shall be maintained by administration. A copy of every such contribution shall be got approved from the Director before it is communicated. No contribution which may relate to classified or confidential material shall be made without the specific approval of the Director.

iv. **Extra mural lectures:** Members of the staff of the Institute may, with the prior permission of the Director, accept invitations to give lectures in their field of work to Universities or learned societies within the country, provided such lectures do not interfere with their work at the Institute.

v. **Examiner-ships:** Members of the staff of the Institute may, if invited to do so, and with the prior intimation to the Director, accept university examiner-ships normally only for the post-graduate students preferably at doctoral level.

- vi. **Seminars, conferences, symposium, workshops and trainings:** Director or any of staff of the Institute may be deputed by the Director/Chairman, Governing Body/Government of India to attend scientific conferences, symposia, congress, brainstorming sessions, business or collaboration meetings or interactions etc. in the country. If however, such conferences, symposia, workshops, seminars, lectures are held outside the country, then the guidelines issued by the Department/Government of India on foreign deputation, foreign travel and foreign hospitality shall be adhered to on each such occasion/event.

42. Consulting or Royalty of services or externally sponsored research projects:

The institute may render consulting services/conduct sponsored research projects to/for other organizations related to its objectives through its institutional framework and as approved by the Director under intimation to the Governing Body. All such consulting services shall be delivered through a contract or a legally binding term-sheet with the client organization. The consulting service/ sponsored project contract / term-sheet shall be signed by the Director or his authorized representative subject to:

- i. That all consulting/ sponsored project contracts / term-sheets shall be covered under the provisions of the Contracts Act and carry provisions of indemnity, contractual obligations, representations & warranties, other legal provisions and commercial terms.
- ii. The Director shall appoint staff to the consulting assignment(s)/ sponsored research projects as deemed appropriate by him. In case of consulting assignments/ sponsored research projects brought to the institute through its staff, the staff member initializing the assignment shall be given priority in appointment to the assignment.
- iii. All consulting/ sponsored research assignments shall be contracted by the institute in its own name on approval of the Director. No staff member employed by the institute shall enter into any private consulting/ sponsored research assignments independent of the institute and such acts will be deemed as a breach of conduct rules as defined by the CCS (Conduct) Rules 1964.
- iv. User charges shall apply to all consulting assignments and sponsored research within and done by the Institute or its staff. The proportion of net income sharing in such assignments shall be in the ratio of 50:35:10:5 in respect of Institute: Concerned Research Team: Supporting Staff: ILS Staff Welfare Fund respectively as detailed in guidelines at **Annexure - 6**. The Institute's share of 50% shall be credited as revenue to the Institute.
- v. The guidelines for consultancy by ILS are enclosed as **Annexure – 6**.

43. Collaboration with other institutions of repute:

- i. The Institute may, at its discretion, decide to collaborate with other national / international research institutions, in pursuance of excellence in its objectives following established guidelines of GOI. These collaborations should be periodically reported to the GB. The collaborations shall be made by the Director under intimation to the Chairman, Governing Body and Administrative Ministry. In cases of international collaborations, prior clearances of the Department of Biotechnology, Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA) shall be taken.

- ii. The collaboration with other national/international institutions shall generally be of a technical nature, unless extra-ordinary circumstances necessitate financial collaboration or such joint-ventures. Such extra-ordinary collaborations involving financial collaborations shall be approved by the Governing Body under intimation to the Administrative Ministry and shall at all times be FCRA compliance.
- iii. All approved collaborations shall be effected through legally binding term-sheets under approval of the Chairman, Governing Body and the Administrative Ministry.
- iv. Collaborations with the Industry (private/government-national/international) shall be done only with the prior approval of the Governing Body provided for all international collaborations the prior permission of the Government shall be obtained. Knowledge-sharing with such bodies shall be effected through consulting / sponsored research projects alone.
- v. Collaborations with institutions are generally understood to be sharing of facilities (*with applicable and approved user charges*), staff, information, joint creation of intellectual property, usage of subject resources and therefore be restricted to institutions of research and of academic nature.

44. Endowments:

- a. **Endowments for institution of Chairs** can be instituted by donating a sum of not less than Rupees Five crores or equivalent US Dollars as corpus fund by an individual or trust or body corporate after the approval of the Governing Body.
- b. The Chair can be named after an institution or an individual in any specific branch of the institute's research objectives or a subject of inter-disciplinary area.
- c. The endowment amount shall be invested in bank deposits or such other safe deposits in nationalized banks or their subsidiaries.
- d. The expenditure on the salary and other service and research requirements of the appointee to the Chair shall be met out of the proceeds of the endowment amount; *provided also that the unspent balance, if any, in the interest accrued in any year shall be added to the corpus of the endowment;*
- e. The Director shall invite eminent academicians or jurists to occupy the chair on the basis of the recommendations of a duly appointed Selection Committee in which a representative of the funding individual/agency is there.
- f. The institute shall organize endowment lectures in honor of the person the donor would like the institute to organize. For this, the donor shall make a contribution of Rupees Ten Lakhs or equivalent US Dollars to the institute. The series of lectures delivered would be published in the form of a book for circulation.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

45. RETIREMENT BENEFITS:

Only for Regular Employees:

- a) Age of superannuation of the staff shall be 60 years or as notified by Central Government from time to time.
- b) For the employees who had joined prior to 1.1.2004, the existing scheme of Employees Provident Fund (EPF) is applicable.
- c) For the employees who joined after 1.1.2004 shall subscribe to New Pension Scheme.
- d) Gratuity and leave encashment benefits shall be regulated by Government of India instructions.

46. ILS EMPLOYEES WELFARE FUND: There shall be an employee's welfare fund for all the employees (regular/contractual) of the Institute in terms of **Annexure - 7** to these Bye Laws so as to achieve the Institute's objective towards its corporate social responsibility.

47. Compassionate Appointments: All Compassionate Appointments shall be regulated as per Department of Personnel & Training (DOP&T) O.M. No.14014/6/2012-Estt.(D) dated 16.01.2013, subject to amendments thereto from time to time. Director shall have full powers to appoint any dependent major (*not below 18 yrs*) family member of an employee of the Institute dying while on duty or in harness, after following the due procedure as laid down in the DoP&T O.M. dated 16.01.2013 referred above, subject to the following:

- a. Such appointments shall be restricted to Level 5/Group C posts and below.
- b. Such appointment is made only in favour of only one of the legal heirs of the deceased provided if such appointment is made in favour of spouse of the deceased, then educational qualifications shall not be insisted upon in case of widows for appointments in Level 5 and below.
- c. The candidate who is offered appointment on compassionate grounds (other than the widow), the essential qualification should be at least be 10th pass.
- d. Posts filled on compassionate grounds shall be exempt from reservation rules.
- e. Cases of compassionate appointment should be preferably finalized in 8 months and application to that effect may be taken from the 1st surviving legal heir of the deceased as to who is interested in taking up the appointment and NOC from other legal heirs provided that, the widow shall have full rights to take appointment for self or any of her major eligible wards.

48. Custodian of Assets of the Institute: The Administrative Officer shall be the custodian of the assets of the Institute (includes immovable, movable, tangible and intangible) in the Institute or outside and shall maintain and keep a record of these in a manner prescribed as per GFR's. The disposal/write off of any of the asset or part thereof shall be governed by GFR's. He may authorize such officers who shall be responsible for safety, maintenance, inventory and updating records, stock registers of the assets as per GFR's created/procured from government/non government funds.

49. Conflict resolution: In case of a doubt regarding the interpretation of any of the provisions of these bye-laws, the matter shall be referred to the Governing Body for a decision. In the event of there being any inconsistency between the Rules and Regulation of ILS Society, Byelaws of the Institute and Government of India rules/instructions, the provisions of the Government of India shall prevail. If any question arises which is not covered by these Bye-laws, the decision of the Governing Body or Government of India shall be the final. Governing Body of the Institute has no powers to interpret instructions issued by Government of India, which shall invariably be referred to the Department of Biotechnology for necessary clarifications.

50. Review, Display and Notification of the Bye-laws: There shall be compulsory review of these Bye Laws every five years by a duly constituted committee approved by the Governing Body having compulsory representation of Government of India. The reviewed Byelaws shall be placed for approval of the Governing Body in subsequent GB meeting which shall then be forwarded by the Director of the Institute for the approval of the Bye Laws from the Department of Biotechnology. Approved Byelaws shall be displayed on the Institute website and notice board for a period of 10 days before being notified by the Institute. Only after the notification, the new Byelaws shall come into effect from the date of notification.

51. Power to relax, amend, modify, repeal: Notwithstanding anything contained in these Bye-Laws, the

- a. Governing Body only with the prior approval of the Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) reserves the right to **relax, amend, modify** any provisions of these Bye-laws with/without assigning any reasons thereof, with prospective effect.
- b. However, The Department of Biotechnology, Ministry of Science & Technology, Govt. of India (Central Government) may on the recommendations of the Governing Body or *suo moto* reserve the right to **relax, amend, modify or repeal** any part thereof or whole of these Bye-laws with or without assigning any reasons thereof. In any event, the decision of Central Government shall be binding at all times in this regard.

APPENDIX-1

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
जैव प्रौद्योगिकी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



No.BT/AI/27021/01/2019

ब्लॉक-2, 7वां तल, सी0जी0ओ0 कम्पलेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003
Tele : 011-24365071 Fax : 011-24362884
Website : <http://www.dbtindia.nic.in>

Dated : 18th November, 2019

The Director,
Institute of Life Sciences,
NALCO Square,
Bhubaneswar- 751023, Odisha

Subject:- Forwarding of approved Bye-laws of ILS, Bhubaneswar-reg.

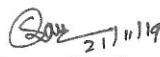
Sir,

I am directed to forward herewith a copy of Bye-laws of Institute of Life Sciences (ILS), Bhubaneswar duly approved by competent authority for further necessary action.

2. This Bye-laws have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his Office Dy. No. 6998 dated 30.09.2019.

Yours faithfully,


Encls: As above.


(Subodh Kumar Ram)
Under Secretary to the Govt. of India
Tel: 2436 0983

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Copy to for information:-

- Scientist 'G' (Dr. Meenakshi Munshi) - Scientific Coordinator for ILS, Bhubaneswar.
- Scientist 'E' (Dr. S.U. Ahmad) - Nodal Officer for ILS, Bhubaneswar.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

APPENDIX-2

MEMORANDUM OF ASSOCIATION OF INSTITUTE OF LIFE SCIENCES, BHUBANESWAR (A society registered under the Societies Registration Act, 1860)

(1) **NAME:**

The name of the society shall be “Institute of Life Sciences” hereinafter referred to as the “Institute of Life Sciences”.

(2) **REGISTERED OFFICE:**

The registered office of the Institute of Life Sciences shall be situated at Bhubaneswar in the State of Orissa.

(3) **OBJECTIVES:**

The main objectives for which the Institute is established are:

- a) To conduct and promote basis and applied researches in the frontier areas of Life Sciences.
- b) To foster interaction amongst Scientists of various disciplines and to encourage them to carryout research in areas that interface between physical and biological sciences.
- c) To carry out inter-disciplinary research in collaboration with other Research Institutions, various Science Departments of Universities, Medical Colleges and Agriculture Colleges.
- d) To provide expert advice to various agencies for the application of the new findings.
- e) To organize Symposia, Workshops, Conferences and Summer Schools in frontier areas of Life Sciences for the advancement of knowledge.
- f) To collaborate with teaching Institutions for raising the level of teaching and research in Life Sciences.
- g) To provide advanced training to students leading to M.Sc. and Ph.D. degree.
- h) To conduct refresher programmes.
- i) To accept grants, scholarships, donations, subscriptions and endowments and administer the same in fulfilment of the objectives of the Institute.
- j) To do all such other acts and take all such steps as may further all or any of the aforesaid objectives.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

(4) POWERS AND FUNCTIONS OF THE INSTITUTE :

To carry out the aforesaid objectives and for the management of the affairs of the Institute, the Institute shall have the following powers subject to the provisions of Rules and Byelaws of the Institute:

- 4.1 To appoint and hire services or discharge/ terminate the services of the personnel and to pay them in return for the services rendered to the Institute, salaries, wages, gratuities, provident fund and other allowance, remunerations and benefits in accordance with the Rules and Byelaws of the Institute;
- 4.2 To create administrative, technical, ministerial and other posts under the Institute and to make appointments thereto in accordance with the Rules and Byelaws of the Institute;
- 4.3 To accept grants of money, securities and properties of any kind on such terms as may be expedient;
- 4.4 To invest and deal with funds and money of the Institute;
- 4.5 To raise from Banks or financial institutions, bodies corporate or any other financier or public or private entities, loans and advances with or without securities including pledge, hypothecation or mortgage of the properties and assets of the Institute; provided that prior approval in writing of the Central Government is obtained in that behalf;
- 4.6 To issue appeals and apply for money and funds in the furtherance of the objectives of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Institute may consider fit and proper;
- 4.7 To acquire and hold by gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Institute and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objectives of the Institute;
- 4.8 To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Institute for the furtherance of its objectives or any of them;
- 4.9 To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Institute;
- 4.10 To constitute such committee or committees as it may deem fit for the disposal of any business of the Society or for rendering advice in any matter pertaining to the Institute;
- 4.11 To co-operate with educational and other institutions and organizations in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of faculty and generally in such manner as may be conducive to their common objectives;

- 4.12 To create patron-ship, affiliation and other classes of professional or honorary membership or office as the Society may consider necessary;
- 4.13 To make rules and regulations and Bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind these from time to time; and,
- 4.14 To do, perform and exercise such other powers, authorities and functions as are necessary or incidental for carrying out the aforesaid objectives.

(5) INTERPRETATION OF THE OBJECTIVES:

The Institute is established for public benefit and accordingly the objectives of the Institute set forth above will be interpreted in accordance with the applicable laws to mean such objectives and purposes as are regarded in law to be a public and charitable in nature.

(6) INSTITUTE OPEN TO ALL:

- 6.1 The Institute shall be open to all persons of whatever race, religion, creed, caste, class, gender and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, and workers or in any other connection whatsoever.
- 6.2 No capitation fee shall be charged in any form in consideration for admission.
- 6.3 The Institute shall not accept any benefaction that involves conditions and obligations, which are inconsistent with the objectives of the Institute.

(7) INCOME AND PROPERTY OF THE INSTITUTE TO BE APPLIED FOR PURSUING THE OBJECTIVES OF THE INSTITUTE ONLY:

- 7.1 Subject to the provisions of Rules and Byelaws, the Institute is authorized:
 - 7.1.1 To receive grants, donations and contributions in cash, in kind or in other forms from the Government of India, State Govts, Charitable Trusts/ Institutions, and industry within the country.
 - 7.1.2 To receive, with prior approval of the Central Govt, monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.
 - 7.1.3 To acquire by way of gift, purchase, exchange, lease, hire or otherwise howsoever any property movable and/ or immovable and to construct, develop, improve, turn to account, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying out the activities of the Institute.
 - 7.1.4 For the purpose of the Institute, to draw and accept, make and endorse, discount and negotiate promissory notes, bills of exchanges, cheques or other negotiable instruments, debentures, bonds, commercial papers, debt instruments and other instruments.

- 7.1.5 To establish, open, maintain, operate and close bank account(s), deposit account(s), and other accounts with banks, financial institutions, and other legal entities and bodies corporate;
- 7.1.6 To invest or deposit moneys and funds of the Institute in such deposit accounts, securities, instruments and investments options as the Governing Body may approve from time to time and to withdraw, encash, transfer, sell, transpose or otherwise dispose of such deposits, securities, instruments and investments.
- 7.1.7 For investing the funds or money of the Institute or entrusted to the Institute, to open such securities or in such manner as may from time to time be determined by the Governing Body and to sell or transpose such Investments.
- 7.1.8 To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
- 7.2 The income and properties of the Institute, howsoever derived, shall be applied towards promotion of the objectives of the Institute.

(8) INCOME AND PROPERTY OF THE INSTITUTE NOT BE PAID OR DISTRIBUTED BY WAY OF PROFIT OR DIVIDEND:

All the incomes, earnings, movable and immovable assets and properties of the Institute shall be solely utilized and applied towards the promotion of its objectives only as set forth in this Memorandum of Association. No portion of the income and property of the Institute shall be paid or distributed, directly or indirectly, by way of profit or dividend or otherwise, to persons, who are, or have been, members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration or providing any benefit to any member thereof or other persons in return for any service rendered to or on account of the Institute or for traveling, halting and other similar charges. No member of the Institute shall have, by virtue of being a member of the Institute, any right, interest or claim in any of the assets, properties, income or receivables of the Institute or make any profits.

(9) REVIEW AND INSPECTION:

- 9.1 The Central Government shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories examinations, teaching and other work conducted or done by the Institute; and to cause an enquiry to be made, if considered necessary by the Central Government in respect of any matter of the Institute.
- 9.2 Following the inspection, the Central Government may issue directions to the Institute that shall be binding on the Institute.

(10) MANAGEMENT OF THE INSTITUTE:

The management of the Institute shall vest in the Governing Body. The first members of the Governing Body shall comprise all the subscribers to the Memorandum of Association, whose names and addresses are set forth below. The Governing Body shall be reconstituted in accordance with the Rules of the Institute, within six months from the date of registration of the Institute as a society under the Societies Registration Act, 1860.

(11) SUBSCRIBERS TO THE MEMORANDUM OF ASSOCIATION:

We, the undersigned, are desirous of forming a society, namely Institute of Life Sciences, under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association.

RULES OF INSTITUTE OF LIFE SCIENCES SOCIETY

(1) **SHORT TITLE:**

These rules shall be called the “**Rules of the Institute of Life Sciences**” (the “**Rules**”).

(2) **REGISTERED OFFICE OF THE INSTITUTE:**

The registered office of the **Institute of Life Sciences** shall be situated at **Bhubaneswar** in the State of Orissa.

(3) **DEFINITIONS:**

In these Rules, unless the context otherwise requires, the following expressions shall have the meaning assigned to them respectively.

“**Act**” means the Societies Registration Act, 1860 (Act No.21 of 1860), as amended or replaced or re-enacted from time to time.

“**Authorities**” means the authorities of the Institute.

“**Bye-Laws**” has the meaning assigned to it in Rule 28.

“**Central Government**” means Government of India acting through its various Ministries and Departments as per the Rules of Business.

“**Institute**” shall mean the Institute of Life Sciences.

“**Chairman**” shall mean the Chairman of the Governing Body of the Institute.

“**DBT**” means the Department of Biotechnology in the Ministry of Science and Technology in the Government of India.

“**Director**” means the Director of the Institute.

“**Society of the Institute**” means the Society of members of the Institute;

“**Governing Body**” means the Governing Body of the Institute.

“**Memorandum of Association**” or “**Memorandum**” means the memorandum of association of the Institute, as amended and replaced from time to time;

“**President**” means the President of the Institute.

“**Rules**” mean the Rules of the Institute, as amended from time to time;

"Secretary" means the Secretary of the Society and shall be the person referred to in Rule 11.3.5.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

(4) SOCIETY:

- 4.1 The Institute shall have a minimum of seven members and a maximum of not more than [fifty (50)] members.
- 4.2 The subscribers to the Memorandum shall be the first members of the Institute.
- 4.3 Unless removed earlier in accordance with these Rules, a member of the Institute, other than ex-officio member, shall continue to be a member for a period of three (3) years; from the date he has become a member of the Institute. On completion of three-year term, a member, other than ex-officio member, shall automatically vacate his office of membership of the Institute. Any person, who has served as a member of the Institute for one full term will normally not be considered for reappointment. However, in case of some special expertise or knowledge, he may be considered for reappointment for one more term after which he shall not be eligible for reappointment as a member of the Institute.

4.4 The composition of the Members of the Society of ILS will be as under:

- | | | |
|---|---|----------------|
| 1. Union Minister, Science and Technology | - | President |
| 2. Chief Minister, Odisha | - | Vice-President |
| 3. Minister, Science & Technology, Odisha | - | Member |
| 4. Secretary, Dept. of Biotechnology, Govt. of India | - | Member |
| 5. Vice-Chancellor, Utkal University, Bhubaneswar | - | Member |
| 6. Secretary, Science & Technology Department, Government of Odisha | - | Member |
| 7. JS & FA, Dept. of Biotechnology, Govt. of India | - | Member |
| 8. JS (Admin), Dept. of Biotechnology, Govt. of India | - | Member |
| 9. Nominee, Indian Council of Agricultural Research | - | Member |
| 10. Scientist Nominated by DG, ICMR | - | Member |
| 11. Chairman – SAC, ILS | - | Member |
| 12. Eminent Expert, Area of Life Sciences
(to be nominated by Secretary, DBT, GOI) | - | Member |
| 13. Eminent Expert, Area of Life Sciences
(to be nominated by Secretary, DBT, GOI) | - | Member |

14. 2 State Level Experts in Life Sciences - Member
(Nominated by ILS Bhubaneswar)
 15. One Scientist of the Institute by rotation - Member
 16. Two Representatives of NGOs/ Industry - Member
 17. Nodal Officer, DBT, GOI - Member
 18. Director, Institute of Life Sciences - Member Secretary
- 4.5 The provisions regarding disqualification set forth in Rule 26 of these Rules shall apply *mutates mutandis* to the members of the Institute.
- 4.6 The Institute shall keep a register of members, giving their names, addresses and occupations of the members.
- 4.7 Once in every year, a list of members of the Institute and members of the Governing Body shall be filed with the Registrar of Societies, as required under Section 4 of the Act.

AUTHORITIES OF THE INSTITUTE:

The following shall be the authorities of the Institute:

1. Society of the Institute
2. Governing Body
3. Scientific Advisory Committee
4. Finance Committee;
5. Such other authorities as may be constituted/ appointed as such by the Governing Body.

(5) SOCIETY OF THE INSTITUTE:

- 5.1 The Society of the Institute shall comprise of all the members of the Institute referred to in Clause 4 hereof. A meeting of the Society of the Institute shall be held annually at such time, date and place as the Governing Body may decide (the "Annual General Meeting").
- 5.2 The Society of the Institute shall have the following powers:
- a) To consider and adopt the Annual Report and audited accounts of the Institute;
 - b) To lay down general policy directions consistent with the objectives of the Institute;
 - c) To issue, if necessary, directives in specific cases for better functioning of the Institute.
- 5.3 At the Annual General Meeting, the Annual Report and the Audited Accounts of the Institute, together with the Auditor's Report thereon shall be submitted for consideration and approval by the Society of the Institute.
- 5.4 An extraordinary meeting of the Society of the Institute may be convened by the Governing Body on its own motion at any time or at the requisition of majority of members for the time being of the Institute.

- 5.5 Any requisition so made by the members of the Institute shall specify the purpose for which the extraordinary general meeting is being requisitioned. At the extraordinary general meeting, no business other than those stated in the notice of the meeting or requisition, as the case may be, shall be taken up for consideration. Excepting as otherwise provided in the Byelaws, all meetings of the Institute shall be called by notice under the signature of the Director or any other person authorized by the Governing Body.
- 5.6 Every notice convening a meeting of the Institute shall state the date, time and place at which such meeting will be held and shall be issued to every member of the Institute not less than fifteen clear days before the days before the day appointed for the meeting.
- 5.7 Any accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 5.8 The President of the Institute shall preside over all meetings of members of the Institute. If the President is not present at any meeting, or in his absence, the Chairman of the Governing Body shall preside at such meeting. In case the Chairman of the Governing Body is also not present, or unwilling to chair the meeting, then the members present may elect any one from the members present at such meeting to chair the meeting.
- 5.9 Five members of the Institute or fifty percent of the membership of the Institute, whichever is less, present in person, shall form a quorum at every meeting of the Society, provided that no quorum shall be required for a meeting adjourned for want of quorum.
- 5.10 Unless otherwise required by the Bye-Laws, all businesses placed before meeting of the members may be transacted by a simple majority of votes of members present and voting at such meeting. Each member shall have one vote. In case of equality of votes at any such meetings, the Chairman shall have a second or casting vote.

(6) GOVERNING BODY:

6.1 POWERS AND FUNCTIONS:

Subject to the provisions of the Act, the Memorandum, the Rules and the Bye-laws, the Governing Body shall be entitled to exercise all such powers, and to do all such acts, deeds and things as the Institute is authorized to exercise or do. Without limiting the generality of the foregoing, the Governing Body shall be the principal executive body of the Institute and shall, in addition to all powers vested in it, have the following powers namely:

- 6.1.1 The Governing Body shall generally carry out and pursue the objectives of the Institute as set forth in the Memorandum of Association. The management of all the affairs and funds of the Institute shall, for this purpose, vest in the Governing Body.

- 6.1.2 The Governing Body shall exercise all the powers of the Institute, subject nevertheless to such limitations as the Government of India may from time to time impose.
- 6.1.3 In particular and without prejudice to the provisions of these Rules and the Bye-laws, the Governing Body shall have power to:
- 6.1.3.1 Consider the annual and supplementary budgets placed before it by the Director from time to time and recommend them with such modifications as the Governing Body may think fit for being passed by the Society of the Institute.
- 6.1.3.2 Enter into contracts or engagements with the Government of India and with the State Governments and other public or private legal entities, bodies corporate, societies, trusts, firms or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Institute, on mutually agreed terms and conditions provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Institute; provided that, for any such arrangement with foreign and/or international agencies or organizations, the prior approval of the Government of India shall be obtained.
- 6.1.3.3 Acquire by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, State Governments and other public bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements; provided that for such transaction with any foreign and/or international agency or organization, the prior approval of the Government of India shall be obtained.
- 6.1.3.4 Appoint committees and sub-committees for such purpose and with such powers as are not inconsistent with these Rules or objectives of the Institute and for such periods and on such terms as it may deem fit and dissolve any of them.
- 6.1.3.5 Delegate such administrative and financial powers as it may think proper to the Chairman, the Director, or such other officers of the Institute as may be considered necessary;
- 6.1.3.6 Frame or amend Bye-laws, for the administration and management of the affairs of the Institute nevertheless to such limitations as the Government of India may from time to time impose and in particular to provide for the following matters:
- Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Institute, sale or alteration of such investments and maintenance and operation of accounts and their audit;
 - Procedure for recruitment of officers and establishment in the service of the Institute;
 - Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service in the establishments of the Institute in terms of extant Govt. of India institutions.;
 - Such other matters as may be necessary for the administration of the affairs and funds of the Institute.

- 6.1.4 To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.
- 6.1.5 To recommend to the government to create teaching and academic posts, to determine number, qualifications and cadres thereof as per guidelines, if any, of the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- 6.1.6 To lay down the duties and conditions of service of members of Faculty and other academic staff maintained by the Institute, in consultation with the Academic Council.
- 6.1.7 To provide for appointment of visiting fellows and visiting professors.
- 6.1.8 To recommend to the Government to create administrative, ministerial and other posts necessary or expedient in terms of the cadres laid down or otherwise and to make appointments thereof in consultation with the Finance Committee.
- 6.1.9 To manage and regulate the finance, accounts, investments, property, income, expenditure and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents or consultants or advisors as the Governing Body may deem fit.
- 6.1.10 To entertain and adjudicate upon and, if thought fit, to redress any grievances of the students, employees, teaching and non-teaching staff members of the Institute.
- 6.1.11 To select and approve an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- 6.1.12 To review and revise the fees and other charges levied by the Institute;
- 6.1.13 To appoint statutory auditors and internal auditors of the Institute and to approve their terms of appointment;
- 6.1.14 To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys.
- 6.1.15 To draw, make, accept, endorse, discount or negotiate cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments;
- 6.1.16 To sell, lease, transfer, exchange or otherwise dispose of the whole or any part of the immovable properties of the Institute;
- 6.1.17 To purchase, take on lease or hire or hire purchase or otherwise acquire immovable or movable properties including without limitation, land, buildings, premises, equipment, apparatus, furniture, fixtures, fittings and facilities required for carrying on the operations of the Institute;



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

- 6.1.18 To execute deeds, documents and instruments including without limitation conveyance deed, re-conveyance deed, transfer deed, mortgages, leases, leave and licenses, bonds and other deeds, documents and instruments as may be required for purchase, lease, license or otherwise acquisition or for sale, transfer, lease, license, mortgage or otherwise disposal of any movable or immovable assets and properties of or for the Institute;
- 6.1.19 To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as the Governing Body may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- 6.1.20 To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as the Governing Body may deem fit and from time to time to sell, transfer or otherwise dispose of such securities and/ or transpose any such securities.
- 6.1.21 To maintain a fund to which shall be credited:
- a) All moneys provided by the Central or State Governments and/ or any other Government agency.
 - b) All fees and other charges received by the Institute.
 - c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and
 - d) All money received by the Institute in any other manner or from any other source.
- 6.1.22 To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee;
- 6.1.23 To maintain proper books of account and other relevant records and prepare annual statements of account including the Income and Expenditure Account and the Balance Sheet as on close of every financial year, in such form as may be prescribed by law as may be applicable to the Institute;
- 6.1.24 To constitute, for the benefit of the academic, technical, administrative and other staff members, in such manner and subject to such conditions as may be prescribed by Ministry of Finance, Govt. of India such insurance, provident fund, gratuity and other retirement benefit plans as the Governing Body may deem fit for the benefit of the employees of the Institute and to aid in the establishment, support and management of associations, institutions, Funds, Trusts, and conveyances calculated to benefit the staff and the students of the Institute;
- 6.1.25 To delegate such powers within reasonable limits of the Governing Body to any committee or sub-committee constituted by it or to the Director of the Institute or to any other officer of the Institute;

- 6.1.26 To establish, maintain and manage hostels for the scholars and employees of the Institute;
- 6.1.27 To approve or authorize expenditure on a project or scheme as per the approved budget or as per the policies in force from time to time for approval of such expenditure;
- 6.1.28 The Governing Body shall be principal executive body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.

6.2 COMPOSITION:

The Governing Body shall consist of the following persons as its members:

- | | | | |
|-----|--|---|------------------|
| 1. | Secretary, Dept. of Biotechnology, Govt. of India | - | Chairperson |
| 2. | Vice-Chancellor, Utkal University, Bhubaneswar | - | Member |
| 3. | Secretary, Science & Technology Department,
Govt. of Orissa | - | Member |
| 4. | JS & FA, Dept. of Biotechnology, Govt. of India | - | Member |
| 5. | JS (Admin), Dept. of Biotechnology, Govt. of India | - | Member |
| 6. | Nodal Officer, Dept. of Biotechnology, GOI | - | Member |
| 7. | Nominee, Indian Council of Agricultural Research | - | Member |
| 8. | Scientist Nominated by DG, ICMR | - | Member |
| 9. | Chairman – SAC, ILS | - | Member |
| 10. | Eminent Expert, Area of Life Sciences | - | Member |
| 11. | Eminent Expert, Area of Life Sciences | - | Member |
| 12. | 2 State Level Experts
(Nominated by ILS Bhubaneswar) | - | Member |
| 13. | One Scientist of the Institute by rotation | - | Member |
| 14. | Two Representatives of NGOs/ Industry | - | Member |
| 15. | Director, Institute of Life Sciences | - | Member Secretary |

6.3 TERM OF MEMBERSHIP:

- 6.3.1 A member of the Governing Body shall cease to be a member on the happening of following events:
- a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on the Governing Body, or he goes abroad for a continuous period exceeding one year or on his death or he is in the opinion of the Governing Body hindrance to the achievements of the aims and objectives of the Institute;

- b) If he does not attend three consecutive meetings of the Governing Body, without any sufficient cause(s) or permission of the Chairman.
- c) If he suffers from any of the disqualifications set forth in Rule 18 hereof.
- 6.3.2 Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Chairman and his resignation shall take effect only on its acceptance by the Chairman.
- 6.3.3 The members and ex-members of the Governing Body shall not be entitled to any remuneration from the Institute excepting the full time Director of the Institute. The non-official members of the Governing Body or any committee appointed by it shall be paid by the Institute such traveling and daily allowances and honorarium as may be provided for in the Bye-laws.
- 6.3.4 Holding the membership of the Governing Body by virtue of an office held by him (ex-officio), a member shall normally attend the Governing Body meeting himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceeding of the meeting but not to vote thereat.
- 6.3.5 Subject to provisions of Rule 7.3.1 above and Rule 18 below, each non ex-officio member of the Governing Body shall relinquish his membership on **expiry of three years** from the date of which he became a member of the Governing Body; but, subject to other provisions of these Rules, such retiring member shall be eligible for re-appointment for another one term of three years. No member of the Governing Body who has served for two terms shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill such vacancy shall hold office for the un-expired duration of office of the member, whose office has fallen vacant.

6.4 MEETINGS OF THE GOVERNING BODY:

- 6.4.1 The Governing Body shall endeavour to meet at least twice a year. The meetings of the Governing Body shall be organized such that at least one meeting is held in each half year. For the purposes of this Rule 7.4.1, a year shall comprise of 12 months period commencing on first day of April each year and terminating on the 31st day of March of the following calendar year.
- 6.4.2 Every meeting of the Governing Body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst himself shall preside over the meeting.
- 6.4.3 The Governing Body may transact any urgent business by circulating such business to all the members of the Governing Body. Any resolution so circulated and approved by a simple majority may be put to effect to the extent or urgency of the action but the same shall be put for approval before a duly convened and held meeting of the Governing Body.
- 6.4.4 Five members of the Governing Body, present in person, shall constitute a quorum at any meeting of the Governing Body.

- 6.4.5 Note less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member. The notice shall mention the date, time and place of the meeting. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meetings.
- 6.4.6 The Chairman may himself call, or by a requisition in writing signed by him may require the Secretary to call, a meeting of the Governing Body at any time. On receipt of such a requisition, the Secretary shall forthwith proceed to call such a meeting.
- 6.4.7 All decisions at the Governing Body shall be made by simple majority of votes of members present and voting. Each member of the Governing Body shall have one vote. In case of equality of votes at any meetings of the Governing Body, the Chairman of the meeting shall have a second or casting vote.

6.5 CONSTITUTION OF STANDING COMMITTEES & AD-HOC COMMITTEES BY THE GOVERNING BODY:

- 6.5.1 Subject to the provision of the Rules and Bye-laws of the Institute, the Governing Body may by a resolution constitute such Committees or Sub-Committees or Co-committees or Ad-hoc Committees for such purposes and with such powers and authorities as the Governing Body may think fit and for exercising any power or powers or discharging any functions of the Institute or for inquiring into reporting and advising upon any matter of the Institute.
- 6.5.2 The Governing Body may appoint or co-opt such persons as members of the committees referred to in Rule 7.5.1 above.

6.6 POWERS OF THE CENTRAL GOVERNMENT:

- 6.6.1 The Government of India shall have the power to issue such directives as it may consider necessary from time to time to the Institute for the purpose of carrying out or continuing the objectives set out in the Memorandum of Association.
- 6.6.2 The Government of India may appoint one or more persons to review or inspect the working and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Government of India may decide. The Government of India may, upon receipt of such report, issue such directions as it may consider necessary in respect of any of the matter dealt within the report and the Institute shall comply with such directions.
- 6.6.3 The copies of the Annual Report, Annual and supplementary Budget, Bye-laws and the Audited Accounts of the Institute shall be furnished by the Institute to the Central Government which shall have power to issue necessary directions relating thereto.

6.7 DELEGATION OF POWERS OF THE GOVERNING BODY:

The Governing Body may by a resolution, delegate to the Director or any other officer of the Institute or to any Standing Committee or the Ad-hoc Committee such of the powers and authorities of the Governing Body as it may deem fit, subject to the condition that the action taken by the President or the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Governing Body.

(7) SCIENTIFIC ADVISORY COMMITTEE:

The Scientific Advisory Committee shall consist of (i) a Chairman, who will be an eminent scientist in the relevant field, (ii) 8 reputed experts in related disciplines and (iii) the Director. The Director shall be the Member and Secretary of the Committee. It may also include three members from overseas. All the members other than the ex-officio members shall hold office for a term of two years. The rules governing the convening and conduct of the meeting of the Scientific Advisory Committee and transaction of business by the said Committee shall be set forth in the Bye-laws.

(8) FINANCE COMMITTEE:

8.1 MEMBERSHIP OF THE FINANCE COMMITTEE:

The Finance Committee shall consist of the following members (according to DBT's letter no. BT/AI/14013/4/2017 dtd. 27.06.2018 and approval of the 31st GB held on 09.11.2018 to include additional external members):-

Financial Advisor, DBT, MoST, GOI	-	Chairperson (Ex-officio)
Director, Institute of Life Sciences	-	Member (Ex-officio)
Nodal Officer, DBT, GOI	-	Member
One senior Scientist of the Institute	-	Member
Two external experts in financial management preferably outside DBT	-	Member(s)
Finance & Accounts Officer, ILS	-	Member Secretary

8.2 TERM OF OFFICE & QUORUM:

All the members other than the ex-officio members of the Finance Committee shall hold office for a term of two years. Three members of the Finance committee including Chairperson, shall form a quorum. In case of tie, the Chairperson shall exercise casting vote.

8.3 POWERS AND FUNCTIONS:

The Finance Committee shall have the following powers and functions:

- 8.3.1 To consider in detail Annual Budget Estimates and Revised Estimates of the Institute and make recommendations thereon to the Governing Body;
- 8.3.2 To consider and approve proposals for incurring of expenditure on account of major works and purchases;
- 8.3.3 To consider proposals for creation of new posts and make recommendations to the Governing Body in keeping with the guidelines issued by the Government of India from time to time;
- 8.3.4 To consider revisions of pay scales, allowances and other terms and conditions of service of staff having financial implications and make recommendations to the Governing Body in keeping with the guidelines issued by the Government of India from time to time;
- 8.3.5 To review financial position of the Institute and make recommendations from time to time to the Governing Body;
- 8.3.6 To consider and recommend various projects and make recommendations to the Governing Body; and
- 8.3.7 To formulate and/ or approve the financial systems and controls, financial policies, expenditure authorization matrices and all other matters relating to the finance affairs.

8.4 TERMS AND CONDITIONS:

- 8.4.1 The Finance Committee shall meet at least twice in a financial year. Not less than 15 days' notice shall be issued for a meeting of the Finance Committee. Non-receipt of notice by any member of the Committee or accidental omission in issue of notice shall not invalidate the meeting or the proceedings thereof.
- 8.4.2 The annual accounts and financial estimates shall be placed before and considered by the Finance Committee and thereafter submitted to Governing Body for approval, together with the comments of the Finance Committee;
- 8.4.3 To recommend to the Governing Body the creation of all types of posts.
- 8.4.4 The quorum for a meeting of the Finance Committee shall be presence of members representing one-third of the total number of members for the time being of the Finance Committee or two members, whichever is higher, provided always that such members shall include presence of the Financial Adviser of the Department of Biotechnology, to constitute a quorum at such meetings.

- 8.4.5 All decisions at meetings of the Finance Committee shall be made by a simple majority of votes of the members present and voting. In case of equality of votes at any meetings, the Chairman shall have a second or casting vote.
- 8.4.6 The Finance and Accounts Officer shall be the Member Secretary to the Finance Committee.
- 8.4.7 The Finance Committee shall function in accordance with the Rules and Byelaws of the Institute and generally follow the relevant orders/ guidelines issued by the Government of India from time to time. Proposals involving expenditure of over Rs. 5.00 crores or such higher limits as may be specified by the Government of India from time to time, shall be referred to the Government of India for approval in accordance with the prescribed procedure of Expenditure Finance Committee/ Public Investment Board.

(9) GRIEVANCE REDRESSAL MACHINERY:

The Institute may with approval of the Governing Body appoint, in accordance with the provisions, if any, contained in the Byelaws, grievance redressal machinery for redressal of individual grievances and complaints.

(10) PRINCIPAL OFFICERS OF THE INSTITUTE:

10.1 The following shall be the officers of the Institute:

- a) President
- b) Chairperson, GB
- c) Director
- d) Administrative Officer
- e) Finance and Accounts Officer; and
- f) Such other officers as may be prescribed in the Bye-laws.

10.2 PRESIDENT

The Institute shall have a President, who shall be the Minister of Science and Technology or his nominee.

10.3 DIRECTOR

10.3.1 The Director of the Institute, who shall be a distinguished scientist, shall be a whole time salaried officer of the Institute and shall be appointed by the Administrative Ministry as per the Byelaws. The Director shall hold office for a term of 5 years, which term may be extended for further period or periods as per the Byelaws.

10.3.2 Subject to the supervision, direction and control of the Governing Body and the Rules and Byelaws, the Director shall have general supervision and disciplinary control over the officers and employees of the Institute, and assign their duties and functions.

- 10.3.3 The Director shall exercise such powers and authorities as are vested in him or as may be delegated to him from time to time.
- 10.3.4 The Director shall co-ordinate and exercise general supervision over all the activities of the Institute.
- 10.3.5 The Director of the Institute shall be the Secretary of the Society. For the purpose of Section 6 of the Societies Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Institute and the Institute may sue or be sued in the names of the Secretary of the Institute.
- 10.3.6 The Director may delegate any of his powers to any of the officers of the Institute, as per the Byelaws.
- 10.3.7 The Director shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.
- 10.3.8 The Director shall have and shall be entitled to exercise all such powers and authorities as are necessary for proper management and conduct of operations of the Institute.

10.4 FINANCE and ACCOUNTS OFFICER

- 10.4.1 The Finance and Accounts Officer shall be whole time salaried officer of the Institute and shall be appointed as per Byelaws.
- 10.4.2 The Finance and Accounts Officer shall work under the supervision of the Director and is accountable to the Governing Body through the Director. He would be the Member Secretary of the Finance Committee. He would be an advisor to the Director for financial matters.
- 10.4.3 Subject to the control of the Governing Body to manage property and investment of Institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Governing Body.

(11) DELEGATION OF POWERS:

Subject to the provisions of these Rules and Bye-Laws, any officer or Authority of the Institute may delegate his or its power to any other Officer or Authority or person under their respective control and subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest in the Officer of Authority delegating such power.

(12) DISPUTE AS TO MEMBERSHIP:

If any question arises, whether any person has been duly appointed as or is entitled to be a member of any Authority or any Committee of the Institute, the matter shall be referred to the President of the Institute, whose decision thereon shall be final.

(13) RIGHT TO GOVERNMENT OF INDIA TO INSEPECT THE INSTITUTE:

- 13.1 The Central Government shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Institute and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.
- 13.2 Where an inspection or inquiry has been caused to be made by the Government of India, the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.
- 13.3 The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute, to the Director of the Institute who shall communicate the same to Governing Body.
- 13.4 The Governing Body shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

(14) RESIGNATION:

Any member of the Institute may resign by a letter addressed to the Chairman, Governing Body and the resignation shall take effect as soon as the President accepts it.

Any member other than ex-officio member of any Authority or Committee may resign by a letter addressed to the Chairman, Governing Body and the resignation shall take effect as soon as the Chairman, Governing Body accepts it.

(15) ACTING CHAIRMAN OF THE MEETING:

Where no provision is made for a Chairman to preside over a meeting of an Authority of the Institute or any Committee of such Authority, or if the Chairman so provided is absent, the members shall elect one from amongst themselves to preside over at such a meeting.

(16) VALIDATION OF CERTAIN ACTS/ DECISION:

No act or proceedings of any Authority or anybody or any Committee of the Institute shall be invalid merely by reason of:

- a) Any vacancy therein or any defect in the constitution thereof, or
- b) Any defect in the nomination or appointment of a person acting as a member thereof, or
- c) Any accidental omission in issue of the notice of the meeting; or

- d) Any irregularity in conduct of the meeting or decision not affecting the merits of the case.

(17) DISQUALIFICATION:

- a) A person shall be disqualified for being considered for appointment as member of or holding office of member of any of the Authorities of the Institute, if he/she
- i) Is of unsound mind; or
 - ii) If he/she is an un-discharged insolvent, or
 - iii) If he/she has been convicted by a court of law of an offence.
- b) If any question arises as to whether a person is or has been subjected to any disqualifications, the question shall be referred to the President for his decision and his decision shall be final and binding. No suite or proceedings shall lie in any civil court against such decision.

(18) FILLING OF CASUAL VACANCIES:

Casual vacancies among the members (other than ex-officio members) of the Institute or any Authority or any other Committee of the Institute shall be filled as soon as it may be convenient by the person or the Authority who appointed or co-opted the member whose place has become vacant. The provisions contained in these Rules shall be applicable to filling of casual vacancies. Subject to the provisions of these Rules, the person appointed or co-opted to a casual vacancy shall hold office for the remainder of the term of the member, whose office had fallen vacant.

(19) BYE-LAWS:

Subject to the provision of the Memorandum of Association and the Rules, the Governing Body shall have, in addition to all other powers vested in it, the powers to frame Bye-laws (the "Byelaws") necessary for internal management and smooth working of the Institute and all matters incidental thereto. In framing the Byelaws, the Governing Body shall abide by any directions or orders issued by the Central Government.

Matters that may be dealt with in the Byelaws shall include, without limitation, the following:

- i) Institute of Life Sciences Recruitment & Promotion Rules;
- ii) Institute of Life Sciences Classification, Control & Appeal Rules;
- iii) Institute of Life Sciences Leave Rules;
- iv) Institute of Life Sciences Medical Attendance Rules;
- v) Institute of Life Sciences Provident Fund Rules;
- vi) Institute of Life Sciences Gratuity Rules;

- vii) Institute of Life Sciences Travelling Allowance Rules;
- viii) Institute of Life Sciences Leave Travel Concession Rules;
- ix) Institute of Life Sciences Conduct Rules.
- x) Institute of Life Sciences Staff Welfare Fund Rules
- xi) Rules for establishment of Committees, Sub-committees or Authorities, constitution of Committees/ Sub-committees/ Authorities, Membership of the Committees/ Sub-committees/ Authorities, rules governing convening and conduct of meetings of Committees/ Sub-committees/ Authorities, quorum for meetings of Committees/ Sub-committees/ Authorities, and all matters in relation thereto;
- xii) All other matters which by this Memorandum or the Rules may be provided for in the bye-laws;

(20) INCOME & PROPERTY OF THE INSTITUTE TO BE UTILIZED FOR ITS OBJECTIVES ONLY:

The income and property of the Institute howsoever derived shall be utilized solely for promoting the objectives of the Institute as set out in the Memorandum of Association.

To receive with prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.

To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Trust/ Institutions and Industry within the country.

(21) BAR ON PAYMENTS OR TRANSFERRING OF THE INCOME AND PROPERTY OF THE INSTITUTE BY WAY OF PROFIT:

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them provided that nothing herein contained shall prevent the payment in good faith remuneration to any member or other person as consideration for any service rendered to the Institute or for traveling or other allowances and such other charges.

(22) ADJUSTMENT OF INCOME AND PROPERTY ON DISSOLUTION OF THE INSTITUTE:

After, on the winding up or dissolution of the Institute there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them but shall be transferred to other bodies in consultation with the agencies concerned who have helped in creation of those assets.



(23) LEGAL PROCEEDINGS:

- 23.1 For the purpose of Section 6 of the Registration of Societies Act, 1860, the person in whose name the Institute may sue or be sued shall be the Director of the Institute as Secretary/ Principal Secretary of the Society.
- 23.2 No suit or legal proceedings shall lie against the Central Government in respect of anything done or purported or intended to be done by the Institute or an Officer of the Institute or a Member of the Authority of the Institute in the pursuance of any article of Memorandum of Association or the Rules or Byelaws made there under.

(24) ALTERATION, AMENDMENTS AND ADDITIONS IN THE RULES:

The Rules and Byelaws of the Institute may be altered, amended and added to by the Governing Body in accordance with the provisions of the Registration Societies Act, 1860 as in force for the time being provided any such alterations, amendment and addition in the Rules of the Institute shall become effective only after receipt of concurrence of the Government of India.

(25) FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORTS:

- 25.1 The funds of the Institute shall be utilized solely for the purpose of the Institute.
- 25.2 The accounts of the Institute shall be maintained in the name of the Institute and not in the name of a particular trust or Society whether financing or sponsoring the Institute or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Governing Body and shall conform to the rules, if any, prescribed by the Government of India. The accounts of the Institute will be open to examination by the Comptroller and Auditor General of the Government of India.
- 25.3 All funds belonging to the Institute or under the control of the Governing Body shall be shown separately in the accounts of the Institute.
- 25.4 Annual Reports, audited accounts and the audit reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the Table of the Parliament.

(26) RECORDS TO BE KEPT BY THE INSTITUTE:

Records like proceeding register, stock register, cash book register etc, shall be maintained by the Institute and shall be properly audited annually.

(27) ACCOUNT AND AUDIT:

The Accounts of the Institute shall be audited by an auditor, who is a chartered accountant or by a firm of chartered accountants. The auditor shall be appointed by the Governing Body on nomination by the Central Government or from a panel of chartered accountants approved by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of Accounts for audit shall be prescribed by Byelaws to be framed by the Governing Body and approved by the Central Government.

(28) ANNUAL REPORT:

An Annual Report of the working of the Institute and of all works undertaken during the year shall be prepared by the Governing Body. The Annual Report together with the audited annual account of the Institute shall be presented to the Society of the Institute for its adoption at the Annual General Meeting. Thereafter, the Annual Report together with the audited annual account shall be submitted to the Government of India.

(29) CONTINUANCE OF CERTAIN RULES:

The Statutes, Regulations and Rules which were in force immediately before the commencement of these Rules, shall subject to such adaptations of modifications as may be made therein by the Director with the approval of the Governing Body in so far as they are not inconsistent with the provisions of these Rules, be deemed to be Statutes, Regulations and Rules made under the appropriate provisions of these Rules.

(30) AMENDMENT OF THE MEMORANDUM AND THE RULES:

Any amendment in the Memorandum and the Rules may be made in accordance with the applicable provisions of the Act as applicable to the Institute.

(31) DISSOLUTION OF THE INSTITUTE:

If the Institute needs to be dissolved, it shall be dissolved in accordance with the provisions of the Act, as applicable to the Institute.


Certified that this is a correct copy of the Rules of Institute of Life Sciences.

APPENDIX-3

Governing Body Institute of Life Sciences, Bhubaneswar 751023

Sl	Name & Affiliation	Chairman / Member
1.	Secretary to Govt. of India Department of Biotechnology, Ministry of Science & Technology, Government of India, New Delhi-110 003	Chairman Ex-Officio
2.	Chairman, Scientific Advisory Committee, ILS	Member Ex-Officio
3.	Vice Chancellor, Utkal University, Bhubaneswar	Member Ex-Officio
4.	Financial Advisor Department of Biotechnology, Ministry of Science & Technology, Government of India, New Delhi-110 003	Member Ex-Officio
5.	Joint Secretary (Admin), Department of Biotechnology, Ministry of Science & Technology, Government of India, New Delhi-110 003	Member Ex-Officio
6.	<i>(Nodal Officer of ILS, DBT, GOI)</i> Advisor, Department of Biotechnology, Ministry of Science & Technology, Government of India New Delhi-110 003	Member Ex-Officio
7.	Nominee Indian Council of Agricultural Research, Krishi Bhawan Dr. Rajendra Prasad Road, New Delhi - 110 001	Member Ex-Officio
8.	Scientist Nominated by Director General (DG) Indian Council of Medical Research Post Box No. 4911, Ansari Nagar, New Delhi - 110 029	Member Ex-Officio

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
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भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

9.	Secretary Science & Technology Department, Government of Odisha, Odisha Secretariat, Bhubaneswar.	Member Ex-Officio
10.	<i>Eminent Expert, Area of Life Sciences</i>	Member Nominated by DBT
11.	<i>Eminent Expert, Area of Life Sciences</i>	Member Nominated by DBT
12.	2 State Level Expert, Nominated by ILS, Bhubaneswar	Member Nominee of Chief Minister, Odisha
13.	<i>Two Representative of NGO/ Industry</i>	Member Nominated by DBT
14.	<i>One Scientist of the Institute on rotation</i>	Member
15.	Director Institute of Life Sciences Bhubaneswar - 751 023	Member Secretary Ex-Officio

Scientific Advisory Committee

Institute of Life Sciences

Sl	Name & Affiliation	Chairman / Member
1.	Eminent Scientist in the relevant field	Chairman
2.	Reputed expert in related disciplines	Member
3.	Reputed expert in related disciplines	Member
4.	Reputed expert in related disciplines	Member
5.	Reputed expert in related disciplines	Member
6.	Reputed expert in related disciplines	Member
7.	Reputed expert in related disciplines	Member
8.	Reputed expert in related disciplines	Member
9.	Reputed expert in related disciplines	Member
10.	Overseas Member	Member
11.	Overseas Member	Member
12.	Overseas Member	Member
13.	Director, Institute of Life Science Bhubaneswar-751023	Member

Finance Committee Institute of Life Sciences

The composition of the Finance Committee in view of the Rules and Regulations of ILS, and the instructions of the DBT vide letters No. BT/AI/14013/4/2017 File dated 27.06.2018 as approved by the ILS Governing Body, is as below:

Sl.	Name & Affiliation	Chairman / Member	Tenure
1.	Financial Advisor Department of Biotechnology, Government of India Block – 2, (7th Floor), C.G.O. Complex, Lodhi Road New Delhi-110 003	Chairman	Ex-Officio
2.	Director, Institute of Life Sciences, Bhubaneswar 751023	Member	Ex-Officio
3.	(Nodal Officer of ILS, DBT, GOI Department of Biotechnology Government of India New Delhi-110 003	Member	Ex-Officio
4.	One Senior Scientist of the Institute of Life Sciences, Bhubaneswar	Member	Ex-Officio
5.	Two nominated external experts in financial management preferably outside DBT	Member(s)	
6.	Finance & Accounts Officer Institute of Life Sciences Bhubaneswar 751023	Member Secretary	Ex-Officio

General terms of references for Governing Council/Body (GC/GB), Finance Committee(FC) and Building Committee(BC). All Auntonomous Institutes of DBT shall the guidelines issued vide this Department's letter No. D.O. No_BT/AI/14013/4/2017 dated 27.06.2018 as detailed hereunder :-

- (i) The Chairman of Finance Committee shall be Financial Adviser, DBT.
- (ii) Finance Committee shall always discuss Audit Paras, replies on Audit Paras, Action Taken Report with summary as compulsory.
- (iii) Approval of Chairman, GB/GC/FC for holding the meeting shall be obtained at least 4 weeks prior to the meeting of GB/GC/FC.
- (iv) All Autonomous Institutes will submit the draft agenda 2 weeks prior to any meeting of GB/GC/FC to the Nodal Officer for approval. The approved agenda shall be sent to all members of the GB/GC/FC at least one week prior to the meeting.
- (v) Scientific Advisory Committee (SAS) of the institute should compulsorily be held at least once a year.
- (vi) All GB/GC/FC shall have a compulsory agenda item for Audit Paras, replies on Audit Paras, Action Taken Report on Audit Paras, Summary of RTIs and CPGRAMS/Grievances in all the meetings.
- (vii) The Building Committee shall have no representation from DBT.
- (viii) The tentative calendar for different meetings to be held in any Financial Year should necessarily be submitted to the Nodal Officer in the first month of each Financial Year.

APPENDIX-4

Appendix-16

Govt of India orders regarding financial powers of autonomous bodies funded by Govt of India

**F No 8(4)E-Coord./84
Government of India
Ministry of Finance
Department of Expenditure**

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Government of Indian should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. It has come to the notice that this has not been done in a number of cases resulting the Governing Bodies of some Autonomous Organizations taking decisions on the above matters, which do not conform, to the general pattern of the Central Government.

2. With a view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/Departments are requested to take following action:-

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure;
- (ii) In the case of larger autonomous bodies a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing body of the

Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of the administrative Ministry concerned and the Finance Minister for a decision.

3. Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the preceding para in the Rules/Bye-laws/Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry.

Hindi version will follow.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of India.

To

All Ministers/Departments
(By name to any officer of the rank of Jt. Secretary)

Copy to all Financial Advisers.

Implementation of this O.M. may please be watched by them carefully and reported to this Ministry from time to time.

Sd/-
(S.C. MAHALIK)
Jt. Secretary to the Govt. of Indian.

ANNEXURE - 1

ILS - DELEGATION OF FINANCIAL POWERS to VARIOUS AUTHORITIES

S.NO	AUTHORITY	FINANCIAL POWER
1	Controller of Administration	As may be vested by the Governing Body/Director. As on the date of notification of these Bye-laws, the financial powers of the Controller of Administration for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc.</i>), in each such case, shall be upto Rs 1,00,000/- (Rupees One Lakh only).
2	Officiating/ <i>Protem</i> / <i>Locum tenens</i> /In-Charge Director (in terms of Section 3.3.3. of the Bye-laws)	As on the date of notification of these Bye-laws, the financial powers of the Officiating/ <i>Protem</i> / <i>Locum tenens</i> /In-Charge Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) shall in each such case, shall be upto Rs 1.00 Crore.
3	Director	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Director for sanctioning any work (<i>for creation of capital assets, sanction of projects, etc</i>) in each such case, shall be upto Rs 5.00 Crore. <i>Provided that the Director shall have FULL powers to incur expenditure on account of legal matters in the Courts of Law in the country and with the approval of the Government outside the Country.</i>
4	Governing Body	Shall have the financial and administrative powers as vested by the Department of Biotechnology, Ministry of Science and Technology from time to time. As on the date of notification of these Bye-laws, the financial powers of the Governing Body for sanctioning any work (<i>for creation of capital assets, sanction of projects etc</i>), in each such case, shall be upto Rs 20 Crores subject to the following: that all such proposals relating to emoluments structure i.e. adoption of pay scales, pay and allowances and revision thereof, creation of posts would be in accordance with rules and instructions of Government of India as amended from time to time
5	Provided that the Financial Powers vested on S. No 1-4 cannot be further delegated by these authorities.	

Note:- Separate approval of Department of Biotechnology shall be obtained for any expenditure of more than Rs. 20.00 crores and above in each case. The approval of Governing Body be also attached for seeking approval for expenditure beyond Rs. 20.00 crores.

ANNEXURE - 2

COMPONENTS OF USER CHARGES

S.No	Type	Sub Type	Rate for DBT and DBT aided Institutions	Rate for other Government Institutions	Rate for Private Individuals/Bodies /Industry in private capacity	Rates for International Bodies/foreign ners	Last Notified on
1	INFRASTRUCTURE	Campus-1 Guest House (per day)	750.00 (single) 1000.00 (double)	1000.00 (single) 1250.00 (double)	1000.00 (single) 1250.00 (double)	1000.00 (single) 1250.00 (double)	June 14, 2018
		Campus-2 Guest House (per day)	750.00 (single) 1000.00 (double)	1000.00 (single) 1250.00 (double)	1000.00 (single) 1250.00 (double)	1000.00 (single) 1250.00 (double)	
		Campus-2 Suite (per day)	1000.00 (per day)	1250.00 (per day)	1250.00 (per day)	1250.00 (per day)	
		Auditorium	2000.00 (per day)	10,000.00 (Half Day) 15,000.00 (Full Day)	10,000.00 (Half Day) 15,000.00 (Full Day)	10,000.00 (Half Day) 15,000.00 (Full Day)	January 25, 2018
		Conference Hall-1	1000.00 (per day)	3,000.00 (Half Day) 5,000.00 (Full Day)	3,000.00 (Half Day) 5,000.00 (Full Day)	3,000.00 (Half Day) 5,000.00 (Full Day)	
		Conference Hall-2	1000.00 (per day)	3,000.00 (Half Day) 5,000.00 (Full Day)	3,000.00 (Half Day) 5,000.00 (Full Day)	3,000.00 (Half Day) 5,000.00 (Full Day)	
		Science Outreach Centre (each floor)	2,000.00 (Half Day) 3,000.00 (Full Day)	5,000.00 (Half Day) 7,000.00 (Full Day)	5,000.00 6 (Half Day) 7,000.00 (Full Day)	3,000.00 (Half Day) 5,000.00 (Full Day)	
2	INSTRUMENTATION SERVICES OFFERED	FTIR (Fourier- transform infrared spectroscopy): 1000/- per Sample					April 18, 2018
		DSC /TGA (differential scanning calorimetry): 2000/- per Sample					
		SEM (scanning electron microscope): 2000/- per Sample					
		AFM (Atomic force microscopy): 3000/- per Sample					
		Zeta Sizer (Particle size analyzer): 100/- per Sample					
		AAS (Atomic absorption spectroscopy): 1000/- per sample					
		Facs Calibur (2 Colour flow Cytometer): 1000/- per Hour (Minimum 1Hr)					
		LSRFortessa (Multi colour Flow cytometer): 2000/- per Hour (Minimum 1Hr)					
		Amnis (Imaging Flow cytometer): 2000/- per Hour (Minimum 1Hr)					
		ABI Genetic Analyzer: 300/- per sample					
		RT PCR (Real Time PCR): 300/- per Sample					
		Micro Array System: 12000/- per sample (does not include chip) minimum 4 samples					
		Robotic Protein Crystallization: 1000/- per 96 well Plate					
		Bio-Plex: 3500/- per Plate (Minimum 1 Plate)					
3	OTHER SERVICES	Rental Charges	As decided from time to time				
		15% of the project value					
		Nil					

Illumina NextSeq500 sequencing (Cost per fow cell)

High output kits (Regular)	Internal	External (Private)	External (Academic)
75 bp sequencing kit (1x75 bp or 2x37 bp) run (~350-400million reads SE or ~700-800 PE)	\$1,700	\$2,500	\$1,900
150 bp sequencing kit (1x150 bp or 2x75 bp) run (~350-400million reads SE or ~700-800 PE)	\$3,200	\$4,900	\$3,400
300 bp sequencing kit (2x150 bp) run (~350-400million reads SE or ~700-800 PE)	\$5,000	\$5,700	\$5,200
Smaller output kits (only in case of specific requirements):			
150 bp Mid output kit, (~130-150 million SE or 260-300PE)	\$1,000	\$1,500	\$1,200
300 bp Mid output kit, (~130-150 million SE or 260-300PE)	\$1,800	\$2,300	\$2,000

Library preparation cost (recommended to be prepared by the lab itself):

- NEB ultra RNA library prep kit with mRNA isolation module (48Rx): Rs 1,80,000/- = 3750/sample + 3000 for USM = 6750/- per sample.
- Truseq stranded mRNA seq kit (48Rx): \$2500 = ~3850/- + 3000 for USM = 6850/- per sample.
- NEB ChIP-seq kit master mix set (12Rx): Rs. 21375/- = 2000/- + 2000 for USM = 4000/- sample.
- Truseq ChIP-seq kit (48Rx): \$3050 = ~4450/- + 2000 for USM = 6000/- per sample.
- USM: User supplied material like Ampure beads, plastic ware etc.

1. Schedule of Rates shall be maintained separately
2. The user charges shall be fixed/revised from time to time by the Institute by a duly constituted committee.
3. Provided that the rates shall be further reviewed by a duly constituted committee every two/three years subsequently.

ANNEXURE – 3

भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, 7वां तल, सीओ जीओ ओओ कॉम्प्लेक्स
लोधी रोड, नई दिल्ली-110003
Block-2, 7th Floor, C.G.O. Complex
Lodhi Road, New Delhi-110003

No.BT/AI/27021/1/2018

Dated: 22nd January, 2019

To

The Director,
Institute of Life Sciences,
NALCO Square,
Bhubaneswar-751023

Subject:- Forwarding of approved Recruitment Rules of ILS, Bhubaneswar-reg.

Sir,

I am directed to enclose a copy of the Recruitment Rules of the Institute of Life Science (ILS), Bhubaneswar, duly approved by the competent authority, for further necessary action.

2. These RRs have the approval of the Hon'ble Minister for Science & Technology and Earth Sciences vide his office Dy. No. 6002 dated 10.01.2019.

Yours faithfully,

Encls: As above.

(Bharat Bhushan)

Under Secretary to the Govt. of India

Tel: 2436 2363

Email: aipsu.dbt@nic.in

Copy to:-

Scientist 'E' (SUA) - Nodal Officer for ILS, Bhubaneswar for information.

Website : <http://www.dbtindia.nic.in> <http://www.btisnet.gov.in>
दूरभाष/Telephone : 24363012, 24362329 फैक्स/Fax : 011-24362884

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ILS-RECRUITMENT RULES-2018

INSTITUTE OF LIFE SCIENCES BHUBANESWAR

www.ils.res.in

RECRUITMENT RULES - 2018

1. SHORT TITLE AND COMMENCEMENT

These Rules may be called INSTITUTE OF LIFE SCIENCES Recruitment Rules-2018

They shall come into force from the date of notification by the Institute with the approval by the Central Government.

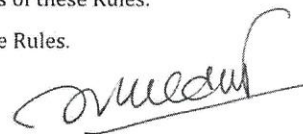
2. OBJECTIVES:

- To meet manpower requirements of the Institute by recruiting competent employees in terms of requisite capabilities, skills, qualification, aptitude, merit and suitability with a view to fulfill Institute's objectives.
- To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
- To establish an objective and reliable system of selection.
- To integrate growth opportunities of the employees with fulfillment of Institute's objectives.
- To provide for a system, which is fair, objective and transparent in matter of promotion of employees.
- To ensure compliance with relevant Government policies and directives on recruitment and promotion.

3. DEFINITIONS and ABBREVIATIONS

In these Rules unless the context otherwise requires the following terms shall mean as under

- Age:** Age means upper limit as specified in these rules.
- Annexures:** shall mean the annexures attached to the Schedules of these Rules.
- Approving Authority:** shall be as specified at Clause 12 to these Rules.

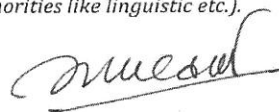


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary

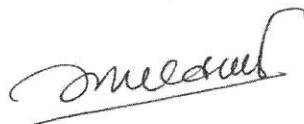
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

2)

- iv. **Appointing authority:** shall be as specified at Clause 12 to these Rules and shall be that authority who is holding charge in regular capacity under these rules.
- v. **Bye Laws:** shall mean the Bye Laws of ILS framed and amended from time to time having the finance concurrence of the Internal Finance Division (IFD) of DBT and approval of the Minister-in-Charge of the Ministry under whom the Autonomous Institute lies.
- vi. **Cadre:** Shall essentially mean as total strength of a service *(in all relevant grades i.e. from lowest to highest grade comprising lowest recruitment grade to highest promotional grade)* or a part of a service sanctioned as a separate unit.
- vii. **Candidate:** means the person/member of staff who is eligible for consideration for any of the positions specified in the Schedules- 7/1 of these rules.
- viii. **Competent Authority:** in relation to exercise of powers under these rules shall essentially be the Minister in charge of Department of Biotechnology/Ministry of Science and Technology or any such authority to which such power is so delegated.
- ix. **DBT:** shall mean the Department of Biotechnology under Ministry of Science and Technology, Government of India.
- x. **Departmental Recruitment Committee (DRC):** Shall be as per DBT O.M No. BT/AI/14013/3/2011 dated 19.07.2016, provided that CVO, ILS shall not be part of any such committee. The committee shall essentially be a three member committee comprising of
- An officer of the department/division for which recruitment is being conducted,
 - A member from administration/personnel, and
 - A third member from any department/division as an external member.
- d. Shall essentially comprise of officers in Level-10/GP 5400/- and above for all recruitments to posts in Level-5/GP 2800/- and below.
- e. Shall essentially comprise of officers in Level-11/GP 6600/- and above for recruitments to posts in Level-7/GP 4600/- and below.
- f. Shall essentially comprise of officers/scientists in Level-13/GP 8700/- and above for all recruitments to posts in Level-11/GP 6600/- and below.
- g. Shall essentially comprise of Officers/Scientists in Level-14/GP 10000/- and above for all appointments in Level 13-A/GP 8900/- and below.
- h. In case of non-availability of officers in the relevant grade, then the officers in relevant/higher grade of other DBT institutes in consultation with the Director of that Institute be got nominated for the committee or the matter be referred to DBT for nomination of suitable officer for the committee.
- i. Shall comprise of members of reserved community in case of posts being reserved or candidates appearing for the recruitment belong to reserved community even if the post for which recruitment is held is unreserved.
- j. Shall comprise of members from minority community also *(can be a grade below)* in cases of candidates from minority community appearing for recruitment *(Only religious minorities are to be considered ie. Muslim, Sikh, Jain, Christians, Sikhs, Parsis, Buddhists and not any other minorities like linguistic etc.).*



- k. Shall essentially comprise of women/OBC member in cases of female/OBC candidates appearing for the recruitment.
- l. No member of the vigilance organization shall be part of the DRC.
- m. Director will constitute a committee where he is the appointing authority.
- xi. **Departmental Promotion Committee (DPC):** Shall be as per DBT O.M No. BT/AI/14013/3/2011 dated 19.07.2016, provided that CVO, ILS shall not be part of any such committee, except for clauses 3 (x)(j-k) and as specified in Schedules of these rules.
- xii. **Director:** shall mean the Director of the Institute.
- xiii. **DoPT:** shall mean the Department of Personnel and Training, Government of India.
- xiv. **Duty Post:** shall mean all the posts which are included in Schedule-7/1 to these rules as sanctioned by the Department of Expenditure.
- xv. **EFC:** shall mean the Expenditure Finance Committee of the Government
- xvi. **Institute** shall mean the INSTITUTE OF LIFE SCIENCES, BHUBANESWAR.
- xvii. **Government:** shall mean Department of Biotechnology (DBT), Ministry of Science & Technology, Government of India.
- a. **Governing Body:** shall have the same meaning as defined in Memorandum of Association and the Bye Laws of the Institute.
- b. Secretary, Department of Biotechnology or his nominated representative.
- c. Joint Secretary (Admin)/DBT or his nominated representative.
- d. Joint Secretary (Financial Advisor)/DBT or his nominated representative.
- e. Nodal Officer of the institute in the DBT
- xviii. **Level:** means corresponding replacement level of posts in 7th Pay CPC as detailed as Schedule -7/1 comprising the total cadre strength.
- xix. **MHA:** shall mean Ministry of Home Affairs under Government of India.
- xx. **MEA:** shall mean Ministry of External Affairs under Government of India
- xxi. **Recruitment Rules (RRs):** shall mean the rules framed by the Governing Body for the purposes of appointment to the duty posts in accordance with extant provisions of Government specified in the Schedules in these rules and approved by the Government.
- xxii. **Search Cum Selection Committee(SCSC)** shall have the same meaning as defined in DoPT OM No AB 14017/11/2004-Estt.(RR) dtd 30.07.2007, 21.10.2015 & 06.04.2016 and circulated vide DBT O.M No. BT/AI/14013/3/2011 dated 19.07.2016 for all posts in Level-14/GP 10,000/- and above except to appointment for the post of Director. The SCSC shall be got approved from Minister in Charge.
- xxiii. **Schedule:** means the schedules annexed to these rules.
- xxiv. The expressions "Scheduled Castes", "Scheduled Tribes", "Other Backward Classes" and the "The Persons with Disabilities" shall have the meaning respectively assigned to them in the Constitution of India/Acts of Parliament.



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विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

4. **CONSTITUTION OF SERVICE** (Scientific, Technical and Administrative Cadres):

On the date of commencement of these Rules, such of the persons who have been engaged/appointed with due process in terms of extant instructions of Government of India on regular or on contract basis to Duty Posts and who will be appointed* in terms of these Rules shall constitute the total operational strength of the work force of the Institute. The inter-se-seniority of officers/staff in each grade, who are appointed at the initial constitution shall be determined as per the date of regular appointment to the respective posts/grades subject to the condition that their inter-se-seniority within their respective posts/grades shall not be disturbed;

(: shall also include contractually appointed persons on the rolls of the Institute before commencement of these Rules, whose appointments are recommended for confirmation and regularization by a duly constituted three member committee so constituted 90 days before the end of the contract period with the approval of the Approving Authority. Minutes of the committee shall be approved by the Approving Authority with the purpose of absorbing them permanently in the Institute. In the interest of administration and with the mutual consent of the contractual employee, Director, ILS may constitute the confirmation committee (for all such employees in Level 13A and below) at an earlier date before the end of the contractual period which is not earlier than 90% of the successful completion of total contract period. 50% benefit of period spent on contract basis after regularization of services in the grade is to be counted for eligibility for promotion to next grade).*

5. **SCHEDULES:**

i. Schedules to these Rules are detailed as under:

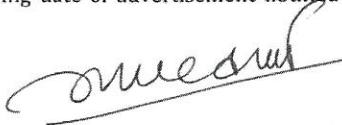
- a. **SCHEDULE-7/1***: Total position of Posts created with the approval of the Cabinet/EFC/Department of Expenditure, MoF, GoI with respect Scientific, Administrative and Technical posts.
- b. **SCHEDULE-7/2**: for Scientific posts.
- c. **SCHEDULE-7/3**: for Administrative posts.
- d. **SCHEDULE-7/4**: for Technical posts.
- e. **SCHEDULE-7/5**: DBT letter(s) dated 22.09.2005, 12.03.2004, 14.07.2006 and 24.11.2008 for creation of posts 28 Scientists, 12 Administrative and 17 technical posts.

** provided that the Institute shall take necessary steps to get the approval of the Department for revival of positions (if any) whose currency has since lapsed and shall not initiate any exercise to fill up any such lapsed position till approval of the same is obtained from the Department.*

6. **ELIGIBILITY NORMS:**

Shall at all times conform to provisions of Para 8 of DBT OM No BT/AI/14013/3/2011 dtd. 19.07.2016 w.r.t NATIONALITY, AGE, EDUCATIONAL QUALIFICATIONS and extant DoPT instructions on the subject; that all appointments of OCI/NRI/PIO candidate for scientific cadre post shall be with the prior approval of the MHA and MEA.

Work experience if required, shall be counted from the date of acquiring minimum educational qualifications as on the closing date of advertisement notified for filling the post.

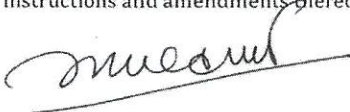


7. LEVELS/GRADES (as per 7th CPC), AUTHORISED STRENGTH and its REVIEW

- i. The names, designation, pay scale for Scientific, Technical, Administrative posts are detailed vide Schedule- 7/1 of these Rules
- ii. The orders for creation of these posts are detailed vide
 - a. **Schedule 7/5:** EFC approval for creation of 30 posts. (Letter No.BT/AB/03/02/2001, dt. 22.09.2005)
 - b. **Schedule 7/5:** Approval for creation of 04 nos. of Scientist posts (DBT letter no.BT/AB/03/02/2001-V, Dt. 12.03.2004; MoF letter no.345/E coord I/2004, dt. 3.3.2004)
 - c. **Schedule 7/5:** Approval for creation of 11 nos. of posts (DBT letter no.BT/AB/03/02/2001-pt, Dt. 14.07.2006; MoF, DoE letter no.812/E.Coord I/2006, dt. 29.6.2006)
 - d. **Schedule 7/5:** Approval for creation of 17 nos. of posts (DBT letter no.BT/AB/03/02/2001-III, Dt. 24.11.2008; MoF letter no.492/E.Coord I/2008, dt. 3.11.2008 and 14.11.2008)
- iii. Notwithstanding anything contained in sub rule 7(i-ii) of these rules, the Government may by notification
 - a. Make additions, alterations, substitutions or modifications to the number of sanctioned duty posts or grades, designation and Pay scales of duty posts specified in Schedule-7/1 of these rules.
 - b. Appoint any officer to a Duty post in the appropriate grade against the sanctioned post of the Institute.

8. FUTURE MAINTENANCE OF THE SERVICE and Method of Recruitment for Cadre Posts:

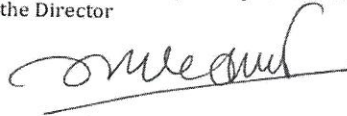
- i. From the commencement of these rules, all the initial appointments to be made in Levels to be filled by Direct recruitment only as per quota as specified in the Schedules.
- ii. The method of appointment (by Direct Recruitment/Promotion/ Deputation (including Short term Contract)/Absorption/Contract in any level and percentage of appointment by each method is detailed in the Schedules of these Rules.
- iii. Posts which are proposed to be filled by direct recruitment from open market by advertisement (including Scientific Cadre positions) are not exempt from the purview of reservation rules and reservations rules for members of Scheduled Caste/Scheduled Tribes/Other Backward Community shall be applicable in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and as amended from time to time.
- iv. Scientific cadre posts in Level-11 to Level-13A detailed vide **Schedule- 7/2** of these Rules shall be eligible for appointment under the Modified Flexible Complementing Scheme-2010 as per extant DoPT instructions and amendments thereof.



- v. Upper age limit for unreserved candidates shall be as per extant DoPT instructions for all posts to be filled by Direct Recruitment method. Age relaxations as per DoPT OM No. 15012/2/2010-Estt. (D) dtd 27.03.2012 for candidates belonging to SC/ST/OBC community, Physically Handicapped and Ex-serviceman shall be applicable.
- vi. Upper age limit shall not be applicable for existing employees of the Institute or any employee of Department of Biotechnology if they apply for the posts of the Institute under these rules which are proposed to be filled by Direct Recruitment/Deputation method. Upper age limit may be relaxed by 01 years in case of exceptional and meritorious candidates by the approving authority prior to appointment.
- vii. Educational Qualifications required for eligibility are detailed vide Schedules 7(2-4) of these Rules. Equivalence of qualifications as in vogue for appointments under the Central Government shall be applicable for the purpose of determining equivalence of qualifications.
- viii. Future promotions to higher grades and eligibility norms are detailed vide Schedules 7 (2-4) of these Rules.
- ix. Composition and level of DRC, DPC shall be as per Clause 3(x-xi) of these Rules and in conformity to para 3 of DBT O.M. No. BT/AI/14013/3/2011 dated 19.07.2016.
- x. Detailed procedure for recruitment, periodicity between two recruitments shall be got approved from the Appointing authority before advertisement.
- xi. Instructions contained vide DBT OM No. BT/01/71/2016-PVC dated 23.01.2017 and other instructions issued by the Department of Biotechnology, DoPT, CVC in matters of recruitment and MHA for filling up of posts in Rajbhasha Cadre shall be strictly adhered to as and when these instructions are issued.
- xii. **Following shall be the Application Fees for candidates applying for posts to be filled by open advertisement**

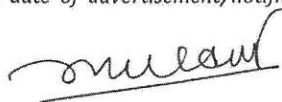
Applying for ->	Level 9 and Below	Level 10 and above
Unreserved candidates	Rs 200/-	Rs 500/-
OBC candidates	Rs 100/-	Rs 300/-
Unreserved candidates from abroad with OCI Status	USD \$15	USD \$30
OBC candidates from abroad with OCI Status	USD \$10	USD \$20

- a. All efforts to be made by the Institution to have a cost neutral exercise.
- b. The fees shall be reviewed every 02 years by a duly constituted committee under the chairmanship of the Director



9. METHOD OF SELECTION

- i. The method of appointment for all the positions viz Level 13A and below (For Direct Recruitment only) as detailed at Schedules 7(2-4) which are to be filled by open advertisement shall be in terms of extant DoPT instructions circulated vide DBT OM no BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter.
- ii. Committees constituted for the purposes of recruitment/promotion shall be in conformity with the Schedules of these Rules as well as Clause 3 (x - xi) of these Rules.
- iii. No officer shall be a member of any committee if his/her name is figuring in the Agreed list or has a Vigilance case pending against him/her.
- iv. No person who is a recipient of grants or funding from the Ministry concerned i.e. (DST, DSIR-CSIR or DBT) or who is closely related to such a recipient shall be invited as a member of any such appointment Committee
- v. Complete transparency shall be observed in the recruitment/promotion process.
- vi. The posts mentioned in the Schedules shall be filled by positive act and shall be advertised/notified before being filled up after due approval from the Approving Authority as provided in the RRs.
- vii. There shall be no change in vacancy or any of the procedures once the recruitment (including criteria of eligibility, qualifying standards and criteria of empanelment) or promotion has been initiated by way of advertisement/notification and the conditions mentioned in the advertisement/notification shall be strictly adhered to except with the approval of competent authority.
- viii. The actual method of appointment by direct recruitment/promotion/deputation/absorption/contract including application fees, experience, qualifying criteria for recruitment as well as promotion for unreserved/reserved/physically challenged/ex-servicemen candidates shall be elaborated in detail by separate orders and shall be in conformity in terms of extant DoPT instructions circulated vide DBT OM No BT/AI/14013/3/2011 dtd 19.07.2016 and issued thereafter. The same shall be got approved from the Approving Authority before actually recruiting/promoting any candidate/employee. Advertisement for Recruitment in Newspaper shall essentially be in Hindi dailies in conformity with Rajbhasha policy of Government of India. All advertisements to be published in Newspapers should be routed through DAVP.
- ix. The panel recommended by the DRC/DPC prepared in order of merit for all posts in below Level 13A shall be got approved from the Approving authority before being implemented and shall be valid for a period of one year.
- x. Offer of appointment/promotion shall be made only for those posts which have been advertised/notified.
- xi. Appointments shall be made by the Appointing authority as detailed in the Schedules.
- xii. There shall be a minimum gap of 06 months between two cycles of recruitment/promotion (from the date of advertisement/notification till approval from approving authority.)





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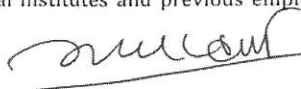
- xiii. All recruitment/promotion exercise once initiated shall be compulsorily finalized before a maximum period of 08 months for recruitment and 04 months for promotion unless stayed by orders of Court or otherwise by the Government. Efforts shall be made to finalize the exercise in minimum period by observing all due procedures in a transparent manner.
- xiv. In case of shortage of staff/difficulty in filling of posts then if considered necessary relaxation of eligibility conditions prior approval of the Approving Authority shall be obtained before any norms are relaxed/modified and that too before the same is advertised or notified.

10. DETERMINATION OF MERIT BEFORE APPOINTMENT

- a. In case of selection to two or more posts in the same grade on the same date, the recommendations shall invariably be made in order of merit of the selected candidates for the purpose of determining seniority in service. In case, the marks obtained are same, then merit among such candidates shall be decided as under:
- Age :** Elder one will be placed above in merit, if the candidates have same date of birth then,
 - By experience and if the same is also same then the names of candidates shall be arranged in order of merit alphabetically to determine merit and seniority.
- b. The Selection Committee recommendations when approved by the Approving Authority shall remain valid for a period of one year from the date of such approval. The Selection Committee's recommendations, when approved by the approving authority shall remain valid for a period of one year from the date of such approval.
- c. Officers appointed shall be liable to serve anywhere in India or/and abroad.
- d. In cases of any disputes any suites or legal proceedings against the Institute, the jurisdiction shall be restricted to the Courts in the State of Delhi, which is the headquarter of the Institute.
- e. All appointments in the Institute will be subject to the selected candidates being found medically fit by an authorized Medical Officer so nominated by the Institute.

11. FIRST APPOINTMENT:

- For all cases of Direct Recruitment for the level 13A or below shall be in conformity in term of extant DoPT instruction circulated vide with Para 10 of DBT OM No BT/AI/14013/3/2011 dated 19.07.2016 and issued thereafter.
- All appointments from open market in the Institute will be subject to the selected candidates being found medically fit by the medical authority as will be notified by the Institute.
- ILS will notify the list of authorized medical officers who shall essentially be doctors of Government Hospitals to medically examine the selected candidates before their actual appointment. Report of the medical officer shall be sent in sealed cover to Director/ILS.
- The verification of character & antecedents, from police authorities and other testimonials/certificates from educational institutes and previous employer, in respect



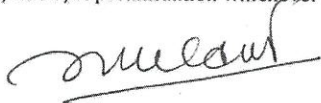
of Direct Recruits shall be done, as per extent instructions issued in this regard by the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personal and Training and vide OM No. 18011/2(s)/2016-Estt. (B)(i) dated June 29, 2016, as amended from time to time.

12. APPOINTING AND APPROVING AUTHORITY

- i. **For Director:** The Appointments Committee of Cabinet (ACC), Govt. of India.
- ii. **For Posts in Level 13 and above :** Director with the approval of Chairperson, Governing Body.
- iii. **For posts in Level - 12 and below:** Director.

13. PROBATION AND CONFIRMATION:

- i. A candidate/staff member on appointment by direct recruitment /Contract including Short term contract (>2 years period) *(except for the post of Director)* shall be on probation for a period of two years from the date he/she assumes charge of the post.
- ii. Notwithstanding anything contained in rules above, the probation period of a staff member may be terminated or extended for a period not exceeding two years with the approval of the Approving Authority.
- iii. If the probation is terminated, whether at the end of the normal probationary period or at the end of the extended period.
 - a. The services of the probationer, if he was directly recruited, will be terminated forthwith, and
 - b. If the probationer was an employee of the Institute and was appointed as an internal candidate, he/she will be reverted back to his earlier post/ pay level.
- iv. There shall, in each case of satisfactory completion of probation, be a written order to that effect confirming successful completion of probation period. The order shall specify the date on which the probation is deemed to have been satisfactorily completed. In the absence of such an order, the probation period will not be deemed to have been confirmed meaning thereby, that confirmation of probation period is not automatic but shall be done by a positive act with due process after the Departmental Confirmation Committee formed with the approval of the Approving Authority recommends the same. In any case, such a committee shall always be framed within 30 days of completion of probation period or extended period of probation. The committee shall make its recommendations within 08 weeks of its constitution.
- v. All cases of confirmation of probation shall be approved by
 - a. Chairman, Governing Body for confirmation in Level-13 (7th CPC) and above;
 - b. Director of the Institute for the confirmation in Level 12 and below and
- vi. The Approving authority shall approve the recommendations of the confirmation committee. In case, the approving authority doesn't agree with the recommendations of the confirmation committee, he shall record his reasons in writing before disapproving the recommendations and terminate the services of the probationer forthwith.
- vii. The services of the probationer shall be regularized on the date of issue of order for confirmation, only after which he shall be deemed to be the regular employee of the Institute till his resignation/death/superannuation whichever is earlier.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi
Issued on 30.09.2019

- viii. Only regularly confirmed staff shall be eligible for service benefits of the Institute like leave benefits, pay and allowances, annual increments, seniority & promotion, medical benefits, other benefits, etc.
- ix. A regularly appointed staff shall be eligible for promotion in order of seniority subject to meeting eligibility conditions of minimum service in the grade as detailed in the respective Schedules, clearance from vigilance, minimum grading of very good in his annual performance report for respective residency period and on recommendations of duly constituted DPC.
- x. Services of contractual employees shall be governed by contract agreement terms and conditions signed by the employee with the Institute during the period of contract and not by these Rules unless such employees are duly confirmed and regularized by due process as outlined at Clause 4 of these Rules.

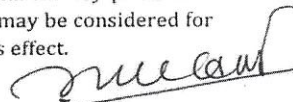
14. NATIONALITY

- i. Only Indian citizen shall be eligible for appointment for all Technical and administrative posts are detailed in Schedule 7/1.
- ii. Indian citizens and persons with OCI status shall be eligible for appointment for all Scientific posts detailed in Schedule 7/1 subject to the condition that for all appointments to posts in Scientific Cadre of persons who are having Overseas Citizen of India (OCI) status, prior necessary clearances from Ministry of Home Affairs (MHA) and Ministry of External Affairs (MEA), or any authority specified by Government of India from time to time should be in place before appointment is offered to such individuals.

15. METHOD OF APPOINTMENT BY DEPUTATION/ABSORPTION

Subject to the candidate having educational qualifications and experience as specified in the Schedules, candidates from other Central Government/State Government, Ministries/ Departments, Semi-Govt. Organisations, Universities, Research Institutions, Autonomous Bodies, Public Sector Undertakings, can be taken on deputation basis provided that: -

- i. The period of deputation shall be subject to a maximum of three years, which can be extended up to a maximum period of five years only after the written consent of the incumbent and lending organisation. The total period of deputation including the period of deputation in another ex- cadre post held immediately preceding this appointment in the same or some other organisation/department shall not normally exceed 3 years unless extended upto the prescribed maximum period of 5 years with consent of the candidates and the lending organisation. The terms and conditions fortenure of deputation shall be asapplicable in terms of extant Govt. of India instructions issued from time to time.
- ii. Subject to the approval of the lending Ministries/Departments/ Organisations/Institutions etc. as also the willingness of the incumbent, the candidate can be absorbed in the Institute at any time during the period of deputation against a vacant post, if selected by the Selection Committee.
- iii. Candidate appointed on deputation shall not have any claim for any promotion during the period of deputation. However, such candidate may be considered for promotion incase of absorption, after such absorption takes effect.



- iv. In the case of a person, who is initially taken on deputation and absorbed later, his seniority in the grade in which he/she is absorbed will normally be counted from the date of absorption. If he has however been holding already (on the date of absorption) the same or equivalent grade on regular basis in his parent department, such regular service in the grade shall also be taken into account in fixing his seniority subject to the condition that he will be given seniority from the date he has been holding the post on deputation or the date from which he has been appointed on regular basis to the same or equivalent grade in his parent department whichever is earlier.
- v. The departmental candidates in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation.
- vi. Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of one year or more can be filled on deputation basis from officers of other organizations as mentioned above.
- vii. During the period of Deputation, the candidate's term shall be regulated by the Conduct Rules of the borrowing Institute.
- viii. Borrowing organization shall be responsible for making any such contribution as mandated by the lending organization if the lending organization is a Central/State Government like Foreign Service contribution, PF, gratuity, etc.
- ix. The lien of the candidate appointed on deputation shall be retained in the lending organization if the lending organization is Central/State Government till the period of deputation. On the expiry of the period of deputation the candidate shall be repatriated back to his parent department immediately.
- x. Posts filled up by Deputation shall be exempt from the purview of Reservation Rules.
- xi. **Cooling off period between two successive Deputations:** at least 3 years.
- xii. **Authority to Waiver Cooling of Period:** Shall be Chairman, Governing Board for officers in Level-13 and above and Director of the Institute for officers in Level-12 and below.

16. METHOD OF APPOINTMENT BY PROMOTION: Promotion will be given to employees as under

(i) Promotion for Scientific Cadre:

In Scientific cadre, the promotion will be made through Modified Flexible Complementing Scheme (MFCS) (in situ promotion). The promotion will be governed as per DoP&T O.M. No. AB-14017/37/2008-Estt (RR) dated 10.09.2010 as amended from time to time. A scientific will be eligible for promotion through the process of MFCS as applicable to the 'Scientific personnel' in the Scientific Departments of the Government of India and will be subject to amendment from time to time.

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Sl. No.	Pay band & grade pay	Designation	Minimum Residency Period linked to Performance

1.	PB-3 (Rs.15600-39100) Grade Pay Rs.5400/	Scientist B/Staff Scientist-II or equivalent	3 years.
2.	PB-3 (Rs.15600-39100) Grade Pay Rs. 6600/	Scientist C/Staff Scientist-III or equivalent	4 years.
3.	PB-3(Rs.15600-39100) Grade Pay Rs. 7600/	Scientist D/Staff Scientist-IV or equivalent	4 years.
4.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8700	Scientist E/Staff Scientist-V or equivalent	5 years.
5.	PB-4 (Rs.37400-67000) Grade Pay Rs. 8900	Scientist F/Staff Scientist-VI or equivalent	5 years.
6.	PB-4(Rs. 37400-67000) Grade Pay Rs. 10000/	Scientist G/ Staff Scientist-VII or equivalent	—

(ii) **Promotion for Administrative Cadre:**

Promotion to higher grades shall be subject to the availability of the vacancies as per Schedule 7/3. If there is no promotion avenue in Administrative Cadre, financial upgradation will be available in the next higher grade pay whenever an employee has completed 10 years of service in the same grade, as per Modified Assured Career Progression Scheme (MACPS), as applicable to administrative personnel in the Departments of the Government of India and will be subject to amendment from time to time.

(iii) **Promotion for Technical Cadre:** The Merit and Normal Assessment Scheme (MANAS)* for promotion of Technical staff members will be followed as per CSIR guidelines (MANAS) vide CSIR's letter No. 17(65/P.42)/90-PPS(pt. II) dated 18.01.1991 and as amended from time to time. The Merit and Normal Assessment Scheme (MANAS) can be downloaded from the following link:-

http://www.csir.res.in/sites/default/files/PolicyDoc_44.pdf

17. LIABILITY OF OFFICERS TO SERVE IN INDIA OR ABROAD:

All employees who are appointed against these Rules shall be liable to serve anywhere in the country or abroad as per the directions of the Director of the Institute.

18. DISQUALIFICATION: No person

- who has entered into or contracted a marriage with a person having a spouse living, or
- who is having a spouse living, has entered in or contracted a marriage with any other person, shall be eligible for appointment to any of the said posts;

- iii. whose character and antecedent has been objected by District Magistrate & Collector or whose identity has not been established by the Police.
shall be eligible for appointment to the service on regular basis or engagement on contract basis.
19. **REVOCATION of APPOINTMENT:** can be done at any stage during the period of probation (*without notice*) or during service (*after the expiry of period of 14 days from the issue of show cause notice and the same received by the employee*) if the appointed person at any stage before or after appointment has:
- Withheld information, given any false information or provided false certificates/testimonials so as to secure appointment through wrongful means or intent,
 - lied under oath,
 - has been convicted of a criminal offence under Criminal Procedure Code and awarded punishment under any of the provisions of Indian Penal Code
 - indulged in activities which are prejudicial to the interests of the State/Institute.
20. **CONTRACT APPOINTMENTS:**
- All engagements on contract basis against a cadre post shall be governed by the contract agreement signed by the employee with the Institute in terms of Clause 13(x) of these rules.
 - The Institute shall get model contract agreement duly approved from the Governing Body.
 - No contractual engagement shall exceed a period of 36 months which may be extended by the Institute with the mutual consent of the employee and the Institute for not more than further period of 24 months.
 - For non-scientific cadre staff, no contract shall exceed for a period of more than 11 months.
 - The contract appointments will be made as per the bye laws of the institute.
21. **DISPLAY of RRs:** These Rules shall be displayed on the website of the Institute for a period of 10 days before being notified by the Institute.
22. **PERIODIC REVIEW OF RRs:** shall be compulsorily done once in 05 years with view to affecting the changes as are necessary to bring them in conformity with the changed position, including additions to or reductions in the strength of the lower and higher level posts
23. **AUTHORITY to exercise Powers under these Rules:** Only regularly appointed Appointing Authority on substantive/regular/fulltime basis shall have powers to exercise authority under these Rules. Under these Rules, Officiating Director/InCharge/Pro tem/looking after Directors would require approval of the Governing Body of the any appointment of regular positions.
24. **POWERS to RELAX/AMEND/MODIFY:**

*Notwithstanding anything contained in these rules any of the provisions in these Rules can be relaxed/amended/modified with the approval of the competent authority in the Central Government upon the recommendations of the Governing Body of the Institute, provided they are in conformity with the instructions of the Central Government.

25. **JURISDICTION OF THE COURTS:** In cases of any dispute arising between the Institute and others, the jurisdiction of Orissa High Court, Cuttack, Odisha, in which the institute is situated, shall be recognized.
26. **SAVING:** Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, the Ex-Servicemen and the other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Schedules and Annexures:-

- i. Schedule 7/1: Deals with Position of sanctioned Posts and personnel in position in ILS.
- ii. Schedule 7/2: Deals with Posts in Scientific Cadre.
- iii. Schedule 7/3: Deals with posts in Administrative Cadre.
- iv. Schedule 7/4: Deals with posts in Technical Cadre.
- v. Schedule 7/5: DBT letter(s) dated 22.09.2005, 12.03.2004, 14.07.2006 and 24.11.2008 for creation of posts 28 Scientists, 12 Administrative and 17 technical posts.

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Institute of Life Sciences, Recruitment Rules

Schedule - 7/1

S. No	Department	Designation	LEVEL (7 th CPC)	PAY	Posts already Created					On Roll	Vacancy (10-12)
					Sanctioned Strength as per EFC (DBT Letter No. BT/AB/03/02/2001, dt. 21.10.2002)	Sanctioned by Ministry of Finance vide ID No. 345/E coord I/ 2004 dt. 3.3.2004 (DBT Letter No. BT/AB/03/02/2001-V, dt. 12.03.2004)	Sanctioned by Ministry of Finance vide ID No. 812/E coord I/ 2006 dt. 29.06.2006 (DBT Letter No. BT/AB/03/02/2001-Pr., dt. 14.07.2006)	Sanctioned by Ministry of Finance vide ID No. 492/E coord I/ 2008 dt. 3.11.2008 & 4.11.2008 (DBT Letter No. BT/AB/03/02/2001-III, dt. 24.11.2008)	Total		
1	2	3	4	5	6	7	8	9	10	11	12
1	Scientific & Administrative	Director	14	144200-218200	1	-	-	-	1	1	-
2	Scientist / Faculty	Scientist - F	13-A	131100-216600	2	-	2	-	4	2	
		Scientist - E	13	123100-215900	-	-	-	-	-	10	
		Scientist - D	12	78800-209200	2	-	2	5	9	13	2
		Scientist - C	11	67700-208700	2	-	-	6	8	-	
		Scientist - B	10	56100-177500	2	4	-	-	6	-	
		Sub Total			9	4	4	11	28	26	2

Currently 01 position of Scientist-D to be treated as Veterinarian post.

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3	Administrative	Administrative Officer	10	56100-177500	1	-	-	-	1	1	
		Finance & Accounts Officer	11	67700-208700	-	-	-	1	1	1	
		Stores & Purchase Officer	10	56100-177500	-	-	-	1	1	1	
		Store Keeper	6	35400-112400	1	-	-	-	1	-	1
		Jr. Accountant (Re-designated as Accountant)	6	35400-112400	1	-	-	-	1	1	
		Senior Stenographer	6	35400-112400	1	-	-	-	1	1	
		P.A. to Director	6	35400-112400	-	-	1	-	1	1	
		Jr. Asst. cum Typist	5	29200-92300	1	-	-	-	1	1	
		Office Assistant	5	29200-92300	-	-	1	-	1	1	
		Peon (Re-designated as Tradesman)	1	18000-56900	2	-	-	-	2	2	
		Sweeper (Re-designated as Tradesman)	1	18000-56900	1	-	-	-	1	1	
		Driver	2	19900-63200	1	-	-	-	1	1	
		Gardner (Re-designated as Tradesman)	1	18000-56900	1	-	-	-	1	1	

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Lab. Attendant (Re-designated as Tradesman)	1	18000- 56900	2	-	-	-	2	2	
Animal House Caretaker (Re designated as Tradesman)	1	18000- 56900	1	-	-	-	1	1	
Glass House Caretaker	1	18000- 56900	1	-	-	-	1	-	1
Sub Total			14		2	2	18	16	2

4	Technical	Information Officer	10	56100- 177500	-	-	-	1	1	1	
		Asst. Librarian	6	35400- 112400	1	-	-	-	1	1	
		Jr. Instrumentatio n Engineer	6	35400- 112400	-	-	1	-	1	1	
		Technical Officer - I	6	35400- 112400	-	-	-	1	1	1	
		Technical Assistant	6	35400- 112400	-	-	1	-	1	1	
		Lab. Technician	6	35400- 112400	1	-	2	2	5	5	
		Technician	6	35400- 112400	1	-	-	-	1	1	
		Sub Total			3	-	4	4	11	11	
		TOTAL			26	4	10	17	57	53	4

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Schedule- 7/2

Sl. No	Type	For posts in Scientific Cadre							Total
		Director	Scientist-F	Scientist-E	Scientist-D	Scientist-D (Veterinary Scientist-NPA Post)	Scientist C	Scientist B	
1	2	3	4	5	6	7	8	9	10
1.	Department	HEAD of Institute	Scientific	Scientific	Scientific	Scientific	Scientific	Scientific	
2.	Level in 7 th CPC	Level - 14	Level - 13A	Level - 13	Level - 12	Level - 12	Level - 11	Level - 10	
3.	Pay Matrix	144200-218200	131100- 216600	123100-215900	78800-209200	78800-209200	67700-208700	56100-177500	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	4	-	09		8	6	28
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	S	S	S	S	S	S	S	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	All Positions filled by Direct Recruitment method shall not be exempt from the preview of Reservations Rules unless exempted by Govt.							
7.	Method of Appointment	Deputation/ Short-Term Contract	Promotion, failing which by Deputation, failing which by Direct Recruitment	Promotion, failing which by Deputation, failing which by Direct Recruitment	Promotion, failing which by Deputation, failing which by Direct Recruitment	Direct Recruitment	Direct Recruitment: 50% Promotion: 50% Subject to that if the promotion	Direct Recruitment	

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							quota is not fixed due to non availability of candidates, then the same shall be filled by Direct Recruitment.		
8.	%age of each method of appointment					100		100	
9.	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
10.	Nationality of Candidates recommended for appointment	Indian/OCI	Indian	Indian	Indian	Indian	Indian	Indian	
11.	Is the post included in modified Flexible complementing Scheme for promotions (only for posts in Scientific cadre)	No	Yes	Yes	Yes	Yes	Yes	NA	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	≤ 58 yrs (on/for deputation/short term contract)	Not exceeding 55 yrs	Not exceeding 50 yrs	Not exceeding 45 yrs	Not exceeding 45 yrs	Not exceeding 40 yrs	Not exceeding 35 yrs	

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13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	<p>Essential</p> <p>(i) Ph.D in any life science discipline/M.D/ M.Tech/M.V.Sc or equivalent.</p> <p>(ii) Minimum 10 years experience of research in the area of specialization</p> <p>(iii) Excellent track record, hand in publications, patent and awards.</p> <p>Desirable:</p> <p>(i) Experience in successfully running large programme, centre, institution.</p> <p>(ii) Experience of guiding research activities in the area of specialization.</p>	<p>Essential</p> <p>(i) Ph.D. in Life Sciences / Modern Biology from a recognized University with a strong track record of research, academic accomplishment in terms of publications and patents and attracting generous research funding.</p> <p>(ii) Evidence of leadership with 12 years of R&D experience in any one of the ILS thrust areas.</p>	<p>Essential</p> <p>(i) 1st class M.Sc or equivalent with at least 11 years research experience or Ph.D with at least 8 years research experience in the relevant subject.</p> <p>Desirable: Research experience in the relevant field. The research experience should be evident from publications in above fields in reputed journals.</p>	<p>Essential</p> <p>(i) 1st class M.Sc or equivalent with at least 9 years research experience or Ph.D with at least 5 years research experience in the relevant subject.</p> <p>Desirable: Research experience in the relevant field. The research experience should be evident from publications in above fields in reputed journals.</p>	<p>Essential</p> <p>1st class or equivalent in M.V.Sc. with 9 years' of R&D experience in areas of cell biology, tissue engineering, animal models and their clinical management, transplantation and regenerative medicine as evidenced by patents or publications.</p> <p>Desirable: Research experience in the relevant field. The research experience should be evident from publications in above fields in reputed journals.</p>	<p>Essential</p> <p>(i) 1st Class in M.Sc or equivalent with at least 5 years research experience or Ph.D in the relevant subject with at least 4 years research experience.</p> <p>Desirable: Research experience in the relevant subject.</p>	<p>Essential</p> <p>(i) 1st Class M.Sc or equivalent having 3 years research experience in the relevant field or Ph.D with 1 year Post Doctoral Research experience in the relevant field.</p> <p>Desirable: Ph.D in related subject with capability of conducting independent research works</p>	
14.	Composition of Recruitment Committee	ScSC	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	

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No.BT/AI/27021/01/2019
Government of India
Ministry of Science & Technology
Department of Biotechnology

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15.	Composition of Confirmation committee	NA	As approved by Chairperson, GB	As approved by Director	As approved by Director	As approved by Director	As approved by Director	As approved by Director	
16.	Promotion by Selection (S) or Non Selection (NS)	NA	S	S	S	S	S	NA	
17.	Composition of Promotion Committee	NA	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/320 11 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/320 11 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/ 32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32 011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	5	5	4	4	4	3		

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Schedule-7/3

Sl. No	Type	For posts in Administrative Cadre				Total
		Administrative Officer	Finance & Accounts Officer	Stores & Purchase Officer	Store Keeper	
1	2	3	4	5	6	7
1.	Department	Admin	Admin	Admin	Admin	
2.	Level in 7 th CPC	Level - 10	Level - 11	Level - 10	Level - 6	
3.	Pay Matrix	56100-177500	67700-208700	56100-177500	35400-112400	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	1	1	1	04
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	
7.	Method of Appointment	Promotion, failing which by Deputation, failing which by Direct Recruitment	Promotion, failing which by Deputation, failing which by Direct Recruitment	Promotion, failing which by Deputation, failing which by Direct Recruitment	Promotion, failing which by Deputation, failing which by Direct Recruitment	
8.	%age of each method of appointment		100	100		
9.	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	
10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	
11.	Is the post included in MACP for promotion	Yes	Yes	Yes	Yes	

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12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 35 yrs for Direct Recruitment and 50 years on deputation.	Not exceeding 35 yrs for Direct Recruitment and 50 years on deputation.	Not exceeding 35 yrs for Direct Recruitment and 50 years on deputation.	Not exceeding 30 yrs	
13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	<p>Direct Recruitment/Deputation: Graduate preferably with P.G. Diploma in Personnel Management, from an Institute/University of repute, with at least 5 years work experience or equivalent, in the areas of administration, and establishment work in a Govt. Office or PSU or an organization of repute and ABS under Central/State /Govt./Universities Experience of work in an R&D Organizations/Teaching Institute will be given preference.</p> <p>Desirable: Experience of working in Central/State funded R&D organization/ABS/Universities shall be preferred.</p> <p>Knowledge of Computer Applications/ Management Information Systems.</p>	<p>For Direct Recruitment/Deputation: Graduate preferably with SAS/CA/ICWA/ M.Com/MBA (Finance) with atleast 5 years experience work or equivalent, in the areas of Budget and accounts in a Govt. Office or PSU or an organization of repute and ABS under Central/State /Govt./Universities experience of work in an R&D Organizations/Teaching Institute will be given preference.</p> <p>Desirable: Experience of working in Central/State funded R&D organization/ABS/Universities shall be preferred.</p> <p>Knowledge of</p>	<p>By Promotion: The post will be filled up by promotion from the candidates holding post of AO/FO/MA/PS, having 5 years of regular service in the Pay Level 10 OR 6/7 years of regular service in the Pay Level 8/7 respectively.</p> <p>Direct Recruitment: (i) MBA or Graduate Diploma in Materials Management from a recognized University/Institute and (ii) Minimum of 5 years of regular service experience in Stores and Purchase in PB-3 with GP Rs. 4800 or 8 years of Rs. GP Rs. 4200 in the Central Govt., State Govt., Central Govt.</p>	<p>By Promotion: The post will be filled up from the lower grade of Management/Office Assistant with Graduate qualification having 5 years regular service in the grade after having passed the departmental test.</p> <p>By Direct Recruitment: Graduate with Diploma in Store Management and minimum 7 years experience in the grade of Level-5/4 or equivalent having the knowledge of Store Management etc.</p> <p>Desirable: Knowledge of Govt. rules & regulations and Computer Applications.</p>	

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			Computer Applications/ Management Information Systems	Universities/Central ABs or equivalent pay scales & post in PSUs. <u>Desirable:</u> Knowledge of Computer Applications/ Management Information Systems.		
14.	Composition of Recruitment Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
15.	Composition of Confirmation committee	As approved by Director	As approved by Director	As approved by Director	As approved by Director	
16.	Promotion by Selection (S) or Non Selection (NS)	S	S	S	NS	
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	S	S	S	S	
19.	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(see para 16.(ii) of ILS Recruitment Rules 2018 (Annexure-7)).					

Signature

Signature

Schedule-7/3

Sl. No	Type	For posts in Administrative Cadre					Total
		Jr. Accountant (Re-designated as Accountant)	Senior Stenographer	P.A. to Director	Jr. Asst.-cum-Typist	Office Assistant	
1	2	3	4	5	6	7	8
1.	Department	Admin	Admin	Admin	Admin	Admin	
2.	Level in 7 th CPC	Level - 6	Level - 6	Level - 6	Level - 5	Level - 5	
3.	Pay Matrix	35400-112400	35400-112400	35400-112400	29200-92300	29200-92300	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	1	1	1	1	05
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	NS	NS	NS	NS	NS	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	NO	
7.	Method of Appointment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	Direct Recruitment	
8.	%age of each method of appointment	-	-	-	-	-	
9.	Is post exempted from consultation with UPSC, before being filled	Yes	Yes	Yes	Yes	Yes	
10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	Indian	

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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11.	Is the post included in MACP	Yes	Yes	Yes	Yes	Yes	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 30 years	Not exceeding 30 years	Not exceeding 30 years	Not exceeding 25 years	Not exceeding 25 years	
13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	<p>By Promotion: The post will be filled up from the feeder grade of Management/Office Assistant with Graduate qualification having 5 years regular service in the grade after having passed the departmental test.</p> <p>By Direct Recruitment: Graduate with Diploma in Financial Management and minimum 7 years experience in the grade of Level 5/4 or equivalent having the knowledge of Financial Management etc.</p>	<p>By Promotion: The post will be filled up from the feeder grade of Jr. Clerk cum-Typist having 5 years regular service in the grade after having passed the departmental test and passed the Certificate of Stenography.</p> <p>By Direct Recruitment: Graduate with proficiency in shorthand (120 wpm) and typing 50 (wpm). Candidates should be able to handle word processor, conversant with secretarial practice or passed stenographers examination conducted by Staff Selection Commission.</p>	<p>By Promotion: The post will be filled up from the feeder grade of Jr. Clerk cum-Typist having 5 years regular service in the grade after having passed the departmental test and passed the Certificate of Stenography.</p> <p>By Direct Recruitment: Graduate with proficiency in shorthand (120 wpm) and typing 50 (wpm). Candidates should be able to handle word processor, conversant with secretarial practice or passed stenographers examination conducted by Staff Selection Commission.</p>	<p>By Promotion: The post will be filled up by promotion from the feeder grade of Attendant-I. The candidates having 5 years experience in the respective trade in the pay scale of Rs 3050-5900/- after passing the departmental test and should be a graduate.</p> <p>Direct Recruitment: Graduate with minimum 1 year experience. Admn.: person having diploma in Personnel Management will be preferred. Accounts: Commerce Graduate will be speed of 100 w.p.m. essential. Knowledge of Computer word processor essential.</p>	<p>By Promotion: The post will be filled up by promotion from the feeder grade of Attendant-I. The candidates having 5 years experience in the respective trade in the pay scale of Rs 3050-5900/- after passing the departmental test and should be a graduate.</p> <p>Direct Recruitment: Graduate with minimum 1 year experience. Admn.: person having diploma in Personnel Management will be preferred. Accounts: Commerce Graduate will be speed of 100 w.p.m. essential. Knowledge of Computer word processor essential.</p>	


Subodh Kumar Ram

Subodh Kumar Ram

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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					Stores: Persons having diploma in Sales/ marketing Management will be preferred.	processor essential. Stores: Persons having diploma in Sales/ marketing Management will be preferred.	
14.	Composition of Recruitment Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016					
15.	Composition of Confirmation committee	As approved by Director					
16.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	NA	
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	5	5	5	5	5	
19.	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(see para 16.(ii) of ILS Recruitment Rules 2018 (Annexure-7)).						
20.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level 5 or below, the prescribed eligibility criteria may be relaxed with the approval of Chairperson, GC					

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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Schedule-7/3

Sl. No	Type	For posts in Administrative Cadre				Total
		Peon (Re-designated as Tradesman)	Sweeper (Re-designated as Tradesman)	Driver*	Gardner	
1	2	3	4	5	6	7
1.	Department	Admin	Admin	Technical	Technical	
2.	Level in 7 th CPC	Level - 1	Level - 1	Level - 2	Level - 1	
3.	Pay Matrix	18000-56900	18000-56900	19900-63200	18000-56900	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	2	1	1	1	05
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	NA	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	
7.	Method of Appointment	Direct recruitment	Direct Recruitment	On Contract Basis	Direct Recruitment	
8.	%age of each method of appointment	100	100	100	100	
9.	Is post exempted from consultation with UPSC before being filled	Yes	Yes	Yes	Yes	
10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	
11.	Is the post included in MACP	Yes	Yes	Yes	Yes	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 30 years	Not exceeding 30 years	NA	Not exceeding 30 years	
13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	Class-VIII pass	Class-VIII pass	Class-VIII pass	Class-VIII pass	
14.	Composition of Recruitment Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016				
15.	Composition of Confirmation committee	As approved by Director				

Signature

Signature
सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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16.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA	
19.	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(see para 16.(ii) of ILS Recruitment Rules 2018 (Annexure-7)).					
20.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level 5 or below, the prescribed eligibility criteria may be relaxed with the approval of Chairperson, GC				
21.	* The post of Driver will be surrendered after the superannuation/death/termination of existing incumbents and filled on contract basis.					

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
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Schedule-7/3

Sl. No	Type	For posts in Administrative Cadre			Total
		Lab. Attendant	Animal House Caretaker	Glass House Caretaker	
1	2	3	4	5	8
1.	Department	Admn.	Admn.	Admn.	
2	Level in 7 th CPC	Level - 1	Level - 1	Level - 1	
3.	Pay Matrix	18000-56900	18000-56900	18000-56900	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	2	1	1	04
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	
7.	Method of Appointment	Direct recruitment	Direct Recruitment	Direct Recruitment	
8.	%age of each method of appointment.	100	100	100	
9.	Is post exempted from consultation with UPSC before being filled	NA	Yes	Yes	
10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	
11.	Is the post included in MACP	Yes	Yes	Yes	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 30 years	Not exceeding 30 years	Not exceeding 30 years	

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी, मंत्रालय / M/o Science & Tech.
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13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	Class-VII pass with knowledge about up keeping of plants and/or experience in up keeping of laboratories.	Class-VII pass with knowledge about up keeping of animals and/or experience in up keeping of laboratories.	Class-VII pass with knowledge about gardening and up keeping of plants and/or experience in up keeping of laboratories.	
14.	Composition of Recruitment Committee	Committee in terms of Para 3(h) of DBT OM dated 19.07.2017.	Committee in terms of Para 3(h) of DBT OM dated 19.07.2017.	Committee in terms of Para 3(h) of DBT OM dated 19.07.2017.	
15.	Composition of Confirmation committee	As approved by Director	As approved by Director	As approved by Director	
16.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	
19.	The provisions of MACPS of DoP&T (O.M. No. 35034/3/2008-Estt. (D) dated 19.05.2009 and further modified from time to time) shall be applicable on all Administrative cadre posts where no further promotional avenues are available(see para 16.(ii) of ILS Recruitment Rules 2018 (Annexure-7)).				
20.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level 5 or below, the prescribed eligibility criteria may be relaxed with the approval of Chairperson, GC			

Signature

Signature
सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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Schedule- 7/4

Sl. No	Type	For posts in Technical Cadre				Total
		Information Officer	Asst. Librarian	Jr. Instrumentation Engineer	Technical Officer - I	
1	2	3	4	5	6	7
1.	Department	Technical	Technical	Technical	Technical	
2.	Level in 7 th CPC	Level - 10	Level - 6	Level - 6	Level - 6	
3.	Pay Matrix	56100-177500	35400-112400	35400-112400	35400-112400	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	1	1	1	04
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	S	NS	NS	NS	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	NO	
7.	Method of Appointment	Promotion, falling which Direct Recruitment	Promotion, falling which Direct Recruitment	Promotion, falling which Direct Recruitment	Promotion, falling which Direct Recruitment	
8.	%age of each method of appointment		100	100	100	
9.	Is post exempted from consultation with UPSC before being filled	NA	Yes	Yes	Yes	

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10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	Indian	
11.	Is the post included in MACP for promotion	Yes	Yes	Yes	Yes	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 35 yrs	Not exceeding 30 yrs	Not exceeding 30 yrs	Not exceeding 30 yrs	
13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	<p>By Promotion : The promotion will be given from the feeder grade of Technical Officer - II/ Assistant Engineer/Jr. Instrumentation Engineer possessing respective qualification of B.Sc plus MLT or equivalent OR Diploma in Engineering OR an incumbent has to pass Departmental test and training of the standard of the above qualifications OR having 8/3/2 years of regular service in the Pay Level 6/7/8 respectively and fulfilling educational qualifications prescribed for direct recruitment.</p> <p>By Direct Recruitment: M. Sc or equivalent with 8 years experience or B.Sc. or</p>	<p>By Direct Recruitment: Graduate with Bachelor in Library Science with 5 years of experience or Post-Graduate in Lib. Science with 2 years of experience & computer knowledge is essential.</p>	<p>By Direct Recruitment: MSc or equivalent with 5 years relevant experience or B.Sc or equivalent with 8 years relevant experience.</p>	<p>By Direct Recruitment: MSc or equivalent qualification with one year experience OR B Sc with five years experience OR Intermediate plus 3 years Diploma in Engineering with five years experience OR AMIE or Degree in Engineering with one year experience OR Graduate in any discipline from a recognized Univ. & Diploma in Photography from are recognised Institution, with five years experience in Medical Photography in a teaching Institute / hospital OR Bachelor of Information Technology or equivalent with 1 year experience OR Graduate in any discipline and appropriate</p>	

Signature

Signature

सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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		equivalent with 12 years experience, with at least 8/3/2 years of relevant experience in the Pay Level 6/7/8 or equivalent respectively, in the R & D laboratories.			qualification in Information Technology with five years experience.	
14.	Composition of Recruitment Committee	Committee in terms of Para 3(h) of DBT OM dated 19.07.2017.				
15.	Composition of Confirmation committee	As approved by Director				
16.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	NA	
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	NA	
19.	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of ILS Recruitment Rules 2018 (Annexure-7)).					
20.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level 5 or below, the prescribed eligibility criteria may be relaxed with the approval of Chairperson, GC				

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Schedule- 7/4

Sl. No	Type	For posts in Technical Cadre			Total
		Technical Assistant	Lab. Technician	Technician	
1	2	3	4	5	9
1.	Department	Technical	Technical	Technical	
2.	Level in VII th CPC	Level - 6	Level - 6	Level - 6	
3.	Pay Matrix	35400-112400	35400-112400	35400-112400	
4.	Posts already Created through MOF sanction and DBT communication as detailed in Schedule - I	1	5	1	07
5.	Is the post a Selection Post(S) or Non Selection Post (NS)	NA	NA	NA	
6.	Whether the posts are exempt from the purview of reservations in appointments for members of SC/ST/OBC's community	NO	NO	NO	
7.	Method of Appointment	falling with Deputation, falling which Direct Recruitment	falling with Deputation, falling which Direct Recruitment	Direct Recruitment	
8.	%age of each method of appointment	100	100	100	
9.	Is post exempted from consultation with UPSC before being filled	NA	Yes	Yes	

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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10.	Nationality of Candidates recommended for appointment	Indian	Indian	Indian	
11.	Is the post included in MACPS	Yes	Yes	Yes	
12.	Age of Direct Recruits if method of appointment is by Direct Recruitment for unreserved candidates	Not exceeding 30 yrs	Not exceeding 30 yrs	Not exceeding 30 yrs	
13.	Min Educational Qualifications if method of appointment is by Direct Recruitment	By Direct Recruitment: Matric with Science plus two years full time Diploma with 7 years of experience in R&D Lab or B.Sc. with three years of experience or Graduate in any discipline with Diploma in Computer Application with three years of experience.	By Direct Recruitment: 1. Matric with Science plus 2 years full time Diploma in Medical Lab Technician's course and three years experience after MLT; OR B Sc with one years of experience R & D laboratory. OR 2) Three years Diploma in Engineering Technology or Matric with ITI Certificate in respective trade with five years experience in Level-5 pay.	By Direct Recruitment: Matriculate in Science with a three years experience in R & D Laboratories or Diploma in Medical Lab Technician Course OR Matriculate, with ITI certificate in respective trade with three years experience in the respective trade in a reputed lab /Industrial establishment including apprenticeship in a recognized workshop.	
14.	Composition of Recruitment Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
15.	Composition of Confirmation committee	As approved by Director	As approved by Director	As approved by Director	
16.	Promotion by Selection (S) or Non Selection (NS)	NA	NA	NA	

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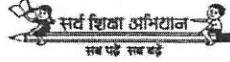
17.	Composition of Promotion Committee	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	As per para 3 of DBT O.M. No. BT/AI/14013/3/32011 dtd. 19.07.2016	
18.	Minimum yrs. of regular service required in existing grade for promotion to next higher grade	NA	NA	NA	
19.	As per the Merit and Normal Assessment Scheme (MANAS)* (see para 16.(iii) of ILS Recruitment Rules 2018 (Annexure-7)).				
20.	Relaxation Clause	In case of candidates found otherwise suitable for the posts of pay level 5 or below, the prescribed eligibility criteria may be relaxed with the approval of Chairperson, GC			

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
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Schedule 7-(V)



भारत सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
ब्लॉक-2, 7 वां तल, सी० जी० ओ० कम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

Dr. Renu Swarup
Director
Tel : 24360064 Fax : 24363018
E-mail: swarup@dbt.nic.in

No. BT/AB/03/02/2001

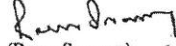
22 September 2005

Dear Prof. Supakar,

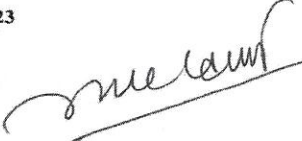
This is in continuation of sanction order of even number dated 7th September, 2005, conveying approval of the Expenditure Finance Committee (EFC) for 10th plan budget of Institute of Life Sciences (ILS), Bhubaneswar. A copy of the Sanction order is enclosed for your reference. The detailed break-up of the approved cost for construction, Scientific Equipments, Office Equipments and Staff are enclosed at Annexure-I. The Research Targets as agreed are enclosed at Annexure-II. You are requested that necessary action may please be taken to ensure that the research targets are met as per schedule.

With regards,

Yours sincerely,


(Renu Swarup)

Prof. Prakash C. Supakar
Director-in-Charge
Institute of Life Sciences
Nalco Square
Bhubaneswar - 751 023



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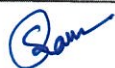
The sanctioned staff strength as on 31.03.2005

Sl. No.	Name of the Post	No. of Posts
1.	Director	01
2.	Professor	02
3.	Reader	03
4.	Lecturer	07
5.	Admn-cum-Accounts Officer	01
6.	Instrumentation Engineer	01
7.	Store Keeper	01
8.	Accountant	01
9.	Asst. Librarian	01
10.	Technician	01
11.	Lab. Technician	01
12.	Sr. Stenographer	01
13.	Jr. Asst.-cum-Typist	01
14.	Driver (Grade-II)	01
15.	Tradesman (Cat: Gardener)	01
16.	Tradesman (Cat: Lab. Attendant)	01
17.	Tradesman (Cat: Animal Caretaker)	01
18.	Laboratory Attendant	01
19.	Peon	02
20.	Sweeper	01

Posts approved by SFC, pending MoF clearance

Sl. No.	Name of the Post	No. of Posts
21.	Professor	03
22.	Reader	04
23.	Lecturer	02

overleaf


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

सरकार
और प्रौद्योगिकी मंत्रालय
बायोटेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



-2.7 वां तल, सी० जी० ओ० कम्प्लेक्स
रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

No: BT/AB/03/02/2001- Pt

Dated: 14.7.2006

To

Dr B. Ravindran,
Director,
Institute of Life Sciences,
Nalco Square,
Bhubaneswar - 751 023

Sub: Creation of additional posts in ILS, Bhubaneswar.

Sir,

I am directed to refer to the correspondence resting with your letter No. 1-22-AM/2003-04/549/ILS dated 1st May 2006 on the above subject and to convey the approval of the competent authority for creation of the following posts :

S.No.	Posts/Scale of Pay	No. of Posts created
1	Professor 16400-450-20900-500-22400	2
2	Reader 12000-420-18300	2
3	Jr Instrumentation Engineer 6500-200-10500	1
4	Technical Assistant 5500-175-9000	1
5	Glass House Caretaker 2550-55-2660-60-3200	1
6	Lab Technician 5000-150-8000	2
7	Office Assistant 4000-100-6000	1
8	PA to Director 5500-175-9000	1
	Total	11

This issues with the approval of Ministry of Finance, Department of Expenditure, vide their ID No. 812/E.Coord 1/2006 dated 29.6.2006.

As per
19.07.06

Yours faithfully,
Virendra Kapoor
(Virendra Kapoor)
Deputy Secretary to the Govt of India

Website: <http://www.dbtindia.nic.in> <http://www.btiisnet.gov.in>
दूरभाष / Telephone : 24363012, 24360899 फैक्स / Fax : 011-24362884

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For
प्रौद्योगिकी मंत्रालय
लॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY

सर्व शिक्षा अभियान
सब पढ़े सब बढ़े

ब्लॉक-2, 7 वां तल, सी० जी० ओ० कम्प्लेक्स
लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003

25/3

No: BT/AB/03/02/2001-V

12th Mar.2004

Sub: Creation of New Posts of Lecturer for ILS, Bhubneshwar

This is to convey the approval of Ministry of Finance, Govt. of India, vide ID No. 345/E coord I/2004 dt. 3/3/2004 for creation of 4 posts of Lecturer in the pay scale Rs. 8,000 - 13,500/- (one each for Vector Borne disease, Oncology, Proteomics and Stress Biology) Necessary action may please be taken for filling up of the post urgently.

Necessary approval is also conveyed for continuing with the work assigned to the contract staff by outsourcing.

This issues with the approval of Secretary (Expenditure) and Secretary, DBT.

(Dr. Renu Swarup)
Director

Tel : 24360064; Fax : 24363018
E-mail : swarup@dbt.nic.in

Prof. P.C. Supakar
Institute of life Science
Nalco Square
Bhubneshwar - 751023.

swarup

सरकार
विज्ञान और प्रौद्योगिकी मंत्रालय
408 टेक्नोलॉजी विभाग
GOVERNMENT OF INDIA
MINISTRY OF SCIENCE & TECHNOLOGY
DEPARTMENT OF BIOTECHNOLOGY



ब्लॉक-2, लोदी रोड, नई दिल्ली-110003
Block-2, 7th Floor C.G.O. Complex
Lodi Road, New Delhi-110003
Dy. No: - 653
1/12/08

No: BT/AB/03/02/2001-III

Dated: 24.11.2008

To

✓ Director,
Institute of Life Sciences,
Nalco Square,
Bhubaneswar - 751 023

Sub: Creation of additional scientific, technical and administrative posts in the Institute of Life Sciences, Bhubaneswar

Sir,

I am directed to refer to the correspondence resting with your letter No. I-22-AM/2003-04/1394/ILS dated 14th July, 2008 on the above subject and to convey the approval of the competent authority for creation of the following posts :

Sl No.	Designation/Post	Scale of Pay (Rs)	No. of Posts created
SCIENTIFIC			
1	Scientist D	12000-375-16500	5
2	Scientist C	10000-325-15200	6
	Total		11
TECHNICAL STAFF			
1	Information Officer	8000-275-13500	1
2	Technical Officer-I	5500-175-9000	1
3	Lab Technician	5000-150-8000	2
	Total		4
Administrative Staff			
1	Finance & Accounts Officer	10000-325-15200	1
2	Stores & Purchase Officer	8000-275-13500	1
	Total		2
	Grand Total		17

2 Creation of the above 17 posts shall be subject to the abolition of one post of Instrumentation Engineer in the pay scale of Rs 8000-13500. Director, Institute of Life Sciences, may also consider surrendering one post of Junior Instrumentation Engineer in case the incumbent, who has been issued the appointment letter recently, does not assume charge.

Website: <http://www.dbtindia.nic.in> <http://www.btiisnet.gov.in>
दूरभाष / Telephone : 24363012, 24362329 फैक्स / Fax : 011-24362864

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सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

3 This issues with the approval of Ministry of Finance, Department of Expenditure, vide their IDs No. 492/E.Coord.1/2008 dated 3.11.2008 and 14.11.08.

Yours faithfully,

Virendra Kapoor
(Virendra Kapoor)
Deputy Secretary to the Govt of India

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Subodh Kumar Ram
सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

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Ministry of Finance
Department of Expenditure
(E.Coord.I Branch)

Ref: Notes of Department of Bio Technology on pre-pages.
[F.No.BT/AB/03/02/2001-III]

The proposal of Department of Bio-technology for creation of various posts for the Institute of Life Sciences (ILS), Bhubaneswar has been seen in this Department and the creation of following posts has been approved:-

Sl.No.	Designation/Post	Scale of Pay (Rs.)	No. of Posts sought
	SCIENTIFIC		
1.	Scientist D	12000-375-16500	5
2.	Scientist C	10000-325-15200	6
	Total		11
	TECHNICAL STAFF		
1.	Information Officer	8000-275-13500	1
2.	Technical Officer-I	5500-175-9000	1
3.	Lab Technician	5000-150-8000	2
4.	Data Entry Operator	4000-100-6000	-
	Total		5
	ADMINISTRATIVE STAFF		
1.	Finance and Accounts Officer	10000-325-15200	1
2.	Stores and Purchase Officer	8000-275-13500	1
	Total		2
	Grand Total		18

2. The creation of above 18 posts shall be subject to the abolition of one post of Instrumentation Engineer in the pay scale of Rs.8000-13500. D/o Biotechnology may also consider surrendering one post of Junior Instrumentation Engineer in case the incumbent, who has been issued the appointment letter recently, does not assume charge.

3. This has the approval of Secretary(Exp.).

Amit Bansal
(Amit Bansal)
Section Officer

JS & EA, D/o Biotechnology
MOF (Exp) I.D.No.492/E.Coord.I/2008 dated 03.11.2008

May implement ILS machinery.

DS/CS(V.K.), MOF

May kindly see with reference to the proposal for creation of scientific, technical & Admin. staff for ILS, Bhubaneswar. It is seen from the aforesaid noting that there is a discrepancy with respect to the total number of posts approved for technical staff and that in the Grand

once again

Ram

ANNEXURE - 4

ILS-CODE OF CONDUCT FOR CONTRACTUAL EMPLOYEES & ALL PROJECT STAFF:

All contractual employees/project staff shall be governed by below mentioned points while performing their duties in the institute and any violation of these shall be dealt in terms of relevant clauses of the Contract agreement signed by the employee with the Institute. The decision of Chairperson Governing Body shall be final for employees in Level 14 and above and the decision of Director shall be final in this regard for all the employees in Level 13-A and below.

1. Any lapse in performing his/her duties including punctuality, adherence of dress code and other safety norms while working in laboratory area with hazardous chemicals/instruments emitting radiation.
2. Indulging in communal activities, criminal activities and anti-national activities.
3. Making inappropriate remarks on caste, creed, sex, race or religion of junior/fellow/senior employees (Regular/Contractual) of the Institute.
4. Offending the dignity and modesty of employees by the way of overtures, gestures, remarks, physical contacts and physical intimidation within the campus premises of the institute.
5. Offending/demeaning anybody's religious beliefs and cultural habits of persons coming from particular region or segment of the society.
6. Refusal to carry out orders of administrative or academic functionaries without assigning any reason.
7. Habitual cases of insolvency, intoxication etc.
8. Convicted by court of law for any criminal offences under the relevant act.
9. Spending 3 days in judicial custody/> 10 days in police custody.
10. Disclosure of incorrect/false information so as to get employment in the institute
11. Use of any kind of political influence to advance one's career prospects in the institute.
12. Indulging in trade union activities.
13. Unauthorized assembly during duty hours of more than 10 employees.
14. Disclosure of confidential information/data to outsiders/press without necessary approvals.
15. Any other act/activity not covered under this Code which is unbecoming of an employee of the Institute and against the interest of the Union/Institute and is in violation of the contract agreement of public activity.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delh

Annexure – 5

IPR LICENSING RULES

Definition & Scope

The intellectual property shall include patents, copyright, design, computer software, and trade mark. Licensing of IP shall mean granting the licensee the right to further develop IP or to utilize the IP to develop process(s) or commercializable knowhow, technology/technique to make the resulting product(s), either for commercial/captive or as otherwise agreed to.

Costing

The costing on development of IP/technology shall include the estimated expenditure on raw material, consumables, equipment usage, IP protection and maintenance, outsourcing of services, if any, and contingency etc. ILS may invite the expression of interest (EOI) to validate and decide the cost estimate for such licensing of IP/technology. Taxes as applicable will be payable by the client as extra.

Sharing of monies from licensing of IP/technology

The consolidated guidelines for sharing of monies from licensing of Intellectual Property and technology with the ILS staff are as under:

ILS	50%
Concerned Research Team	35%
ILS Supporting Staff	10%
ILS Staff Welfare Fund	5%

Technical Services

Technical services may include assistance to the clients based on available knowledge/ expertise/ skills/ infrastructures/ and facilities at ILS. Technical services may include testing and analysis, routine training, providing information and/or any other services not covered above. The cash inflow through such services will be credited to ILS account without any provision of sharing with ILS staff. These services may not be taken up as regular activities, and may be rendered depending upon the availability of facilities, expertise etc.

General Terms and Conditions for Sharing of Monies/fees Earned through Consultancy/IP/Technology Licensing:

- A legally valid agreement should be executed for IP/technology licensing.
- The IP/technology transfer/licensing/consultancy should be completed in accordance with the terms of the agreement;
- The monies/fees should be received in full;
- The maximum amount of money receivable by an employee from licensing of Intellectual Property/ technology/consultancy will not exceed Rs. 5 lakhs per financial year.
- The guidelines stipulated in this document may be reviewed by ILS, if necessary, from time to time.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

Categorization of Staff

- a. Inventors may comprise scientists/faculty and other S&T staff (research fellows/post-docs/technical) who have provided innovative, developmental, design engineering, experimental, data/information, testing/analytical, repair/fabrication, training and business development/marketing inputs for the project/activity;
- b. S&T and supporting staff comprise the remaining regular staff who have not been included in the category staff 'a' (i.e. faculty, technical, administration, finance, store and purchase, and services).

Maintenance of Project Records

The project leader/PI shall ensure that the following records are maintained and retained in the laboratory:

i) Project File

Document containing information on a systematic basis on initiation of the idea; date of starting of the project; list of inventors (as defined earlier); responsibilities of the individuals and extent of their participation (whether whole time or part time); significant contributions made by the individuals along with the supporting inputs/contributions of the S&T and other staff.

ii) Completion Report

A document/record book listing the outcome of the project/activity including the contributions made by each of the inventors, S&T and supporting staff should be maintained. The final record should be signed by each of the inventors and the project leader/PI.

Procedure for Distribution of Monies/Fees

- (a) A Standing Committee shall be constituted by the Director, ILS to consider and decide on the share of the inventors, S&T and supporting staff from the monies realized from licensing of IP/technology/consultancy.
- (b) The project leader shall recommend to the Standing Committee the names of the inventors/consultants for a specific IP/technology/consultancy.
- (c) The recommendations of the Standing Committee shall be intimated to each of the inventors/consultants and S&T and supporting staff and also displayed on the laboratory and other appropriate notice boards. In case no objections/representations are received within fifteen days on the date of notification, then the same can be submitted for consideration and approval of the competent authority.
- (d) Representations, if any, against the recommendations of the Standing Committee, within the stipulated time limit, shall be reconsidered by the standing committee. The Fresh Recommendations of the Standing Committee, along with the details of representations shall be put up to the competent authority for consideration.
- (e) The decision of the competent authority on recommendations of the Standing Committee shall be intimated to each of the inventors and S&T and supporting staff and displayed on appropriate notice boards. Distribution of the monies/fees will then be done if no representations are received against the decision of the competent authority within thirty days of the date of notification.

- (f) A person will be entitled for a share from the monies/fees even in the event of his/her transfer/retirement/resignation from ILS. In the event of death of a person, his/her legal heir shall be entitled for his/her share of monies/fees.
- (g) The decision of Director, ILS shall be final and binding on all concerns.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi

ANNEXURE – 6

CONSULTANCY RULES

Consultancy

Different aspects of consultancy, including the pattern of distribution of honorarium will be decided by the duly constituted committee of ILS on case to case basis.

Collaborative Research

Collaborative project is a joint endeavor. Thus while costing ILS's inputs for a collaborative project the intellectual fee should be included in notional project charges. As the client may bear only a part of the ILS's project expenses, the laboratory should endeavor to ensure that the balance of project charges are recovered by earnings from licensing the R&D results/intellectual property to the collaborator/third party.

Composite Projects

Some projects are composite in nature and envisage diverse inputs of ILS. These may include consultancy, technical services, contract R&D, etc. Such type of projects can, for purposes of ILS costing/accounting, be split into appropriate contract research, consultancy and technical services components; and approval of competent authority be obtained for each component indicating the overall project profile.

1. Consultancy by ILS

Definition & Scope

The laboratory should ensure that owing to financial benefits accruing to staff members from consultancy work, attention is not diverted from R&D related activities. A proper balance of the manpower and other resources to be deployed on R&D activities, consultancy and technical services should be decided by the committee constituted by ILS.

To facilitate the operation of 'consultancy' services two categories of consultancy, viz. (a) Advisory Consultancy (b) General Consultancy may be demarcated each with its own scope definition, ceiling and pattern of honorarium.

All consultancy services in ILS shall be institutional. Consultancy shall be in an area of expertise of the laboratory, preferably its thrust areas. For purpose of definition there shall be two categories of consultancy, viz;

A) Advisory Consultancy

Wherein the services would involve scientific, technical, engineering or other professional advice, provided to a client purely on the basis of available expert knowledge and experience of individual(s), rendered outside the ILS and not envisaging use of any facilities of the laboratory (including experimental, informational, computational etc.), and also not involving any kind of survey, detailed study or report preparation/submission.

B) General Consultancy

Wherein the services shall comprise scientific, technical, engineering or other professional advice/assistance based on the available knowledgebase/expertise of the laboratory, and envisaging only minimum use of laboratory facilities for essential experimentation needed to meet the objectives of the consultancy assignment.

General consultancy may inter-alia cover:

- Preparation of literature survey/feasibility studies, state of the-art/project/technology/forecasting reports;
- Interpretation and validation of test results and data, risk and hazard/environment impact analysis etc.,
- Design engineering,
- Assistance in erection, commissioning, operation, fabrication/tendering and purchase of requirement, trouble shooting, productivity improvements, pollution abatement/control measures, energy conservation, waste utilization, technology assessment/evaluation.

Any consultancy assignment which does not strictly fall under the category of Advisory Consultancy, shall be taken up as General Consultancy. The competent authority for approving the consultancy shall have the power to decide on the category of a particular consultancy assignment.

Approvals for projects will be accorded by the competent authority may be based on recommendations by a committee constituted by the competent authority of ILS.

Approvals for contracts for consultancy services of a minor nature, formal agreement on a stamp paper may be dispensed with and the terms and conditions settled through exchange of letters. However, the terms and conditions should include a disclaimer on responsibility of the laboratory for the advice/recommendations given in the consultancy. In case the head of the institute/competent authority feels that an agreement would be technically and legally useful, the party may be asked to enter into a legal agreement.

Costing of Consultancy Projects

It is feasible to make realistic estimates of inputs for a consultancy project. The amount to be payable by the client seeking consultancy will be decided by a duly constituted committee by the Director, ILS. While fixing the consultancy charges, estimated expenditure on various components including raw materials, consumables, equipment, contingency, travel expenses etc. may be taken into account. Taxes as applicable will be payable by the client as extra. Record of deployment of resources for a consultancy project, especially the manpower, should be separately and carefully maintained and the resources deployed should by and large be in conformity with the approved estimates.

Honorarium for Consultancy Work

Honorarium is payable to the team of consultants and S&T and supporting staff of ILS. In case there is no staff under S&T and supporting staff associated with a consultancy project the share of honorarium earmarked for this category shall then go to the team of consultants.

The pattern of distribution of consultancy honorarium for **general consultancy** work taken up may be as follows:

ILS	50%
Team of consultants	35%
S&T and supporting staff	10%
ILS welfare fund	5%

The pattern of distribution of consultancy honorarium for **advisory consultancy** may be as follows:

ILS	50%
Team of consultants	45%
ILS welfare fund	5%

The 'Team of Consultants' shall comprise only such staff members who provide intellectual inputs to the specific consultancy work while 'S&T and supporting staff' shall generally include the remaining regular staff (faculty, technical, administration, finance, store and purchase, and services).

If needed, apportion of distributable amount can be done by the competent authority on case to case basis.

The amount will be distributed after successful completion of the consultancy assignment.

In case of Advisory Consultancy projects for which the duration of the contract is more than a year, honorarium may be distributed annually, provided the amount due for the respective year has been received from the client.

Ceiling on Amount of Honorarium:

The maximum amount of honorarium receivable by an individual in a financial year shall be limited to Rs. 5,00,000 (Rupees five lakhs). The amount of honorarium receivable by an individual during a financial year shall be computed for all the consultancy projects completed during the particular financial year and the amount, if any, in excess of the prescribed ceiling, shall not be carried over to the following financial year, but shall be credited to the ILS Welfare Fund.

Other Aspects

I. TA/DA/per diem allowances

The laboratory shall be free to negotiate on TA/DA for the staff deputed outside the laboratory on the project work in respect of assignments from non-govt. clients only. The TA/DA and per diem allowances should not be less than that prescribed by ILS.

II. Guidelines for work/contracts with foreign clients

Work taken up for foreign clients shall continue to be negotiated on a case to case basis, as per present procedures stipulated in the extant guidelines. However, in every contract negotiation on the

'opportunity value' should be cashed upon through timely response, with the approval of the competent authority.



सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्यो. मंत्रालय / M/o Science & Tech.
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ANNEXURE - 7

ILS STAFF WELFARE FUND RULES

1. **These Rules shall be called as ILS Staff Welfare Fund Rules.**
2. **Members:** All regularly appointed/contractually engaged employees shall be members of the ILS Staff Welfare Fund.
3. **Managing Body:** The ILS Staff welfare Fund shall be managed by a body of not more than 6 members as under
 - a. **Chairman:** Director (ex officio) of the Institute
 - b. **Secretary:** The Administration Officer (ex officio) of the Institute
 - c. **Treasurer:** Finance and Accounts Officer (ex officio) of the Institute
 - d. **Other Members:** one each from Scientific, Administrative and Technical cadres to be nominated by the Chairman.
 - e. **At least** two members of the managing body shall be female members.
 - f. **At least** two members of the managing body shall be from reserved category employees.
 - g. The Managing body shall not have more than 8 members. The Managing body shall invariably be reconstituted every two years.
4. **Credits to the ILS Staff Welfare Fund:** shall comprise of all such amounts as detailed under:
 - a. 0.5% of total non tax revenue of the Institute.
 - b. 5% of the total revenue earned by way of USER Charges through consulting assignments in terms of Clause 42 (iv) of these Byelaws.
 - c. 10% of any award money won by the Institute or Group of Employees of the Institute.
 - d. Member Contribution on monthly basis for Regular employees shall be as under:-
 - a) In Level 14 and above : Rs 400/-
 - b) In Level 11 and Level 13 : Rs 300/-
 - c) In Level 8 and Level 10 : Rs 200/-
 - d) In Level 7 and below : Rs 100/-
5. **Debits to the Fund:** shall comprise as under:
 - a. **Financial assistance to bereaved family members of deceased employee in service:** Rs 10000/- (may be decided by Managing Committee as per prevailing circumstances to be valid for single financial year). To be made available within 10 days of bereavement.
 - b. **Funeral Grant:** Rs 3000/- per death. To be made available immediately
 - c. **Medical Assistance:** Rs 5000/- per case of emergency life situations. Managing Committee to decide increase or decrease in the amount which shall remain valid for single financial year. To be made available immediately.
 - d. **Damage to property due to natural/manmade disasters like earthquake, floods, fires, etc :** To be decided by the Managing Committee taking into account the number of affected families and the finances of the fund. To be made available within 48 hrs of the disaster.
 - e. **Recreation/Sports Events/Employee Camps for ILS employees:** the amount of debit shall not exceed Rs 5.0 Lakhs in a financial year with employees contributing 50% of the cost of the camp/recreation and 50% of the cost is borne from SWF subject to annual ceiling limits.
 - f. **Staff farewell upon superannuation/voluntary retirement:** Rs 2500/- for Gift to the superannuating/voluntary retiring employee and Rs 50/- per head for refreshments.
 - g. **Honorarium:** to staff engaged in managing the affairs of the fund who are in non gazetted level: to be decided by the Chairman with the opinion of at least 50% of the members of the SWF. Not more than 03 staff to be employed to initiate to affairs/proceedings of the fund.
 - h. **Any other Head:** subject to approval of all the members of the fund in its Annual meeting.

- i. **Periodic review of Debits:** There shall be annual review of the rates debited under each Head which shall be effective from the next financial year taking into account the financial health of the fund.
- j. **No unauthorized or unapproved Debit:** No debit shall be made from the fund unless the same is sanctioned by the Chairman for items detailed at Clause (a-h).


6. **Meetings :**

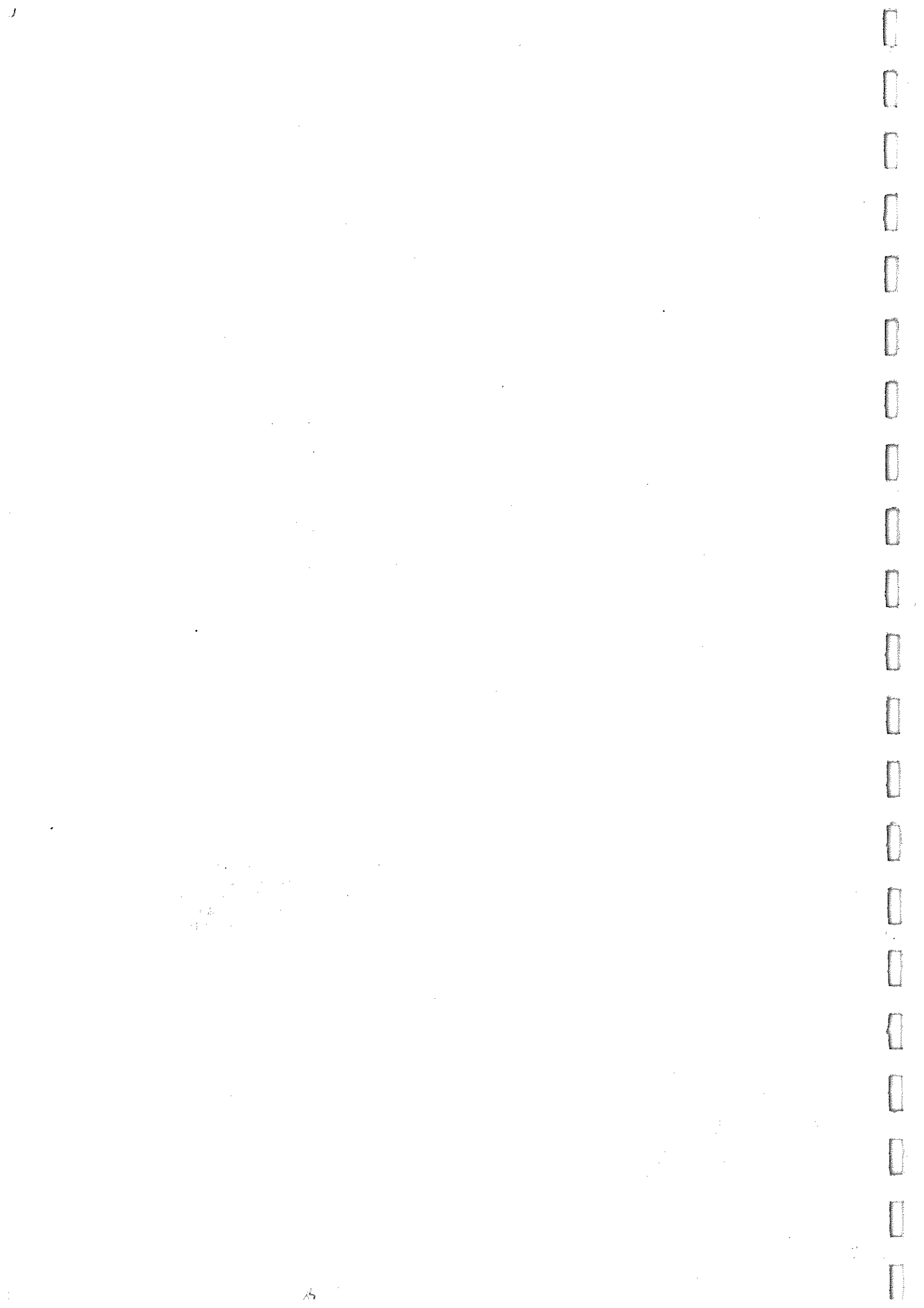
- a. **General Meetings:** All the members shall meet at least once during the financial year preferably by 30 September, wherein the details of expenditure incurred and future expenditure to be incurred shall be laid for information and approval of the members. 40% of the members present shall comprise the quorum for the meeting to be held and deliberated upon.
- b. **Special meeting:** shall be convened by the Chairman on the behest of at least 50% of the members requesting and 50% of these present during the meeting. The special meeting may be convened to seek approval for incurring expenditure not classified under any head and the extent to which the same is required to be concurred. Decision of the Chairman/SWF shall be final.
- c. **The Managing Body:** shall meet once in a quarter the date of which shall be fixed by the Chairman. Secretary/SWF to initiate file in this regard.

7. **Maintenance of Bank Account:**

- a. ILS SWF will explore the feasibility of managing its credits and debits through a current account in a nationalized bank.
- b. **Drawal of Amount:** The account shall be jointly held in the name of Secretary/SWF and Treasurer/SWF.
- c. **Auditing of account:** Secretary/SWF shall get the annual accounts audited by the Finance and Accounts Officer of ILS which shall be duly certified by the Institute's Chartered Accountant before the same is displayed on the Institute Notice board for at least 07 days by 15th April of the Next Financial Year.

- 8. **Powers to amend, relax, modify any of the provisions:** shall rest with the ILS -SWF with at least 75% share of the voting in favour of the motion for amendment.


सुबोध कुमार राम / Subodh Kumar Ram
अवर सचिव / Under Secretary
बायोटेक्नोलॉजी विभाग / Deptt. of Biotechnology
विज्ञान और प्रौद्योगिकी मंत्रालय / M/o Science & Tech.
भारत सरकार, नई दिल्ली / Govt. of India, N. Delhi



MEMORANDUM OF ASSOCIATION
OF
INSTITUTE OF LIFE SCIENCES, BHUBANESWAR
(a society registered under the Societies Registration Act, 1860)

(1) NAME:

The name of the society shall be “**Institute of Life Sciences**” hereinafter referred to as the “Institute of Life Sciences”.

(2) REGISTERED OFFICE:

The registered office of the Institute of Life Sciences shall be situated at Bhubaneswar in the State of Orissa.

(3) OBJECTIVES:

The main objectives for which the Institute is established are:

- a) To conduct and promote basis and applied researches in the frontier areas of Life Sciences.
- b) To foster interaction amongst Scientists of various disciplines and to encourage them to carryout research in areas that interface between physical and biological sciences.
- c) To carry out inter-disciplinary research in collaboration with other Research Institutions, various Science Departments of Universities, Medical Colleges and Agriculture Colleges.
- d) To provide expert advice to various agencies for the application of the new findings.
- e) To organize Symposia, Workshops, Conferences and Summer Schools in frontier areas of Life Sciences for the advancement of knowledge.
- f) To collaborate with teaching Institutions for raising the level of teaching and research in Life Sciences.
- g) To provide advanced training to post – M.Sc. students leading to Ph.D. degree.
- h) To conduct refresher programmes.
- i) To accept grants, scholarships, donations, subscriptions and endowments and administer the same in fulfillment of the objectives of the Institute.
- j) To do all such other acts and take all such steps as may further all or any of the aforesaid objectives.

(4) POWERS AND FUNCTIONS OF THE INSTITUTE :

To carry out the aforesaid objectives and for the management of the affairs of the Institute, the Institute shall have the following powers subject to the provisions of Rules and Byelaws of the Institute:

- 4.1 To appoint and hire services or discharge/ terminate the services of the personnel and to pay them in return for the services rendered to the Institute, salaries, wages, gratuities, provident fund and other allowance, remunerations and benefits in accordance with the Rules and Byelaws of the Institute;
- 4.2 To create administrative, technical, ministerial and other posts under the Institute and to make appointments thereto in accordance with the Rules and Byelaws of the Institute;
- 4.3 To accept grants of money, securities and properties of any kind on such terms as may be expedient;
- 4.4 To invest and deal with funds and money of the Institute;
- 4.5 To raise from Banks or financial institutions, bodies corporate or any other financier or public or private entities, loans and advances with or without securities including pledge, hypothecation or mortgage of the properties and assets of the Institute; provided that prior approval in writing of the Central Government is obtained in that behalf;
- 4.6 To issue appeals and apply for money and funds in the furtherance of the objectives of the Institute and to raise or collect funds by gifts, donations, subscriptions or otherwise of cash and securities and any property either movable or immovable and to grant such rights and privileges to the donors, subscribers and other benefactors as the Institute may consider fit and proper;
- 4.7 To acquire and hold by gift, purchase, exchange, lease, hire or otherwise howsoever any property movable or immovable which may be necessary or convenient for the purpose of the Institute and to build, construct, improve, alter, demolish and repair such buildings, works and constructions as may be necessary for carrying out the objectives of the Institute;
- 4.8 To sell, mortgage, lease, exchange and otherwise transfer or dispose of all or any property, movable or immovable of the Institute for the furtherance of its objectives or any of them;

- 4.9 To accept and undertake the management of any endowment or trust fund or donation to further the objectives of the Institute;
- 4.10 To constitute such committee or committees as it may deem fit for the disposal of any business of the Society or for rendering advice in any matter pertaining to the Institute;
- 4.11 To co-operate with educational and other institutions and organizations in any part of the world, having objects wholly or partly similar to those of the Society, by exchange of faculty and generally in such manner as may be conducive to their common objectives;
- 4.12 To create patronship, affiliation and other classes of professional or honorary membership or office as the Society may consider necessary;
- 4.13 To make rules and regulations and Bye-laws for the conduct of the affairs of the Society and to add, amend, vary or rescind these from time to time; and
- 4.14 To do, perform and exercise such other powers, authorities and functions as are necessary or incidental for carrying out the aforesaid objectives.

(5) INTERPRETATION OF THE OBJECTIVES:

The Institute is established for public benefit and accordingly the objectives of the Institute set forth above will be interpreted in accordance with the applicable laws to mean such objectives and purposes as are regarded in law to be a public and charitable in nature.

(6) INSTITUTE OPEN TO ALL:

- 6.1 The Institute shall be open to all persons of whatever race, religion, creed, caste, class, gender and geographical area of the country. No test or condition shall be imposed as to religious belief or occupation in admitting or appointing members, students, teachers, and workers or in any other connection whatsoever.
- 6.2 No capitation fee shall be charged in any form in consideration for admission.
- 6.3 The Institute shall not accept any benefaction that involves conditions and obligations, which are inconsistent with the objectives of the Institute.

(7) INCOME AND PROPERTY OF THE INSTITUTE TO BE APPLIED FOR PURSUING THE OBJECTIVES OF THE INSTITUTE ONLY:

- 7.1 Subject to the provisions of Rules and Byelaws, the Institute is authorized:
- 7.1.1 To receive grants, donations and contributions in cash, in kind or in other forms from the Government of India, State Govts, Charitable Trusts/ Institutions, and industry within the country.
 - 7.1.2 To receive, with prior approval of the Central Govt, monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.
 - 7.1.3 To acquire by way of gift, purchase, exchange, lease, hire or otherwise howsoever any property movable and/ or immovable and to construct, develop, improve, turn to account, alter, demolish or repair buildings and structures as may be necessary or convenient for carrying out the activities of the Institute.
 - 7.1.4 For the purpose of the Institute, to draw and accept, make and endorse, discount and negotiate promissory notes, bills of exchanges, cheques or other negotiable instruments, debentures, bonds, commercial papers, debt instruments and other instruments.
 - 7.1.5 To establish, open, maintain, operate and close bank account(s), deposit account(s), and other accounts with banks, financial institutions, and other legal entities and bodies corporate;
 - 7.1.6 To invest or deposit moneys and funds of the Institute in such deposit accounts, securities, instruments and investments options as the Governing Body may approve from time to time and to withdraw, encash, transfer, sell, transpose or otherwise dispose of such deposits, securities, instruments and investments.
 - 7.1.7 For investing the funds or money of the Institute or entrusted to the Institute, to open such securities or in such manner as may from time to time be determined by the Governing Body and to sell or transpose such investments.
 - 7.1.8 To do all other such things as may be necessary, incidental or conducive to the attainment of all or any of the above objectives;
- 7.2 The income and properties of the Institute, howsoever derived, shall be applied towards promotion of the objectives of the Institute.

(8) INCOME AND PROPERTY OF THE INSTITUTE NOT BE PAID OR DISTRIBUTED BY WAY OF PROFIT OR DIVIDEND:

All the incomes, earnings, movable and immovable assets and properties of the Institute shall be solely utilized and applied towards the promotion of its objectives only as set forth in this Memorandum of Association. No portion of the income and property of the Institute shall be paid or distributed, directly or indirectly, by way of profit or dividend or otherwise, to persons, who are, or have been, members of the Institute or to any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration or providing any benefit to any member thereof or other persons in return for any service rendered to or on account of the Institute or for traveling, halting and other similar charges. No member of the Institute shall have, by virtue of being a member of the Institute, any right, interest or claim in any of the assets, properties, income or receivables of the Institute or make any profits.

(9) REVIEW AND INSPECTION:

9.1 The Central Government shall have the right to cause an inspection to be made of the Institute, its buildings, laboratories examinations, teaching and other work conducted or done by the Institute; and to cause an enquiry to be made, if considered necessary by the Central Government in respect of any matter of the Institute.

9.2 Following the inspection, the Central Government may issue directions to the Institute that shall be binding on the Institute.

(10) MANAGEMENT OF THE INSTITUTE:

The management of the Institute shall vest in the Governing Body. The first members of the Governing Body shall comprise all the subscribers to the Memorandum of Association, whose names and addresses are set forth in Clause 11 below. The Governing Body shall be reconstituted in accordance with the Rules of the Institute, within six months from the date of registration of the Institute as a society under the Societies Registration Act, 1860.

(11) SUBSCRIBERS TO THE MEMORANDUM OF ASSOCIATION:

We, the undersigned, are desirous of forming a society, namely Institute of Life Sciences, under the Societies Registration Act, 1860 in pursuance of this Memorandum of Association.

RULES OF NAME OF THE SOCIETY

(a society registered under the Societies Registration Act, 1860)

(1) SHORT TITLE:

These rules shall be called the “**Rules of the Institute of Life Sciences**” (the “Rules”).

(2) REGISTERED OFFICE OF THE INSTITUTE:

The registered office of the **Institute of Life Sciences** shall be situated at **Bhubaneswar** in the State of Orissa.

(3) DEFINITIONS:

In these Rules, unless the context otherwise requires, the following expressions shall have the meaning assigned to them respectively.

“**Act**” means the Societies Registration Act, 1860 (Act No.21 of 1860), as amended or replaced or re-enacted from time to time.

“**Authorities**” means the authorities of the Institute.

“**Bye-Laws**” has the meaning assigned to it in Rule 28.

“**Central Government**” means Government of India acting through its various Ministries and Departments as per the Rules of Business.

“**Institute**” shall mean the Institute of Life Sciences.

“**Chairman**” shall mean the Chairman of the Governing Body of the Institute.

“**DBT**” means the Department of Biotechnology in the Ministry of Science and Technology in the Government of India.

“**Director**” means the Director of the Institute.

“**Society of the Institute**” means the Society of members of the Institute;

“**Governing Body**” means the Governing Body of the Institute.

“**Memorandum of Association**” or “**Memorandum**” means the memorandum of association of the Institute, as amended and replaced from time to time;

“**President**” means the President of the Institute.

“**Rules**” mean the Rules of the Institute, as amended from time to time;

“**Secretary**” means the Secretary of the Society and shall be the person referred to in Rule 11.3.5.

Words importing the singular number shall include the plural number and vice-versa. Words importing the masculine gender shall include the feminine gender.

(4) MEMBERS:

4.5 The Institute shall have a minimum of seven members and a maximum of not more than [fifty (50)] members.

4.5 The subscribers to the Memorandum shall be the first members of the Institute.

4.5 Unless removed earlier in accordance with these Rules, a member of the Institute, other than ex-officio member, shall continue to be a member for a period of three (3) years; from the date he has become a member of the Institute. On completion of three-year term, a member, other than ex-officio member, shall automatically vacate his office of membership of the Institute. Any person, who has served as a member of the Institute for one full term will normally not be considered for reappointment. However, in case of some special expertise or knowledge, he may be considered for reappointment for one more term after which he shall not be eligible for reappointment as a member of the Institute.

4.4 The composition of the Members of the Society of ILS will be as under :

- | | | |
|--|---|------------------|
| 1. Union Minister, Science and Technology | - | President |
| 2. Chief Minister, Orissa | - | Vice-President |
| 3. Minister, Science & Technology, Orissa | - | Member |
| 4. Secretary, Dept. of Biotechnology, Govt. of India | - | Member |
| 5. Vice-Chancellor, Utkal University | - | Member |
| 6. Secretary, Science & Technology Department,
Government of Orissa | - | Member |
| 7. JS & FA, Dept. of Biotechnology, Govt. of India | - | Member |
| 8. Nominee, Dept. of Biotechnology, Govt. of India | - | Member |
| 9. Nominee, Indian Council of Agricultural Research | - | Member |
| 10. Scientist Nominated by DG, ICMR | - | Member |
| 11. Chairman – SAC, ILS | - | Member |
| 12. Eminent Expert, Area of Life Sciences | - | Member |
| 13. Eminent Expert, Area of Life Sciences | - | Member |
| 14. 2 State Level Experts
(Nominated by the Chief Minister, Orissa) | - | Member |
| 15. One Professor of the Institute by rotation | - | Member |
| 16. Two Representatives of NGOs/ Industry | - | Member |
| 17. Director, Institute of Life Sciences | - | Member Secretary |

- 4.5 The provisions regarding disqualification set forth in Rule 26 of these Rules shall apply *mutates mutandis* to the members of the Institute.
- 4.6 The Institute shall keep a register of members, giving their names, addresses and occupations of the members.
- 4.7 Once in every year, a list of members of the Institute and members of the Governing Body shall be filed with the Registrar of Societies, as required under Section 4 of the Act.

(5) AUTHORITIES OF THE INSTITUTE:

The following shall be the authorities of the Institute:

- 1. Society of the Institute
- 2. Governing Body
- 3. Scientific Advisory Committee
- 4. Finance Committee;
- 5. Such other authorities as may be constituted/ appointed as such by the Governing Body.

(6) SOCIETY OF THE INSTITUTE:

- 6.1 The Society of the Institute shall comprise of all the members of the Institute referred to in Clause 4 hereof. A meeting of the Society of the Institute shall be held annually at such time, date and place as the Governing Body may decide (the “**Annual General Meeting**”).
- 6.2 The Society of the Institute shall have the following powers:
 - a) To consider and adopt the Annual Report and audited accounts of the Institute;
 - b) To lay down general policy directions consistent with the objectives of the Institute;
 - c) To issue, if necessary, directives in specific cases for better functioning of the Institute.
- 6.3 At the Annual General Meeting, the Annual Report and the Audited Accounts of the Institute, together with the Auditor’s Report thereon shall be submitted for consideration and approval by the Society of the Institute.
- 6.4 An extraordinary meeting of the Society of the Institute may be convened by the Governing Body on its own motion at any time or at the requisition of majority of members for the time being of the Institute.

- 6.5 Any requisition so made by the members of the Institute shall specify the purpose for which the extraordinary general meeting is being requisitioned. At the extraordinary general meeting, no business other than those stated in the notice of the meeting or requisition, as the case may be, shall be taken up for consideration. Excepting as otherwise provided in the Byelaws, all meetings of the Institute shall be called by notice under the signature of the Director or any other person authorized by the Governing Body.
- 6.6 Every notice convening a meeting of the Institute shall state the date, time and place at which such meeting will be held and shall be issued to every member of the Institute not less than fifteen clear days before the days before the day appointed for the meeting.
- 6.7 Any accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings at the meeting.
- 6.8 The President of the Institute shall preside over all meetings of members of the Institute. If the President is not present at any meeting, or in his absence, the Chairman of the Governing Body shall preside at such meeting. In case the Chairman of the Governing Body is also not present, or unwilling to chair the meeting, then the members present may elect any one from the members present at such meeting to chair the meeting.
- 6.9 Seven members of the Institute or fifty percent of the membership of the Institute, whichever is less, present in person, shall form a quorum at every meeting of the Society, provided that no quorum shall be required for a meeting adjourned for want of quorum.
- 6.10 Unless otherwise required by the Bye-Laws, all businesses placed before meeting of the members may be transacted by a simple majority of votes of members present and voting at such meeting. Each member shall have one vote. In case of equality of votes at any such meetings, the Chairman shall have a second or casting vote.

(7) GOVERNING BODY:

7.1 POWERS AND FUNCTIONS:

Subject to the provisions of the Act, the Memorandum, the Rules and the Bye-laws, the Governing Body shall be entitled to exercise all such powers, and to do all such acts, deeds and things as the Institute is authorized to exercise or do. Without limiting the generality of the foregoing, the Governing Body shall be the principal executive body of the Institute and shall, in addition to all powers vested in it, have the following powers namely:

- 7.1.1 The Governing Body shall generally carry out and pursue the objectives of the Institute as set forth in the Memorandum of Association. The management of all the affairs and funds of the Institute shall, for this purpose, vest in the Governing Body.
- 7.1.2 The Governing Body shall exercise all the powers of the Institute, subject nevertheless to such limitations as the Government of India may from time to time impose.
- 7.1.3 In particular and without prejudice to the provisions of these Rules and the Bye-laws, the Governing Body shall have power to:
 - 7.1.3.1 Consider the annual and supplementary budgets placed before it by the Director from time to time and recommend them with such modifications as the Governing Body may think fit for being passed by the Society of the Institute.
 - 7.1.3.2 Enter into contracts or engagements with the Government of India and with the State Governments and other public or private legal entities, bodies corporate, societies, trusts, firms or individuals for securing and accepting grants-in-aid, endowments, donations or gifts to the Institute, on mutually agreed terms and conditions provided that such terms and conditions, if any, shall not be contrary to, inconsistent or in conflict with the objectives of the Institute; provided that, for any such arrangement with foreign and/or international agencies or organizations, the prior approval of the Government of India shall be obtained.
 - 7.1.3.3 Acquire by purchase, gifts, exchange, lease or hire or otherwise from the Government of India, State Governments and other public bodies or individuals, institutions, libraries, laboratories, immovable properties, endowments or other funds together with any attendant obligations and engagements; provided that for such transaction with any foreign and/or international agency or organization, the prior approval of the Government of India shall be obtained.
 - 7.1.3.4 Appoint committees and sub-committees for such purpose and with such powers as are not inconsistent with these Rules or objectives of the Institute and for

such periods and on such terms as it may deem fit and dissolve any of them.

- 7.1.3.5 Delegate such administrative and financial powers as it may think proper to the Chairman, the Director, or such other officers of the Institute as may be considered necessary;
- 7.1.3.6 Frame amend or repeal Bye-laws, for the administration and management of the affairs of the Institute nevertheless to such limitations as the Government of India may from time to time impose and in particular to provide for the following matters:
 - a) Preparation and sanction of budget estimates, sanctioning of expenditure, entering into and execution of contracts, investment of the funds of the Institute, sale or alteration of such investments and maintenance and operation of accounts and their audit;
 - b) Procedure for recruitment of officers and establishment in the service of the Institute;
 - c) Terms and tenures of appointments, emoluments, allowances, rules of discipline and other conditions of service in the establishments of the Institute;
 - d) Such other matters as may be necessary for the administration of the affairs and funds of the Institute.
- 7.1.4 To manage and administer the revenues and properties of the Institute and to conduct all administrative affairs of the Institute not otherwise specifically provided for.
- 7.1.5 To create teaching and academic posts, to determine number, qualifications and cadres thereof as per guidelines, if any, of the University Grants Commission and the emoluments of such posts in consultation with the Finance Committee.
- 7.1.6 To lay down the duties and conditions of service of members of Faculty and other academic staff maintained by the Institute, in consultation with the Academic Council.
- 7.1.7 To provide for appointment of visiting fellows and visiting professors.
- 7.1.8 To create administrative, ministerial and other posts necessary or expedient in terms of the cadres laid down or otherwise and

to make appointments thereof in consultation with the Finance Committee.

- 7.1.9 To manage and regulate the finance, accounts, investments, property, income, expenditure and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents or consultants or advisors as the Governing Body may deem fit.
- 7.1.10 To entertain and adjudicate upon and, if thought fit, to redress any grievances of the students, employees, teaching and non-teaching staff members of the Institute.
- 7.1.11 To select and approve an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
- 7.1.12 To review and revise the fees and other charges levied by the Institute;
- 7.1.13 To appoint statutory auditors and internal auditors of the Institute and to approve their terms of appointment;
- 7.1.14 To issue appeals for funds for carrying out the objectives of the Institute and consistent with the provisions of the objectives clause of the Institute, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys.
- 7.1.15 To draw, make, accept, endorse, discount or negotiate cheques, drafts, bills of exchange, promissory notes, and other negotiable instruments;
- 7.1.16 To sell, lease, transfer, exchange or otherwise dispose of the whole or any part of the immovable properties of the Institute;
- 7.1.17 To purchase, take on lease or hire or hire purchase or otherwise acquire immovable or movable properties including without limitation, land, buildings, premises, equipment, apparatus, furniture, fixtures, fittings and facilities required for carrying on the operations of the Institute;
- 7.1.18 To execute deeds, documents and instruments including without limitation conveyance deed, re-conveyance deed, transfer deed, mortgages, leases, leave and licenses, bonds and other deeds, documents and instruments as may be required for purchase, lease, license or otherwise acquisition or for sale, transfer, lease,

license, mortgage or otherwise disposal of any movable or immovable assets and properties of or for the Institute;

- 7.1.19 To raise and borrow money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institute or without any securities and upon such terms and conditions as the Governing Body may think fit and to pay out of the funds of the Institute, all expenses, incidental to the raising of money and to repay and redeem any money borrowed.
- 7.1.20 To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as the Governing Body may deem fit and from time to time to sell, transfer or otherwise dispose of such securities and/ or transpose any such securities.
- 7.1.21 To maintain a fund to which shall be credited:
- a) All moneys provided by the Central or State Governments and/ or any other Government agency.
 - b) All fees and other charges received by the Institute.
 - c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequest or transfers and
 - d) All money received by the Institute in any other manner or from any other source.
- 7.1.22 To deposit all moneys credited to the fund in scheduled banks or to invest them in consultation with the Finance Committee;
- 7.1.23 To maintain proper books of account and other relevant records and prepare annual statements of account including the Income and Expenditure Account and the Balance Sheet as on close of every financial year, in such from as may be prescribed by law as may be applicable to the Institute;
- 7.1.24 To constitute, for the benefit of the academic, technical, administrative and other staff members, in such manner and subject to such conditions as may be prescribed by the Bye-laws such insurance, provident fund, gratuity and other retirement benefit plans as the Governing Body may deem fit for the benefit of the employees of the Institute and to aid in the establishment, support and management of associations,

- 7.1.25 To delegate all or any of the powers of the Governing Body to any committee or sub-committee constituted by it or to the Director of the Institute or to any other officer of the Institute;
- 7.1.26 To establish, maintain and manage hostels for the scholars and employees of the Institute;
- 7.1.27 To approve or authorize expenditure on a project or scheme as per the approved budget or as per the policies in force from time to time for approval of such expenditure;
- 7.1.28 The Governing Body shall be principal executive body of the Institute and shall have the powers to take all necessary decisions for the smooth and efficient functioning of the Institute.

7.2 COMPOSITION:

The Governing Body shall consist of the following persons as its members:

- | | | | |
|-----|--|---|------------------|
| 1. | Secretary, Dept. of Biotechnology, Govt. of India | - | Chairperson |
| 2. | Vice-Chancellor, Utkal University | - | Member |
| 3. | Secretary, Science & Technology Department, Govt. of Orissa | - | Member |
| 4. | JS & FA, Dept. of Biotechnology, Govt. of India | - | Member |
| 5. | Nominee, Dept. of Biotechnology, Govt. of India | - | Member |
| 6. | Nominee, Indian Council of Agricultural Research | - | Member |
| 7. | Scientist Nominated by DG, ICMR | - | Member |
| 8. | Chairman – SAC, ILS | - | Member |
| 9. | Eminent Expert, Area of Life Sciences | - | Member |
| 10. | Eminent Expert, Area of Life Sciences | - | Member |
| 11. | 2 State Level Experts
(Nominated by the Chief Minister, Orissa) | - | Member |
| 12. | One Professor of the Institute by rotation | - | Member |
| 13. | Two Representatives of NGOs/ Industry | - | Member |
| 14. | Director, Institute of Life Sciences | - | Member Secretary |

7.3 TERM OF MEMBERSHIP:

7.3.1 A member of the Governing Body shall cease to be a member on the happening of following events:

- a) If he resigns, becomes of unsound mind, becomes insolvent or is convicted of a criminal offence involving moral turpitude, or his employer refuses to grant him permission to serve on

the Governing Body, or he goes abroad for a continuous period exceeding one year or on his death or he is in the opinion of the Governing Body hindrance to the achievements of the aims and objectives of the Institute;

- b) If he does not attend three consecutive meetings of the Governing Body, without any sufficient cause(s) or permission of the Chairman.
- c) If he suffers from any of the disqualifications set forth in Rule 18 hereof.

7.3.2 Whenever a member desires to resign from the membership of the Governing Body, he shall forward a letter containing his resignation addressed to the Chairman and his resignation shall take effect only on its acceptance by the Chairman.

7.3.3 The members and ex-members of the Governing Body shall not be entitled to any remuneration from the Institute excepting the full time Director of the Institute. The non-official members of the Governing Body or any committee appointed by it shall be paid by the Institute such traveling and daily allowances and honorarium as may be provided for in the Bye-laws.

7.3.4 Holding the membership of the Governing Body by virtue of an office held by him (ex-officio), a member shall normally attend the Governing Body meeting himself in person but in exceptional circumstances shall have the right to nominate a representative to act on his behalf at a particular meeting of the Governing Body and the representative so nominated shall be entitled to take part in the proceeding of the meeting but not to vote thereat.

7.3.5 Subject to provisions of Rule 7.3.1 above and Rule 18 below, each non ex-officio member of the Governing Body shall relinquish his membership on expiry of three years from the date of which he became a member of the Governing Body; but, subject to other provisions of these Rules, such retiring member shall be eligible for re-appointment for another one term of three years. No member of the Governing Body who has served for two terms shall be eligible for re-appointment. In case of a casual vacancy, the person appointed to fill such vacancy shall hold office for the un-expired duration of office of the member, whose office has fallen vacant.

7.4 MEETINGS OF THE GOVERNING BODY:

- 7.4.1 The Governing Body shall endeavour to meet at least twice a year. The meetings of the Governing Body shall be organized such that at least one meeting is held in each half year. For the purposes of this Rule 7.4.1, a year shall comprise of 12 months period commencing on first day of April each year and terminating on the 31st day of March of the following calendar year.
- 7.4.2 Every meeting of the Governing Body shall be presided over by its Chairman, and in his absence by a member chosen by the members present from amongst himself shall preside over the meeting.
- 7.4.3 The Governing Body may transact any urgent business by circulating such business to all the members of the Governing Body. Any resolution so circulated and approved by a simple majority may be put to effect to the extent or urgency of the action but the same shall be put for approval before a duly convened and held meeting of the Governing Body.
- 7.4.4 Seven members of the Governing Body, present in person, shall constitute a quorum at any meeting of the Governing Body.
- 7.4.5 Not less than fifteen days clear notice of every meeting of the Governing Body shall be given to each member. The notice shall mention the date, time and place of the meeting. The accidental omission to give notice to or the non-receipt of notice by any member shall not invalidate the proceedings of the meetings.
- 7.4.6 The Chairman may himself call, or by a requisition in writing signed by him may require the Secretary to call, a meeting of the Governing Body at any time. On receipt of such a requisition, the Secretary shall forthwith proceed to call such a meeting.
- 7.4.7 All decisions at the Governing Body shall be made by simple majority of votes of members present and voting. Each member of the Governing Body shall have one vote. In case of equality of votes at any meetings of the Governing Body, the Chairman of the meeting shall have a second or casting vote.

7.5 CONSTITUTION OF STANDING COMMITTEES & AD-HOC COMMITTEES BY THE GOVERNING BODY:

7.5.1 Subject to the provision of the Rules and Bye-laws of the Institute, the Governing Body may by a resolution constitute such Committees or Sub-Committees or Co-committees or Ad-hoc Committees for such purposes and with such powers and authorities as the Governing Body may think fit and for exercising any power or powers or discharging any functions of the Institute or for inquiring into reporting and advising upon any matter of the Institute.

7.5.2 The Governing Body may appoint or co-opt such persons as members of the committees referred to in Rule 7.5.1 above.

7.6 POWERS OF THE CENTRAL GOVERNMENT:

7.6.1 The Government of India shall have the power to issue such directives as it may consider necessary from time to time to the Institute for the purpose of carrying out or continuing the objectives set out in the Memorandum of Association.

7.6.2 The Government of India may appoint one or more persons to review or inspect the working and progress of the Institute and to hold inquiries into the affairs thereof and to report thereon in such manner as the Government of India may decide. The Government of India may, upon receipt of such report, issue such directions as it may consider necessary in respect of any of the matter dealt within the report and the Institute shall comply with such directions.

7.6.3 The copies of the Annual Report, Annual and supplementary Budget, Bye-laws and the Audited Accounts of the Institute shall be furnished by the Institute to the Central Government which shall have power to issue necessary directions relating thereto.

7.7 DELEGATION OF POWERS OF THE GOVERNING BODY:

The Governing Body may by a resolution, delegate to the Director or any other officer of the Institute or to any Standing Committee or the Ad-hoc Committee such of the powers and authorities of the Governing Body as it may deem fit, subject to the condition that the action taken by the President or the Director or the officer concerned or the Standing Committee or the Ad-hoc Committee concerned in the exercise of the powers so delegated shall be reported at the next meeting of the Governing Body.

(8) SCIENTIFIC ADVISORY COMMITTEE:

The Scientific Advisory Committee shall consist of (i) a Chairman, who will be an eminent scientist in the relevant field, (ii) 8 reputed experts in related disciplines and (iii) the Director. The Director shall be the Member and Secretary of the Committee. It may also include three members from overseas. All the members other than the ex-officio members shall hold office for a term of two years. The rules governing the convening and conduct of the meeting of the Scientific Advisory Committee and transaction of business by the said Committee shall be set forth in the Bye-laws.

(9) FINANCE COMMITTEE:

9.1 MEMBERSHIP OF THE FINANCE COMMITTEE:

The Finance Committee shall consist of the following members:-

- | | | |
|----|--|---------------------------------|
| 1. | Joint Secretary & Financial Advisor
Department of Biotechnology
Ministry of Science and Technology
Government of India, New Delhi | Chairperson, Ex-officio |
| 2. | Director, Institute of Life Sciences | Member, Ex-officio |
| 3. | A nominee of the Governing Body | Member |
| 4. | A representative of Dept. of Biotechnology,
to be nominated by Secretary, DBT | Member |
| 5. | Finance & Accounts Officer
Institute of Life Sciences | Member Secretary,
Ex-officio |

9.2 TERM OF OFFICE:

All the members other than the ex-officio members of the Finance Committee shall hold office for a term of three years.

9.3 POWERS AND FUNCTIONS:

The Finance Committee shall have the following powers and functions:

- 9.3.1 To consider in detail Annual Budget Estimates and Revised Estimates of the Institute and make recommendations thereon to the Governing Body;
- 9.3.2 To consider and approve proposals for incurring of expenditure on account of major works and purchases;

- 9.3.3 To consider proposals for creation of new posts and make recommendations to the Governing Body in keeping with the guidelines issued by the Government of India from time to time;
- 9.3.4 To consider revisions of pay scales, allowances and other terms and conditions of service of staff having financial implications and make recommendations to the Governing Body in keeping with the guidelines issued by the Government of India from time to time;
- 9.3.5 To review financial position of the Institute and make recommendations from time to time to the Governing Body;
- 9.3.6 To consider and recommend various projects and make recommendations to the Governing Body; and
- 9.3.7 To formulate and/ or approve the financial systems and controls, financial policies, expenditure authorization matrices and all other matters relating to the finance affairs.

9.4 TERMS AND CONDITIONS:

- 9.4.1 The Finance Committee shall meet at least twice in a financial year. Not less than 15 days notice shall be issued for a meeting of the Finance Committee. Non-receipt of notice by any member of the Committee or accidental omission in issue of notice shall not invalidate the meeting or the proceedings thereof.
- 9.4.2 The annual accounts and financial estimates shall be placed before and considered by the Finance Committee and thereafter submitted to Governing Body for approval, together with the comments of the Finance Committee;
- 9.4.3 To recommend to the Governing Body the creation of all types of posts.
- 9.4.4 The quorum for a meeting of the Finance Committee shall be presence of members representing one-third of the total number of members for the time being of the Finance Committee or two members, whichever is higher, provided always that such members shall include presence of the Financial Adviser of the Department of Biotechnology, to constitute a quorum at such meetings.
- 9.4.5 All decisions at meetings of the Finance Committee shall be made by a simple majority of votes of the members present and

voting. In case of equality of votes at any meetings, the Chairman shall have a second or casting vote.

9.4.6 The Finance Officer shall be the non-member Secretary to the Finance Committee.

9.4.7 The Finance Committee shall function in accordance with the Rules and Byelaws of the Institute and generally follow the relevant orders/ guidelines issued by the Government of India from time to time. Proposals involving expenditure of over Rs. 5.00 crores or such higher limits as may be specified by the Government of India from time to time, shall be referred to the Government of India for approval in accordance with the prescribed procedure of Expenditure Finance Committee/ Public Investment Board.

(10) GRIEVANCE REDRESSAL MACHINERY:

The Institute may with approval of the Governing Body appoint, in accordance with the provisions, if any, contained in the Byelaws, grievance redressal machinery for redressal of individual grievances and complaints.

(11) PRINCIPAL OFFICERS OF THE INSTITUTE:

11.1 The following shall be the officers of the Institute:

- a) President
- b) Director
- c) Finance Officer; and
- d) Such other officers as may be prescribed in the Bye-laws.

11.2 PRESIDENT

The Institute shall have a President, who shall be the Minister of Science and Technology or his nominee.

11.3 DIRECTOR

11.3.1 The Director of the Institute, who shall be a distinguished scientist, shall be a whole time salaried officer of the Institute and shall be appointed by the Administrative Ministry as per the Byelaws. The Director shall hold office for a term of 5 years, which term may be extended for further period or periods as per the Byelaws.

11.3.2 Subject to the supervision, direction and control of the Governing Body and the Rules and Byelaws, the Director shall have general supervision and disciplinary control over the

officers and employees of the Institute, and assign their duties and functions.

- 11.3.3 The Director shall exercise such powers and authorities as are vested in him or as may be delegated to him from time to time.
- 11.3.4 The Director shall co-ordinate and exercise general supervision over all the activities of the Institute.
- 11.3.5 The Director of the Institute shall be the Secretary of the Institute. For the purpose of Section 6 of the Societies Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Institute and the Institute may sue or be sued in the names of the Secretary of the Institute.
- 11.3.6 The Director may delegate any of his powers to any of the officers of the Institute, as per the Byelaws.
- 11.3.7 The Director shall have the power to convene or cause to be convened meetings of the various bodies of the Institute.
- 11.3.8 The Director shall have and shall be entitled to exercise all such powers and authorities as are necessary for proper management and conduct of operations of the Institute.

11.4 FINANCE OFFICER

- 11.4.1 The Finance Officer shall be whole time salaried officer of the Institute and shall be appointed as per Byelaws.
- 11.4.2 The Finance Officer shall work under the supervision of the Director and is accountable to the Governing Body through the Director. He would be the Ex-officio Member Secretary of the Finance Committee. He would be an advisor to the Director for financial matters.
- 11.4.3 Subject to the control of the Governing Body to manage property and investment of Institute, he shall be responsible for the preparation of annual estimates and statements of account for submission to the Finance Committee and the Governing Body.

(12) DELEGATION OF POWERS:

Subject to the provisions of these Rules and Bye-Laws, any officer or Authority of the Institute may delegate his or its power to any other Officer or

Authority or person under their respective control and subject to the condition that the overall responsibility for exercise of the powers so delegated shall continue to rest in the Officer of Authority delegating such power.

(13) DISPUTE AS TO MEMBERSHIP:

If any question arises, whether any person has been duly appointed as or is entitled to be a member of any Authority or any Committee of the Institute, the matter shall be referred to the President of the Institute, whose decision thereon shall be final.

(14) RIGHT TO GOVERNMENT OF INDIA TO INSPECT THE INSTITUTE:

14.1 The Central Government shall have the right to cause an inspection to be made by such person or persons as it may direct, of the Institute, its buildings, fixtures and fittings, laboratories and equipment as also examinations, teaching and other work carried on or done by the Institute and, if necessary, to cause an inquiry to be made in respect of any matter connected with the administration or finances of the Institute.

14.2 Where an inspection or inquiry has been caused to be made by the Government of India, the Institute shall be entitled to appoint a representative who shall have the right to be present and to be heard at such inspection or inquiry.

14.3 The Government of India may communicate the result of such inspection or inquiry together with such advice as it may be pleased to offer as to the action to be taken by the Institute, to the Director of the Institute who shall communicate the same to Governing Body.

14.4 The Governing Body shall give proper consideration to the said communication regarding the result of inspection or inquiry and the proposals for action by the Institute and communicate to the Government of India the action, if any, which it proposes to take or has taken upon the result of such inspection or inquiry.

(15) RESIGNATION:

Any member of the Institute may resign by a letter addressed to the Chairman, Governing Body and the resignation shall take effect as soon as the President accepts it.

Any member other than ex-officio member of any Authority or Committee may resign by a letter addressed to the Chairman, Governing Body and the resignation shall take effect as soon as the Chairman, Governing Body accepts it.

(16) ACTING CHAIRMAN OF THE MEETING:

Where no provision is made for a Chairman to preside over a meeting of an Authority of the Institute or any Committee of such Authority, or if the Chairman so provided is absent, the members shall elect one from amongst themselves to preside over at such a meeting.

(17) VALIDATION OF CERTAIN ACTS/ DECISION:

No act or proceedings of any Authority or any body or any Committee of the Institute shall be invalid merely by reason of :

- a) Any vacancy therein or any defect in the constitution thereof, or
- b) Any defect in the nomination or appointment of a person acting as a member thereof, or
- c) Any accidental omission in issue of the notice of the meeting; or
- d) Any irregularity in conduct of the meeting or decision not affecting the merits of the case.

(18) DISQUALIFICATION:

- a) A person shall be disqualified for being considered for appointment as member of or holding office of member of any of the Authorities of the Institute, if he/she
 - i) Is of unsound mind; or
 - ii) If he/she is an un-discharged insolvent, or
 - iii) If he/she has been convicted by a court of law of an offence.
- b) If any question arises as to whether a person is or has been subjected to any disqualifications, the question shall be referred to the President for his decision and his decision shall be final and binding. No suite or proceedings shall lie in any civil court against such decision.

(19) FILLING OF CASUAL VACANCIES:

Casual vacancies among the members (other than ex-officio members) of the Institute or any Authority or any other Committee of the Institute shall be filled as soon as it may be convenient by the person or the Authority who appointed or co-opted the member whose place has become vacant. The provisions contained in these Rules shall be applicable to filling of casual vacancies. Subject to the provisions of these Rules, the person appointed or co-opted to a casual vacancy shall hold office for the remainder of the term of the member, whose office had fallen vacant.

(20) BYE-LAWS:

Subject to the provision of the Memorandum of Association and the Rules, the Governing Body shall have, in addition to all other powers vested in it, the powers to frame Bye-laws (the “**Byelaws**”) necessary for internal management and smooth working of the Institute and all matters incidental thereto. In framing the Byelaws, the Governing Body shall abide by any directions or orders issued by the Central Government.

Matters that may be dealt with in the Byelaws shall include, without limitation, the following:

- i) Institute of Life Sciences Recruitment & Promotion Rules;
- ii) Institute of Life Sciences Classification, Control & Appeal Rules;
- iii) Institute of Life Sciences Leave Rules;
- iv) Institute of Life Sciences Medical Attendance Rules;
- v) Institute of Life Sciences Provident Fund Rules;
- vi) Institute of Life Sciences Gratuity Rules;
- vii) Institute of Life Sciences Traveling Allowance Rules;
- viii) Institute of Life Sciences Leave Travel Concession Rules;
- ix) Institute of Life Sciences Conduct Rules.
- x) Rules for establishment of Committees, Sub-committees or Authorities, constitution of Committees/ Sub-committees/ Authorities, Membership of the Committees/ Sub-committees/ Authorities, rules governing convening and conduct of meetings of Committees/ Sub-committees/ Authorities, quorum for meetings of Committees/ Sub-committees/ Authorities, and all matters in relation thereto;
- xi) All other matters which by this Memorandum or the Rules may be provided for in the bye-laws;

(21) INCOME & PROPERTY OF THE INSTITUTE TO BE UTILIZED FOR ITS OBJECTIVES ONLY:

The income and property of the Institute howsoever derived shall be utilized solely for promoting the objectives of the Institute as set out in the Memorandum of Association.

To receive with prior approval of the Central Government, monetary assistance from foreign sources including international organizations for training programs, scientific research and other activities.

To receive grants, donations and contributions in cash or in other forms from the Government of India, State Governments, Charitable Trust/ Institutions and Industry within the country.

(22) BAR ON PAYMENTS OR TRANSFERRING OF THE INCOME AND PROPERTY OF THE INSTITUTE BY WAY OF PROFIT:

No portion of the income and property of the Institute shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the persons who were at any time or are members of the Institute or to any of them provided that nothing herein contained shall prevent the payment in good faith remuneration to any member or other person as consideration for any service rendered to the Institute or for traveling or other allowances and such other charges.

(23) ADJUSTMENT OF INCOME AND PROPERTY ON DISSOLUTION OF THE INSTITUTE:

After, on the winding up or dissolution of the Institute there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid or distributed among the members of the Institute or any of them but shall be transferred to other bodies in consultation with the agencies concerned who have helped in creation of those assets.

(24) LEGAL PROCEEDINGS:

24.1 For the purpose of Section 6 of the Registration of Societies Act, 1860, the person in whose name the Institute may sue or be sued shall be the Director of the Institute as Secretary/ Principal Secretary of the Society.

24.2 No suit or legal proceedings shall lie against the Central Government in respect of anything done or purported or intended to be done by the Institute or an Officer of the Institute or a Member of the Authority of the Institute in the pursuance of any article of Memorandum of Association or the Rules or Byelaws made there under.

(25) ALTERATION, AMENDMENTS AND ADDITIONS IN THE RULES:

The Rules and Byelaws of the Institute may be altered, amended and added to by the Governing Body in accordance with the provisions of the Registration Societies Act, 1860 as in force for the time being provided any such alterations, amendment and addition in the Rules of the Institute shall become effective only after receipt of concurrence of the Government of India.

(26) FUNDS, ACCOUNTS, AUDITS AND ANNUAL REPORTS:

26.1 The funds of the Institute shall be utilized solely for the purpose of the Institute.

- 26.2 The accounts of the Institute shall be maintained in the name of the Institute and not in the name of a particular trust or Society whether financing or sponsoring the Institute or not. The accounts of the Institute shall be kept in such forms as may be laid down by the Governing Body and shall conform to the rules, if any, prescribed by the Government of India. The accounts of the Institute will be open to examination by the Comptroller and Auditor General of the Government of India.
- 26.3 All funds belonging to the Institute or under the control of the Governing Body shall be shown separately in the accounts of the Institute.
- 26.4 Annual Reports, audited accounts and the audit reports shall be submitted to the Government of India within nine months of the closure of the accounting year for the purpose of being laid down on the Table of the Parliament.

(27) RECORDS TO BE KEPT BY THE INSTITUTE:

Records like proceeding register, stock register, cash book register etc, shall be maintained by the Institute and shall be properly audited annually.

(28) ACCOUNT AND AUDIT:

The Accounts of the Institute shall be audited by an auditor, who is a chartered accountant or by a firm of chartered accountants. The auditor shall be appointed by the Governing Body on nomination by the Central Government or from a panel of chartered accountants approved by the Central Government. The nature of audit to be applied and the detailed arrangements to be made in regard to the form of accounts and their maintenance and the presentation of Accounts for audit shall be prescribed by Byelaws to be framed by the Governing Body and approved by the Central Government.

(29) ANNUAL REPORT:

An Annual Report of the working of the Institute and of all works undertaken during the year shall be prepared by the Governing Body. The Annual Report together with the audited annual account of the Institute shall be presented to the Society of the Institute for its adoption at the Annual General Meeting. Thereafter, the Annual Report together with the audited annual account shall be submitted to the Government of India.

(30) CONTINUANCE OF CERTAIN RULES:

The Statutes, Regulations and Rules which were in force immediately before the commencement of these Rules, shall subject to such adaptations of modifications as may be made therein by the Director with the approval of the Governing Body in so far as they are not inconsistent with the provisions of

these Rules, be deemed to be Statutes, Regulations and Rules made under the appropriate provisions of these Rules.

(31) AMENDMENT OF THE MEMORANDUM AND THE RULES:

Any amendment in the Memorandum and the Rules may be made in accordance with the applicable provisions of the Act as applicable to the Institute.

(32) DISSOLUTION OF THE INSTITUTE:

If the Institute needs to be dissolved, it shall be dissolved in accordance with the provisions of the Act, as applicable to the Institute.

Certified that this is a correct copy of the Rules of Institute of Life Sciences.

President

Secretary

Member